



BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATIO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

BOARD OF DIRECTORS MEETING

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

WEDNESDAY, MAY 1, 2019 – 2:00 pm

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of the Board of Directors Meeting of April 3, 2019
- b. Acceptance of Statement of Revenues and Expenses for March 2019
- c. Acceptance of Quarterly Investment Report for the Quarter Ending March 31, 2019
- d. Acceptance of Report on Contracts Between \$100K and \$200K for the Quarter ending March 31, 2019
- e. Acceptance of SamTrans Bus System Safety Program Plan
- f. Call for Public Hearing at the July 10, 2019 Meeting to Review Codified Tariff Changes

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

- a. Resolution of Appreciation for Robert Jenkins
- b. Presentation of Safe Driver Awards
- c. Presentation of Annual Bus Maintenance and Bus Transportation Base Safety Awards

7. BOARD MEMBER REQUESTS/COMMENTS

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

8. RECESS TO COMMITTEE MEETINGS

A. COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*
(R. Guilbault, Chair; R. Collins, M. Fraser)

1. Call to Order

MOTION

2. Approval of Minutes of Community Relations Committee Meeting of April 3, 2019
3. Reappointment of Iris Chan and Mary Adler, Representing Bus Riders, and Richard Pico, Representing Multimodal Riders, to the Citizens Advisory Committee
4. Proclamation in Honor of Retiring PCC Member Barbara Kalt

INFORMATIONAL

5. Accessibility Update
6. Paratransit Coordinating Council Update
7. Citizens Advisory Committee Update
8. Multimodal Ridership Report – March 2019
9. Adjourn

B. FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*
(P. Ratto, Chair; J. Powell, M. Fraser)

1. Call to Order

MOTION

2. Approval of Minutes of Finance Committee Meeting of April 3, 2019
3. Authorize Award of Contract for a Bus Traffic Signal Priority System
4. Authorize Award of Contract for Auto Bodywork, Repainting, and Wrapping Services

INFORMATIONAL

5. Preliminary Fiscal Year 2019-20 Operating and Capital Budgets
6. Adjourn

**C. STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE/
COMMITTEE OF THE WHOLE***
(C. Stone, Chair; D. Pine, K. Matsumoto)

1. Call to Order

MOTION

2. Approval of Minutes of Strategic Planning, Development, and Sustainability Committee Meeting of April 3, 2019

INFORMATIONAL

3. Draft SamTrans FY 2019-2028 Short Range Transit Plan
4. SamTrans Adaptation & Resilience Plan Study Introduction
5. Adjourn

D. LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*
(J. Powell, Chair; R. Collins, R. Guilbault)

1. Call to Order

MOTION

2. Approval of Minutes of Legislative Committee Meeting of April 3, 2019

INFORMATIONAL

3. State and Federal Legislative Update
4. 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. Multimodal Ridership Report – March 2019

11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Award of Contract for a Bus Traffic Signal Priority System
- b. Authorize Award of Contract for Auto Bodywork, Repainting, and Wrapping Services

SUBJECT DISCUSSED

- c. Preliminary Fiscal Year 2019-20 Operating and Capital Budgets

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

SUBJECTS DISCUSSED

- a. Draft SamTrans FY 2019-2028 Short Range Transit Plan
- b. SamTrans Adaptation & Resilience Plan Study Introduction

13. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

14. GENERAL COUNSEL REPORT

Closed Session: Conference with Real Property Negotiators (Joan L. Cassman, General Counsel, Brian Fitzpatrick and Gary Cardona, SamTrans Real Estate staff) pursuant to Government Code Section 54956.8:

Property Location and Parties: Peninsula Corridor Joint Powers Board and San Mateo County Transit District, property near Woodside Road and Caltrain tracks, Redwood City, CA, APN 055-253-090

Under Negotiation: Price and terms of contract

15. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

16. DATE, TIME AND PLACE OF NEXT REGULAR MEETING – Wednesday, June 5, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd 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 650-508-6242. Agendas are available on the SamTrans Website at 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.

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; or made by phone at 650-508-6242 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda 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 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
APRIL 3, 2019**

MEMBERS PRESENT: M. Fraser, K. Matsumoto (Vice Chair), D. Pine, J. Powell, P. Ratto, C. Stone, C. Groom (Chair)

MEMBERS ABSENT: R. Collins, R. Guilbault

STAFF PRESENT: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Carole Groom called the meeting to order at 2:05 pm and led the Pledge of Allegiance.

ROLL CALL

District Secretary Dora Seamans called the roll. A quorum was present.

CONSENT CALENDAR

Director Karyl Matsumoto requested to pull items #3(e) and #3(f) from the Consent Calendar.

- Approval of Minutes of the Board of Directors Meeting of March 6, 2019
- Approval of Minutes of Board of Directors Special Meeting/Study Session of March 19, 2019
- Acceptance of Statement of Revenues and Expenses for February 2019
- Approval of Revisions to the District Procurement Policy – Approved by Resolution No. 2019-10

Motion/Second: Stone/Pine

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

Absent: Collins, Guilbault

Director Matsumoto asked about the number of firms that responded to the RFP (Request for Proposals). Casey Fromson, Director of Government and Community Affairs, said two firms submitted responses to the state proposal. When she asked if the evaluation committee was the same from both the federal and state RFPs, Ms. Fromson said herself, Peter Skinner, and a member of the SFMTA (San Francisco Municipal Transportation Agency) were present.

Director Matsumoto asked if a third firm submitted, which Ms. Fromson confirmed.

- Award of Contract for State Legislative Advocacy Services – Approved by Resolution No. 2019-11

- Award of Contract for Federal Legislative Advocacy Services – Approved by Resolution No. 2019-12
- Award of Contract for Bicycle Racks for Transit Buses – Approved by Resolution No. 2019-13

Motion/Second: Matsumoto/Stone

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

Absent: Collins, Guilbault

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

REPORT OF THE CHAIR

None.

REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, noted that his written report was in the packet.

Director Matsumoto asked about the BART bus bridge commitment of four buses. David Olmeda, Chief Operating Officer/Bus, said that service hours had been extended and that the trips were unidirectional. She asked about total round trips. Mr. Hartnett said the ridership report indicated a continued decline in riders.

BOARD MEMBER REQUESTS/COMMENTS

None.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:13 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Chair Groom reconvened the Board meeting at 3:16 pm.

MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*

Director Fraser reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Multimodal Ridership Report – February 2019

MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*

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

RESOLUTIONS:

- Authorize the General Manager/CEO to Execute Agreements with the California Department of Tax and Fee Administration for Implementation of a Local Transactions and Use Tax – Approved by Resolution No. 2019-14
- Authorize the Examination of Transactions (Sales) and Use Tax Records– Approved by Resolution No. 2019-15

Motion/Second: Ratto/Stone

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

Absent: Collins, Guilbault

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

Director Stone reported on the following item:

SUBJECT DISCUSSED:

- Board Feedback on Proposed SamTrans Fare Changes

Chair Groom requested that any changes to the fare policy receive plenty of advance notice on the website, particularly to the senior and disabled communities. Christy Wegener, Director of Planning, said her department was working closely with marketing and communications on outreach plans and meetings.

MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Powell led the Board in voting on the following item:

MOTION:

- State and Federal Legislative Update and Approval of Legislative Proposals

Motion/Second: Powell/Fraser

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

Absent: Collins, Guilbault

GENERAL COUNSEL REPORT

Closed Session: Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency-designated representative: Board Chair

Title/Unrepresented Employee: General Manager/CEO Jim Hartnett

The Board meeting recessed to closed session at 3:21 pm.

The Board meeting reconvened into open session at 4:07 pm.

Joan Cassman, Legal Counsel, reported that the Board would consider a resolution to approve the fourth amendment to the employment agreement between SamTrans and Jim Hartnett according to the following terms:

1. The Board has agreed to award performance pay to Mr. Hartnett in the amount of \$50,000 as per his employment agreement and based upon the fact that as required by the employment agreement, Mr. Hartnett was determined by this Board to have excelled in his performance last year and completed all his goals in an exemplary manner.
2. The resolution on the fourth amendment will extend the term of the General Manager's contract by one year. The termination or expiration will be March of 2023.
3. This amendment to the employment agreement will acknowledge a 3 percent adjustment in the base pay of the General Manager. This 3 percent is the adjustment that all other employees at the District received July 1, 2018. His base salary will increase based on this 3 percent from \$289,483 to \$298,168.

RESOLUTION:

- Approval of the Fourth Amendment to Employment Agreement with General Manager/CEO Jim Hartnett – Approved by Resolution No. 2019-16

Motion/Second: Matsumoto/Powell

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

Absent: Collins, Guilbault

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Groom said that Board communications were in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Chair Groom announced the time and location of the next meeting as Wednesday, May 1, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURN

The meeting adjourned at 4:10 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
MARCH 31, 2019**

ACTION

Staff proposes that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of March 2019 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through March 31, 2019. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year to date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2019.

SIGNIFICANCE

Annual Forecast: The annual forecast was updated for the May board meeting based on actual revenue and expense trends through February 2019.

Forecast Revenues: Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are forecast \$3.5 million higher than budget primarily due to higher District ½ Cent Sales Tax (page 1, line 10). The increase in sales tax is based on the current estimate from the San Mateo County Auditor. Sales tax revenue has been high in Fiscal Year 2019 due to a strong local economy. The increase in sales tax is partially offset by lower Passenger Fares (page 1, line 1) which is driven by lower ridership trends.

Forecast Expenses: Total Uses of Funds (page 1, line 33) are forecast \$5.2 million lower than budget. Motor Bus (page 1, line 19) expense is lower than budget due primarily to lower Professional Services (page 3, line 7), Technical Services (page 3, line 8), and Other Services (page 3, line 9). A.D.A. Programs (page 1, line 20) is lower than budget primarily due to lower ridership trends in paratransit.

Year to Date Revenues: As of March year-to-date actual, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are \$25.6 million higher than the prior year. This is primarily driven by the Local TDA and STA Funds (page 1, line 2), and District ½ Cent Sales Tax (page 1, line 10).

Year to Date Expenses: As of March year-to-date actual, the Total Uses of Funds (page 1, line 33) are \$10.3 million higher than the prior year-to-date actual. This is primarily driven by the Motor Bus Expenses (page 1, line 19)

BUDGET IMPACT

There is no budget impact for the month of March 2019.

STRATEGIC INITIATIVE

This item does not achieve a strategic initiative.

Prepared By: Melanie Hartanto, Accountant
 Jennifer Ye, Manager, General Ledger

650-508-6478
650-622-7890

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2019
MARCH 2019**

% OF YEAR ELAPSED: 75.0%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	11,917,849	11,193,759	(724,089)	(6.1%)	16,457,750	15,400,000	(1,057,750)	(6.4%)
2 Local TDA and STA Funds	31,510,105	35,614,266	4,104,161	13.0%	47,485,688	47,485,688	0	0.0%
3 Pass through to Other Agencies	555,353	556,234	881	0.2%	743,268	743,268	0	0.0%
4 Operating Grants	1,911,864	1,538,587	(373,278)	(19.5%)	3,533,624	3,533,624	0	0.0%
5 SMCTA Measure A	7,257,549	8,316,396	1,058,847	14.6%	11,088,532	11,088,532	0	0.0%
6 SM County Measure A & Other	2,812,500	1,875,000	(937,500)	(33.3%)	2,500,000	2,500,000	0	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	236,225	310,500	74,275	31.4%	414,000	414,000	0	0.0%
8 Subtotal - Operating Revenues	56,201,443	59,404,742	3,203,299	5.7%	82,222,862	81,165,112	(1,057,750)	(1.3%)
Other Revenue Sources								
9 District 1/2 Cent Sales Tax	54,524,337	75,248,013	20,723,676	38.0%	86,353,200	90,000,000	3,646,800	4.2%
10 Investment Interest	1,452,368	1,771,000	318,632	21.9%	2,030,312	3,300,000	1,269,688	62.5%
11 Other Interest, Rent & Other Income	5,871,006	7,191,197	1,320,191	22.5%	7,890,875	7,540,531	(350,344)	(4.4%)
12 Subtotal - Other Revenues	61,847,710	84,210,210	22,362,500	36.2%	96,274,387	100,840,531	4,566,144	4.7%
13 Total Sources of Funds	118,049,154	143,614,952	25,565,798	21.7%	178,497,249	182,005,643	3,508,394	2.0%
USES OF FUNDS								
Operating Expenses								
18 Motor Bus	82,540,858	92,684,961	10,144,103	12.3%	132,713,297	129,095,907	(3,617,390)	(2.7%)
19 A. D. A. Programs	13,710,932	12,975,928	(735,004)	(5.4%)	18,998,212	17,493,002	(1,505,210)	(7.9%)
20 Caltrain	4,627,323	5,725,800	1,098,477	23.7%	7,634,404	7,634,404	0	0.0%
21 Other Multi-modal Programs	1,469,250	1,874,995	405,745	27.6%	2,329,406	2,290,000	(39,406)	(1.7%)
22 Pass through to Other Agencies	555,353	556,234	881	0.2%	734,268	734,268	0	0.0%
23 Land Transfer Interest Expense	0	0	0	0.0%	45,716	45,716	0	0.0%
24 Total Operating Expense	102,903,717	113,817,918	10,914,201	10.6%	162,455,303	157,293,297	(5,162,007)	(3.2%)
25 Total Operating Surplus/ (Deficit)	15,145,437	29,797,034	14,651,597	96.7%	16,041,946	16,041,946	0	0.0%
26 Sales Tax Allocation - Capital Program	5,859,609	4,511,678	(1,347,932)	(23.0%)	6,015,570	6,015,570	0	0.0%
27 Total Debt Service	6,586,871	7,285,286	698,415	10.6%	21,612,357	21,612,357	0	0.0%
28 Total Uses of Funds	115,350,197	125,614,881	10,264,685	8.9%	190,083,230	184,921,224	(5,162,007)	(2.7%)
29 PROJECTED SURPLUS/ (DEFICIT)	2,698,957	18,000,071	15,301,113	566.9%	(11,585,981)	(2,915,581)	8,670,401	(74.8%)

This report represents actuals and budgets on budgetary basis.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2019
MARCH 2019**

% OF YEAR ELAPSED: 75.0%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
OPERATING REVENUES - MOTOR BUS								
TOTAL MOTOR BUS FARES	11,259,270	10,565,209	(694,062)	(6.2%)	15,501,882	14,500,000	(1,001,882)	(6.5%)
LOCAL (TDA) TRANSIT FUND:								
General Operating Assistance	27,330,563	29,794,254	2,463,692	9.0%	39,725,672	39,725,672	0	0.0%
STATE TRANSIT ASSISTANCE:								
Local STA Operating Assistance	2,482,602	4,251,893	1,769,291	71.3%	5,669,191	5,669,191	0	0.0%
OPERATING GRANTS								
TOTAL OPERATING GRANTS	581,844	1,004,637	422,793	72.7%	1,448,667	1,448,667	0	0.0%
DISTRICT 1/2 CENT SALES TAX:								
General Operating Assistance	35,185,523	39,800,084	4,614,561	13.1%	62,514,163	59,044,440	(3,469,723)	(5.6%)
Accessibility Fixed Route	671,845	727,523	55,678	8.3%	1,220,047	1,000,000	(220,047)	(18.0%)
TOTAL 1/2 CENT SALES TAX	35,857,368	40,527,607	4,670,239	13.0%	63,734,210	60,044,440	(3,689,770)	(5.8%)
INVESTMENT INTEREST INCOME:								
Investment Interest Income	1,148,708	1,481,264	332,556	29.0%	1,630,000	2,900,000	1,270,000	77.9%
OTHER REVENUE SOURCES:								
Rental Income	1,127,945	953,171	(174,774)	(15.5%)	1,600,000	1,404,262	(195,738)	(12.2%)
Advertising Income	1,234,909	989,916	(244,993)	(19.8%)	1,205,307	1,205,307	0	0.0%
Other Income	1,517,649	3,117,009	1,599,361	105.4%	2,198,368	2,198,368	0	0.0%
TOTAL OTHER REVENUES	3,880,504	5,060,097	1,179,593	30.4%	5,003,675	4,807,937	(195,738)	(3.9%)
TOTAL MOTOR BUS	82,540,858	92,684,961	10,144,103	12.3%	132,713,297	129,095,907	(3,617,391)	(2.7%)
AMERICAN DISABILITIES ACT:								
Passenger Fares Redi-Wheels	658,578	628,550	(30,028)	(4.6%)	955,868	900,000	(55,868)	(5.8%)
Local TDA 4.5 Redi-Wheels	1,438,450	1,568,119	129,668	9.0%	2,090,825	2,090,825	0	0.0%
Local STA - Paratransit	258,489	0	(258,489)	(100.0%)	0	0	0	0.0%
Operating Grants	1,330,020	533,950	(796,070)	(59.9%)	2,084,957	2,084,957	0	0.0%
Sales Tax - District ADA Programs	1,999,906	3,113,181	1,113,275	55.7%	4,281,834	2,832,492	(1,449,342)	(33.8%)
Sales Tax - Paratransit Suppl. Coastside	1,292,964	1,372,440	79,476	6.1%	1,830,600	1,830,600	0	0.0%
Interest Income - Paratransit Fund	303,660	289,736	(13,923)	(4.6%)	400,000	400,000	0	0.0%
SMCTA Measure A Redi-Wheels	2,630,226	2,590,596	(39,630)	(1.5%)	3,454,128	3,454,128	0	0.0%
SM County Measure A & Other	2,812,500	1,875,000	(937,500)	(33.3%)	2,500,000	2,500,000	0	0.0%
Measure M Paratransit	986,138	1,004,356	18,218	1.8%	1,400,000	1,400,000	0	0.0%
TOTAL ADA PROGRAMS	13,710,932	12,975,928	(735,004)	(5.4%)	18,998,212	17,493,002	(1,505,210)	(7.9%)
MULTI-MODAL TRANSIT PROGRAMS:								
Transfer from SMCTA for Caltrain	4,627,323	5,181,192	553,869	12.0%	6,908,256	6,908,256	0	0.0%
Other Sources - Caltrain	0	544,608	544,608	0.0%	726,148	726,148	0	0.0%
AB434 Funds, TA Funded Shuttle & Other	236,225	310,500	74,275	31.4%	414,000	414,000	0	0.0%
Employer SamTrans Shuttle Funds	1,004,364	1,126,744	122,380	12.2%	1,487,200	1,332,594	(154,606)	(10.4%)
Sales Tax - SamTrans Shuttle Program	102,593	216,320	113,727	110.9%	253,406	253,406	0	0.0%
Sales Tax - Gen. Operating Asst.	126,068	221,432	95,364	75.6%	174,800	290,000	115,200	65.9%
TOTAL MULTIMODAL	6,096,573	7,600,795	1,504,222	24.7%	9,963,810	9,924,404	(39,406)	(0.4%)
TOTAL REVENUES	102,348,362	113,261,684	10,913,322	10.7%	161,675,319	156,513,313	(5,162,006)	(3.2%)

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2019
MARCH 2019**

% OF YEAR ELAPSED: **75.0%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
DISTRICT OPERATED BUSES								
1 Wages & Benefits	45,113,723	52,494,335	7,380,612	16.4%	68,121,793	68,531,191	409,398	0.6%
2								
3 Services:								
4 Board of Directors	43,675	29,895	(13,780)	(31.6%)	86,000	86,000	0	0.0%
5 Contracted Vehicle Maintenance	883,618	788,995	(94,622)	(10.7%)	1,302,319	1,302,319	0	0.0%
6 Property Maintenance	880,786	918,109	37,323	4.2%	1,589,000	1,589,000	0	0.0%
7 Professional Services	2,702,174	2,354,647	(347,526)	(12.9%)	4,690,020	4,290,020	(400,000)	(8.5%)
8 Technical Services	4,525,027	4,731,590	206,563	4.6%	8,987,112	8,000,000	(987,112)	(11.0%)
9 Other Services	1,923,451	1,674,789	(248,662)	(12.9%)	3,821,376	3,000,000	(821,376)	(21.5%)
10								
11 Materials & Supply:								
12 Fuel and Lubricants	2,211,361	2,598,002	386,641	17.5%	3,950,821	3,950,821	0	0.0%
13 Bus Parts and Materials	1,434,516	1,512,504	77,988	5.4%	2,036,780	2,036,780	0	0.0%
14 Uniforms and Driver Expense	231,507	278,765	47,258	20.4%	564,226	475,000	(89,226)	(15.8%)
15 Timetables and Tickets	119,909	53,036	(66,873)	(55.8%)	283,500	150,000	(133,500)	(47.1%)
16 Office Supplies / Printing	276,082	408,003	131,922	47.8%	467,534	454,234	(13,300)	(2.8%)
17 Other Materials and Supply	98,848	88,132	(10,717)	(10.8%)	150,300	150,300	0	0.0%
18								
19 Utilities:								
20 Telecommunications	417,136	349,378	(67,758)	(16.2%)	712,296	600,000	(112,296)	(15.8%)
21 Other Utilities	923,047	764,817	(158,230)	(17.1%)	1,058,000	1,058,000	0	0.0%
22 Insurance Costs	1,869,824	1,480,565	(389,259)	(20.8%)	3,057,336	3,057,336	0	0.0%
23 Workers' Compensation	2,335,598	2,350,870	15,272	0.7%	3,666,068	3,666,068	0	0.0%
24 Taxes and License Fees	486,060	559,700	73,640	15.2%	795,415	795,415	0	0.0%
25 Fixed Route Accessibility	671,845	727,523	55,678	8.3%	1,220,047	1,000,000	(220,047)	(18.0%)
26 Leases and Rentals	132,503	136,108	3,606	2.7%	185,292	185,292	0	0.0%
27 Promotional and Legal Advertising	182,762	493,961	311,199	170.3%	1,292,750	1,000,000	(292,750)	(22.6%)
28 Training and Business Travel	224,519	240,878	16,359	7.3%	741,695	400,000	(341,695)	(46.1%)
29 Dues and Membership	72,931	99,841	26,910	36.9%	150,483	150,483	0	0.0%
30 Postage and Other	22,551	27,634	5,083	22.5%	237,780	35,000	(202,780)	(85.3%)
31								
32 Total District Operated Buses	67,783,450	75,162,078	7,378,628	10.9%	109,167,943	105,963,259	(3,204,684)	(2.9%)
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	12,184,186	15,376,284	3,192,098	26.2%	19,951,838	19,951,838	0	0.0%
36 Other Related Costs	347,251	227,657	(119,594)	(34.4%)	464,647	302,233	(162,413)	(35.0%)
37 Insurance Costs	545,234	373,804	(171,430)	(31.4%)	785,990	785,990	0	0.0%
38 Coastside Services	1,290,323	1,216,902	(73,421)	(5.7%)	1,742,000	1,650,000	(92,000)	(5.3%)
39 Redi Coast Non-ADA	162,668	169,863	7,196	4.4%	266,200	225,000	(41,200)	(15.5%)
40 Other Related Costs	78,726	38,974	(39,752)	(50.5%)	131,293	55,000	(76,293)	(58.1%)
41 La Honda - Pescadero	40,950	33,863	(7,088)	(17.3%)	55,130	55,130	0	0.0%
42 SamCoast - Pescadero	102,308	79,094	(23,214)	(22.7%)	140,800	100,000	(40,800)	(29.0%)
43 Other Related Cost - SamCoast	5,762	6,442	680	11.8%	7,456	7,456	0	0.0%
44 Total Contracted Bus Service	14,757,407	17,522,883	2,765,476	18.7%	23,545,354	23,132,648	(412,706)	(1.8%)
45								
46 TOTAL MOTOR BUS	82,540,858	92,684,961	10,144,103	12.3%	132,713,297	129,095,907	(3,617,391)	(2.7%)

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2019
MARCH 2019**

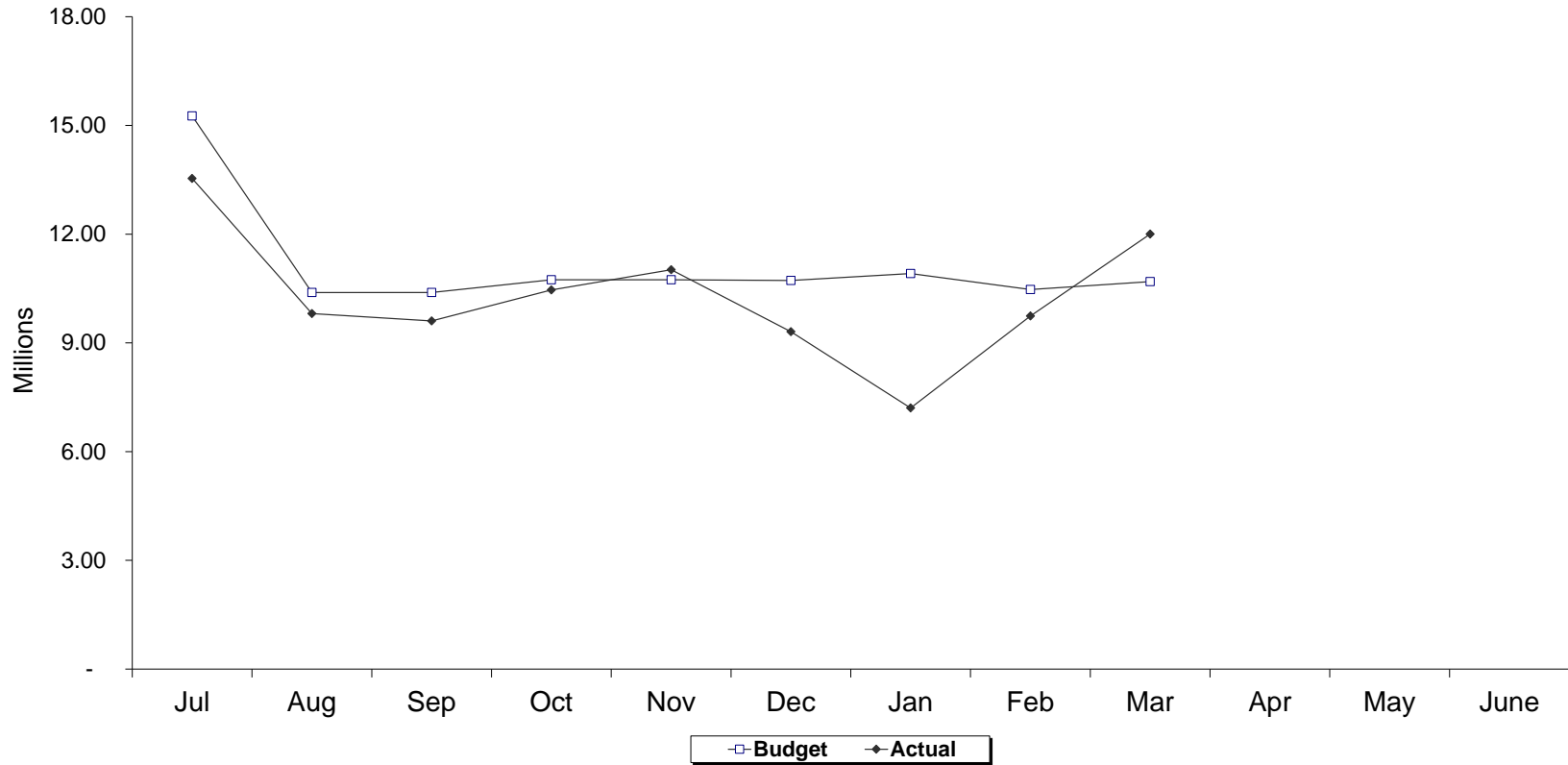
% OF YEAR ELAPSED: **75.0%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	4,017,956	3,819,716	(198,240)	(4.9%)	6,362,000	5,250,000	(1,112,000)	(17.5%)
Other Related Costs	2,076,120	2,155,917	79,797	3.8%	3,042,705	3,042,705	0	0.0%
ADA Sedans / Taxi Service	3,682,138	4,015,353	333,215	9.0%	5,498,426	5,400,000	(98,426)	(1.8%)
ADA Accessibility Support	1,032,910	992,892	(40,018)	(3.9%)	1,644,784	1,350,000	(294,784)	(17.9%)
Coastside ADA Support	1,292,964	1,372,440	79,476	6.1%	1,830,600	1,830,600	0	0.0%
Insurance Costs	1,608,843	619,609	(989,234)	(61.5%)	619,697	619,697	0	0.0%
TOTAL ADA PROGRAMS	13,710,932	12,975,928	(735,004)	(5.4%)	18,998,212	17,493,002	(1,505,210)	(7.9%)
MULTI-MODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	4,627,323	5,725,800	1,098,477	23.7%	7,634,404	7,634,404	0	0.0%
Total Caltrain Service	4,627,323	5,725,800	1,098,477	23.7%	7,634,404	7,634,404	0	0.0%
OTHER SUPPORT								
SamTrans Shuttle Service	1,343,182	1,653,564	310,382	23.1%	2,154,606	2,000,000	(154,606)	(7.2%)
Maintenance Multimodal Facilities	126,068	221,431	95,363	75.6%	174,800	290,000	115,200	65.9%
Total Other Support	1,469,250	1,874,995	405,745	27.6%	2,329,406	2,290,000	(39,406)	(1.7%)
TOTAL MULTI-MODAL PROGR	6,096,573	7,600,795	1,504,222	24.7%	9,963,810	9,924,404	(39,406)	(0.4%)
TOTAL OPERATING EXPENSES	102,348,362	113,261,684	10,913,322	10.7%	161,675,319	156,513,313	(5,162,006)	(3.2%)

SAN MATEO COUNTY TRANSIT DISTRICT

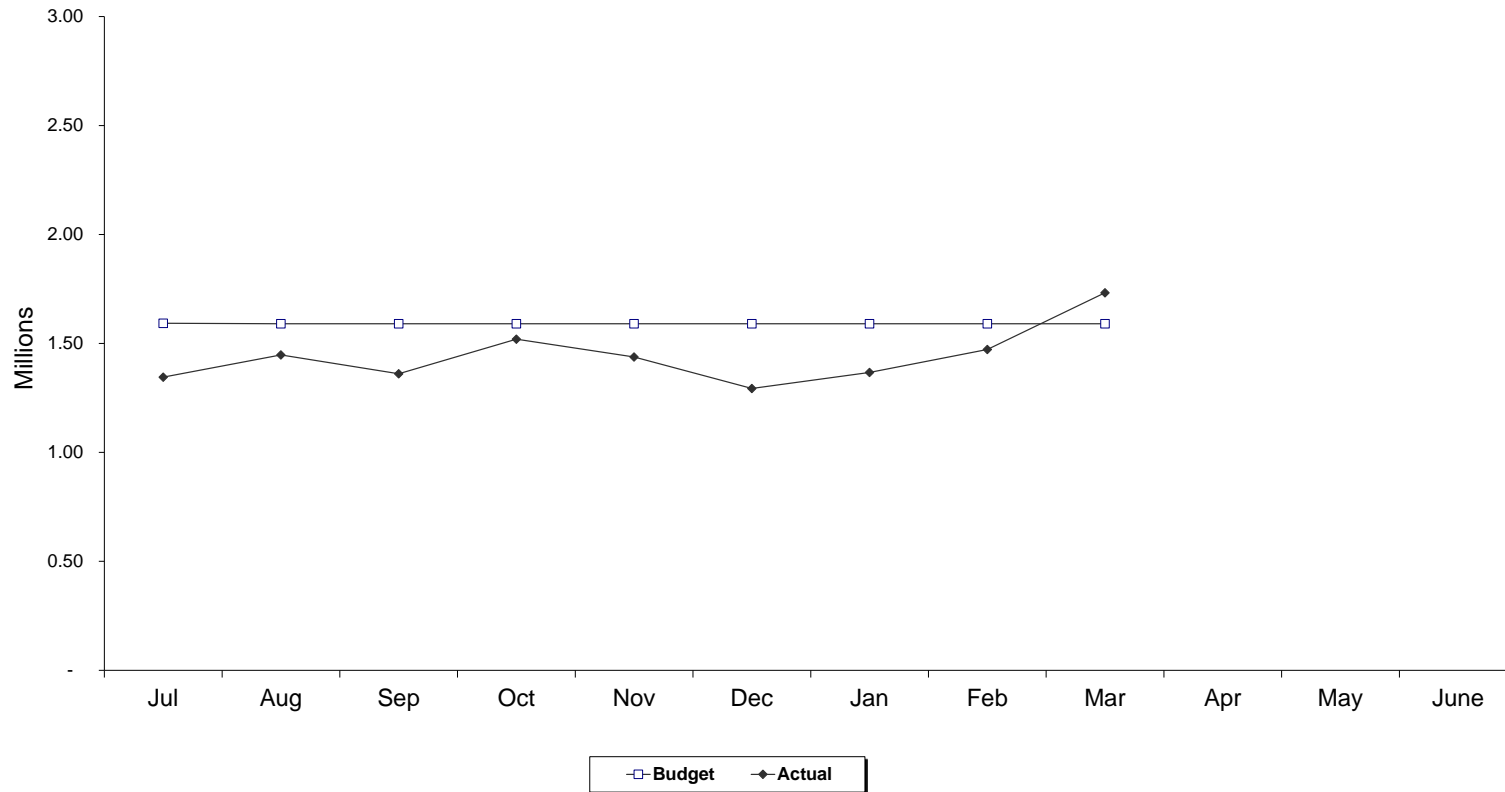
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	15,262,726	10,388,766	10,389,066	10,743,024	10,740,995	10,722,918	10,913,768	10,473,387	10,691,327			
Actual	13,537,081	9,807,233	9,605,414	10,459,602	11,018,609	9,309,391	7,203,509	9,742,350	12,001,773			
CUMULATIVE EXPENSES												
Budget	15,262,726	25,651,492	36,040,558	46,783,582	57,524,577	68,247,494	79,161,262	89,634,650	100,325,976			
Actual	13,537,081	23,344,314	32,949,728	43,409,330	54,427,939	63,737,330	70,940,839	80,683,189	92,684,961			
Variance - F(U)	1,725,645	2,307,178	3,090,830	3,374,252	3,096,638	4,510,165	8,220,424	8,951,461	7,641,015			
Variance %	11.31%	8.99%	8.58%	7.21%	5.38%	6.61%	10.38%	9.99%	7.62%			

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2019

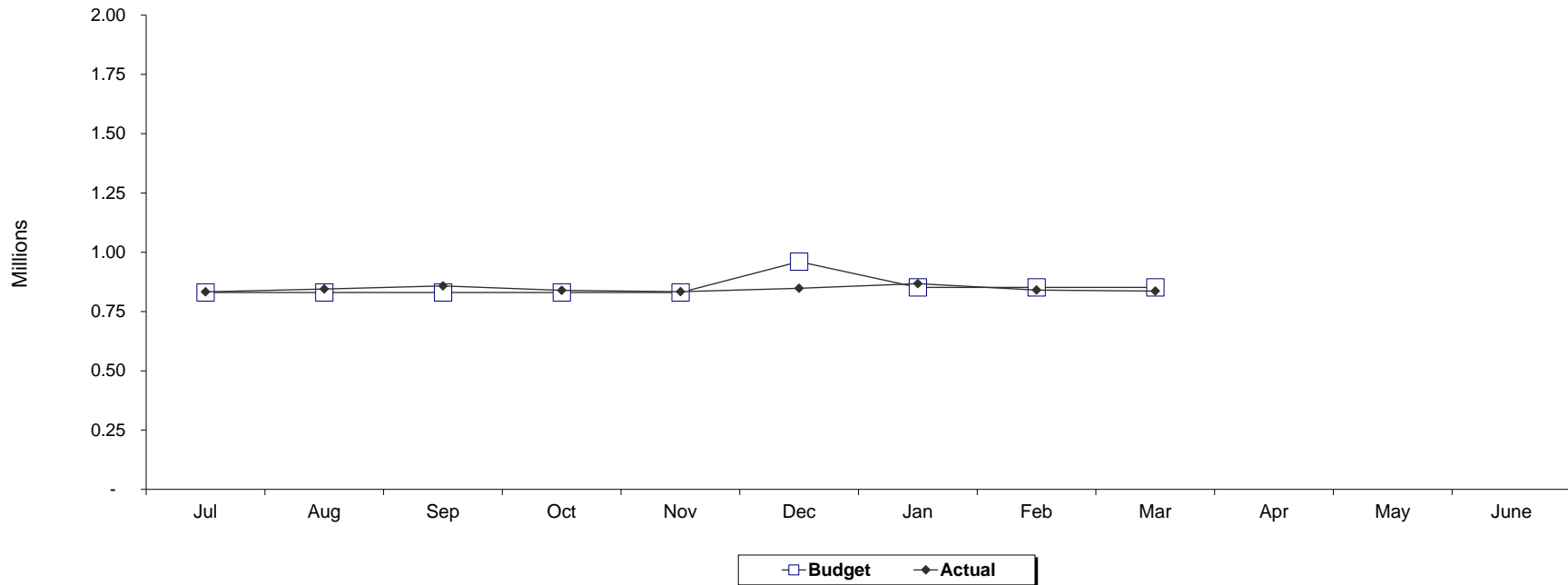


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,592,580	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330			
Actual	1,345,590	1,447,129	1,360,741	1,519,804	1,437,744	1,293,371	1,366,824	1,472,033	1,732,691			
CUMULATIVE EXPENSES												
Budget	1,592,580	3,182,910	4,773,240	6,363,570	7,953,899	9,544,229	11,134,559	12,724,889	14,315,219			
Actual	1,345,590	2,792,719	4,153,460	5,673,264	7,111,008	8,404,379	9,771,203	11,243,236	12,975,928			
Variance - F(U)	246,990	390,191	619,780	690,306	842,891	1,139,850	1,363,356	1,481,653	1,339,291			
Variance %	15.51%	12.26%	12.98%	10.85%	10.60%	11.94%	12.24%	11.64%	9.36%			

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	830,318	830,318	830,318	830,318	830,318	960,318	851,984	851,984	851,984			
Actual	833,082	844,739	858,042	839,250	833,507	847,903	867,554	840,293	836,426			
CUMULATIVE EXPENSES												
Budget	830,318	1,660,635	2,490,953	3,321,270	4,151,588	5,111,905	5,963,889	6,815,873	7,667,858			
Actual	833,082	1,677,820	2,535,862	3,375,112	4,208,619	5,056,522	5,924,076	6,764,369	7,600,795			
Variance - F(U)	(2,764)	(17,185)	(44,910)	(53,842)	(57,031)	55,383	39,813	51,504	67,062			
Variance %	-0.33%	-1.03%	-1.80%	-1.62%	-1.37%	1.08%	0.67%	0.76%	0.87%			

**SAN MATEO COUNTY TRANSIT DISTRICT
CASH AND INVESTMENTS AS OF MARCH 31, 2019**

	3/31/2019
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF</u>	
Bank of America Checking	\$ 19,124,102.62
Wells Fargo	254.00
LAIF	31,271,140.19
 <u>INVESTMENT FUNDS</u>	
Investment Portfolio (Market Values)*	116,661,668.83
MMF - US Bank Custodian Account	10,085,549.29
 Debt Service Reserves Held By Trustee	 13,216,098.74
 TOTAL	 <u><u>\$ 190,358,813.67</u></u>

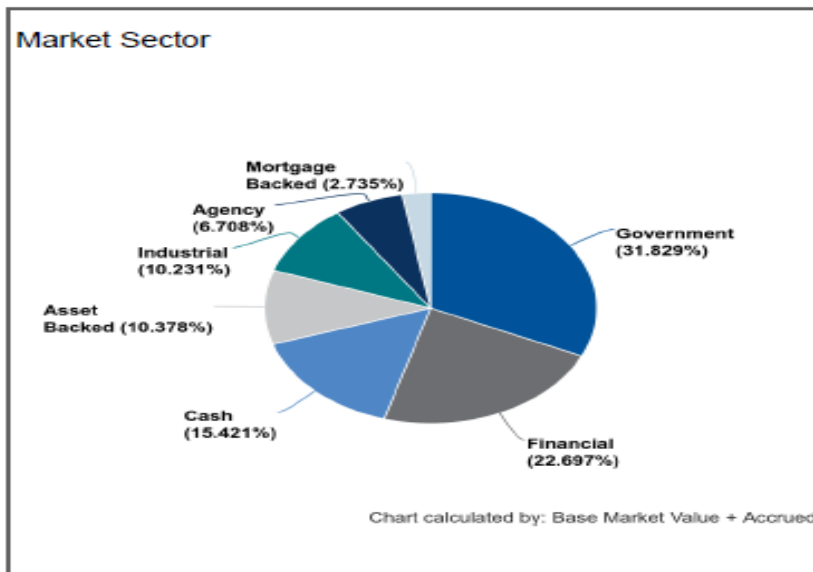
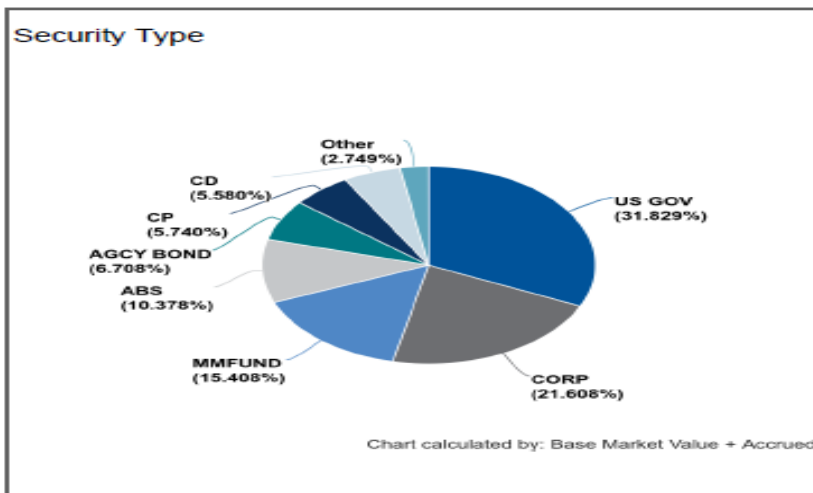
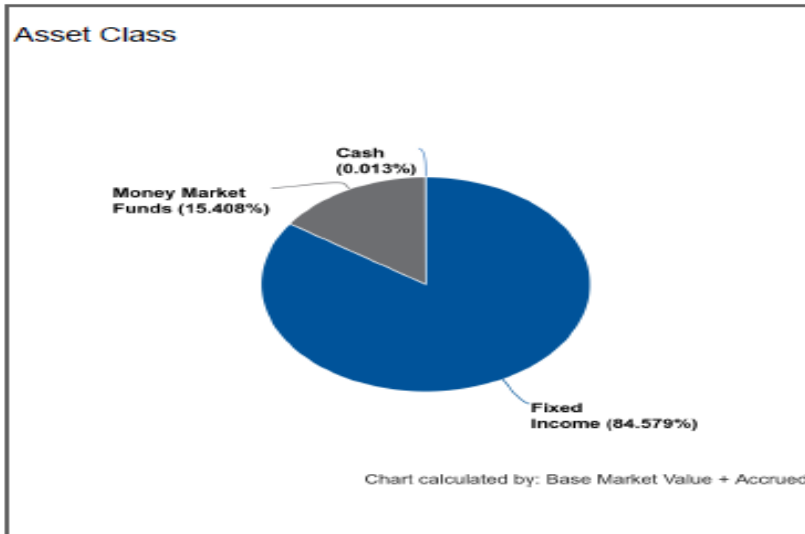
* Fund Managed by PFM Investment Advisor

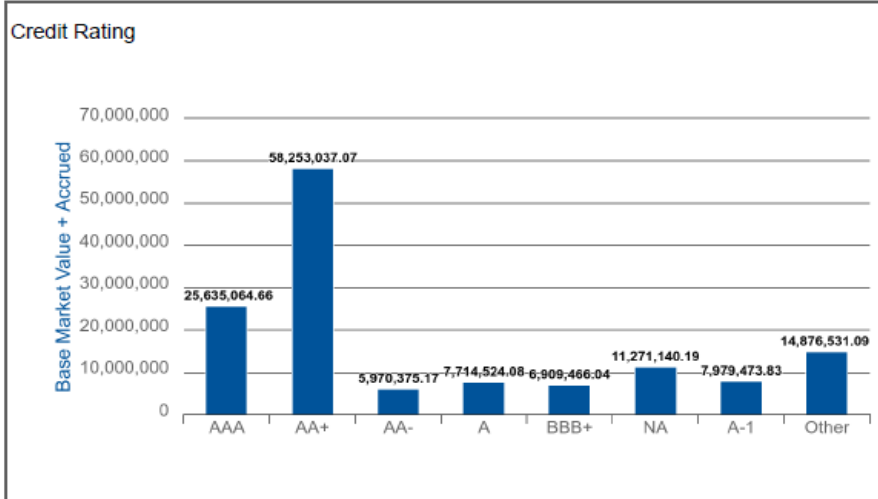
Cash and Fixed Income Summary	
<i>Risk Metric</i>	<i>Value</i>
Cash	18,205.41
MMFund	21,356,689.48
Fixed Income	117,234,717.25
Duration	1.947
Convexity	0.063
WAL	1.873
Years to Final Maturity	2.077
Years to Effective Maturity	1.871
Yield	2.470
Book Yield	2.066
Avg Credit Rating	AA-/Aa3/AA-

Issuer Concentration	
<i>Issuer Concentration</i>	<i>% of Base Market Value + Accrued</i>
Other	41.010%
Government of the United States	31.829%
(SM - LAIF) State of California	8.132%
U.S. Bancorp	7.276%
Federal National Mortgage Association, Inc.	5.153%
Federal Home Loan Banks Office of Finance	2.642%
American Express Credit Account Master Trust	2.034%
Mitsubishi UFJ Financial Group Inc.	1.924%
—	100.000%

Footnotes: 1,2

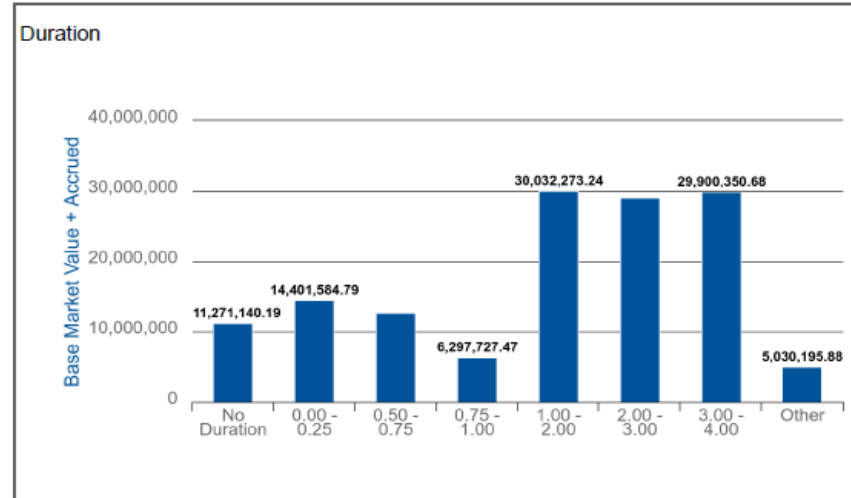
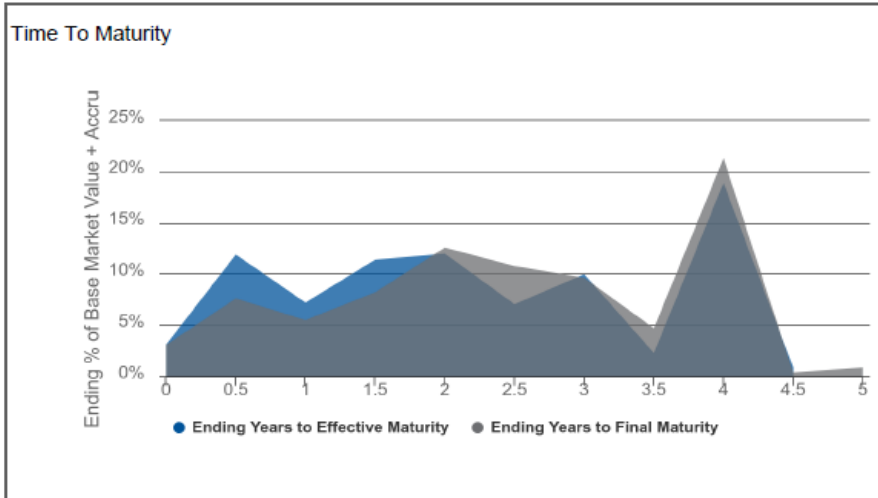
- 1) Grouped by Issuer Concentration
- 2) Groups sorted by: % of Base Market Value+Accrued





Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	16.437%	2.495%	0.387%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
AA	2.369%	9.455%	15.423%	21.572%	0.000%	0.000%	0.000%	0.000%	0.000%
A	7.188%	7.130%	3.568%	0.000%	0.866%	0.000%	0.000%	0.000%	0.000%
BBB	0.832%	2.583%	1.569%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%

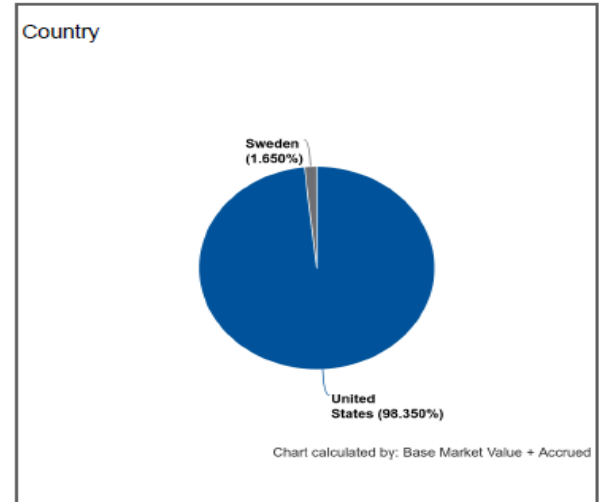
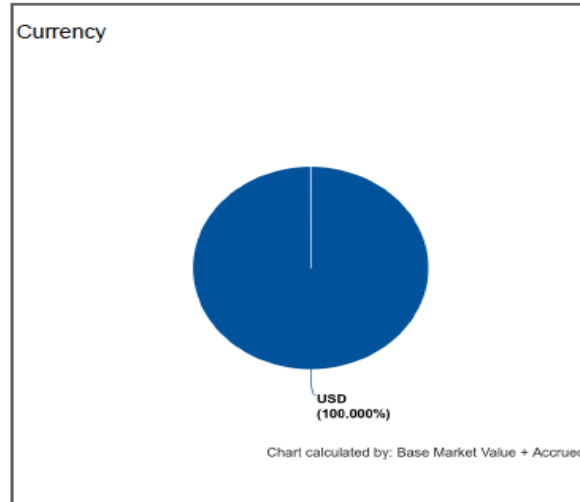
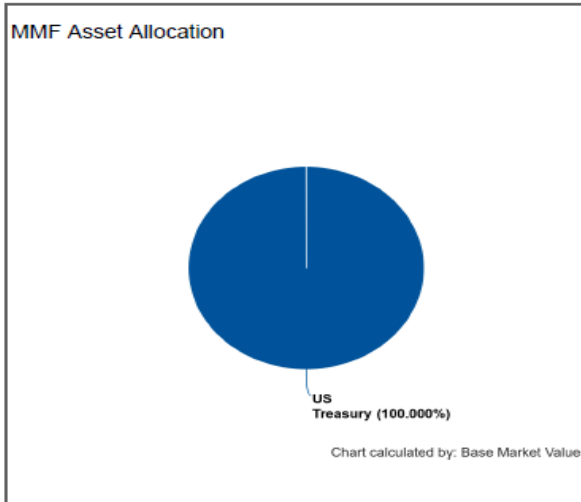
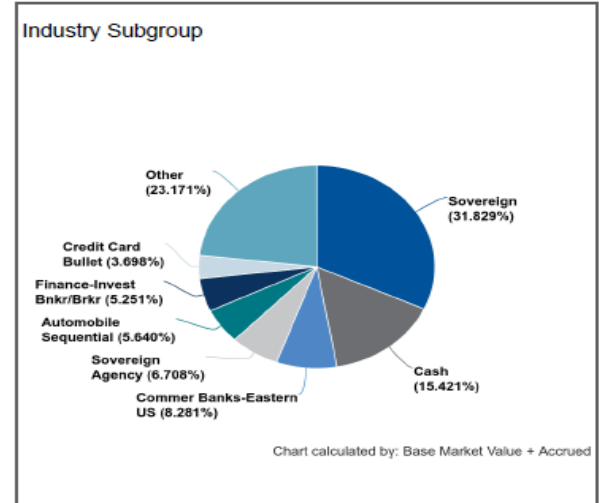
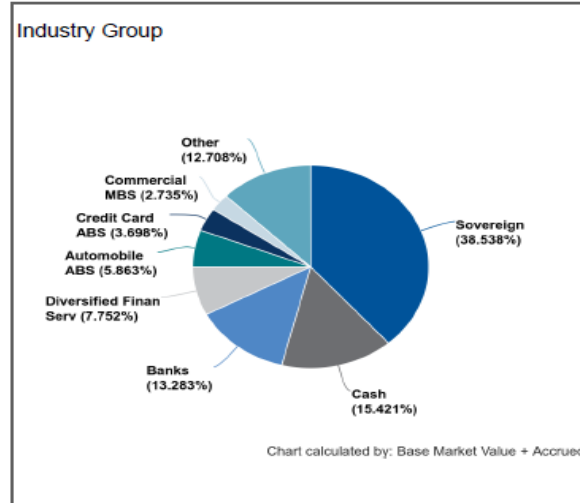
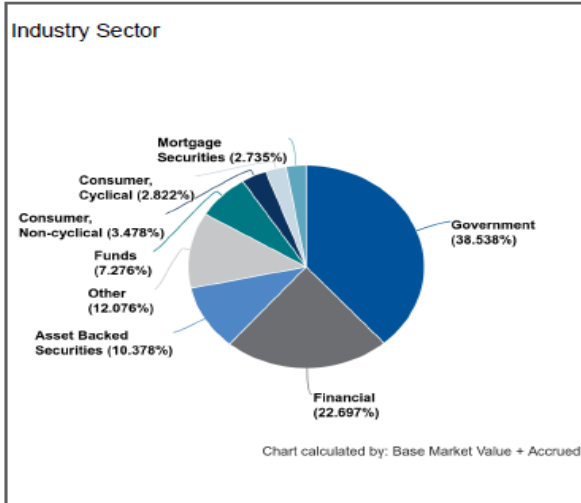


Risk Summary

03/01/2019 - 03/31/2019

SAM Transit District Agg (136232)

Dated: 04/11/2019





Report: Master BS by lot
Account: SAM TR Reimbursement Fund (136225)
As of: 03/31/2019
Base Currency: USD

CASH									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
CASH	CCYUSD	Receivable	14,103.01	---	03/31/2019	14,103.01	0.00	14,103.01	
CASH	CCYUSD	Receivable	14,103.01	---		14,103.01	0.00	14,103.01	

MMFUND									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,302,574.57	---	03/31/2019	8,302,574.57	0.00	8,302,574.57	
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,302,574.57	---		8,302,574.57	0.00	8,302,574.57	

Summary									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
---	---	---	8,316,677.58	---		8,316,677.58	0.00	8,316,677.58	

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot

clearwater

Report: Master BS by lot
 Account: SAM TR Reserve Fund (136226)
 As of: 03/31/2019
 Base Currency: USD

ABS

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
ABS	02004VAC7	ALLYA 182 A3	650,000.00	04/30/2018	11/15/2022	649,881.96	843.56	652,791.66
ABS	02007HAC5	ALLYA 172 A3	1,000,639.14	03/29/2017	08/16/2021	1,000,521.17	791.62	996,094.47
ABS	02007PAC7	ALLYA 171 A3	241,946.94	01/31/2017	06/15/2021	241,925.80	182.80	240,822.04
ABS	02582JHG8	AMXCA 174 A	680,000.00	05/30/2017	05/15/2019	679,891.06	495.64	679,157.43
ABS	02582JHQ6	AMXCA 181 A	1,510,000.00	03/21/2018	10/17/2022	1,509,824.69	1,791.87	1,511,709.17
ABS	14313FAD1	CARMX 183 A3	420,000.00	07/25/2018	06/15/2023	419,942.75	584.27	424,119.32
ABS	17305EGB5	CCCIT 17A3 A3	900,000.00	05/22/2017	04/07/2020	902,403.00	8,352.00	893,722.32
ABS	17305EGK5	CCCIT 18A1 A1	900,000.00	01/31/2018	01/20/2023	899,875.44	4,419.75	899,220.54
ABS	34531EAD8	FORDO 17A A3	876,880.31	01/25/2017	06/15/2021	876,877.06	650.84	872,394.14
ABS	36255AD6	GMCAR 183 A3	400,000.00	07/18/2018	05/16/2023	399,906.72	503.33	403,282.61
ABS	43814PAC4	HAROT 173 A3	330,000.00	09/29/2017	09/18/2021	329,964.26	213.31	327,828.44
ABS	47788BAD6	JDOT 17B A3	600,000.00	07/18/2017	10/15/2021	599,956.08	485.33	596,181.10
ABS	47788CAC6	JDOT 2018 A3	285,000.00	02/28/2018	04/18/2022	284,979.51	336.93	285,186.32
ABS	89190BAD0	TAOT 17B A3	1,666,713.00	05/17/2017	07/15/2021	1,666,585.16	1,303.74	1,655,960.40
ABS	89238BAD4	TAOT 18A A3	450,000.00	01/31/2018	05/16/2022	449,994.83	470.00	448,353.19
ABS	89238MAD0	TAOT 17A A3	312,677.81	03/15/2017	02/16/2021	312,641.01	240.41	311,232.12
ABS	---	---	11,223,857.19	---	---	11,225,170.49	21,665.41	11,198,055.27

AGCY BOND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
AGCY BOND	3130A8QS5	FEDERAL HOME LOAN BANKS	2,700,000.00	07/15/2016	07/14/2021	2,683,581.30	6,496.88	2,630,064.60
AGCY BOND	3130ACE26	FEDERAL HOME LOAN BANKS	440,000.00	09/08/2017	09/28/2020	438,587.60	50.42	433,530.68
AGCY BOND	3135G0N82	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,525,000.00	08/19/2016	08/17/2021	1,518,823.75	2,329.86	1,488,001.98
AGCY BOND	3135G0N82	FEDERAL NATIONAL MORTGAGE ASSOCIATION	475,000.00	08/19/2016	08/17/2021	473,375.03	725.69	463,476.03
AGCY BOND	3135G0T60	FEDERAL NATIONAL MORTGAGE ASSOCIATION	600,000.00	08/01/2017	07/30/2020	598,182.00	1,525.00	593,191.80
AGCY BOND	3135G0U92	FEDERAL NATIONAL MORTGAGE ASSOCIATION	900,000.00	01/11/2019	01/11/2022	899,352.00	5,250.00	908,623.80
AGCY BOND	3137EAEF2	FREDDIE MAC	300,000.00	04/20/2017	04/20/2020	298,974.00	1,844.79	296,726.70
AGCY BOND	3137EAEJ4	FREDDIE MAC	580,000.00	09/29/2017	09/29/2020	578,950.20	52.36	573,573.02
AGCY BOND	---	---	7,520,000.00	---	---	7,489,825.88	18,275.00	7,387,188.60

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
CASH	CCYUSD	Receivable	3,164.10	---	03/31/2019	3,164.10	0.00	3,164.10
CASH	CCYUSD	Receivable	3,164.10	---	---	3,164.10	0.00	3,164.10

CD

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
CD	06417GU22	The Bank of Nova Scotia	900,000.00	06/07/2018	06/05/2020	899,658.00	8,932.00	903,053.68
CD	06417GUE6	The Bank of Nova Scotia	900,000.00	04/06/2017	04/05/2019	900,000.00	8,451.75	899,924.76
CD	78012UEE1	Royal Bank of Canada	1,500,000.00	06/08/2018	06/07/2021	1,500,000.00	15,390.00	1,507,860.90
CD	86565BPC9	Sumitomo Mitsui Banking Corporation	900,000.00	10/18/2018	10/16/2020	898,776.00	13,983.75	899,053.04
CD	87019U6D6	Swedbank AB	1,800,000.00	11/17/2017	11/16/2020	1,800,000.00	15,436.00	1,774,266.42
CD	---	---	6,000,000.00	---	---	5,998,434.00	62,193.50	5,984,158.80

CORP

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
CORP	025816BU2	AMERICAN EXPRESS CO	900,000.00	05/17/2018	05/17/2021	899,847.00	11,306.25	911,463.30
CORP	02665WCP4	AMERICAN HONDA FINANCE CORP	900,000.00	10/10/2018	12/10/2021	899,568.00	9,365.63	914,046.30
CORP	037833CS7	APPLE INC	820,000.00	05/11/2017	05/11/2020	819,163.60	5,740.00	813,886.90
CORP	05531FAZ6	BB&T CORP	450,000.00	10/26/2017	02/01/2021	449,793.00	1,612.50	445,490.10
CORP	05531FBG7	BB&T CORP	450,000.00	03/18/2019	06/20/2022	449,986.50	495.63	453,081.15
CORP	06051GFW4	BANK OF AMERICA CORP	100,000.00	11/03/2017	04/19/2021	100,776.00	1,181.25	99,542.10
CORP	06051GGS2	BANK OF AMERICA CORP	550,000.00	09/18/2017	10/01/2021	550,000.00	6,402.00	544,814.60
CORP	06051GHH5	BANK OF AMERICA CORP	250,000.00	05/17/2018	05/17/2022	250,000.00	3,256.01	253,025.50
CORP	084670BL1	BERKSHIRE HATHAWAY INC	1,800,000.00	12/23/2016	08/14/2019	1,810,188.00	4,935.00	1,797,442.20
CORP	14913Q2A6	CATERPILLAR FINANCIAL SERVICES CORP	650,000.00	09/07/2017	09/04/2020	649,454.00	901.88	643,284.20
CORP	172967LF6	CITIGROUP INC	900,000.00	01/10/2017	01/10/2020	899,640.00	4,961.25	898,109.10
CORP	24422ETL3	JOHN DEERE CAPITAL CORP	450,000.00	03/15/2017	01/06/2022	448,015.50	2,815.63	450,442.35
CORP	24422EUQ0	JOHN DEERE CAPITAL CORP	175,000.00	01/10/2019	01/10/2022	174,832.00	1,260.00	177,615.38
CORP	25468PDP8	WALT DISNEY CO	380,000.00	03/06/2017	03/04/2020	379,901.20	555.75	377,609.42
CORP	38141GGQ1	GOLDMAN SACHS GROUP INC	1,600,000.00	11/28/2016	07/27/2021	1,765,872.00	14,933.33	1,682,345.60
CORP	427866BA5	HERSHEY CO	360,000.00	05/10/2018	05/15/2021	359,751.60	4,216.00	363,691.08
CORP	437076BQ4	HOME DEPOT INC	450,000.00	06/05/2017	06/05/2020	449,739.00	2,610.00	446,399.55
CORP	44932HAG8	IBM CREDIT LLC	900,000.00	02/06/2018	02/05/2021	899,559.00	3,710.00	899,491.50
CORP	46647PBB1	JPMORGAN CHASE & CO	900,000.00	03/22/2019	04/01/2023	900,000.00	721.58	903,756.60
CORP	594918BV5	MICROSOFT CORP	900,000.00	02/06/2017	02/06/2020	899,397.00	2,543.75	894,745.80
CORP	6174467P8	MORGAN STANLEY	1,800,000.00	11/10/2016	07/24/2020	2,009,250.00	18,425.00	1,861,252.20
CORP	63743HER9	NATIONAL RURAL UTILITIES COOPERATIVE FINA	375,000.00	02/26/2018	03/15/2021	374,583.75	483.33	376,444.88
CORP	63743HER9	NATIONAL RURAL UTILITIES COOPERATIVE FINA	515,000.00	04/19/2018	03/15/2021	512,821.55	663.78	516,984.30
CORP	693475AV7	PNC FINANCIAL SERVICES GROUP INC	900,000.00	02/15/2019	01/23/2024	906,408.00	5,950.00	923,154.30
CORP	69371RPF5	PACCAR FINANCIAL CORP	325,000.00	03/01/2019	03/01/2022	324,714.00	771.88	327,021.18
CORP	713448DX3	PEPSICO INC	600,000.00	10/10/2017	04/15/2021	599,880.00	5,533.33	594,029.40
CORP	717081EB5	PFIZER INC	1,185,000.00	11/21/2016	12/15/2019	1,184,146.80	5,931.58	1,175,492.75
CORP	808513AW5	CHARLES SCHWAB CORP	570,000.00	05/22/2018	05/21/2021	569,982.90	6,689.58	576,900.42
CORP	89236TDH5	TOYOTA MOTOR CREDIT CORP	670,000.00	10/18/2016	10/18/2019	669,665.00	4,702.10	666,042.31
CORP	89236TEU5	TOYOTA MOTOR CREDIT CORP	660,000.00	04/13/2018	04/13/2021	659,736.00	9,086.00	664,843.08
CORP	904764AZ0	UNILEVER CAPITAL CORP	725,000.00	03/22/2018	03/22/2021	721,295.25	498.44	727,570.85
CORP	931142EA7	WAL-MART STORES INC	900,000.00	10/20/2017	12/15/2020	898,695.00	5,035.00	892,165.50
CORP	---	---	23,110,000.00	---	---	23,486,661.65	147,293.44	23,272,183.88

CP

clearwater

Report: Master BS by lot
 Account: SAM TR Reserve Fund (136226)
 As of: 03/31/2019
 Base Currency: USD

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
CP	09659CRH3	BNP Paribas	900,000.00	10/19/2018	04/17/2019	887,850.00	0.00	898,920.00
CP	22533UYR8	Credit Agricole Corporate and Investment Bank	1,900,000.00	03/29/2019	11/25/2019	1,868,201.39	0.00	1,868,597.22
CP	25214PM26	Dexia Credit Local (Inc.)	900,000.00	10/12/2018	07/02/2019	882,050.25	0.00	893,721.00
CP	62479MRG0	MUFG Bank, Ltd.	1,000,000.00	07/20/2018	04/16/2019	980,725.00	0.00	998,929.17
CP	62479MZ63	MUFG Bank, Ltd.	1,700,000.00	03/11/2019	12/06/2019	1,665,702.50	0.00	1,668,370.08
CP	---	---	6,400,000.00	---	---	6,284,529.14	0.00	6,328,537.47

FHLMC

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
FHLMC	3137BM6P6	FHMS K721 A2	450,000.00	04/09/2018	08/25/2022	453,832.03	1,158.75	457,164.00
FHLMC	3137FKK39	FHMS KP05 A	392,893.03	12/17/2018	07/25/2023	392,891.85	1,048.70	396,802.31
FHLMC	---	---	842,893.03	---	---	846,723.88	2,207.45	853,966.31

FNMA

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
FNMA	3136AJ7G5	FNA 14M06B A2	1,604,898.94	12/15/2016	05/25/2021	1,637,373.06	3,582.28	1,604,385.37
FNMA	3136AQDQ0	FNA 15M13A AQ2	34,889.62	10/30/2015	09/25/2019	35,239.00	47.86	34,714.47
FNMA	3136B1XP4	FNA 18M5 A2	460,364.15	04/30/2018	09/25/2021	469,521.25	1,365.75	463,336.08
FNMA	---	---	2,100,152.70	---	---	2,142,133.31	4,995.89	2,104,435.92

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
MMFUND	31846V534	FIRST AMER:US TRS MM Y	1,344,461.83	---	03/31/2019	1,344,461.83	0.00	1,344,461.83
MMFUND	31846V534	FIRST AMER:US TRS MM Y	1,344,461.83	---	---	1,344,461.83	0.00	1,344,461.83

US GOV

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
US GOV	912828L32	UNITED STATES TREASURY	410,000.00	07/12/2016	08/31/2020	417,840.49	490.22	404,298.44
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	08/03/2018	12/31/2022	1,551,875.00	8,546.96	1,593,500.00
US GOV	912828N30	UNITED STATES TREASURY	1,575,000.00	11/06/2018	12/31/2022	1,521,290.04	8,413.42	1,568,601.56
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	12/13/2018	12/31/2022	2,925,703.13	16,025.55	2,987,812.50
US GOV	912828N30	UNITED STATES TREASURY	5,900,000.00	01/10/2019	12/31/2022	5,814,957.03	31,516.92	5,876,031.25
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	01/31/2019	12/31/2022	2,952,421.87	16,025.55	2,987,812.50
US GOV	912828Q78	UNITED STATES TREASURY	1,640,000.00	01/05/2017	04/30/2021	1,607,456.25	9,468.51	1,610,018.75
US GOV	912828R69	UNITED STATES TREASURY	5,400,000.00	03/06/2019	05/31/2023	5,204,039.06	29,410.71	5,268,375.00
US GOV	912828R77	UNITED STATES TREASURY	1,400,000.00	03/17/2017	05/31/2021	1,363,632.82	6,451.92	1,373,531.25
US GOV	912828S78	UNITED STATES TREASURY	65,000.00	03/25/2015	04/30/2019	64,987.30	341.16	64,928.91
US GOV	912828TJ9	UNITED STATES TREASURY	2,500,000.00	09/07/2018	08/15/2022	2,395,117.19	5,050.07	2,450,000.00
US GOV	912828VF4	UNITED STATES TREASURY	255,000.00	12/07/2015	05/31/2020	251,702.93	1,175.17	252,011.72
US GOV	912828VP2	UNITED STATES TREASURY	575,000.00	05/18/2016	07/31/2020	593,785.56	1,906.08	572,214.84
US GOV	912828X47	UNITED STATES TREASURY	3,850,000.00	05/07/2018	04/30/2022	3,726,980.47	30,310.77	3,807,890.63
US GOV	912828X47	UNITED STATES TREASURY	1,800,000.00	01/04/2018	04/30/2022	1,777,148.44	14,171.27	1,780,312.50
US GOV	912828X47	UNITED STATES TREASURY	1,270,000.00	12/06/2017	04/30/2022	1,256,803.91	9,998.62	1,256,109.38
US GOV	---	UNITED STATES TREASURY	34,240,000.00	---	---	33,425,741.49	189,302.91	33,853,449.22

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
---	---	---	92,784,528.85	---	---	92,246,845.77	445,933.59	92,329,601.40

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot



Report: Master BS by lot
 Account: SAM Paratransit Fund (136227)
 As of: 03/31/2019
 Base Currency: USD

ABS									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
ABS	02004VAC7	ALLYA 182 A3	185,000.00	04/30/2018	11/15/2022	184,966.40	240.09	185,794.55	
ABS	02007HAC5	ALLYA 172 A3	276,993.53	03/29/2017	08/16/2021	276,960.88	219.13	275,735.49	
ABS	02007PAC7	ALLYA 171 A3	68,700.98	01/31/2017	06/15/2021	68,694.98	51.91	68,381.57	
ABS	02582JHG8	AMXCA 174 A	200,000.00	05/30/2017	05/15/2019	199,967.96	145.78	199,752.18	
ABS	02582JHQ6	AMXCA 181 A	425,000.00	03/21/2018	10/17/2022	424,950.66	504.33	425,481.06	
ABS	14313FAD1	CARMX 183 A3	110,000.00	07/25/2018	06/15/2023	109,985.01	153.02	111,078.87	
ABS	17305EGB5	CCCTT 17A3 A3	250,000.00	05/22/2017	04/07/2020	250,667.50	2,320.00	248,256.20	
ABS	17305EGK5	CCCTT 18A1 A1	250,000.00	01/31/2018	01/20/2023	249,965.40	1,227.71	249,783.48	
ABS	34531EAD8	FORDO 17A A3	255,756.76	01/25/2017	06/15/2021	255,755.81	189.83	254,448.29	
ABS	36255JAD6	GMCAR 183 A3	120,000.00	07/18/2018	05/16/2023	119,972.02	151.00	120,984.78	
ABS	43814PAC4	HAROT 173 A3	100,000.00	09/29/2017	09/18/2021	99,989.17	64.64	99,341.95	
ABS	47788BAD6	JDOT 17B A3	170,000.00	07/18/2017	10/15/2021	169,987.56	137.51	168,917.98	
ABS	47788CAC6	JDOT 2018 A3	80,000.00	02/28/2018	04/18/2022	79,994.25	94.58	80,052.30	
ABS	89190BAD0	TAOT 17B A3	462,975.83	05/17/2017	07/15/2021	462,940.32	362.15	459,989.00	
ABS	89238BAD4	TAOT 18A A3	125,000.00	01/31/2018	05/16/2022	124,998.56	130.56	124,542.55	
ABS	89238MAD0	TAOT 17A A3	86,854.95	03/15/2017	02/16/2021	86,844.73	66.78	86,453.37	
ABS	---	---	3,166,282.05	---	---	3,166,641.21	6,059.01	3,158,993.63	
AGCY BOND									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
AGCY BOND	3130A8Q55	FEDERAL HOME LOAN BANKS	520,000.00	07/15/2016	07/14/2021	516,837.88	1,251.25	506,530.96	
AGCY BOND	3130ACE26	FEDERAL HOME LOAN BANKS	85,000.00	09/08/2017	09/28/2020	84,727.15	9.74	83,750.25	
AGCY BOND	3135GON82	FEDERAL NATIONAL MORTGAGE ASSOCIATION	140,000.00	08/19/2016	08/17/2021	139,521.06	213.89	136,603.46	
AGCY BOND	3135GON82	FEDERAL NATIONAL MORTGAGE ASSOCIATION	460,000.00	08/19/2016	08/17/2021	458,137.00	702.78	448,839.94	
AGCY BOND	3135GOT60	FEDERAL NATIONAL MORTGAGE ASSOCIATION	150,000.00	08/01/2017	07/30/2020	149,545.50	381.25	148,297.95	
AGCY BOND	3135GOU92	FEDERAL NATIONAL MORTGAGE ASSOCIATION	250,000.00	01/11/2019	01/11/2022	249,820.00	1,458.33	252,395.50	
AGCY BOND	3137EAEF2	FREDDIE MAC	150,000.00	04/20/2017	04/20/2020	149,487.00	922.40	148,363.35	
AGCY BOND	3137EAEJ4	FREDDIE MAC	165,000.00	09/29/2017	09/29/2020	164,701.35	14.90	163,171.64	
AGCY BOND	---	---	1,920,000.00	---	---	1,912,776.94	4,954.53	1,887,953.04	
CASH									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
CASH	CCYUSD	Receivable	938.30	---	03/31/2019	938.30	0.00	938.30	
CASH	CCYUSD	Receivable	938.30	---	---	938.30	0.00	938.30	
CD									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
CD	06417GU22	The Bank of Nova Scotia	250,000.00	06/07/2018	06/05/2020	249,905.00	2,481.11	250,848.24	
CD	06417GUE6	The Bank of Nova Scotia	250,000.00	04/06/2017	04/05/2019	250,000.00	2,347.71	249,979.10	
CD	78012UEE1	Royal Bank of Canada	425,000.00	06/08/2018	06/07/2021	425,000.00	4,360.50	427,227.25	
CD	86565BPC9	Sumitomo Mitsui Banking Corporation	250,000.00	10/18/2018	10/16/2020	249,660.00	3,884.38	249,736.95	
CD	87019U6D6	Swedbank AB	500,000.00	11/17/2017	11/16/2020	500,000.00	4,287.78	492,851.78	
CD	---	---	1,675,000.00	---	---	1,674,565.00	17,361.47	1,670,643.34	
CORP									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
CORP	025816BU2	AMERICAN EXPRESS CO	250,000.00	05/17/2018	05/17/2021	249,957.50	3,140.63	253,184.25	
CORP	02665WCP4	AMERICAN HONDA FINANCE CORP	250,000.00	10/10/2018	12/10/2021	249,880.00	2,601.56	253,901.75	
CORP	037833CS7	APPLE INC	225,000.00	05/11/2017	05/11/2020	224,770.50	1,575.00	223,322.63	
CORP	05531FAZ6	BB&T CORP	125,000.00	10/26/2017	02/01/2021	124,942.50	447.92	123,747.25	
CORP	05531FBG7	BB&T CORP	125,000.00	03/18/2019	06/20/2022	124,996.25	137.67	125,855.88	
CORP	06051GFW4	BANK OF AMERICA CORP	25,000.00	11/03/2017	04/19/2021	25,194.00	295.31	24,885.53	
CORP	06051GGS2	BANK OF AMERICA CORP	160,000.00	09/18/2017	10/01/2021	160,000.00	1,862.40	158,491.52	
CORP	06051GHH5	BANK OF AMERICA CORP	75,000.00	05/17/2018	05/17/2022	75,000.00	976.80	75,907.65	
CORP	08467OBL1	BERKSHIRE HATHAWAY INC	500,000.00	12/23/2016	08/14/2019	502,830.00	1,370.83	499,289.50	
CORP	14913Q2A6	CATERPILLAR FINANCIAL SERVICES CORP	185,000.00	09/07/2017	09/04/2020	184,844.60	256.69	183,088.58	
CORP	172967LF6	CITIGROUP INC	250,000.00	01/10/2017	01/10/2020	249,900.00	1,378.13	249,474.75	
CORP	24422ETL3	JOHN DEERE CAPITAL CORP	115,000.00	03/15/2017	01/06/2022	114,492.85	719.55	115,113.05	
CORP	24422EUQ0	JOHN DEERE CAPITAL CORP	50,000.00	01/10/2019	01/10/2022	49,952.00	360.00	50,747.25	
CORP	25468PDP8	WALT DISNEY CO	100,000.00	03/06/2017	03/04/2020	99,974.00	146.25	99,370.90	
CORP	38141GGQ1	GOLDMAN SACHS GROUP INC	450,000.00	11/28/2016	07/27/2021	496,651.50	4,200.07	473,159.70	
CORP	427866BA5	HERSHEY CO	100,000.00	05/10/2018	05/15/2021	99,931.00	1,171.11	101,025.30	
CORP	437076BQ4	HOME DEPOT INC	125,000.00	06/05/2017	06/05/2020	124,927.50	725.00	123,999.88	
CORP	44932HAG8	IBM CREDIT LLC	250,000.00	02/06/2018	02/05/2021	249,877.50	1,030.56	249,858.75	
CORP	46647PBB1	JPMORGAN CHASE & CO	250,000.00	03/22/2019	04/01/2023	250,000.00	200.44	251,043.50	
CORP	594918BV5	MICROSOFT CORP	250,000.00	02/06/2017	02/06/2020	249,832.50	706.60	248,540.50	
CORP	6174467P8	MORGAN STANLEY	500,000.00	11/10/2016	07/24/2020	558,125.00	5,118.06	517,014.50	
CORP	63743HER9	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE	150,000.00	04/19/2018	03/15/2021	149,365.50	193.33	150,577.95	
CORP	63743HER9	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE	100,000.00	02/26/2018	03/15/2021	99,889.00	128.89	100,385.30	
CORP	693475AV7	PNC FINANCIAL SERVICES GROUP INC	250,000.00	02/15/2019	01/23/2024	251,780.00	1,652.78	256,431.75	
CORP	69371RP75	PACCAR FINANCIAL CORP	100,000.00	03/01/2019	03/01/2022	99,912.00	237.50	100,621.90	
CORP	713448DX3	PEPSICO INC	165,000.00	10/10/2017	04/15/2021	164,967.00	1,521.67	163,358.09	
CORP	717081EB5	PFIZER INC	330,000.00	11/21/2016	12/15/2019	329,762.40	1,651.83	327,352.41	
CORP	808513AW5	CHARLES SCHWAB CORP	160,000.00	05/22/2018	05/21/2021	159,995.20	1,877.78	161,936.96	
CORP	89236TDH5	TOYOTA MOTOR CREDIT CORP	200,000.00	10/18/2016	10/18/2019	199,900.00	1,403.61	198,818.60	
CORP	89236TEU5	TOYOTA MOTOR CREDIT CORP	180,000.00	04/13/2018	04/13/2021	179,928.00	2,478.00	181,320.84	
CORP	904764AZ0	UNILEVER CAPITAL CORP	200,000.00	03/22/2018	03/22/2021	198,978.00	137.50	200,709.20	
CORP	931142EA7	WAL-MART STORES INC	250,000.00	10/20/2017	12/15/2020	249,637.50	1,398.61	247,823.75	
CORP	---	---	6,445,000.00	---	---	6,550,193.80	41,102.00	6,490,359.34	
CP									
Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	
CP	09659CRH3	BNP Paribas	250,000.00	10/19/2018	04/17/2019	246,625.00	0.00	249,700.00	



Report: Master BS by lot
 Account: SAM Paratransit Fund (136227)
 As of: 03/31/2019
 Base Currency: USD

CP	22533UYR8	Credit Agricole Corporate and Investment Bank	500,000.00	03/29/2019	11/25/2019	491,631.94	0.00	491,736.11
CP	25214PM26	Dexia Credit Local (Inc.)	250,000.00	10/12/2018	07/02/2019	245,013.96	0.00	248,255.83
CP	62479MZ63	MUFG Bank, Ltd.	650,000.00	03/11/2019	12/06/2019	636,886.25	0.00	637,906.21
CP	---	---	1,650,000.00	---	---	1,620,157.15	0.00	1,627,598.15

FHLMC

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
FHLMC	3137BM6P6	FHMS K721 A2	130,000.00	04/09/2018	08/25/2022	131,107.03	334.75	132,069.60
FHLMC	3137FKK39	FHMS KP05 A	111,617.34	12/17/2018	07/25/2023	111,617.01	297.93	112,727.93
FHLMC	---	---	241,617.34	---	---	242,724.04	632.68	244,797.53

FNMA

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
FNMA	3136AJ7G5	FNA 14M06B A2	441,347.21	12/15/2016	05/25/2021	450,277.59	985.13	441,205.98
FNMA	3136AQDQ0	FNA 15M13A AQ2	10,030.76	10/30/2015	09/25/2019	10,131.21	13.76	9,980.41
FNMA	3136B1XP4	FNA 18M5 A2	126,600.14	04/30/2018	09/25/2021	129,118.35	375.58	127,967.42
FNMA	---	---	577,978.11	---	---	589,527.15	1,374.47	579,153.81

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
MMFUND	31846V534	FIRST AMER-US TRS MM Y	438,512.89	---	03/31/2019	438,512.89	0.00	438,512.89
MMFUND	31846V534	FIRST AMER-US TRS MM Y	438,512.89	---	---	438,512.89	0.00	438,512.89

US GOV

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
US GOV	912828B90	UNITED STATES TREASURY	175,000.00	10/05/2016	02/28/2021	181,323.24	304.35	174,015.63
US GOV	912828L32	UNITED STATES TREASURY	80,000.00	07/12/2016	08/31/2020	81,532.14	95.65	78,887.50
US GOV	912828N30	UNITED STATES TREASURY	450,000.00	08/03/2018	12/31/2022	436,464.84	2,403.83	448,171.88
US GOV	912828N30	UNITED STATES TREASURY	550,000.00	11/06/2018	12/31/2022	531,244.14	2,938.02	547,765.63
US GOV	912828N30	UNITED STATES TREASURY	750,000.00	12/13/2018	12/31/2022	731,425.78	4,006.39	746,953.13
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	01/10/2019	12/31/2022	1,576,937.50	8,546.96	1,593,500.00
US GOV	912828N30	UNITED STATES TREASURY	850,000.00	01/31/2019	12/31/2022	836,519.53	4,540.57	846,546.88
US GOV	912828Q78	UNITED STATES TREASURY	485,000.00	01/05/2017	04/30/2021	475,375.78	2,800.14	476,133.59
US GOV	912828R69	UNITED STATES TREASURY	1,600,000.00	03/06/2019	05/31/2023	1,541,937.50	8,714.29	1,561,000.00
US GOV	912828TJ9	UNITED STATES TREASURY	700,000.00	09/07/2018	08/15/2022	670,632.81	1,414.02	686,000.00
US GOV	912828VF4	UNITED STATES TREASURY	200,000.00	12/07/2015	05/31/2020	197,414.06	921.70	197,656.25
US GOV	912828VP2	UNITED STATES TREASURY	490,000.00	05/18/2016	07/31/2020	505,996.90	1,624.31	487,626.56
US GOV	912828X47	UNITED STATES TREASURY	1,350,000.00	05/07/2018	04/30/2022	1,306,863.28	10,628.45	1,335,234.38
US GOV	912828X47	UNITED STATES TREASURY	550,000.00	01/04/2018	04/30/2022	543,017.58	4,330.11	543,984.38
US GOV	912828X47	UNITED STATES TREASURY	300,000.00	12/06/2017	04/30/2022	296,882.81	2,361.88	296,718.75
US GOV	---	UNITED STATES TREASURY	10,130,000.00	---	---	9,913,567.89	55,630.67	10,020,194.53

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value
---	---	---	26,245,328.69	---	---	26,109,604.37	127,114.83	26,119,144.56

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot



Report: Trade Activity
 Account: SAM Transit District Agg (136232)
 Date: 03/01/2019 - 03/31/2019
 Base Currency: USD

* Does not Lock Down

Identifier	Description	Base Current		Transaction Type	Trade Date	Settle Date	Final Maturity	Base Principal	Base Accrued		Base Amount
		Units	Coupon Rate						Interest	Base Amount	
62479MZ63	MUFG Bank, Ltd.	1,700,000.00	0.000	Buy	03/11/2019	03/11/2019	12/06/2019	1,665,702.50	0.00	(1,665,702.50)	
22533UYR8	Credit Agricole Corporate and Investment Bank	1,900,000.00	0.000	Buy	03/28/2019	03/29/2019	11/25/2019	1,868,201.39	0.00	(1,868,201.39)	
62479MZ63	MUFG Bank, Ltd.	650,000.00	0.000	Buy	03/11/2019	03/11/2019	12/06/2019	636,886.25	0.00	(636,886.25)	
22533UYR8	Credit Agricole Corporate and Investment Bank	500,000.00	0.000	Buy	03/28/2019	03/29/2019	11/25/2019	491,631.94	0.00	(491,631.94)	
912828R69	UNITED STATES TREASURY	5,400,000.00	1.625	Buy	03/04/2019	03/06/2019	05/31/2023	5,204,039.06	23,142.86	(5,227,181.92)	
912828R69	UNITED STATES TREASURY	1,600,000.00	1.625	Buy	03/04/2019	03/06/2019	05/31/2023	1,541,937.50	6,857.14	(1,548,794.64)	
31846V534	FIRST AMER:US TRS MM Y	12,622.35	2.000	Buy	03/04/2019	03/04/2019	03/31/2019	12,622.35	0.00	(12,622.35)	
31846V534	FIRST AMER:US TRS MM Y	4,847,207.76	2.000	Buy	---	---	03/31/2019	4,847,207.76	0.00	(4,847,207.76)	
31846V534	FIRST AMER:US TRS MM Y	1,528,256.64	2.000	Buy	---	---	03/31/2019	1,528,256.64	0.00	(1,528,256.64)	
05531FBG7	BB&T CORP	450,000.00	3.050	Buy	03/11/2019	03/18/2019	06/20/2022	449,986.50	0.00	(449,986.50)	
05531FBG7	BB&T CORP	125,000.00	3.050	Buy	03/11/2019	03/18/2019	06/20/2022	124,996.25	0.00	(124,996.25)	
46647PBB1	JPMORGAN CHASE & CO	900,000.00	3.207	Buy	03/15/2019	03/22/2019	04/01/2023	900,000.00	0.00	(900,000.00)	
46647PBB1	JPMORGAN CHASE & CO	250,000.00	3.207	Buy	03/15/2019	03/22/2019	04/01/2023	250,000.00	0.00	(250,000.00)	
4497W1Q82	ING (U.S.) Funding LLC	(2,100,000.00)	0.000	Maturity	03/08/2019	03/08/2019	03/08/2019	(2,100,000.00)	0.00	2,100,000.00	
62479MQB2	MUFG Bank, Ltd.	(850,000.00)	0.000	Maturity	03/11/2019	03/11/2019	03/11/2019	(850,000.00)	0.00	850,000.00	
25214PJB0	Dexia Credit Local (Inc.)	(1,800,000.00)	0.000	Maturity	03/18/2019	03/18/2019	03/18/2019	(1,800,000.00)	0.00	1,800,000.00	
4497W1Q82	ING (U.S.) Funding LLC	(600,000.00)	0.000	Maturity	03/08/2019	03/08/2019	03/08/2019	(600,000.00)	0.00	600,000.00	
62479MQB2	MUFG Bank, Ltd.	(400,000.00)	0.000	Maturity	03/11/2019	03/11/2019	03/11/2019	(400,000.00)	0.00	400,000.00	
25214PJB0	Dexia Credit Local (Inc.)	(500,000.00)	0.000	Maturity	03/18/2019	03/18/2019	03/18/2019	(500,000.00)	0.00	500,000.00	
3136AQDQ0	FNA 15M13A AQ2	(6,950.44)	1.646	Principal Paydown	03/01/2019	03/01/2019	09/25/2019	(6,950.44)	0.00	6,950.44	
3136AQDQ0	FNA 15M13A AQ2	(1,998.25)	1.646	Principal Paydown	03/01/2019	03/01/2019	09/25/2019	(1,998.25)	0.00	1,998.25	
34531EAD8	FORDO 17A A3	(70,740.02)	1.670	Principal Paydown	03/15/2019	03/15/2019	06/15/2021	(70,740.02)	0.00	70,740.02	
34531EAD8	FORDO 17A A3	(20,632.51)	1.670	Principal Paydown	03/15/2019	03/15/2019	06/15/2021	(20,632.51)	0.00	20,632.51	
02007PAC7	ALLYA 171 A3	(21,563.88)	1.700	Principal Paydown	03/15/2019	03/15/2019	06/15/2021	(21,563.88)	0.00	21,563.88	
02007PAC7	ALLYA 171 A3	(6,123.08)	1.700	Principal Paydown	03/15/2019	03/15/2019	06/15/2021	(6,123.08)	0.00	6,123.08	
89238MAD0	TAOT 17A A3	(28,971.20)	1.730	Principal Paydown	03/15/2019	03/15/2019	02/16/2021	(28,971.20)	0.00	28,971.20	
89238MAD0	TAOT 17A A3	(8,047.56)	1.730	Principal Paydown	03/15/2019	03/15/2019	02/16/2021	(8,047.56)	0.00	8,047.56	
89190BAD0	TAOT 17B A3	(119,518.43)	1.760	Principal Paydown	03/15/2019	03/15/2019	07/15/2021	(119,518.43)	0.00	119,518.43	
89190BAD0	TAOT 17B A3	(33,199.57)	1.760	Principal Paydown	03/15/2019	03/15/2019	07/15/2021	(33,199.57)	0.00	33,199.57	
02007HAC5	ALLYA 172 A3	(82,336.75)	1.780	Principal Paydown	03/15/2019	03/15/2019	08/16/2021	(82,336.75)	0.00	82,336.75	
02007HAC5	ALLYA 172 A3	(22,792.18)	1.780	Principal Paydown	03/15/2019	03/15/2019	08/16/2021	(22,792.18)	0.00	22,792.18	
3136AJ7G5	FNA 14M06B A2	(56,838.60)	2.679	Principal Paydown	03/01/2019	03/01/2019	05/25/2021	(56,838.60)	0.00	56,838.60	
3136AJ7G5	FNA 14M06B A2	(15,630.62)	2.679	Principal Paydown	03/01/2019	03/01/2019	05/25/2021	(15,630.62)	0.00	15,630.62	
3137FKK39	FHMS KP05 A	(45,690.37)	3.203	Principal Paydown	03/01/2019	03/01/2019	07/25/2023	(45,690.37)	0.00	45,690.37	
3137FKK39	FHMS KP05 A	(12,980.22)	3.203	Principal Paydown	03/01/2019	03/01/2019	07/25/2023	(12,980.22)	0.00	12,980.22	
3136B1XP4	FNA 18M5 A2	(9,362.06)	3.560	Principal Paydown	03/01/2019	03/01/2019	09/25/2021	(9,362.06)	0.00	9,362.06	
3136B1XP4	FNA 18M5 A2	(2,574.57)	3.560	Principal Paydown	03/01/2019	03/01/2019	09/25/2021	(2,574.57)	0.00	2,574.57	
912828T67	UNITED STATES TREASURY	(4,850,000.00)	1.250	Sell	03/04/2019	03/06/2019	10/31/2021	(4,691,806.64)	(21,101.52)	4,712,908.16	
912828T67	UNITED STATES TREASURY	(1,475,000.00)	1.250	Sell	03/04/2019	03/06/2019	10/31/2021	(1,426,889.65)	(6,417.47)	1,433,307.12	
31846V534	FIRST AMER:US TRS MM Y	(4,368,179.15)	2.000	Sell	---	---	03/31/2019	(4,368,179.15)	0.00	4,368,179.15	
31846V534	FIRST AMER:US TRS MM Y	(1,342,577.08)	2.000	Sell	---	---	03/31/2019	(1,342,577.08)	0.00	1,342,577.08	
46625HJD3	JPMORGAN CHASE & CO	(900,000.00)	4.500	Sell	03/15/2019	03/22/2019	01/24/2022	(937,215.00)	(6,525.00)	943,740.00	
46625HJD3	JPMORGAN CHASE & CO	(250,000.00)	4.500	Sell	03/15/2019	03/22/2019	01/24/2022	(260,337.50)	(1,812.50)	262,150.00	
---	---	(138,619.75)	---	---	---	---	---	(321,487.18)	(5,856.49)	327,343.67	

* Showing transactions with Trade Date within selected date range.

* Weighted by: Absolute Value of Base Principal

* MMF transactions are collapsed

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Glossary of Terms

Accrued Interest The interest that has accumulated on a bond since the last interest payment up to, but not including, the settlement date.
Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows.

Amortized Cost The amount at which an investment is acquired, adjusted for accretion, amortization, and collection of cash.

Book Yield The measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization.

Average Credit Rating - The average credit worthiness of a portfolio, weighted in proportion to the dollar amount that is invested in the portfolio.

Convexity The relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate changes.

Credit Rating An assessment of the credit worthiness of an entity with respect to a particular financial obligation. The credit rating is inversely related to the possibility of debt default.

Duration A measure of the exposure to interest rate risk and sensitivity to price fluctuation of fixed income investments. Duration is expressed as a number of years.

Income Return The percentage of the total return generated by the income from interest or dividends.

Original Cost - The original cost of an asset takes into consideration all of the costs that can be attributed to its purchase and to putting the asset to use.

Par Value The face value of a bond. Par value is important for a bond or fixed income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Price Return The percentage of the total return generated by capital appreciation due to changes in the market price of an asset.

Short-Term Portfolio The city's investment portfolio whose securities' average maturity is between 1 and 5 years.

Targeted-Maturities Portfolio The city's investment portfolio whose securities' average maturity is between 0 and 3 years.

Total Return The actual rate of return of an investment over a given evaluation period. Total return is the combination of income and price return.

Unrealized Gains/(Loss) A profitable/(losing) position that has yet to be cashed in. The actual gain/(loss) is not realized until the position is closed.
A position with an unrealized gain may eventually turn into a position with an unrealized loss, as the market fluctuates and vice versa.

Weighted Average Life (WAL) The average number of years for which each dollar of unpaid principal on an investment remains outstanding, weighted by the size of each principal payout.

Yield The income return on an investment. This refers to the interest or dividends received from a security and is expressed as a percentage based on the investment's cost and its current market value.

Yield to Maturity at Cost (YTM @ Cost) The internal rate of return of a security given the amortized price as of the report date and future expected cash flows.

Yield to Maturity at Market (YTM @ Market) The internal rate of return of a security given the market price as of the report date and future expected cash flows.

Years to Effective Maturity – The average time it takes for securities in a portfolio to mature, taking into account the possibility that any of the bonds might be called back to the issuer.

Years to Final Maturity The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio.
Weighted average maturity measures the sensitivity of fixed income portfolios to interest rate changes.

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR MARCH 2019

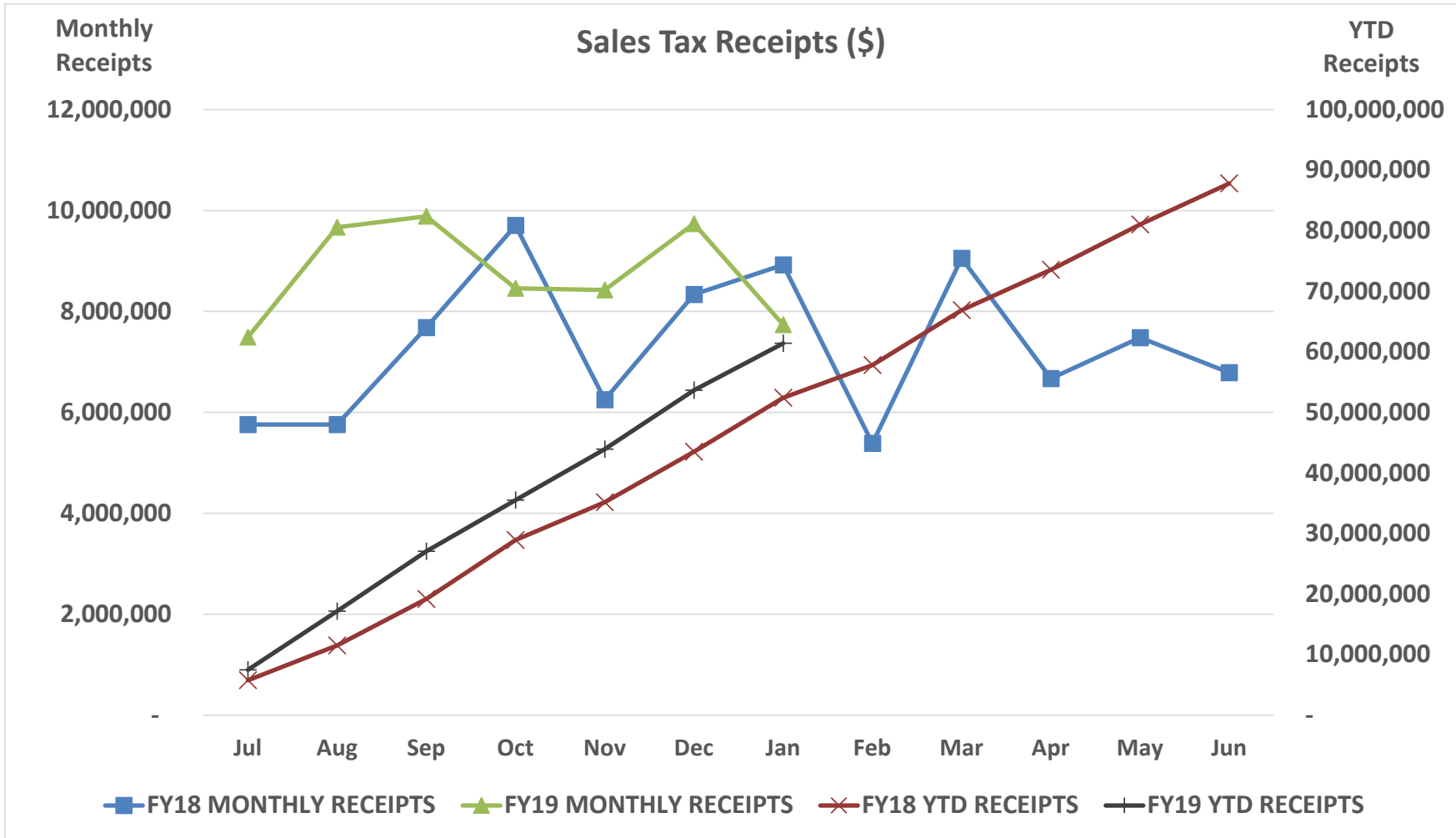
BUDGET AMENDMENTS

	Amount	Line Item		Description
Mar-19				
	<u>\$ -</u>	Total	<u>\$ -</u>	Total
				No Budget Amendment for March 2019.

BUDGET REVISIONS

	Amount	Line Item		Description
Mar-19				
	<u>\$ -</u>	Total	<u>\$ -</u>	Total
				No Budget Amendment for March 2019.

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2019
MARCH 2019**



San Mateo County Transit District
 Monthly Sales Tax Receipts
 FY2019
 March 2019

	FY18 MONTHLY RECEIPTS	FY19 MONTHLY RECEIPTS	Monthly % Change	FY18 YTD RECEIPTS	FY19 YTD RECEIPTS	YTD % Change
July	\$5,760,900	\$7,491,211	30%	\$5,760,900	\$7,491,211	30%
August	5,760,900	9,665,751	68%	11,521,800	17,156,962	49%
September	7,681,200	9,885,148	29%	19,203,000	27,042,110	41%
October	9,703,262	8,456,110	-13%	28,906,262	35,498,220	23%
November	6,251,900	8,425,556	35%	35,158,162	43,923,776	25%
December	8,335,800	9,739,351	17%	43,493,962	53,663,127	23%
January	8,923,166	7,734,915	-13%	52,417,128	61,398,042	17%
February	5,386,100			57,803,228		
March	9,054,287			66,857,515		
April	6,671,548			73,529,063		
May	7,480,942			81,010,005		
June	6,786,910			87,796,915		
Totals	<u>\$87,796,915</u>	<u>\$61,398,042</u>				

**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 March 31, 2019.

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 8, 9, 10, and 11. 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

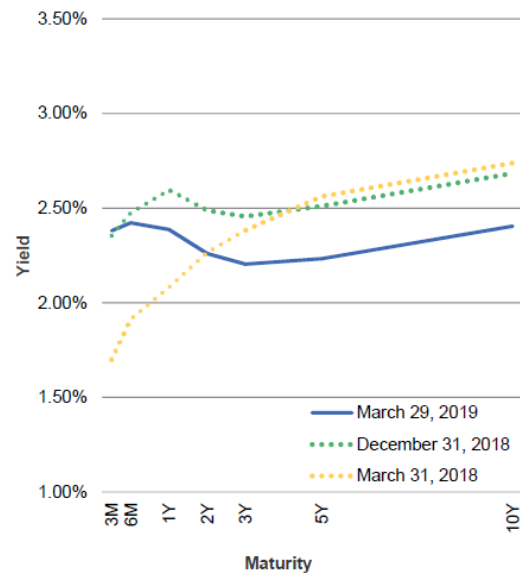
Market Conditions

- In general, economic fundamentals in U.S. remained positive.
- Investor's appetite for riskier equity assets, coupled with the Fed's recent move to more "patient" stance regarding further rate hikes, drove Treasury yields further downward during the first quarter.
- The 2-year Treasury decreased by 23 basis points from December 31, 2018 to end the quarter at 2.26%.

- GDP and unemployment forecasts were downgraded.
- Growth of household spending and business fixed investment have slowed.
- In light of global economic and financial developments and easing inflation expectations. The Committee forecasts the Fed Funds Rate to remain at current levels through 2019, after signaling two more rate hikes this past December.
- Yields have come down further since the end of the year and the curve remains inverted.

U.S. Treasury Yields Have Fallen; Inversion Deepens

	1Q2019 3/29/19	4Q2018 12/31/18	1Q2018 3/31/18
3-month	2.38%	2.35%	1.70%
6-month	2.42%	2.48%	1.91%
1-year	2.39%	2.60%	2.08%
2-year	2.26%	2.49%	2.27%
3-year	2.20%	2.46%	2.38%
5-year	2.23%	2.51%	2.56%
10-year	2.41%	2.68%	2.74%



Source: Bloomberg as of 03/29/2019.

Portfolio Recap

- Continuing the trend from the fourth quarter of 2018, interest rates moved lower during the first quarter of 2019, as the Fed stated it has no plans for further rate action in 2019. However, in a strong reversal from the prior quarter, equity markets rebounded, credit spreads tightened, and volatility decreased.

- U.S. Treasury yields with maturities beyond one year fell 20-30 basis points (0.20% to 0.30%). In the last week of the quarter, the 3-month to 10-year part of the yield curve inverted temporarily, renewing concerns about the possible recession.
- Our portfolio strategy included the following elements:
 - Because of the maturity of the current business cycle, slower growth prospects, and a Fed now on hold for further rate hikes, we removed our defensive bias with regard to portfolio duration (duration positioning short of the benchmark), a strategy that had been in place for much of 2017-18 while rates were rising. We are now targeting a duration that is in line with the benchmark.
 - Sector allocation strategy continued to favor broad diversification, generally including the widest range of permitted investments. While the fourth quarter flight to safer assets resulted in Treasuries being the best performing sector, the first quarter's rebound generated strong excess returns for the portfolio, as most fixed income sectors outperformed similar duration Treasuries.
 - With agency spreads near historic lows, we continued to favor Treasuries in the government space. We found some value in agencies, primarily with new issues that offered wider than average yield spreads.
 - After corporate yield spreads increased to their widest levels in over two years in the fourth quarter, we sought opportunities to add allocations in the sector as spreads moved tighter throughout the first quarter.

Investment Strategy Outlook

- With the Fed on hold and the market's current outlook for the lower future interest rates, we will maintain a neutral duration posture in the portfolio relative to the benchmark.
- As a result of the outlook for slower economic growth, we continue to recommend maintaining diversification among investment grade sectors with a tilt toward higher grade corporate bonds given their income-producing potential.

- Our outlooks for each of the major investment-grade fixed income sectors are as follows:
 - As federal agency spreads remain very tight, we expect agency purchases to be minimal, seeking better value in either Treasuries or other sectors. Given the inverted-to-flat yield curve, we will also evaluate callable agencies for their incremental yield.
 - In the corporate sector, yield spreads have narrowed, setting in around longer-term, post-recession historical averages. Although the Treasury yield curve is flat, the corporate spread curve remains positively sloped, offering value for extending maturities. But, given international growth concerns, we remain diligent in our issuer and security selection process.
 - Allocations to AAA-rated Asset-Backed Securities (ABS) will be maintained. The sector offers an attractive incremental income compared to similar duration government securities and continues to offer a defensive outlet relative to other credit instruments.
 - Agency MBS and CMBS continue to be an alternative to other government sectors for its incremental income potential. Our analysis focuses on the expected performance of various structures and collateral types to identifying value.
 - Short-term, high quality credit in the form of negotiable certificates of deposit and commercial paper offer good income potential, especially in light of the partially inverted Treasury yield curve.

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 March 31, the total return of the General and Paratransit Fund portfolio were **1.32 percent**. This compares to the benchmark return of **1.10 percent** for both funds. The Performance graph on page 12 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 General Fund was **2.40 percent** and for Paratransit Fund's portfolio was **2.39 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 March 31, the General Fund and Paratransit Fund's portfolio market yield to maturity was **2.69 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 MARCH 31, 2019

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
FUNDS MANAGED BY PFM							
RESERVE FUND PORTFOLIO							
ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION							
ALLYA 182 A3	02004VAC7	11/15/2022	650,000.00	649,881.96	652,791.66	843.56	653,635.22
ALLYA 172 A3	02007HAC5	08/16/2021	1,000,639.14	1,000,521.17	996,094.47	791.62	996,886.08
ALLYA 171 A3	02007PAC7	06/15/2021	241,946.94	241,925.80	240,822.04	182.80	241,004.84
AMXCA 174 A	02582JHG8	05/15/2019	680,000.00	679,891.06	679,157.43	495.64	679,653.07
AMXCA 181 A	02582JHQ6	10/17/2022	1,510,000.00	1,509,824.69	1,511,709.17	1,791.87	1,513,501.03
CARMX 183 A3	14313FAD1	06/15/2023	420,000.00	419,942.75	424,119.32	584.27	424,703.59
CCCIT 17A3 A3	17305EGB5	04/07/2020	900,000.00	902,403.00	893,722.32	8,352.00	902,074.32
CCCIT 18A1 A1	17305EGK5	01/20/2023	900,000.00	899,875.44	899,220.54	4,419.75	903,640.29
FORDO 17A A3	34531EAD8	06/15/2021	876,880.31	876,877.06	872,394.14	650.84	873,044.98
GMCAR 183 A3	36255JAD6	05/16/2023	400,000.00	399,906.72	403,282.61	503.33	403,785.94
HAROT 173 A3	43814PAC4	09/18/2021	330,000.00	329,964.26	327,828.44	213.31	328,041.75
JDOT 17B A3	47788BAD6	10/15/2021	600,000.00	599,956.08	596,181.10	485.33	596,666.43
JDOT 2018 A3	47788CAC6	04/18/2022	285,000.00	284,979.51	285,186.32	336.93	285,523.26
TAOT 17B A3	89190BAD0	07/15/2021	1,666,713.00	1,666,585.16	1,655,960.40	1,303.74	1,657,264.14
TAOT 18A A3	89238BAD4	05/16/2022	450,000.00	449,994.83	448,353.19	470.00	448,823.19
TAOT 17A A3	89238MADO	02/16/2021	312,677.81	312,641.01	311,232.12	240.41	311,472.54
GOVERNMENT BONDS							
FEDERAL HOME LOAN BANKS	3130A8QS5	07/14/2021	2,700,000.00	2,683,581.30	2,630,064.60	6,496.88	2,636,561.48
FEDERAL HOME LOAN BANKS	3130ACE26	09/28/2020	440,000.00	438,587.60	433,530.68	50.42	433,581.10
FEDERAL NATIONAL MORTGAGE ASSO	3135GON82	08/17/2021	1,525,000.00	1,518,823.75	1,488,001.98	2,329.86	1,490,331.84
FEDERAL NATIONAL MORTGAGE ASSO	3135GON82	08/17/2021	475,000.00	473,375.03	463,476.03	725.69	464,201.72
FEDERAL NATIONAL MORTGAGE ASSO	3135GOT60	07/30/2020	600,000.00	598,182.00	593,191.80	1,525.00	594,716.80
FEDERAL NATIONAL MORTGAGE ASSO	3135GOU92	01/11/2022	900,000.00	899,352.00	908,623.80	5,250.00	913,873.80
FREDDIE MAC	3137EAEF2	04/20/2020	300,000.00	298,974.00	296,726.70	1,844.79	298,571.49
FREDDIE MAC	3137EAEJ4	09/29/2020	580,000.00	578,950.20	573,573.02	52.36	573,625.38
CERTIFICATION OF DEPOSIT							
THE BANK OF NOVA SCOTIA	06417GU22	06/05/2020	900,000.00	899,658.00	903,053.68	8,932.00	911,985.68
THE BANK OF NOVA SCOTIA	06417GUE6	04/05/2019	900,000.00	900,000.00	899,924.76	8,451.75	908,376.51
ROYAL BANK OF CANADA	78012UEE1	06/07/2021	1,500,000.00	1,500,000.00	1,507,860.90	15,390.00	1,523,250.90
SUMINTOMO MITSUI BANKING CORP	86565BPC9	10/16/2020	900,000.00	898,776.00	899,053.04	13,983.75	913,036.79
SWEDBANK AB	87019U6D6	11/16/2020	1,800,000.00	1,800,000.00	1,774,266.42	15,436.00	1,789,702.42
CORPORATE NOTE							
AMERICAN EXPRESS CO	025816BU2	05/17/2021	900,000.00	899,847.00	911,463.30	11,306.25	922,769.55
AMERICAN HONDA FINANCE CORP	02665WCP4	12/10/2021	900,000.00	899,568.00	914,046.30	9,365.63	923,411.93
APPLE INC	037833CS7	05/11/2020	820,000.00	819,163.60	813,886.90	5,740.00	819,626.90
BB&T CORP	05531FAZ6	02/01/2021	450,000.00	449,793.00	445,490.10	1,612.50	447,102.60
BB&T CORP	05531FBG7	06/20/2022	450,000.00	449,986.50	453,081.15	495.63	453,576.78
BANK OF AMERICA CORP	06051GFW4	04/19/2021	100,000.00	100,776.00	99,542.10	1,181.25	100,723.35
BANK OF AMERICA CORP	06051GGS2	10/01/2021	550,000.00	550,000.00	544,814.60	6,402.00	551,216.60
BANK OF AMERICA CORP	06051GHH5	05/17/2022	250,000.00	250,000.00	253,025.50	3,256.01	256,281.51
BERKSHIRE HATHAWAY INC	084670BL1	08/14/2019	1,800,000.00	1,810,188.00	1,797,442.20	4,935.00	1,802,377.20
CATERPILLAR FINANCIAL SERVICES CO	14913Q2A6	09/04/2020	650,000.00	649,454.00	643,284.20	901.88	644,186.08
CITIGROUP INC	172967LF6	01/10/2020	900,000.00	899,640.00	898,109.10	4,961.25	903,070.35
JOHN DEERE CAPITAL CORP	24422ETL3	01/06/2022	450,000.00	448,015.50	450,442.35	2,815.63	453,257.98
JOHN DEERE CAPITAL CORP	24422EUQ0	01/10/2022	175,000.00	174,832.00	177,615.38	1,260.00	178,875.38
WALT DISNEY CO	25468PDP8	03/04/2020	380,000.00	379,901.20	377,609.42	555.75	378,165.17
GOLDMAN SACHS GROUP INC	38141GGQ1	07/27/2021	1,600,000.00	1,765,872.00	1,682,345.60	14,933.33	1,697,278.93
HERSHEY CO	427866BA5	05/15/2021	360,000.00	359,751.60	363,691.08	4,216.00	367,907.08
HOME DEPOT INC	437076BQ4	06/05/2020	450,000.00	449,739.00	446,399.55	2,610.00	449,009.55
IBM CREDIT LLC	44932HAG8	02/05/2021	900,000.00	899,559.00	899,491.50	3,710.00	903,201.50
JPMORGAN CHASE & CO	46647PBB1	04/01/2023	900,000.00	900,000.00	903,756.60	721.58	904,478.18
MICROSOFT CORP	594918BV5	02/06/2020	900,000.00	899,397.00	894,745.80	2,543.75	897,289.55
MORGAN STANLEY	6174467P8	07/24/2020	1,800,000.00	2,009,250.00	1,861,252.20	18,425.00	1,879,677.20

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS (Continued)
FOR QUARTER ENDED MARCH 31, 2019**

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<u>CORPORATE NOTE</u>							
NATIONAL RURAL UTILITIES COOPERA	63743HER9	03/15/2021	375,000.00	374,583.75	376,444.88	483.33	376,928.21
NATIONAL RURAL UTILITIES COOPERA	63743HER9	03/15/2021	515,000.00	512,821.55	516,984.30	663.78	517,648.07
PNC FINANCIAL SERVICES GROUP INC	693475AV7	01/23/2024	900,000.00	906,408.00	923,154.30	5,950.00	929,104.30
PACCAR FINANCIAL CORP	69371RP75	03/01/2022	325,000.00	324,714.00	327,021.18	771.88	327,793.05
PEPSICO INC	713448DX3	04/15/2021	600,000.00	599,880.00	594,029.40	5,533.33	599,562.73
PFIZER INC	717081EB5	12/15/2019	1,185,000.00	1,184,146.80	1,175,492.75	5,931.58	1,181,424.33
CHARLES SCHWAB CORP	808513AW5	05/21/2021	570,000.00	569,982.90	576,900.42	6,689.58	583,590.00
TOYOTA MOTOR CREDIT CORP	89236TDH5	10/18/2019	670,000.00	669,665.00	666,042.31	4,702.10	670,744.41
TOYOTA MOTOR CREDIT CORP	89236TEU5	04/13/2021	660,000.00	659,736.00	664,843.08	9,086.00	673,929.08
UNILEVER CAPITAL CORP	904764AZ0	03/22/2021	725,000.00	721,295.25	727,570.85	498.44	728,069.29
WAL-MART STORES INC	931142EA7	12/15/2020	900,000.00	898,695.00	892,165.50	5,035.00	897,200.50
<u>COMMERCIAL PAPER</u>							
BNP PARIBAS	09659CRH3	04/17/2019	900,000.00	887,850.00	898,920.00	0.00	898,920.00
CREDIT ARICOLE CORPORATE AND INV	22533UYR8	11/25/2019	1,900,000.00	1,868,201.39	1,868,597.22	0.00	1,868,597.22
DEXIA CREDIT LOCAL (INC.)	25214PMZ6	07/02/2019	900,000.00	882,050.25	893,721.00	0.00	893,721.00
MUFG BANK, LTD.	62479MRG0	04/16/2019	1,000,000.00	980,725.00	998,929.17	0.00	998,929.17
MUFG BANK, LTD.	62479MZ63	12/06/2019	1,700,000.00	1,665,702.50	1,668,370.08	0.00	1,668,370.08
<u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u>							
FHMS K721 A2	3137BM6P6	08/25/2022	450,000.00	453,832.03	457,164.00	1,158.75	458,322.75
FHMS KP05 A	3137FKK39	07/25/2023	392,893.03	392,891.85	396,802.31	1,048.70	397,851.01
FNA 14M06B A2	3136AJ7G5	05/25/2021	1,604,898.94	1,637,373.06	1,604,385.37	3,582.28	1,607,967.65
FNA 15M13A AQ2	3136AQDQ0	09/25/2019	34,889.62	35,239.00	34,714.47	47.86	34,762.33
FNA 18M5 A2	3136B1XP4	09/25/2021	460,364.15	469,521.25	465,336.08	1,365.75	466,701.83
<u>U.S. TREASURY NOTES AND BONDS</u>							
UNITED STATES TREASURY	912828L32	08/31/2020	410,000.00	417,840.49	404,298.44	490.22	404,788.65
UNITED STATES TREASURY	912828N30	12/31/2022	1,600,000.00	1,551,875.00	1,593,500.00	8,546.96	1,602,046.96
UNITED STATES TREASURY	912828N30	12/31/2022	1,575,000.00	1,521,290.04	1,568,601.56	8,413.42	1,577,014.98
UNITED STATES TREASURY	912828N30	12/31/2022	3,000,000.00	2,925,703.13	2,987,812.50	16,025.55	3,003,838.05
UNITED STATES TREASURY	912828N30	12/31/2022	5,900,000.00	5,814,957.03	5,876,031.25	31,516.92	5,907,548.17
UNITED STATES TREASURY	912828N30	12/31/2022	3,000,000.00	2,952,421.87	2,987,812.50	16,025.55	3,003,838.05
UNITED STATES TREASURY	912828Q78	04/30/2021	1,640,000.00	1,607,456.25	1,610,018.75	9,468.51	1,619,487.26
UNITED STATES TREASURY	912828R69	05/31/2023	5,400,000.00	5,204,039.06	5,268,375.00	29,410.71	5,297,785.71
UNITED STATES TREASURY	912828R77	05/31/2021	1,400,000.00	1,363,632.82	1,373,531.25	6,451.92	1,379,983.17
UNITED STATES TREASURY	912828ST8	04/30/2019	65,000.00	64,987.30	64,928.91	341.16	65,270.07
UNITED STATES TREASURY	912828TJ9	08/15/2022	2,500,000.00	2,395,117.19	2,450,000.00	5,050.07	2,455,050.07
UNITED STATES TREASURY	912828VF4	05/31/2020	255,000.00	251,702.93	252,011.72	1,175.17	253,186.89
UNITED STATES TREASURY	912828VP2	07/31/2020	575,000.00	593,785.56	572,214.84	1,906.08	574,120.92
UNITED STATES TREASURY	912828X47	04/30/2022	3,850,000.00	3,726,980.47	3,807,890.63	30,310.77	3,838,201.40
UNITED STATES TREASURY	912828X47	04/30/2022	1,800,000.00	1,777,148.44	1,780,312.50	14,171.27	1,794,483.77
UNITED STATES TREASURY	912828X47	04/30/2022	1,270,000.00	1,256,803.91	1,256,109.38	9,998.62	1,266,107.99
<u>CASH AND CASH EQUIVALENTS</u>							
US TREASURY MM FUND	31846V534		1,344,461.83	1,344,461.83	1,344,461.83	3,164.10	1,347,625.93
TOTAL RESERVE PORTFOLIO MANAGED BY PFM			92,781,364.75	92,243,681.67	92,326,437.30	449,097.69	92,775,534.98

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS (continued)
FOR QUARTER ENDED MARCH 31, 2019**

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>PARATRANSIT FUNDS PORTFOLIO:</u>							
<u>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</u>							
ALLYA 182 A3	02004VAC7	11/15/2022	185,000.00	184,966.40	185,794.55	240.09	186,034.64
ALLYA 172 A3	02007HAC5	08/16/2021	276,993.53	276,960.88	275,735.49	219.13	275,954.62
ALLYA 171 A3	02007PAC7	06/15/2021	68,700.98	68,694.98	68,381.57	51.91	68,433.47
AMXCA 174 A	02582JHG8	05/15/2019	200,000.00	199,967.96	199,752.18	145.78	199,897.96
AMXCA 181 A	02582JHQ6	10/17/2022	425,000.00	424,950.66	425,481.06	504.33	425,985.39
CARMX 183 A3	14313FAD1	06/15/2023	110,000.00	109,985.01	111,078.87	153.02	111,231.89
CCCIT 17A3 A3	17305EG85	04/07/2020	250,000.00	250,667.50	248,256.20	2,320.00	250,576.20
CCCIT 18A1 A1	17305EGK5	01/20/2023	250,000.00	249,965.40	249,783.48	1,227.71	251,011.19
FORDO 17A A3	34531EAD8	06/15/2021	255,756.76	255,755.81	254,448.29	189.83	254,638.12
GMCAR 183 A3	36255JAD6	05/16/2023	120,000.00	119,972.02	120,984.78	151.00	121,135.78
HAROT 173 A3	43814PAC4	09/18/2021	100,000.00	99,989.17	99,341.95	64.64	99,406.59
JDOT 17B A3	47788BAD6	10/15/2021	170,000.00	169,987.56	168,917.98	137.51	169,055.49
JDOT 2018 A3	47788CAC6	04/18/2022	80,000.00	79,994.25	80,052.30	94.58	80,146.88
TAOT 17B A3	89190BAD0	07/15/2021	462,975.83	462,940.32	459,989.00	362.15	460,351.15
TAOT 18A A3	89238BAD4	05/16/2022	125,000.00	124,998.56	124,542.55	130.56	124,673.11
TAOT 17A A3	89238MAD0	02/16/2021	86,854.95	86,844.73	86,453.37	66.78	86,520.15
<u>GOVERNMENT BONDS</u>							
FEDERAL HOME LOAN BANKS	3130A8QS5	07/14/2021	520,000.00	516,837.88	506,530.96	1,251.25	507,782.21
FEDERAL HOME LOAN BANKS	3130ACE26	09/28/2020	85,000.00	84,727.15	83,750.25	9.74	83,759.98
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0N82	08/17/2021	140,000.00	139,521.06	136,603.46	213.89	136,817.35
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0N82	08/17/2021	460,000.00	458,137.00	448,839.94	702.78	449,542.72
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0T60	07/30/2020	150,000.00	149,545.50	148,297.95	381.25	148,679.20
FEDERAL NATIONAL MORTGAGE ASSOCIATION	3135G0U92	01/11/2022	250,000.00	249,820.00	252,395.50	1,458.33	253,853.83
FREDDIE MAC	3137EAEF2	04/20/2020	150,000.00	149,487.00	148,363.35	922.40	149,285.75
FREDDIE MAC	3137EAEJ4	09/29/2020	165,000.00	164,701.35	163,171.64	14.90	163,186.53
<u>CERTIFICATION OF DEPOSIT</u>							
THE BANK OF NOVA SCOTIA	06417GU22	06/05/2020	250,000.00	249,905.00	250,848.24	2,481.11	253,329.36
THE BANK OF NOVA SCOTIA	06417GUE6	04/05/2019	250,000.00	250,000.00	249,979.10	2,347.71	252,326.81
ROYAL BANK OF CANADA	78012UEE1	06/07/2021	425,000.00	425,000.00	427,227.25	4,360.50	431,587.75
SUMINTOMO MITSUI BANKING CORP	86565BPC9	10/16/2020	250,000.00	249,660.00	249,736.95	3,884.38	253,621.33
SWEDBANK AB	87019U6D6	11/16/2020	500,000.00	500,000.00	492,851.78	4,287.78	497,139.56
<u>CORPORATE NOTE</u>							
AMERICAN EXPRESS CO	025816BU2	05/17/2021	250,000.00	249,957.50	253,184.25	3,140.63	256,324.88
AMERICAN HONDA FINANCE CORP	02665WCP4	12/10/2021	250,000.00	249,880.00	253,901.75	2,601.56	256,503.31
APPLE INC	037833CS7	05/11/2020	225,000.00	224,770.50	223,322.63	1,575.00	224,897.63
BB&T CORP	05531FAZ6	02/01/2021	125,000.00	124,942.50	123,747.25	447.92	124,195.17
BB&T CORP	05531FBG7	06/20/2022	125,000.00	124,996.25	125,855.88	137.67	125,993.55
BANK OF AMERICA CORP	06051GFW4	04/19/2021	25,000.00	25,194.00	24,885.53	295.31	25,180.84
BANK OF AMERICA CORP	06051GGS2	10/01/2021	160,000.00	160,000.00	158,491.52	1,862.40	160,353.92
BANK OF AMERICA CORP	06051GHH5	05/17/2022	75,000.00	75,000.00	75,907.65	976.80	76,884.45
BERKSHIRE HATHAWAY INC	084670BL1	08/14/2019	500,000.00	502,830.00	499,289.50	1,370.83	500,660.33
CATERPILLAR FINANCIAL SERVICES CORP	14913Q2A6	09/04/2020	185,000.00	184,844.60	183,088.58	256.69	183,345.27
CITIGROUP INC	172967LF6	01/10/2020	250,000.00	249,900.00	249,474.75	1,378.13	250,852.88
JOHN DEERE CAPITAL CORP	24422ETL3	01/06/2022	115,000.00	114,492.85	115,113.05	719.55	115,832.59
JOHN DEERE CAPITAL CORP	24422EUQ0	01/10/2022	50,000.00	49,952.00	50,747.25	360.00	51,107.25
WALT DISNEY CO	25468PDP8	03/04/2020	100,000.00	99,974.00	99,370.90	146.25	99,517.15
GOLDMAN SACHS GROUP INC	38141GGQ1	07/27/2021	450,000.00	496,651.50	473,159.70	4,200.00	477,359.70
HERSHEY CO	427866BA5	05/15/2021	100,000.00	99,931.00	101,025.30	1,171.11	102,196.41
HOME DEPOT INC	437076BQ4	06/05/2020	125,000.00	124,927.50	123,999.88	725.00	124,724.88
IBM CREDIT LLC	44932HAG8	02/05/2021	250,000.00	249,877.50	249,858.75	1,030.56	250,889.31
JPMORGAN CHASE & CO	46647PBB1	04/01/2023	250,000.00	250,000.00	251,043.50	200.44	251,243.94
MICROSOFT CORP	594918BV5	02/06/2020	250,000.00	249,832.50	248,540.50	706.60	249,247.10
MORGAN STANLEY	6174467P8	07/24/2020	500,000.00	558,125.00	517,014.50	5,118.06	522,132.56
NATIONAL RURAL UTILITIES COOPERATIVE FIN	63743HER9	03/15/2021	150,000.00	149,365.50	150,577.95	193.33	150,771.28
NATIONAL RURAL UTILITIES COOPERATIVE FIN	63743HER9	03/15/2021	100,000.00	99,889.00	100,385.30	128.89	100,514.19
PNC FINANCIAL SERVICES GROUP INC	693475AV7	01/23/2024	250,000.00	251,780.00	256,431.75	1,652.78	258,084.53
PACCAR FINANCIAL CORP	69371RP75	03/01/2022	100,000.00	99,912.00	100,621.90	237.50	100,859.40
PEPSICO INC	713448DX3	04/15/2021	165,000.00	164,967.00	163,358.09	1,521.67	164,879.75

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS (continued)
FOR QUARTER ENDED MARCH 31, 2019**

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<u>CORPORATE NOTE</u>							
PFIZER INC	717081EB5	12/15/2019	330,000.00	329,762.40	327,352.41	1,651.83	329,004.24
CHARLES SCHWAB CORP	808513AW5	05/21/2021	160,000.00	159,995.20	161,936.96	1,877.78	163,814.74
TOYOTA MOTOR CREDIT CORP	89236TDH5	10/18/2019	200,000.00	199,900.00	198,818.60	1,403.61	200,222.21
TOYOTA MOTOR CREDIT CORP	89236TEU5	04/13/2021	180,000.00	179,928.00	181,320.84	2,478.00	183,798.84
UNILEVER CAPITAL CORP	904764AZ0	03/22/2021	200,000.00	198,978.00	200,709.20	137.50	200,846.70
WAL-MART STORES INC	931142EA7	12/15/2020	250,000.00	249,637.50	247,823.75	1,398.61	249,222.36
<u>COMMERCIAL PAPER</u>							
BNP PARIBAS	09659CRH3	04/17/2019	250,000.00	246,625.00	249,700.00	0.00	249,700.00
CREDIT ARICOLE CORPORATE AND INVESTMEI	22533UYR8	11/25/2019	500,000.00	491,631.94	491,736.11	0.00	491,736.11
DEXIA CREDIT LOCAL (INC.)	25214PM26	07/02/2019	250,000.00	245,013.96	248,255.83	0.00	248,255.83
MUFG BANK, LTD.	62479MZ63	12/06/2019	650,000.00	636,886.25	637,906.21	0.00	637,906.21
<u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u>							
FHMS K721 A2	3137BM6P6	08/25/2022	130,000.00	131,107.03	132,069.60	334.75	132,404.35
FHMS KP05 A	3137FKK39	07/25/2023	111,617.34	111,617.01	112,727.93	297.93	113,025.86
FNA 14M06B A2	3136AJ7G5	05/25/2021	441,347.21	450,277.59	441,205.98	985.13	442,191.10
FNA 15M13A AQ2	3136AQDQ0	09/25/2019	10,030.76	10,131.21	9,980.41	13.76	9,994.17
FNA 18M5 A2	3136B1XP4	09/25/2021	126,600.14	129,118.35	127,967.42	375.58	128,343.00
<u>U.S. TREASURY NOTES AND BONDS</u>							
UNITED STATES TREASURY	912828B90	02/28/2021	175,000.00	181,323.24	174,015.63	304.35	174,319.97
UNITED STATES TREASURY	912828L32	08/31/2020	80,000.00	81,532.14	78,887.50	95.65	78,983.15
UNITED STATES TREASURY	912828N30	12/31/2022	450,000.00	436,464.84	448,171.88	2,403.83	450,575.71
UNITED STATES TREASURY	912828N30	12/31/2022	550,000.00	531,244.14	547,765.63	2,938.02	550,703.64
UNITED STATES TREASURY	912828N30	12/31/2022	750,000.00	731,425.78	746,953.13	4,006.39	750,959.51
UNITED STATES TREASURY	912828N30	12/31/2022	1,600,000.00	1,576,937.50	1,593,500.00	8,546.96	1,602,046.96
UNITED STATES TREASURY	912828N30	12/31/2022	850,000.00	836,519.53	846,546.88	4,540.57	851,087.45
UNITED STATES TREASURY	912828Q78	04/30/2021	485,000.00	475,375.78	476,133.59	2,800.14	478,933.73
UNITED STATES TREASURY	912828R69	05/31/2023	1,600,000.00	1,541,937.50	1,561,000.00	8,714.29	1,569,714.29
UNITED STATES TREASURY	912828TJ9	08/15/2022	700,000.00	670,632.81	686,000.00	1,414.02	687,414.02
UNITED STATES TREASURY	912828VF4	05/31/2020	200,000.00	197,414.06	197,656.25	921.70	198,577.95
UNITED STATES TREASURY	912828VP2	07/31/2020	490,000.00	505,996.90	487,626.56	1,624.31	489,250.87
UNITED STATES TREASURY	912828X47	04/30/2022	1,350,000.00	1,306,863.28	1,335,234.38	10,628.45	1,345,862.83
UNITED STATES TREASURY	912828X47	04/30/2022	550,000.00	543,017.58	543,984.38	4,330.11	548,314.49
UNITED STATES TREASURY	912828X47	04/30/2022	300,000.00	296,882.81	296,718.75	2,361.88	299,080.63
<u>CASH AND CASH EQUIVALENTS</u>							
US TREASURY MM FUND	31846V534	03/31/2019	438,512.89	438,512.89	438,512.89	938.30	439,451.19
TOTAL PARATRANSIT PORTFOLIO MANAGED BY PFM			26,244,390.39	26,108,666.07	26,118,206.26	128,053.13	26,246,259.38
TOTAL DISTRICT PORTFOLIO MANAGED BY PFM			119,025,755.15	118,352,347.74	118,444,643.55	577,150.81	119,021,794.37
<u>FUNDS NON MANAGED BY PFM</u>							
CASH AND CASH EQUIVALENTS							
US TREASURY MM	31846V534		8,302,574.57	8,302,574.57	8,302,574.57	14,103.01	8,316,677.58
TOTAL INVESTMENT FUNDS PORTFOLIO NON MANAGED BY PFM			8,302,574.57	8,302,574.57	8,302,574.57	14,103.01	8,316,677.58
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u>							
BANK OF AMERICA CHECKING			19,124,102.62	19,124,102.62	19,124,102.62		19,124,102.62
LAIF			31,271,140.19	31,271,140.19	31,271,140.19		31,271,140.19
WELLS FARGO			254.00	254.00	254.00		254.00
TOTAL FUNDS MANAGED BY DISTRICT STAFF			50,395,496.81	50,395,496.81	50,395,496.81	-	50,395,496.81
<u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u>							
First American Govt Obligation C/D Chesham Finance Ltd.			13,216,098.40	13,216,098.40	13,216,098.40	-	13,216,098.40
TOTAL AS OF MARCH 31, 2019			190,939,924.93	190,266,517.52	190,358,813.33	591,253.82	190,950,067.16

EXHIBIT 2

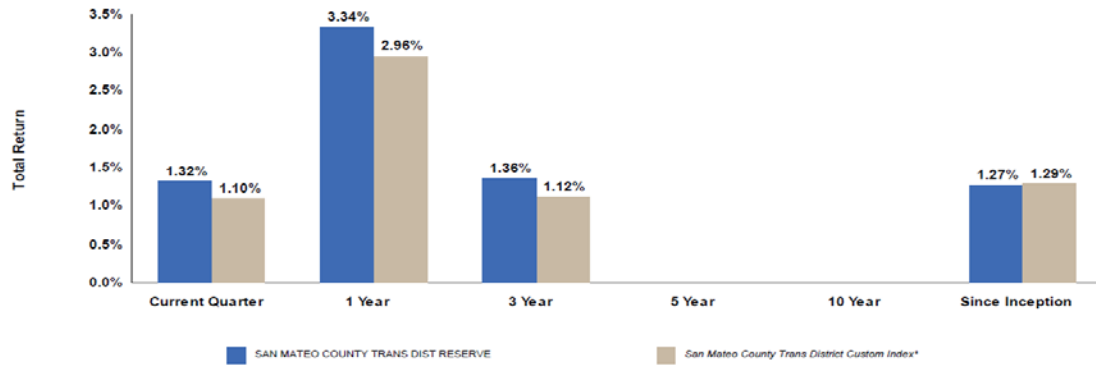
For the Quarter Ended March 31, 2019

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	2.13	1.32%	3.34%	1.36%	-	-	1.27%
San Mateo County Trans District Custom Index*	2.09	1.10%	2.96%	1.12%	-	-	1.29%
Difference		0.22%	0.38%	0.24%	-	-	-0.02%



Portfolio performance is gross of fees unless otherwise indicated.

*The Authority's custom benchmark is the 0-5 Yr US Treasury Index as of 6/30/2016. Before 6/30/2016, the Authority's index was 15% 0-1 Yr UST, 15% 0-1 Yr Agency, 20% 1-3 Yr US Govt, 20% 3-5 Yr US Govt, 10% 1-10 Yr US Govt, and 20% 1-5 Yr Corp.

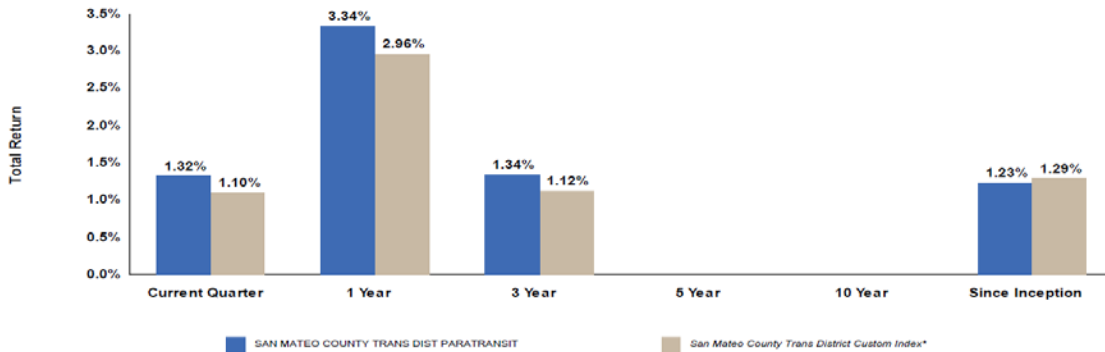
For the Quarter Ended March 31, 2019

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	2.14	1.32%	3.34%	1.34%	-	-	1.23%
San Mateo County Trans District Custom Index*	2.09	1.10%	2.96%	1.12%	-	-	1.29%
Difference		0.22%	0.38%	0.22%	-	-	-0.06%



Portfolio performance is gross of fees unless otherwise indicated.

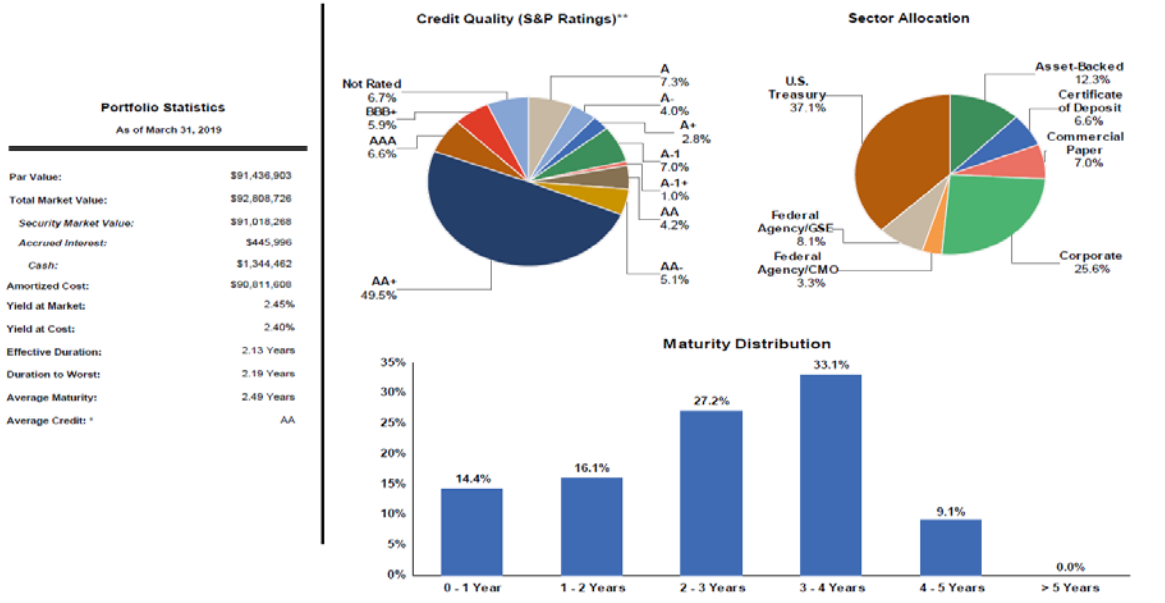
*The Authority's custom benchmark is the 0-5 Yr US Treasury Index as of 6/30/2016. Before 6/30/2016, the Authority's index was 15% 0-1 Yr UST, 15% 0-1 Yr Agency, 20% 1-3 Yr US Govt, 20% 3-5 Yr US Govt, 10% 1-10 Yr US Govt, and 20% 1-5 Yr Corp.

EXHIBIT 3

SAN MATEO COUNTY TRANS DIST RESERVE

For the Quarter Ended March 31, 2019

Portfolio Snapshot

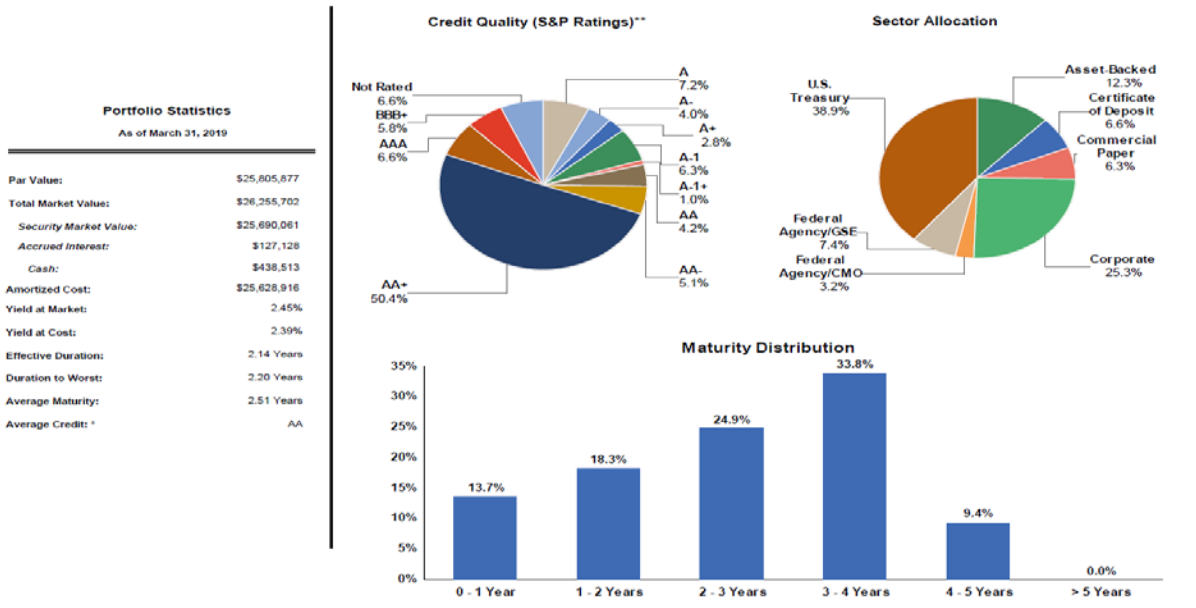


An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.
**Securities held in the County's portfolio are in compliance with California state statutes and the County's investment policy dated September 2017.

SAN MATEO COUNTY TRANS DIST PARATRANSIT

For the Quarter Ended March 31, 2019

Portfolio Snapshot



An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.
**Securities held in the County's portfolio are in compliance with California state statutes and the County's investment policy dated September 2017.

EXHIBIT 4

SAN MATEO COUNTY TRANS DIST RESERVE

For the Quarter Ended March 31, 2019
Portfolio Compliance

Sector Allocation and Compliance

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

Security Type	Market Value as of March 31, 2019	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$33,853,449	27.4%	100%	✓
Federal Agency/GSE	\$7,387,189	6.0%	100%	✓
Federal Agency/CMO	\$2,958,402	2.4%	20%	✓
Corporate Notes	\$23,272,183	18.8%	30%	✓
Negotiable CDs	\$5,984,159	4.9%	10%	✓
Asset-Backed Securities	\$11,198,055	9.1%	30%	✓
Commercial Paper	\$6,328,537	5.1%	15%	✓
Securities Sub-Total	\$90,981,974	73.6%		
Accrued Interest	\$445,934			
Securities Total	\$91,427,908			
LAIF	\$31,271,140	25.3%	100%	✓
Money Market Fund	\$1,344,462	1.1%	10%	✓
Total Investments	\$124,043,510	100.0%		

As of 3/31/2019. Detail may not add to total due to rounding. Current investment policy as of September 2017.

SAN MATEO COUNTY TRANS DIST PARATRANSIT

For the Quarter Ended March 31, 2019
Portfolio Compliance

Sector Allocation and Compliance

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

Security Type	Market Value as of March 31, 2019	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$10,020,195	38.2%	100%	✓
Federal Agency/GSE	\$1,887,953	7.2%	100%	✓
Federal Agency/CMO	\$823,951	3.1%	20%	✓
Corporate Notes	\$6,490,359	24.7%	30%	✓
Negotiable CDs	\$1,670,643	6.40%	10%	✓
Asset-Backed Securities	\$3,158,994	12.5%	30%	✓
Commercial Paper	\$1,627,598	6.2%	15%	✓
Securities Sub-Total	\$25,679,693	98.3%		
Accrued Interest	\$127,115			
Securities Total	\$25,806,808			
Money Market Fund	\$438,513	1.7%	10%	✓
Total Investments	\$26,245,321	100.0%		

As of 3/31/2019. Detail may not add to total due to rounding. Current investment policy as of September 2017.

**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 \$200,000 QUARTERLY
REPORT**

ACTION

Staff requests that the Board of Directors (Board) receive and file the Contracts Issued Between \$100,000 and \$200,000 Quarterly Report.

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 \$200,000 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 January 1 to March 31, 2019, four contracts with amounts between \$100,000 and \$175,000 were approved.

CONTRACT NUMBER	TITLE	VENDOR NAME	CONTRACT TERM	AWARD DATE	AWARD AMOUNT
0000018007	Sr. PeopleSoft Financials Lead Functional Consultant	TRIUNE INFOMATICS, INC.	1/1/19-6/30/19	1/4/2019	\$129,000
0000018022	IT Consultant - Database Support	WINMAX SYSTEMS CORPORATION	1/1/19-6/30/19	1/11/2019	\$115,584
0000018082	Nutanix renewal for 7 servers	CDW GOVERNMENT, INC.	3/1/19-9/7/2020	2/25/2019	\$103,818
0000018100	Database Administration Support	TRIUNE INFOMATICS, INC.	03/20/19 to 09/19/19	3/14/2019	\$112,240

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

(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.

On July 11, 2018, per Resolution No. 2018-30, the District updated the Policy to incorporate higher dollar thresholds for public works contracts as a result of opting into the Uniform Public Construction Cost Accounting Act (Act). The Act raised the public works contract dollar threshold for Board approval from \$10,000 to \$175,000. Subsequently, per Board Resolution 2019-10, the Policy was further amended to update increased dollar thresholds for public works solicitations pursuant to changes in the Act as codified at Public Contract Code Section 22000 et seq. Contracts issued up to \$200,000 as a result of public works solicitations are included in the report.

Prepared By: Julie Taylor, Director, Contracts & Procurement

650-622-7860

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Sharon Kohlmannslehner
Bus Safety Officer

SUBJECT: **ACCEPTANCE OF SMCTD BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN**

ACTION

Staff proposes that the Board accept the San Mateo County Transit District's (District) Bus Transit System Safety Program Plan (SSPP) which is based on the American Public Transportation Association (APTA) publication "Manual for the Development of Bus Transit System Safety Program Plans" in preparation for an audit to be performed by APTA in summer 2019.

SIGNIFICANCE

The Federal Transit Administration (FTA) requires public transportation agencies such as the District that are recipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). Furthermore, the FTA mandates that each such plan be approved both by staff and the Board of Directors.

BUDGET IMPACT

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

BACKGROUND

This will be the first time the Board of Directors has accepted the District's Bus Transit System Safety Program Plan (SSPP), which has been revised subsequent to each preceding voluntary audit with APTA since the District executed its first Bus Safety Management Program (BSMP) Service Agreement with APTA in 1999. Following ensuing recommended safety improvements anticipated as a result of its upcoming 2019 audit with APTA, staff will revise the District's current SSPP plan plus include additional SMS components following the FTA's newly released Public Transportation Agency Safety Plan (PTASP) guidelines pursuant to the FTA PTASP final rule (49 CFR Part 673).

STRATEGIC INITIATIVE

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

San Mateo County
Transit District
samTrans



Bus Transit System
Safety Program Plan

January 10, 2019

The San Mateo County Transit District Organizational Chart (page 14) was updated March 6, 2019

Distribution List

Bus Maintenance Contract Administrator
Bus Maintenance Warranty Analyst
Chief Communications Officer
Chief Officer, Planning, Grants, Transportation Authority
Chief Financial Officer
Chief Operating Officer, Bus
Deputy General Manager/CEO
Deputy Director, Maintenance
Director, Bus Transportation
Director, Human Resources
Director, Safety and Security
General Manager/CEO
Manager, Accessible Services
Manager, Bus Contracts
Manager, Employee Relations
Manager, Materials & Inventory Control
Manager, Transit Operations Training
Safety Coordinator
Senior Operations Financial Analyst
Manager, NB Bus Maintenance
Manager, NB Bus Transportation
Manager, SB Bus Maintenance
Manager, SB Bus Transportation

Plan Custodian

Sharon Kohlmanslehner, Safety Coordinator is assigned primary custody and responsibility for the System Safety Program Plan updates, distribution and questions regarding application.

System Safety Program Plan Signatory Sheet

The positions and persons listed below are signatories to the San Mateo County Transit District Bus Transit System Safety Program Plan. Signatures indicate that the applicable sections of the plan have been reviewed and serves as approval for each element of the document.

Title	Name	Signature	Date
General Manager/CEO	Jim Hartnett		2/22/19
Deputy General Manager/CEO	Carter Mau		2-8-19
Chief Financial Officer	Derek Hansel		29 January 2019
Director, Safety and Security	William Grizard		17 Jan. 2019
Chief Operating Officer, Bus	David Olmeda		1/17/19
Deputy Director, Maintenance	David Harbour		01/17/19
Director, Bus Transportation	Margo Ross		Jan. 17, 2019

System Safety Program Plan Contractor Signatory Sheet

The titles and individual signatures below signify concurrence, conformance and commitment to all contractually applicable elements of the San Mateo County Transit District Bus Transit System Safety Program Plan by the contractors named.

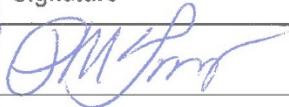
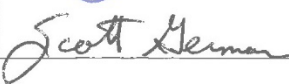
Company	Title	Name	Signature	Date
First Transit	General Manager	Patricia Talbott		1/15/19
MV Transportation	Region VP	Scott Germann		1/18/19

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ELEMENT 1 - POLICY STATEMENT AND AUTHORITY

1.1 Policy Statement

The San Mateo County Transit District's ("the Transit District" or "the District") Bus Transit System Safety Program Plan is an operational document intended to provide guidance to all District management and staff through a well-defined process to achieve and maintain safety for all transit riders, employees, and visitors to our facilities and revenue vehicles. Management will review this document on an ongoing basis to ensure safe environments and provide updates as appropriate.

The District Mission Statement for Safety is:

- Safety within the District is our highest priority. Through the combined efforts of the operations, maintenance and administrative teams, we will provide the safest possible transportation system and ensure safe conditions wherever we travel.
- During the operation of our vehicles, our bus operators will always conduct themselves in a professional manner with emphasis on safety towards passengers, motorists, pedestrians, and property alike.
- To assure that traffic accidents are kept to an absolute minimum, no unsafe vehicles will be committed to service nor will physical hazards and/or unsafe practices be allowed to remain uncorrected. Safety will always take precedence over expediency.
- Through employee safety awareness, the District will strive to achieve and maintain its goal of being the safest transit agency in operation.

The District's Bus Transit System Safety Program Plan (SSPP) was prepared by the Safety and Security Department, with direct responsibility for overseeing all safety-related issues within the District. Development of this plan was in accordance with the American Public Transportation Association's "Manual for the Development of Bus Transit System Safety Program Plans" dated May 1, 1998. This plan does not replace or supersede any applicable Federal, State or Local codes, regulations or statutes.

1.2 Authority

The San Mateo County Transit District (SamTrans) was created by a vote of the electorate on November 5, 1974, pursuant to enabling legislation from the state legislature. Assemblyperson Arnett sponsored Assembly Bill 2901, dated August 14, 1974 which created section 1030000 et. seq. of the California Public Utilities Code, and directed the San Mateo County Board of Supervisors to call for a formation election. It was necessary for the District to be formed by this special act of the California State Legislature in order to meet the public transit needs of San Mateo County and due to the absence of a general law under which such a district could be formed.

The District is governed by a nine member Board of Directors consisting of: two members from the County Board of Supervisors; one transportation expert appointed by the Board of Supervisors, three city council persons, appointed by the Cities Selection Committee—as defined by Government Code Section 560270; and three public members appointed by the above six members, wherein one public member shall be a resident of the coastal zone—as defined by

Public Resources Code Section 27100. The Board hires the General Manager/CEO to be responsible to the Board for the proper administration of all affairs of the District, and to carry out the policies established by the Board.

The District complies with all directives of the District's Administrative Code, adopted November 28, 1979 (Ordinance No. 15), as amended. The District will comply, as appropriate, with directives of the Federal Transit Administration, the State Development Act, the California Department of Transportation, and the Metropolitan Transportation Commission.

These provisions ensure that the distribution together with the implementation of the District's Bus Transit System Safety Program will be utilized as a proactive and active program.

ELEMENT 2 - DESCRIPTION OF PURPOSE

The purpose of the District's System Safety Program Plan is to make working on and managing the District's bus transit system inseparable from delivering safe and "accident-free" service. This covers all aspects of District's operations on property, onboard our buses, at our bus stops, everywhere the District operates. To fulfill this purpose the plan establishes safety programs and practices that prevent accidents, injuries and illnesses; provide guidance on how to prepare for an accident or emergency, and provide guidance on how to respond to hazards and incidents. To achieve this purpose, the program:

- Documents the District's commitment to safety on a system-wide basis;
- Provides a framework for implementation of safety policies and the achievement of safety goals and objectives for all personnel, passengers, contract employees, and service providers/vendors who come onto District property;
- Demonstrates compliance with Federal and State laws and local codes, ordinances and regulations;
- Sets training and performance standards to meet or exceed accepted industry safety standards on an ongoing basis;
- Establishes and manages safety activities intended to serve as countermeasures in minimizing risk and loss of District resources, and to maximize the safety of the public;
- Integrates the safety function throughout the District's organizational structures;
- Defines organizational safety responsibilities;
- Provides for the documentation and verification of safety activities;
- Establishes evaluation activities to assure continued development and advancement of safety activities.

The inseparable link between delivering bus transit service and providing a safe work and customer environment must come from understanding and implementing a broad definition of safety throughout the District's organization. System Safety is defined as system-wide coordination of all departments to apply operating and technical management techniques and principles to conserve life and property, prevent and reduce accidents/incidents and to maintain a safe and healthful work environment. The program defines safety to include efforts to:

- Conserve life and property;
- Provide for the occupational safety and health of District employees;
- Provide for the operational safety of passengers, employees, contractors and community members;
- Provide for community safety through education and awareness;
- Maintain the safe operation of the District in interactions with other transit systems;
- Prevent accidents and injuries and reduce the frequency of safety-related incidents;
- Preserve the utility and best possible working condition of District property and equipment utilized in District service;
- Ensure that the safety concerns of the elderly and those with disabilities are addressed.

At a minimum, safety includes driving vehicles safely, having safe working areas for all employees, bus stops that are inviting and safe for our riders, taking safety into consideration

whenever purchasing new vehicles or equipment, in designing and building any part of the District infrastructure. The District takes great pride in the number of accident-free miles it drives each year and is determined to make the percentage an ever-increasing percentage of our total miles driven.

ELEMENT 3 - GOALS

The overall goal of the District's System Safety Program Plan is to identify, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of responsibility and accountability, and methods of documentation for the organization.

1. Management has the responsibility to provide the necessary safety and proficiency training of employees;
2. Each employee has the responsibility to receive, understand and use the training as provided;
3. In the performance of their assigned work, each employee is expected to do their work safely and follow correct operating procedures, as a condition of employment;
4. Ensure that no single point of failure of equipment results in an unsafe condition;
5. Promote a uniform safety philosophy and culture throughout the District;
6. Identify and eliminate, when possible, or control hazards through the use of an established safety hazard resolution process;
7. Provide management and staff with a consolidated reference, including all current safety policies and procedures in place, for educational and accountability purposes.
8. The Bus Transportation and Maintenance Departments will establish annual Key Performance Indicators (KPI) and provide monthly status reports to agency management and department employees.

The purpose of these goals is to minimize the exposure to hazards and unsafe conditions to District personnel and property, and our customers. These goals are reflected in the planning, design, construction, operation and maintenance of the District's transit system

ELEMENT – 4 IDENTIFIABLE AND ATTAINABLE OBJECTIVES

Objectives are the working elements of the District’s SSPP, the means by which the previously stated goals are to be achieved. Unlike goals, objectives must be easily quantifiable and able to provide a meaningful framework for the day-to-day activities that provide a safe transit operation.

The primary objective of the District’s System Safety Program Plan is to develop, implement, and maintain a safety effort comprised of strategies and tactics to continually review and improve the safety performance of the District. The:

- A. Transit Operations Training, Safety and First-Line Supervisors, as appropriate, shall provide safety training to all new employees and to employees with assignment changes, as appropriate (in support of goals #1 and #2);
- B. Transit Operations Training shall provide Defensive Driving training to all Bus Transportation and Bus Maintenance employees and to all employees who drive District vehicles (in support of goals #1 and #2);
- C. Transit Operations Training shall provide emergency spill response training to Bus Maintenance employees (in support of goals #1 and #2);
- D. Transit Operations Training shall provide optional AED/CPR/First Aid training open to all District employees (in support of goals #1 and #2);
- E. Bus Transportation Department shall investigate all accidents/near-misses and or incidents for purposes of identifying and documenting causes of root-cause(s), with the aim of implementing corrective action(s) to prevent recurrence (in support of goals #4, #5 and #8);
- F. Bus Transportation, Bus Maintenance, and the Safety and Security Department personnel conduct semi-annual facility inspections at North Base, South Base, Brewster, and Central (in support of goals #4, #5, #6 and #8);
- G. Safety and Security Department shall furnish a copy of District’s Employee Safety Manual to all employees as part of New Hire Orientation (in support of goals #3 and #7);
- H. Bus Transportation Department shall conduct a Safe Driver Award Program for Bus Operators of revenue vehicles (in support of goal #5);
- I. Safety and Security Department shall execute a Safe Worker Award program for Bus Maintenance and Storekeepers employees (in support of goal #5);

Specific programs, such as the Injury and Illness Prevention Plan, Hazardous Materials Business Plan, Spill Prevention, Control and Countermeasures Plan, Stormwater Pollution Prevention Plan, Emergency Operations Center Online Guide, and the Substance Abuse Alcohol Misuse Prevention Program, have been developed and implemented for:

- Identifying and eliminating or controlling of hazards to the public, employees, and property;
- Maintaining and operating all District property and equipment in a safe and effective manner;
- Providing a working environment, which meets or exceeds all government and industry occupational health and safety standards and practices;

- Responding by District and emergency response agencies to all District-related emergencies.

The safety policy is established in the District's Employee Safety Manual. The District's safety program incorporates public, employee, and property safety to include life safety, fire loss, and loss prevention in the following programs:

- Biweekly Supervisor (safety) meetings in Bus Maintenance;
- Monthly Bus Transportation and Maintenance Safety Task Force meetings;
- Training programs for all new hires;
- Annual hazardous materials training for all appropriate personnel;
- Defensive Driver training for any district personnel who drive, or might drive a district vehicle;
- Personnel training/testing documentation;
- Disaster preparedness and emergency response training in accordance with the District's *Emergency Operations Center Online Guide* and District's facility evacuation procedures.

ELEMENT – 5 SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

The objectives of this section are to define both the transit system physical characteristics, including service and performance parameters, and the organizational structure of the system.

5.1 System Description

5.1.1 History

The District is an independent political subdivision of the State of California formed by the California State Legislature on August 14, 1974 and approved by county voters in the following general election. The District became functional on January 1, 1975 and by July 1976 consolidated 11 separate municipal systems to serve a 446 square-mile service area within 23 communities. Voters also approved a countywide half-cent sales tax at that time. However, the District did not begin to collect tax proceeds until July 1, 1982. San Mateo County is located on a peninsula south of the City and County of San Francisco, bordered on the west by the Pacific Ocean, on the east by San Francisco Bay and on the south by the counties of Santa Clara and Santa Cruz. In 1977, the District inaugurated trunkline service between Palo Alto and downtown San Francisco, which was initially operated by Greyhound. This was followed by the introduction of Redi-Wheels in March 1977, a demand-responsive service for customers with mobility impairments.

5.1.2 Scope of Service

The overall purpose of the District is to plan, develop, finance and operate a modern, coordinated system of transportation that meets local mobility demands and promotes sound growth and economic development for the region. The District provides bus transit services throughout San Mateo County, north into downtown San Francisco, and south to Palo Alto in Santa Clara County. The District also operates a paratransit service and funds shuttles connecting rail stations to employment centers. The District is also a partner in a three-agency joint powers authority that owns and operates Caltrain, a highly successful commuter rail service between San Francisco and Silicon Valley. In addition, this system works cohesively with other transportation services in the San Francisco Bay Area. No other organization within San Mateo County has a similar scope of responsibility for public transportation.

In recent years, the San Mateo County Transit District has grown from a mid-size bus transit system into a multimodal public transit organization. Currently, the District operates 302 buses and 70 paratransit vehicles. In addition to these 302 fixed-route fleet buses, there are ten buses that are not available for revenue service and are retained as emergency contingent vehicles. In the last year (2018) the San Mateo County Transportation Authority; has created two new routes, one serves the El Camino Real Corridor and the second route provides transportation to San Francisco International Airport from Millbrae Caltrain station. The El Camino Rapid (ECR) has reduced ride time for passenger trips by 30%. In an effort to enhance ridership on the ECR, the goal was to reduce ride times and provide limited service to riders wishing to embark at Caltrain stations or major intersections. The service begins north from the Redwood City Transit Center to the Daly City transit center; stopping at 12 bus stops along the corridor. The new service from

Millbrae transit center to San Francisco airport is a 10 minute ride. The route stops at all terminals inside SFO. The service runs Sunday thru Saturday and is timed to meet all southbound Caltrain trains.

The District is the managing agency for the San Mateo County Transportation Authority (TA), formed to administer funds collected by a half-cent sales tax for transportation projects approved by voters in June 1988 and reauthorized in 2004. The project list includes Caltrain improvement projects, grade separations and the Dumbarton rail spur, improvements to local streets and highways and the creation of a self-sustaining paratransit trust fund (initially set at \$25 million) to improve transportation for the mobility-impaired.

The District is also the managing agency for the Peninsula Corridor Joint Powers Board (JPB), which was formed by San Francisco, San Mateo and Santa Clara counties to take over operating and administrative control of Caltrain from the state. In 1991, the JPB appointed the District as the administrator of the service. The JPB purchased the right of way between San Francisco and San Jose, and additionally the right of way to Gilroy, in December 1991. The JPB took full control of the administration and operation of Caltrain from the California Department of Transportation on July 1, 1992. Transit America Services Incorporated (TASI) was selected as the contract operator in spring of 2012.

5.1.3 Physical Facilities, Bus Shelters and Stops, Intermodal Facilities, Regional Information Centers

Central Facility - The District’s headquarters (referred to as Central) is located in San Carlos within one block of the fixed-route service on El Camino Real and the San Carlos Caltrain Station. Central is a 125,000 square-foot, class-A, office building with a 100,000 square foot parking structure built in 1979 and acquired by the District in 1990, which houses the District’s main administrative activities. The facility is ADA accessible. There are 74 non-revenue support vehicles allocated to Central. SamTrans’ non-revenue vehicles consist of pool cars, road supervisor’s cars, maintenance trucks, and specialty vehicles, such as ticket vending machine (TVM) trucks.

North Base – The South San Francisco facility, known as North Base, opened in 1988 and is located on a 27-acre site adjacent to Highways 101 and 380. North Base is designed to house 200 buses and serves as a primary heavy maintenance and bus-wash facility. North Base has the same basic facilities as South Base, as well as an operator training facility, service-support shop, chassis and brake dynamometer, and two bays for service support vehicles. The facilities systems include all building structures, plumbing, electrical, heating and air conditioning, pavement management, lighting, parking, and bus maintenance, cleaning and fueling facilities.

BUILDING	SQ. FOOTAGE
#100 – Maintenance	80,000
#200 – Operations	13,000
#300 – Tire Shop	7,000
#400 – Fuel Island	6,000
#500 – Brake Inspection	3,000
#600 – Bus Washer	1,000
#700 – Emergency Generator	400

South Base - The San Carlos facility, also known as South Base, opened in 1984. It is a 13-acre site located east of US-101, off Redwood Shores Parkway. South Base is designed to house 150 standard buses and contains administration, fueling and service buildings, a tire shop, a bus wash facility, and 14 maintenance bays. The facilities systems include all building structures, plumbing, electrical, heating and air conditioning, pavement management, lighting, parking, and bus maintenance, cleaning and fueling facilities.

BUILDING	SQ. FOOTAGE
#100 – Maintenance	26,000
#200 – Operations	8,000
#300 – Tire Shop	7,000
#400 – Fuel Island	6,000
#500 – Brake Inspection	3,000
#600 – Bus Washer	1,000
#700 – Emergency Generator	400

The District maintains 1,976 bus stops. Anodized aluminum and glass passenger shelters are provided at nearly 200 bus stops within San Mateo County. Shelters are located at transfer points, shopping centers, hospitals, Caltrain stations and park and ride lots. One-half of these shelters are provided by Outfront Media which places their ads in them, as well as maintaining these shelters.

Within San Mateo County, six significant trip generators stand out: the Daly City BART Station; Colma BART Station; Redwood City Transit Station; Serramonte Shopping Center in Daly City; South San Francisco BART Station; and San Bruno BART Station.

The District implements new run books in January, June and August. At these times, new service and schedule modifications can be introduced. Service modifications may include route expansions, consolidations, alterations or deletions. Minor adjustments and fine-tuning of running times are also made at these times.

San Mateo County borders Santa Clara County, and the City and County of San Francisco. The District operates in Palo Alto (Santa Clara County) to serve the Palo Alto Caltrain Station and the Stanford Shopping Center. Some routes provide direct connections with Santa Clara Valley Transportation Authority routes in Palo Alto.

In southwestern San Francisco, the District serves Stonestown Shopping Center and San Francisco State University. The District operates closed-door (not allowed to pick up passengers within San Francisco) to downtown San Francisco along the Highway 101 corridor on an express route, along the Mission Street corridor, and along Bayshore Boulevard and Potrero corridor through local routes. These routes travel to the Transbay Terminal where they connect with AC Transit, Muni, WestCat and Golden Gate Transit.

The District Shuttle Bus Program was established through a collective effort to consolidate and expand the various shuttle services linking BART stations with employment sites in northern San Mateo County; creating that critical last-mile transit connection. In addition, most of the Caltrain stations have shuttles linking the stations with various employers. The Caltrain shuttles have numerous routes, some operating as far north as Brisbane and some as far south as San Jose. The primary goals of the program are to increase transit ridership and to mitigate emissions from single occupant vehicles, as required by the Bay Area 1991 Clean Air Plan. Caltrain and the District allocate funding to employers based on various grant application evaluation criteria. A partial list of the funding metrics includes cost-effectiveness and efficiency of the proposed shuttle service. Ridership and operating statistics are monitored monthly. Shuttle bus service primarily operates during the morning and evening weekday peak periods and is offered for free to the general public as these shuttles are funded by the employers they serve, various granting partners.

All Contract Urban Bus (CUB) Services are randomly observed by the District's CUB Inspectors. The inspectors' role is to "observe, monitor, and report" any activity associated with the contracted services. Inspectors may utilize a number of forms to document and communicate their activities. A partial form list includes: Bus Stop Analysis Worksheet, Daily Activity Log, Inspection Report of Contracted Facilities, On-Time Performance Check, Operator Evaluation Form, Redi-Wheels—Wheel Chair Check List, and Service Change Request to name a few.

All District fixed-route buses are wheelchair accessible. Reduced fares, as well as designated front seating, are provided for customers with disabilities and the elderly. Redi-Wheels paratransit service is available for those unable to use fixed-route bus service due to a mobility impairment.

The District is continuing its Bus Stop Accessibility Program to provide wheelchair access at bus stops. Benches, shelters, curb cuts and other bus stop improvements continue to be planned for areas where large numbers of elderly and persons with disabilities wait for the bus. The District is committed to continuing special empathy training for bus operators and customer service representatives, providing priority maintenance for lift and securement devices and involvement with the disabled community through the Americans with Disabilities Act (ADA) Technical Advisory Committee and the San Mateo County Paratransit Coordinating Council as defined in the ADA Paratransit Plan.

The District is also a member of the Dumbarton Bridge Service Consortium, which contracts with AC Transit to operate service between Palo Alto, across the Dumbarton Bridge, to the Union City BART Station. The consortium, which also includes VTA, BART and Union City is administered by staff from AC Transit and currently operates 16 buses.

5.1.4 Maintenance— The Bus Maintenance department is managed by the Deputy Director, Maintenance, who is responsible for the maintenance oversight of the entire fleet of 382 revenue vehicles (79 of which have their day-to-day maintenance performed under contract offsite) and 80 Non-revenue Service Support Vehicles, such as sedans, pickups, and forklifts. To assist the Deputy Director's position there is a Manager, Bus Maintenance at each Base, and a Manager, Materials and Inventory Control. Bus Maintenance has an authorized work force of 101 employees; standard shifts are eight hours. Mechanic support is provided seven days a week and

24 hours per day, the exception being Friday and Saturday, which have no graveyard shift. The 1st Shift consists of storeskeepers and mechanics who report to work at 7:00 a.m. and work till 3:00 p.m. This crew is responsible for getting the assigned fleet of coaches into service each day and working the defects on buses returning from morning runs. The 2nd Shift consist of storeskeepers and mechanics that start at 3:00 p.m. and works till 11:00 p.m. The 3rd Shift of mechanics provides support from 11:00 p.m. till 7:00 a.m. The maintenance crews are responsible for preventative maintenance inspections, general repairs, engine and transmission repairs, brake repairs and other repairs. Maintenance crews also are responsible for repairing items noted on the Daily Bus Operator Vehicle Safety Reports, handling road calls and repair of minor defects. Bus Maintenance encourages its employees to pursue Automotive Service Excellence Certification. The benefits for the department, as well as for the individuals, are significant and develop into a win-win situation with increases in mechanics' knowledge and current technological depth.

The Utility Shift is for the bulk of utility workers, which work from 4:30 p.m. to 1:00 a.m. Monday through Friday and is primarily involved in the servicing (fluid levels and refueling) and cleaning the diverse sub-fleet of revenue vehicles. From 11:00 p.m. to 7:00 a.m. and from 7:00 a.m. to 3:00 p.m. there is one Utility Worker assigned to each base. Their duties include steam-cleaning the undercarriage of the buses and keeping the shops continuously clean.

5.1.5 System Modifications—Modifications are made to the systems as conditions warrant during ongoing re-evaluations of Operations and Maintenance standard operating procedures. This process is detailed in SOP D-1 Standard Operating Procedures & Rules This SOP establishes the process and procedure for the SOP review committee (RPD). System modifications applicable to Bus Maintenance are monitored through this same process, complimented by in-house Maintenance Campaign Bulletins or Maintenance Technical Bulletins.

5.1.6 Organizational Structure

The District operates through divisions and departments under the direction of the Executive Department.

The Administrative Division provides management assistance to executive divisions and is responsible for Human Resources and Safety and Security.

The Bus Division is responsible for SamTrans fixed route bus service, shuttles programs, paratransit services, ADA services pursuant to the requirements of the Americans with Disabilities Act (ADA), quality assurance, facilities maintenance, TVM maintenance, intelligent transportation systems, and service scheduling and planning.

The Caltrain Modernization Program (CalMod) is responsible for guiding the planning and implementation of the electrification and related projects that will upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service.

The Executive Office is responsible for directing and overseeing all activities and for providing support to the Board of Directors.

The Finance Division is responsible for financial accounting and reporting, capital budgeting, operational budgeting, payroll and vendor disbursements, investments and cash management, debt management, revenue control, purchasing, contract administration, risk management, and information technology.

The Planning, Grants and Transportation Authority Division is responsible for oversight of voter-approved Transportation Expenditure Plans, strategic planning and performance, grant administration, and property management.

The Rail Division is responsible for Caltrain rail service, operations planning, rail capital project engineering and construction. The Communications Division is responsible for fare media, customer service, marketing, sales, advertising, distribution services, public information, media relations, legislative activities and community outreach.

As a special purpose district, the District is governed by a nine-member Board of Directors. The county Board of Supervisors selects two of its members and a public member, designated as a transportation expert, to serve on the District's Board. The Cities Selection Committee appoint three elected city officials, representing the three judicial districts in the county. Three members of the general public, with one representing the coastside, are then selected by the above six directors.

The Board meets once a month to determine overall policy for the District. Meetings are open to the public in compliance with the Ralph M. Brown Act. Agendas are available online approximately one week before the meetings. Members of the public are invited to attend the board meetings and address the board on transportation issues directly during the "Public Comment" portion of the meeting.

Directors serve on standing and ad hoc committees of the Board to review District matters and make recommendations to the full Board. These committees usually meet once a month and include:

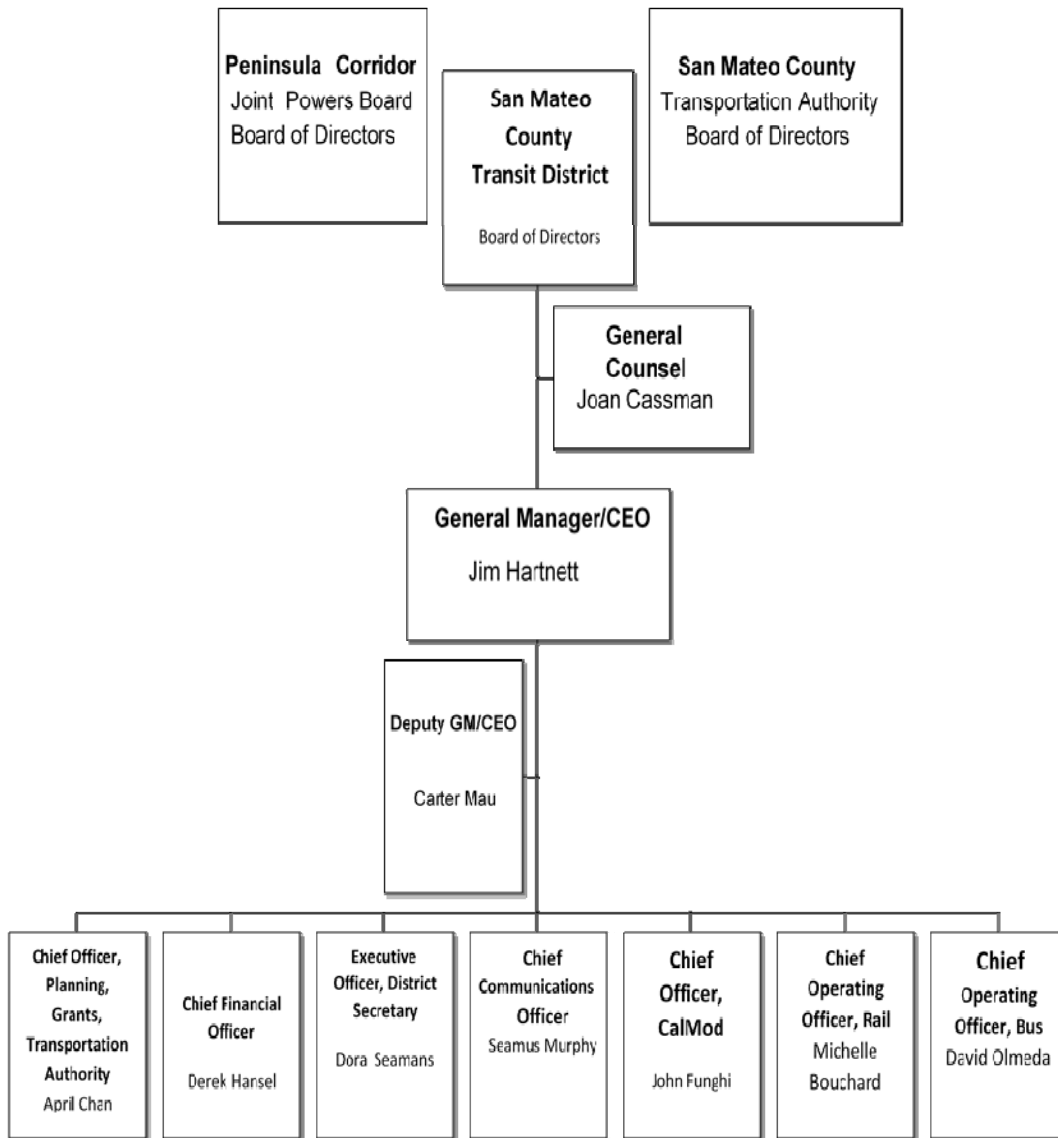
- Community Relations
- Finance
- Legislative
- Planning, Development & Sustainability

Input to the Board comes from multiple sources including a 15-member Citizens Advisory Committee (CAC). The CAC members represent San Mateo County's bus riders, multimodal transit riders, and community at large. The CAC members, appointed by the Board, meet monthly and advise the Board on aspects of District policy.

The District also receives advice from the 21-member countywide Paratransit Coordinating Council (PCC) which represents county paratransit users and paratransit providers. The PCC advises the SamTrans Board of Directors on the expenditure of funds. The County claims Transportation Development Act Article 4.5 funds to provide administrative support for the PCC. In addition to the CAC and the PCC, the District receives advice on accessibility issues from an ad hoc Americans with Disabilities Act Technical Advisory Committee (ATAC).

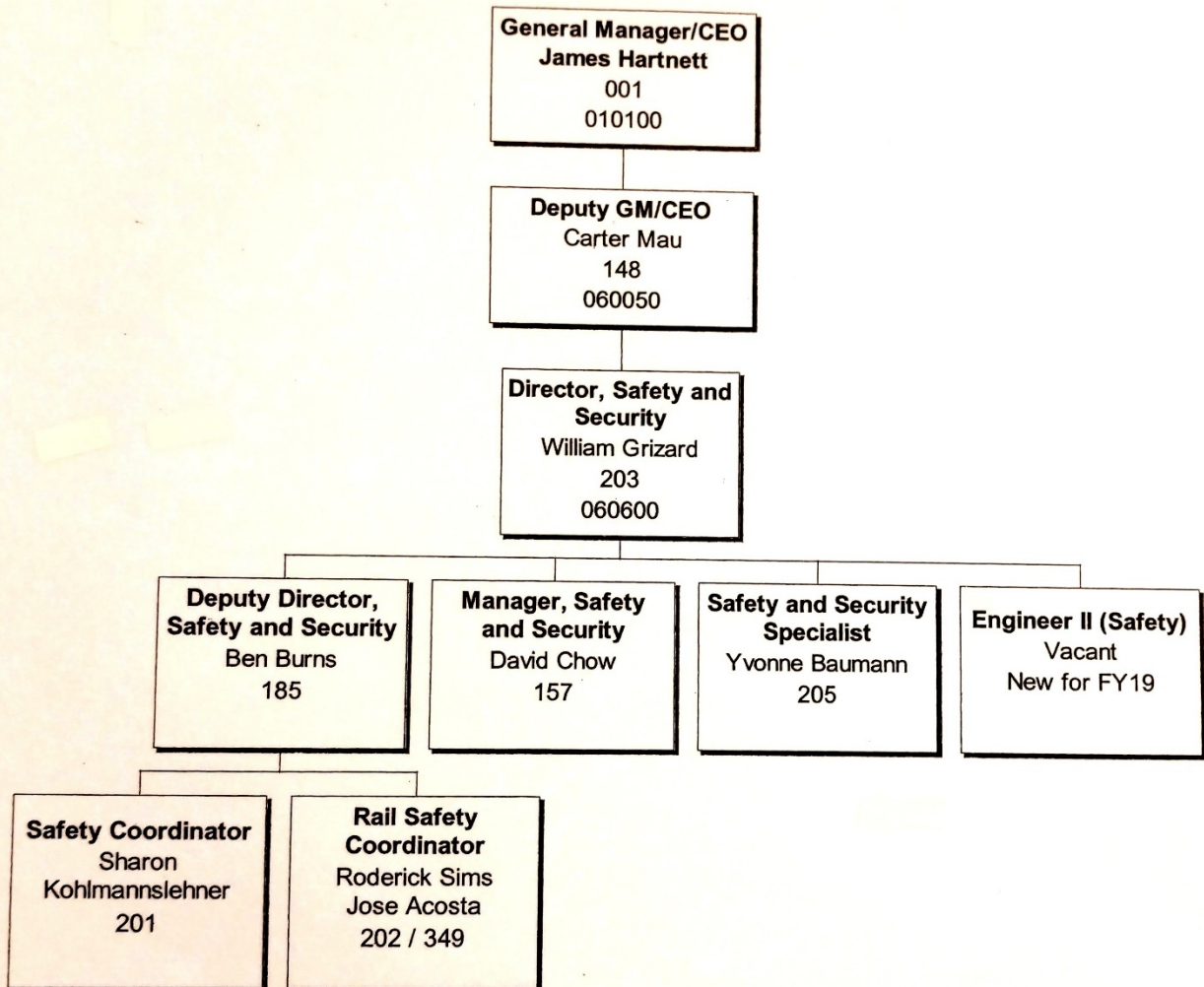
San Mateo County Transit District

5.1.6.1 Organization Chart of District



The San Mateo County Transit District Organizational Chart (page 14) was updated March 6, 2019

Safety and Security



Effective 11/26/2018

5.1.6.2 Lines of Communications from Safety within District—The line of communication from Safety to the General Manager/CEO utilizes two channels, the primary channel is through the Deputy General Manager/CEO, the secondary channel is directly to the General Manager/CEO for critical, time-sensitive distribution. The Director of Safety and Security has a dotted line reporting relations directly with the General Manager/CEO.

ELEMENT 6 - CONTROL AND UPDATE PROCEDURES

The purpose of this section is to explain the frequency of review of the District System Safety Program Plan and the method by which updates, corrections, and modifications will be made to this document.

The District's System Safety Program Plan is to be updated on an ongoing basis with all 26 elements being addressed at least once every three years or an accident/incident may initiate a document review at more frequent intervals, as appropriate.

The Safety and Security Department will coordinate the review and revision process of the District's System Safety Program Plan. The Safety and Security Department will notify the operations and support departments of the need and goals in the review/revision process. The individual departments have the responsibility to ensure their sections are reviewed, updated as necessary, and returned to the Safety Coordinator in a timely manner. The Safety Coordinator will have the responsibility to incorporate any required changes into the plan and then redistribute the revised SMCTD Bus Transit System Safety Program Plan.

ELEMENT 7 - HAZARD IDENTIFICATION/RESOLUTION PROCESS

The purpose of this section is to describe District’s formal manner of hazard identification and resolution, how to ensure that all hazards are adequately addressed and the resolution process itself is properly documented.

7.1 Hazard Identification

The objective of hazard identification activities is to define those conditions and faults which have the potential for causing an accident. Employees are asked to use the hazard identification report form, (**Error! Reference source not found.**) found at the end of this section.

The actual hazard identification process includes the use of various sources of information including the input of operating and maintenance personnel such as,

- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions,
- Periodic facility inspections
- Worker safety suggestions or complaints
- Reports of hazards by employees
- Accident or near-miss investigations
- Post-accident analysis

The District provides all employees with both verbal and written means to communicate with management and the Safety and Security Department of potential hazards or unsafe conditions. State law protects reporting unsafe conditions or practices. The District will investigate any report or question as required by California Labor Code section 6401.7 or California Code of Regulations Title 8 section 3203 and advise the employee who reported such information and the workers affected by the results of all ensuing investigations.

7.1.2 Facility Work Orders—All District employees may submit an online Facilities Work Order requesting a wide range of services from moving heavy objects such as furniture or boxed documents, to reporting unsafe physical situations to be resolved, such as buckled carpeting or exposed wiring. System users receive reply emails alerting them 1) that their work order has been logged, 2) when it has been assigned and to whom, and 3) when the work has been completed. Users also may go into the District’s work order website on the District’s intranet, *The Depot*, to review their past work orders.

7.1.3 Injury and Illness Prevention Program (IIPP)—The District’s Injury and Illness Prevention Program, or IIPP can be found in Article 1.9 of the District’s *Employee Safety Manual*, which is maintained by the Safety and Security Department. A hardcopy is issued to all new hires and a softcopy maintained on *The Depot*. It includes instructions on reporting hazards and a copy of the “SamTrans Hazard Identification Report Form” (**Error! Reference source not found.**). All employees are encouraged to bring all known hazards to the attention of both management and the Safety Coordinator. In accordance with State law, employees may report hazards anonymously as well.

7.1.4 Service Change Request (SCR)—A “Service Change Request” or SCR is completed by bus operators to document operational and safety issues of concern with regard to runs, routes, schedules, stops, tree trimming, on-time performance, and other such related matters. They are categorized as “Suggestion, Normal Business, or Urgent Business” by the bus operator who then enters the report online. The report is forwarded to the appropriate department for review and response.

7.1.5 Operator Incident Report—An “Operator Incident Report” is completed by bus operators who wish to report passenger interaction issues, any incident that needs to be communicated to the Manager, Bus Transportation, unusual incidents and events not covered under the Service Change Request form, or unresolved maintenance issues. The bus operator who completes the form then gives the document to the Bus Transportation Dispatcher, who then routes it to the Manager, Bus Transportation for review, evaluation and processing.

7.1.6 Incident Report—An Incident Report is completed by Bus Maintenance personnel to report concerns about work conditions or events regarding District personnel, physical District property, or passenger issues affecting, or being affected by, our coaches. Incident reports are routed to the Base’s Manager, Bus Maintenance for review and evaluation.

7.1.7 Safety Task Force Meetings—Safety Task Force meetings are joint management-labor monthly meetings chaired by the Director, Bus Transportation for the purpose of discussion and resolution of District safety issues affecting employees or the riding public and can include scheduling or maintenance-related issues. Task Force procedures are documented in SOP T-11, “Safety Task Force.”

7.1.8 Bus Maintenance Supervisor Safety Talks—Are held twice a month (on payday Fridays) across all shifts and departments within the Bus Maintenance Department. Employees may bring up new safety items during the meetings or request the items to be added to future meeting agendas. Copies of the “Supervisor’s Report of Maintenance Meeting” are subsequently distributed to the Director of Bus Maintenance, the Base Maintenance Manager, as well as the Safety Coordinator, and include the officiating supervisors name, the date and shift holding the meeting, discussion topics, and also serves as the meeting’s sign-in sheet in accordance with SOP M-2, “Maintenance Safety.”

7.1.9 Vehicle Safety Inspection Report—The “Vehicle Safety Inspection Report” is printed on cardstock and handed to each bus operator or mechanic before they drive a coach off District property. These cards are used daily for the recording of all pre-trip and post-trip inspection findings by the employee assigned to operate each individual coach for all or part of their work shift verifying that the bus is safe and roadworthy. The cards are picked up nightly by Bus Maintenance from the Bus Transportation Dispatchers and all noted defects are then scheduled for repair. These daily vehicle inspection procedures are documented in SOP D-27, “Vehicle Inspection Procedure.”

7.1.10 Radio Control Center—The Radio Control Center is located at North Base, and both the North Base and South Base Dispatchers perform the dispatching duties for Bus Transportation’s direct-operated bus service. The Radio Control operates Monday through

Friday from 4:30am-11pm, while at all other times the dispatching duties are covered by the individual Base Dispatchers. Both Radio Control and Dispatchers utilize radio and phone communications systems which are recorded lines, thus all hazard reports are captured and can either be addressed by the Radio Controllers/Dispatchers or forwarded to the Base Managers for review and evaluation as appropriate.

7.2 Hazard Categorization

For those hazards which are not addressed by the various procedures outlined in Section 7.1, an ad hoc committee is to be convened by the Department Director most affected by the hazard identified and included in this section is a method for categorization of all identified hazards. Hazards are normally categorized in terms of severity and probability of occurrence. For the probability of occurrence the following categories are employed; Frequent, Probable, Occasional, Remote, Improbable and Design Resolved. For severity of event consequences the analysis uses; Catastrophic, Critical, Serious, Marginal, Negligible. Each aspect will be represented in a matrix to determine the required disposition.

7.2.1 Hazard Severity – Hazard severity is defined as a subjective measure of the worst credible mishap resulting from personnel error, environmental conditions, design inadequacies or procedural efficiencies for system, subsystem, or component failure or malfunction, and is categorized as follows (Figure 7-):

Hazard Severity Categories

Description	Category	Definition
CATASTROPHIC	I	Death, system loss, severe environmental damage, or complete and extended disruption of service
CRITICAL	II	Severe injury, severe occupational illness, major system environmental damage, or major disruption of service
MARGINAL	III	Minor injury, minor occupational illness, or minor system environmental damage, or minor disruption of service
NEGLIGIBLE	IV	Less than minor injury, occupational illness, or less than minor system, environmental damage, or less than minor disruption of service

Figure 7-a. Hazard Severity Categories

Disruption of Service refers to a disruption resulting from reported damage to equipment, facilities, and/or other property as a result of a collision, derailment, or any event that is not addressed through routine Operations’ practices or procedures.

7.2.2 Hazard Probability—Hazard probability is defined as the probability that a specific hazard will occur during the planned life expectancy of the system element, subsystem or component. It can be described subjectively in potential occurrences per unit of time, events, population, items or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of safety data from the operating experience of SamTrans or

historical safety data from similar systems. An example of qualitative hazard probability ranking is shown in the following figure, “Hazard Probability Levels,” in Figure 7-:

Hazard Probability Levels

Description	Level	Specific Item	Fleet/Inventory
FREQUENT	A	Likely to occur frequently	Continuously experienced
PROBABLE	B	Will occur several times in the life of an item	Will occur frequently
OCCASIONAL	C	Likely to occur sometime in the life of an item	Will occur several times
REMOTE	D	Unlikely but possible to occur in the life of an item	Unlikely but can reasonably be expected to occur
IMPROBABLE	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur, but possible

Figure 7-b. Hazard Probability Levels

7.2.3 Hazard Resolution

Once a hazard is identified, an analysis is performed to define its potential severity and probability of occurrence as defined in the previous two sections. Hazard resolution is defined as the analysis and subsequent actions taken to reduce to the lowest level practical the risk associated with an identified hazard. Procedures have been established for resolution of potential hazards. Once the supervisor receives a report of a potential hazard from anyone at the facility the supervisor shall report the hazard to their respective Director, who shall notify the Director of Safety and Security when circumstances are outside pre-established response procedures. The Director of Safety and Security will notify the affected Deputy CEO and the General Manager/CEO, as appropriate.

- SamTrans employs MIL STD 882e to analyze identified hazards and, based on the results of this analysis, determine the need for associated mitigation.
- Conforming to the standard method, each hazard will be categorized. For the probability of occurrence the following categories are employed; Frequent, Probable, Occasional, Remote and Improbable. For severity of event consequences the analysis uses; Catastrophic, Critical, Marginal and Negligible. Each aspect will be represented in a matrix to determine the required disposition.

Hazard Risk Assessment Index (Figure 7-) and Hazard Rating Table (Figure 7-) charts shows which actions need to be taken as follows:

Hazard Risk Assessment Index

Frequency of occurrence	I	II	III	IV
	Catastrophic	Critical	Marginal	Negligible
(A) Frequent	IA	IIA	IIIA	IVA
(B) Probable	IB	IIB	IIIB	IVB
(C) Occasional	IC	IIC	IIIC	IVC
(D) Remote	ID	IID	IIID	IVD
(E) Improbable	IE	IIE	IIIE	IVE

Figure 7-c. Hazard Risk Assessment Index

Hazard Rating Table

Risk Category	Hazard Risk Index	Acceptance Criteria
1	IA, IB, IC, IIA, IIB, IIIA	Unacceptable
2	ID, IIC, IID, IIIB, IIIC	Undesirable
3	IE, IIE, IIID, IIIE, IVA, IVB	Acceptable with review
4	IVC, IVD, IVE	Acceptable without review

Figure 7-d. Hazard Rating Table

7.2.4 Hazard Closure

The close out process is the most critical of the safety management process. The responsible manager(s), depending on the subject matter, are responsible for arranging follow-up action. The responsible manager shall also ensure that appropriate internal budgeting, costing, and capital project prioritizing are initiated, as required by the hazard resolution. If system design standard revisions are warranted, or changes and additions to long-term capital maintenance and improvement programs are needed, these shall be reviewed through the Configuration Management process.

District Hazard Identification Report Form

Date of report:	Date hazard discovered:
Submitted by:	Phone: ()
(Please print and sign)	Cell: ()
Are you a SamTrans employee? Yes No (circle one)	
Describe hazard:	
What is exact location of hazard?	
What is consequence of hazard?	
Has hazard harmed anyone or damaged anything already?	
Your suggestions for minimizing or abating the hazard?	

Route this form to 1) Your direct supervisor; 2) Safety Coordinator; 3) Keep copy for yourself

Figure 7-e. District Hazard Identification Report Form

ELEMENT 8 - ACCIDENT/INCIDENT REPORTING & INVESTIGATION

All accidents and any related injuries must be reported immediately. An accident report is an official District document and must be completed accurately with sufficient detail. In the event of a vehicular accident involving revenue service, the operator must contact Radio Control/Dispatch immediately who will then send out a Bus Transportation supervisor to the scene. Injured employees may be sent to a physician, industrial clinic or hospital depending on the time of day and or the type of injury. As soon after the accident as possible, the supervisor must document the facts of the accident and recommend suitable corrective action to prevent recurrence. In the cases of preventable accidents, or non-preventable accidents based on equipment failure, either the supervisor or Safety and Security can request the accident report be forwarded for Hazard Identification and Resolution as defined in Section 7.

The following list outlines the adopted Standard Operating Procedures related to the District's response in the event of a vehicular collision:

- Departmental SOP # D-23, Vehicular Collision/Accident Investigation
- Departmental SOP # D-24, Vehicle Accident Retraining
- Departmental SOP # D-35, Bus Operator Accident Reporting Procedures
- Maintenance SOP # M-14, Revenue Vehicle Brake Inspection After Accident

ELEMENT 9 - FACILITIES INSPECTIONS

Our facilities inspections are detailed in our FTA Facilities Equipment and Maintenance Plan. In summary, the goal of the maintenance programs is to enhance quality, sustain safety, and maintain good state of repair of the district's facilities in addition to minimize service interruptions and reduce District operating and maintenance costs.

Preventative maintenance cycles are developed for a number of pieces of equipment as well as for all SamTrans facilities, park and rides, bus stops, and shelters. Each piece of equipment is assigned an equipment number and facility ID location. In most cases, the Original Equipment Manufacturer (OEM) manufacturer's recommendations are followed; in other cases, the established intervals are either longer or shorter than the OEM recommendations. When deviations from the OEM recommendations occur, research and data collection are used to develop the appropriate maintenance cycle.

The facility supervisor schedules and monitors Facility inspections. Work orders are generated weekly, using an electronic maintenance management system for specific equipment or areas of the facility.

Inspection intervals/cycles range from weekly to annual, with several being as long as triennial. Most equipment is scheduled for monthly, quarterly, semiannual, and annual inspections; each inspection increases in scope. Facilities inspections include all operating, maintenance and administrative structures.

The following is a list of facilities/specialized equipment with specific safety-related characteristics and their individual inspection schedule:

9.1 Employee Safety

- Air Compressors at bases, tested bi-monthly, State certification every five years
- Automated External Defibrillators, inspected monthly
- Elevators at Central, North Base and South Base, inspected annually
- Emergency Generators, tested weekly
- First aid kits, stocked monthly
- Forklifts at bases, inspected monthly, serviced quarterly
- Ingress/Egress, checked daily
- Overhead piping, checked daily
- Overhead cranes at bases, inspected quarterly, full system inspection annually
- Underground hoist at bases, inspected quarterly
- Uninterrupted Power Supply (UPS) at Central, tested annually

9.2 Fire Protection Equipment

- Fire alarms, tested quarterly
- Fire extinguishers, serviced annually, tags checked monthly
- Full Fire Extinguishing System test every five years

- Halon system at Central, tested quarterly
- Hood and duct system at Central, tested semi-annually
- Sprinkler system, flow test quarterly

9.3 Environmental

9.3.1 Stormwater Outfall at Bases:

- Rainy season—visual check monthly, water samples twice
- Rest of year—visual check quarterly
- Underground Storage Tanks at Bases:
- Secondary Containment—continuous electronic monitoring
- Leak Detection Equipment—functional test annually

9.3.2 Other

- Bus shelters, debris removed twice per week and steam cleaned monthly
- Bus Washers at Bases, inspected weekly
- Heating, Ventilation, Air Conditioning Systems (HVAC), serviced quarterly, plus chiller teardown annually

9.4 Emergency Preparedness

- Emergency Vehicles DR-1 and DR-2, serviced weekly, preventative maintenance annually
- Motorcycles M-106 and M-206, inspected monthly, serviced annually
- Portable Light Towers EQ-13 and EQ-23, inspected monthly, serviced annually
- Power Generators PG-1 and PG-2, inspected monthly, serviced annually
- Service Trailers EQ-14 and EQ-24, inspected monthly, serviced annually

Maintenance SOP, #M-23, Service of Maintenance’s Earthquake Equipment, outlines in detail all servicing procedures to be followed for the below listed emergency equipment located at North Base and South Base:

Every six months, the Chief Operating Officer, Bus conducts a series of inspections of North Base, South Base, Central, and contracted services provided by MV Transportation, located in San Francisco; First Transit and MV Transportation at the Brewster buildings located in Redwood City . In addition, the Caltrain system is also evaluated by inspecting CEMOF (Centralized Equipment Maintenance and Operations Facility), Menlo Park (signals and communications), select stations and capital projects. All inspections are performed with personnel from multiple departments within the District and the third party contractor responsible for the State of Good Repair (SOGR) of the facility. These inspections include all facilities, as well as a representative sampling of rolling stock, equipment, and records.

ELEMENT 10 - MAINTENANCE AUDITS/INSPECTIONS

The Bus Maintenance Department is responsible for the maintenance of District vehicles with the exception of 79 fixed-route buses which are operated and maintained by MV Transportation, a contract service provider.

10.1 Preventative Maintenance

The first and most frequent type of preventative maintenance inspection performed is the Daily Bus Operator Vehicle Safety Report. This inspection is performed before the bus departs the base. A post-trip inspection is performed when the bus returns to the base. All Daily Bus Operator Vehicle Safety Reports are pick up by Bus Maintenance throughout the day and reviewed. If a defect is noted on the Daily Bus Operator Vehicle Safety Report, a Maintenance Work Order, (W.O) detailing the defect, is created and attached. The Maintenance W.O. is then assigned to a mechanic for appropriate corrective and testing action.

The District's Bus Maintenance Department has an effective preventive maintenance program based on major and minor vehicle inspections, which are outlined and updated through the Fleet Maintenance Plan and governing Standard Operating Procedures (SOP). These preventative maintenance inspections (PMI) are performed at specific mileage intervals and are consistent with the original equipment manufacturer (O.E.M.) recommended service intervals, APTA standards and/or with industry best practices. The mileage between inspection intervals is computer tracked, providing management with a report on the mileage since the previous inspection. The mileage information is based on hubodometer readings, which are captured every night in the service lane by the Utility Workers.

The Bus Maintenance Preventative Maintenance Inspection (PMI) consists of:

- Weekly "A" Inspections—refers to minor inspection performed on fixed route buses once a week.
- Redi-Wheels "A" Inspection, scheduled on a mileage basis by MMS
- 3,000 Mile "A" Inspection performed on fixed route vehicles at 3,000 miles.
- "B", "C", "D", "E" Inspections—refers to all Major PM Inspections performed on buses at prescribed intervals in alphabetical order and in a continuous repeating cycle.
- Engine Tune-up, performed at OEM recommended engine miles.

Major inspections such as: B, C, D, and E, are developed specifically for each sub-fleet, e.g. 2002 NABI articulated 60-ft, 2009 Gillig low-floor, 2013 Gillig Hybrid, 2017 Gillig low floor, etc. In addition, there is a comprehensive preventative maintenance and inspection program for all major components/accessories such as Air Conditioning (A/C) units, Wheelchair lifts/ramps, Engine Emission System, Camera, and ACS/Radio.

All major component/accessories inspections are performed with every B, C, D and E Inspections. PMI's are performed at intervals that meet or exceed FTA's 85 per cent scheduled on-time performance.

All Major Preventative Maintenance Inspections are scheduled from the daily Periodic Inspection due report from the MMS. A maintenance work order is created and assigned to a

mechanic with the appropriate PMI checklist. The vehicle undergoes a complete safety inspection and system's check of exterior, interior, undercarriage, engine compartment including wheel chair ramp and AC unit and major components followed by a road test. Lubrication of the chassis, checking and changing of all prescribed fluids/filter also is performed. The mechanic performing the inspection records all defects found on the P.M.I. Defect Form in accordance with the corresponding categories: exterior, interior, undercarriage, engine, A/C and Wheelchair Ramp.

Upon completion of the major preventative maintenance inspection, a separate work order is generated for the repair of all PMI defects. The repair work order is attached to the defect form and assigned to a mechanics for repairs. All defects are repaired prior to returning the bus to revenue service. No repairs are deferred.

Bus Maintenance has a quality assurance program for the preventive inspection process. The Managers, Bus Maintenance, require the Bus Maintenance Supervisors to spot check and sign-off on the quality of the preventative maintenance inspections. Bus Maintenance measures and reports monthly the number of preventative maintenance inspections, mileage intervals between inspections, and fleet services calls to confirm the inspection program is effective.

The District's PMI program is designed, monitored, and executed to meet and exceed the fleet performance reliability of 20,000 miles between service calls.

10.2 General Repair (Unscheduled Repairs)

Repairs on buses are initiated in several ways:

- First, a repair activity can be initiated in response to a Driver's Defect Report. Daily Bus Operator Vehicle Safety Reports are forwarded to Bus Maintenance for review daily. If a defect is noted on the Daily Bus Operator Vehicle Safety Report, a Maintenance W.O. detailing the defect is created and attached. The Maintenance W.O. is then assigned to a mechanic for repair.
- Second, a W.O. can be initiated by a Utility Worker who cleans and services the buses. When a bus is driven through the service lane, if a vehicle defect is noted, it will be recorded on the Nightly Fuel Sheet. A vehicle defect noted on the Fuel Island Report, will generate a Maintenance W.O. detailing needed repairs and assigned to a mechanic.
- Third, a W.O. can be initiated in response to a service call. A W.O. is issued for all service calls, the corrective actions and/or repairs are documented accordingly. Bus Maintenance tracks service calls by bus number, date, and type of service call. This information is then captured in the Road Call Report which is generated each day a road call occurs. This information is accumulated on a monthly basis and forwarded to the Deputy Director of Bus Maintenance by North and South Base personnel respectively.
- Fourth, a W.O. can be initiated by a Supervisor quality control check or reported as found damage by a Mechanic or Utility Worker at any time.
- Fifth, a W.O. can be initiated in response to a transit safe complaint.

Bus Maintenance operations/activities span seven days a week. From Sunday through Thursday, SamTrans has multiple shifts covering 24 hours. While on Friday and Saturday there are two

shifts (1st shift is the day shift and 2nd shift is the swing shift). The flow of work through the shop is coordinated by the Assistant Manager through the Bus Maintenance Supervisors or Lead Mechanics. Day shift performs most of the preventative maintenance defect and major repairs. Swing shift performs most of the Daily Bus Operator Vehicle Safety Report and brake pit inspection defects. Graveyard shift performs the majority of preventative maintenance inspections. All three shifts work in concert finishing any work in progress. The primary goal is to meet morning pull-out and to provide additional support throughout the day. Bus Maintenance has a computerized W.O. system that requires a Repair Order be issued for any vehicle requiring parts. The W.O. lists pertinent vehicle information, date, supervisor who created it, defect and shop. The repairs made and the amount of time spent performing them are documented on the W.O. form. Completed W.O.s are entered into the computer system; conversely, all W.O.s and forms are filed.

10.3 Fleet Owner Inspection and Maintenance Station License

Pursuant to California Code of Regulations Title 13 Section, Article 3, Section 619 et seq., both North Base and South Base maintenance facilities are licensed by the California Highway Patrol enabling the District, as fleet owners, to operate inspection and maintenance stations to certify their vehicles in compliance with applicable provision of:

1. California Code of Regulations Title 13—Motor Vehicles
2. The State of California Vehicle Code
3. Display official stickers on their vehicles as evidence of certification.

This license is non-transferable and any change in ownership or control of the licensed activity shall require a new license.

In addition, the California Highway Patrol conducts annual terminal inspections at both North Base and South Base, consisting of random inspections of vehicles, maintenance records, and other records (see Section 12—Training and Certification Review/Audit). The State of California inspector then issues a “Safety Compliance Report/Terminal Record Update.”

10.4 Maintenance Standard Operating Procedure

The following is a list of Standard Operating Procedures adopted by the District related to vehicular maintenance:

- Maintenance SOP # M-9, Revenue Vehicle Servicing & Cleaning Procedure
- Maintenance SOP # M-12, Minor “A” Inspection Procedures
- Maintenance SOP #M-14, Brake Inspection After Accident
- Maintenance SOP # M-17, Preventative Maintenance Transit Coaches
- Maintenance SOP # M-25, Inspection and Maintenance Station

In addition to the above procedures, District personnel also write and adopt “Maintenance Campaign Bulletins” and “Maintenance Technical Bulletins” which are generated on a variety of vehicle maintenance-related issues as needed.

ELEMENT 11 - RULES/PROCEDURES REVIEW

To ensure safe and efficient operations, all safety-sensitive Bus Division employees are trained to perform their jobs according to formally developed and authorized rules and procedures pertaining to specific job functions. One of the most important functions of the Bus Division is to ensure that rules and procedures are appropriately developed, controlled, distributed, and periodically reviewed. Department Managers are tasked with ensuring the above requirements are met.

Immediate changes to work plans, rules and procedures take the form of Operational Notices, Campaign Bulletins, Maintenance Technical Bulletins, and Notices to Operators. Longer term procedural changes are incorporated into the body of Standard Operating Procedures. These governing documents are dated, issued by indicated authority, serialized and archived, and reside in accessible areas for employee review. Master copies of these documents reside in the Director, Bus Transportation office and the District's network drive.

11.1 Process Changes

11.1.1 Operational Notice

Instructions and information issued from the Director of Bus Transportation or Deputy Director of Maintenance take this form for the respective departments. Operational Notices issued by the Chief Operating Officer, Bus pertain to both departments, and take precedent over all other instruments and communications. Similarly, Director-issued Notices supersede S.O.P.s, Rules, prior Notices, Campaign Bulletins, and Maintenance Technical Bulletins. A safety notification would be issued as an Operational Notice. Through an annual review process, applicable information is incorporated into S.O.P.s or Rules.

11.1.2 Campaign Bulletin

This document defines a specific operational project and associated work orders for the Transportation or Maintenance departments. Campaign Bulletins are issued on authority of the Managers, and requires the Director's approval as noted in Departmental Coordination section at the bottom of the first page on every Conformed SOP. Transportation Campaign Bulletins are printed on blue paper, while Maintenance Campaign Bulletins are printed on yellow paper.

11.1.3 Maintenance Technical Bulletin

This document addresses a specific fleet or sub-fleet problem, the identified solution, and specific work instructions. These bulletins are issued on authority of Managers, and require the Director's approval. Maintenance Technical Bulletins are printed on green paper.

11.1.4 Notice to Operators

This document is prepared by staff, generally a Transportation Supervisor, and is issued on authority of Managers. These usually address specific operational technical details, such as re-routing and bus stop closures.

11.1.5 Standard Operating Procedures

Internal procedures and practices are reduced to writing and adopted in accordance with Standard Operating Procedure D-1, entitled *Standard Operating Procedures and Rules*. This

document defines the process concerning how S.O.P.s are regularly reviewed and updated, validated, or eliminated; and how new S.O.P.s are created. A regularly convening committee designated as the Rules and Procedures Development Committee (RPD) meets at least twice monthly and is organized and chaired by the Director, Bus Transportation (or designee).

The committee is made up of representatives from Bus Transportation, Bus Maintenance, Human Resources, Accessible Services, Safety and Security, and by invitation the Amalgamated Transit Union. Other stakeholder departments and Subject Matter Experts (SMEs) are invited as necessary, based upon the subject matter of the S.O.P. to be discussed. For each S.O.P. to be created or edited, a committee representative (“Sponsor”) is designated to produce the new or changed document and circulate it to committee members. Administrative support is provided by the Transportation Department Data Technician. S.O.P.s are reviewed by the committee on a rotating basis, and new S.O.P.s are created based upon need. In this manner, S.O.P.s are continually “current state validated” or improved based upon changing conditions.

The committee strives for consensus approval of draft documents; however, the chair is the final arbiter of all disputes at the committee level. The draft S.O.P. is reviewed by any affected department, and then approved by the Chief Operating Officer, Bus. Upon approval, the revised document is sent to stakeholders and posted on the network drive for “read only” access. Notification of changes is published by memorandum and posted for employee review. Training, when necessary, is scheduled, with the S.O.P. contents appropriately formulated into a lesson plan by the Training Department.

11.2 Rules

The SamTrans Operator Rulebook is reissued upon review and revision by the RPD Committee. The final product is submitted for review and approval to the Chief Operating Officer, Bus. Once approved, the revised Rulebook is posted to the network drive for “read only” access, and copies distributed to the workforce. To clearly define and communicate critical safety and security concerns, a section of the Rulebook called “Safety” lists all such rules. These are the most critical rules operating personnel must know and obey.

The controlling documents described above define the way we safely and efficiently conduct business. Unauthorized variation from these instructions constitutes a disciplinary infraction, and subjects the offender to investigation and possible progressive disciplinary action. Professional management and correction of compliance issues ensures reliable adherence to controlling documentation requirements.

11.3 Employee Performance Management (PM) Evaluations Process

The newly launched PM process utilizes the Zenger Folkman Talent Matrices containing 16 differentiating competencies and related behaviors as a focal point in performance appraisals. These are behavioral goals in the sense we are asking supervisors to work with direct reports to identify 2-3 competencies and related behaviors to support agreed upon performance goals. What behaviors are we looking for individuals to exhibit in pursuit of their overall goals. While there is a specific competency titled “Technical/Professional Expertise”, there is not one titled “Safety”. As we transition to a Safety Management System (SMS) format we will investigate a method adding safety responsibilities to each individual job description as well as how to measure safety competency in the performance management evaluation process.

ELEMENT 12 - TRAINING AND CERTIFICATION REVIEW/AUDIT

12.1 Training

Proper qualification of operating and maintenance personnel is an important part of a safe transit environment. The District's Transit Operations Training Department is located at North Base and maintains all training documentation and records. Full-time instructors are certified by the Transportation Safety Institute (TSI), a division of the Federal Transit Administration (FTA) and under the U. S. D.O.T., located in Oklahoma City, Oklahoma, the Department of Motor Vehicles Employer Testing Program (ETP), and the National Safety Council to conduct Defensive Driving four and eight-hour programs. An adjunct staff of qualified Bus Operators, known as Bus Operator Trainers who are also certified by US DOT TSI assists in completing training assignments when demand exceeds departmental capacity. At least one Instructor is certified by the American Red Cross to conduct First Aid/CPR/AED training.

12.2 Bus Operator Training

12.2.1 New Bus Operators

New Bus Operators—New Bus Operators receive up to 9 calendar weeks (45 work days) of training under US DOT certified instructors. The hours trainees receive are both classroom and behind the wheel as outlined in the TSI training guidelines using TSI PowerPoint slide, TSI Instructor manuals and TSI participant manuals augmented with specific material from the District. The District material includes the District's Standard Operating Procedures, SamTrans equipment (bus fleet) and other information exclusive of SamTrans. All Instructors and Bus Operator Trainers are fully certified trainers and all training hours are certifiable on a DL 260 (the DL260 document is the document that is completed by the employer to ensure proper yearly hours are given to holder of a Verification of Transit Training (VTT) card). A typical training day consists of both classroom and Behind the Wheel Training (BTW 6 hours) as outlined in the TSI Behind the Wheel training Guidelines. The ratio of trainees to instructors is no more than 1 to 3 trainees with the goal of a 1 to 2 ratio.

Four written tests will be administered during the training program. Trainees are held to a passing standard of 85 percent on these exams. Instructors review, individually, all incorrect answers with the trainee and the Instructor and the trainee must initial the correct answers.

The exam timeline is:

1. First written exam after 40 hours classroom training
2. Mid-term exam after four weeks classroom and behind the wheel training
3. Safety Critical Knowledge and Proficiency exams are taken concurrent with the Mid-term exam. The passing standard is 100 percent on all Safety Critical examinations. Trainees will be allowed one repeat.
4. Final Exam after 8 weeks classroom and behind the wheel training
5. Bus Operator Trainees take the DMV Pre-trip, Skills Test, and Driving Performance Examination at approximately the sixth week of training. (whether they are B licensed or not) The passing standard for all DMV tests will be according to DMV Employer Testing Program guidelines.

There is an accelerated training program of 4 to 6 weeks, depending on the skill level, for new hires that have previous transit driving experience. However, new hires receiving this accelerated training must pass all written tests given during the full nine (9) week training program.

Training includes but is not limited to:

- District Policies, Procedures, Rules, and Regulations
- Drug Free workplace
- National Safety Council Defensive Driving Course 8-hour program
- Air Brakes System
- Bus Pre-trip and Post-trip Inspections
- Bus Maneuvers
- Left, Right Turns and Spotting of the Coach
- Use of Mirrors
- Customer Relations
- Bus Accident Procedures and Reporting of Accidents
- Americans with Disabilities Act requirements
- Fare Structure and Passenger Relations
- Communicating with Limited English Proficiency (LEP) Customers
- Active Shooter Training

New bus operators must demonstrate proficiency on all vehicle sub-fleets they will operate. All classroom and behind-the-wheel training is recorded and filed on weekly training log sheets. Weekly training logs are reviewed by the department manager and also transferred on to a DMV form DL-260. The manager meets with the trainees midway into the training program and reviews their progress and makes recommendation as necessary. A final performance review for each new hire is conducted with the manager or assistant Manager of training plus the lead instructor before the new hire is allowed to graduate.

An Instructor who is a certified DMV Examiner and in good standings with the California Employer Testing Program (ETP) administers the Driver's Performance Evaluation Test following the California Department of Motor Vehicles (DMV) guidelines. The test score sheets are retained as part of the Driver's training record, and a DMV Certificate of Driving Skill, form DL-170, is issued to the successful operator trainee. Trainees then exchange the forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

12.3 Advanced Training for Bus Operators

Advanced Training is a two-day program, providing experienced bus operators with refresher training on:

- Passenger Interaction Skills
- Cumulative Trauma Disorders
- Americans with Disabilities Act
- Approved Pre- and Post-Trip Inspection procedures
- Vehicle Accident Reduction Skills

- Defensive Driving Skills, Railroad Crossings and Bus Stops
- Fitness for Duty
- Emergency Evacuation Procedures

12.4 Vehicle Collision Retraining

Following a vehicle collision that the Accident Review Committee has graded “preventable,” Bus Operators train with a certified instructor to explore methods of preventing reoccurrence. Hours of retraining vary according to the nature of the collision. Typically, four to 16 hours is spent on retraining.

12.5.1 Progressive Training Schedule in a 2-Year Revolving Calendar.

Extended Leave Training—All Bus Operators who return to work from extended leave (more than 30 calendar day’s absence, regardless of the reason for the absence) are retrained to verify the employee can perform their driving assignment to the appointed standard. Four to 80 hours or more is spent retraining after extended leave, depending on length of absence.

12.5.2 Specialized Training

Specialized training is performed on a request basis to help Bus Operators with their individual performance skills.

12.5.3 Vehicle Accident Reduction Program

An ongoing program in mitigating vehicle preventable collisions consists of:

- An active ride check program to uncover deficient driving habits
- Follow up training to address deficiencies uncovered during ride checks.

12.6 Four-hour National Safety Council Defensive Driving Course (DDC-4).

Is taught to all operators of District Service Support vehicles. Which all staff is required to attend on a five year cycle.

12.7 Safety Focus Campaign

Utilizes Posters, Seat Drops, PowerPoint Displays and Field Contacts to promote safe driving and workplace practices and other management tools of Safety Management System (SMS).

12.8 Data Analysis

Analysis of collision data (preventable and non-preventable) and proactive awareness and mitigating risk through a proactive SMS.

12.9 Mechanic Training

New Mechanics receive 280 to 320 hours of training with certified instructors which includes:

- District Policies & Procedures
- 8 hours on forklift training and work area orientation
- Hazardous Materials “First Responder” training pursuant to California Code of Regulations Title 8 Section 5192
- 8 hours National Safety Council Defensive Driving Course

- 40 hours on vehicle orientation; driving in and around the shop area, bus stalls, and bus yard.
- 120 hours behind-the-wheel training on the road before undertaking the DMV Pre trip, Skills Test, and Driver’s Performance Evaluation drive test.
- 80 hours mechanic training to include Core elements: Shop Safety and Procedures, and Air and Brake Systems (Mechanics C, B, and A)
- 40 hours mechanic training on Heating, Ventilation, and Air Conditioning Systems (Mechanics B and A)

Driver training hours are recorded on DMV form DL-260 and the mechanic undertakes the Class B commercial license drive test. The test score sheets are retained as part of the mechanic’s training record, and a DMV Certificate of Driving Skill, form DL-170, is issued to the successful mechanic. Mechanics then exchange forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

12.10 Bus Maintenance Training

Upon the delivery of new rolling stock, mechanics undertake training provided by the vehicle manufacturer or component representative. Mechanics are selected for training based on job classification and shift coverage. District contracted personnel (i.e. MV Transportation) also are invited to attend and participate in the equipment training.

SamTrans Maintenance Training Program consists of 14 Core classes (Shop Safety, Repair Skills, Diesel Engine Tune Up, Basic Electrical, Multiplex & Charging Systems, Diesel Electronic Controls and After-treatment, Air Systems and Brakes, Hydraulic Braking Systems, Steering and Suspension systems, Automatic Transmission, ACS (radio systems), Sub-systems, and HVAC 608 & 609. Classes are actively reviewed to make sure they are up to date with current fleet and industry trends. Every month the Joint Labor Management Committee (comprised of 3 Management and 3 Labor) meet to discuss the training needs of the mechanics and the Maintenance department. From the requests of the JLM committee, a calendar is produced and at least 2 Core classes are selected for the upcoming three months, along with any requested On the Job training requests. Mechanics are assigned to class based on their needs and career development. Attendances of classes are kept in the Training Matrix. When a mechanic has completed all classes he or she is recognized with a certificate of completion for their achievement.

12.11 Utility Worker Training

New Utility Workers receive 200 hours of training with certified instructors which includes:

- 16 hours learning District Policies & Procedures
- 8 hours on forklift training and work area orientation
- 8 hours Hazardous Materials “First Responder” training pursuant to California Code of Regulations Title 8 Section 5192
- 8 hours National Safety Council Defensive Driving Course
- 40 hours on vehicle orientation; driving in and around the shop area, bus stalls, and bus yard.
- 120 hours behind-the-wheel training on the road before undertaking the DMV Pre-trip, Skills Test, and Driver’s Performance Evaluation drive test.

Driver training hours are recorded on DMV form DL-260 and the utility workers take the Class B commercial license drive test. The test score sheets are retained as part of the utility worker's training record, and a DMV Certificate of Driving Skill, form DL170, is issued to the successful mechanic. Mechanics then exchange the forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

All maintenance personnel, regardless of classification, are required to obtain and retain their Commercial Class B driver's license as a condition of their employment. Upon completion of their probationary period, they undertake eight hours classroom, and up to an additional 112 hours of behind-the-wheel training before taking the DMV drive test.

12.12 Verification of Transit Training

Pursuant to California Vehicle Code Section 12804.6, 8 hours of annual training is provided by District certified instructors to every employee who, as a requirement of employment, must hold a Commercial Driving License in good standing. Subject matter is mandated by the California Department of Motor Vehicles. All hours are documented on DMV form DL-260— "Transit Driver Training Record." For the classroom portion of the training, emphasis is placed on State of California requirements, Drug and Alcohol Testing, Fleet Safety and Defensive Driving Skills. All Bus Operators are required to possess a DMV form DL-260A card— "Verification of Transit Training" (VTT). Furthermore, within the District, all employees who perform "Safety-Sensitive" functions must also possess a VTT card. The Federal Transit Administration has determined that "Safety-Sensitive" functions are performed by those who, "operate revenue service vehicles including when not in service; operate non-revenue service vehicles that require drivers to hold Commercial Drivers Licenses; dispatch or control revenue service vehicles; and maintain revenue service vehicles or equipment used in revenue service." Verified through monthly license check.

12.13 Certification Review/Audit

12.13.1 Pull Notice Program—Pursuant to the State of California Vehicle Code Section 1808.1, the District maintains the required program elements and submits to annual inspections by the California Highway Patrol to verify compliance regarding participation in the Department of Motor Vehicles' Pull Notice Program. The purpose of this program is to enable the District to verify that each employee in a "Safety-Sensitive" function (as defined in the previous paragraph) has a driver's license that has not been suspended or revoked, the employee's traffic violation point count, and whether the employee has been convicted of a violation of Section 23152 or 23153 of the California Vehicle Code. HR will notify the appropriate Base Managers of any pull notices from DMV.

12.13.2 Employer Testing Program—Pursuant to the State of California Vehicle Code Section 15250, the District sustains all the requisite program elements and all required records are maintained on file in the training department at NorthBase for inspection and verification. All District instructors have participated in the DMV Commercial Driving Performance Evaluation Training. Plus, our Transit Operations Training Department submits to annual on-site inspections and or audits by the California Department of Motor Vehicles to verify our compliance with the

DMV’s Employer Testing Program (ETP). The DMV inspection/audit can consist of examination of records such as the DMV form DL-65 ETP Part I “ETP CDL Pre-Trip Inspection Evaluation Score Sheet”, DMV form DL-65 ETP Part II “ETP CDL Driving.

12.8 Human Resources (HR) Training

12.8.1 Training Policy Established

HR has established policies that cover the following:

1. Training Enrollment
2. Travel Authorization – for training
3. Pay During Travel and Training
4. Tuition Reimbursement
5. Performance Management

HR is in process of updating all HR policies and procedures for 2019. The Manager of Employee Relations is the project lead.

The District created a Learning Council in 2018 to take an oversight role in all employee training and development. The Council meets twice a year and is facilitated by the Manager of Organizational Development and Talent Management. (see attached Charter)

12.8.2 New Hires / Contractors / Vendors

1. **New Hire Orientation** – all District employees, including Bus Operators, receive 6 hours of employee orientation upon hire. Topics covered: Information Systems Orientation, Time and Labor, Employee Relations Orientation, and HR Policies and Procedures.
2. **Contractors/Consultants** – currently we have no contractors providing training at Central. No established policy or procedure for engaging contractors by HR.
3. **Vendors** – currently employees can apply to external vendor training providers to take training upon approval of manager and HR. No established policy or procedure for engaging external vendors by HR.
4. **Training Consortium** – The District is a member of the Regional Training Consortium of San Mateo County and distribute semi-annual catalogs of academies and workshops for employees to take in support of their functional and leadership roles. Most workshops are free to members or have a nominal fee.
5. **San Mateo County Training** – The District also registers employees District employees in the County of San Mateo workshops that are offered to County employees for a fee. District employees can also participate, upon approval of their supervisor, in external vendor training or certification programs.

12.8.3 On-the-Job Training (OJT)

HR encourages District divisions and functional departments to utilize a 70-20-10 model where 70% of development is on the job, 20% from coaching/mentoring and 10% formal training.

An Individual Development Plan (IDP) is a required document used in our Performance Management process launched in 2018. The document requires supervisors and employees to discuss career development needs for the 12-month performance period that begins on July 1 of our fiscal year and ends June 30.

All supervisors and employees are encouraged to hold a Career Aspiration Discussion as part of the semi-annual review process in January. The Manager, OD & TM is available for employee development consulting.

12.8.4 Coordination of Inter-Departmental Safety Related Training

The District does not have any mandatory safety and security training for employees. We look to expand compliance training in this area with the Director of Safety and Security's guidance in 2019.

12.8.5 Computer-based Training

We currently have 250 licenses with Emtrain, an online training vendor, to provide Sexual Harassment training as mandated by the State of California every two years for managers. In January of 2020 all employees will be required to take this training. The District is looking to expand the number of licenses required to provide this training as part of the orientation and hiring process (@800 licenses for 2020).

The Emtrain catalog has a total of 72 workshops available to employees. The District is looking to expand the number of workshops required for onboarding new employees in 2019 from the catalog.

Employees requiring computer-based skills training, e.g. MS Office Suite – Word, Excel, etc., are encouraged to leverage external training resources by the County or to attend internal workshops provided by CTS or LearnIT at the Central Office annually.

12.8.6 Training Simulation Applications Utilized

HR is not utilizing simulations in any internal training at this time.

12.8.7 Training Tracking

We currently do not have a Learning Management System that would automatically assign or track completed training at the District. HR utilizes an Excel spreadsheet to track all training, both internally and externally. We enter completed training into PeopleSoft manually for each employee.

The District does have the ability to use the Emtrain software to track compliance for assigned workshops that are in the catalog or entered into their tracking software. We are only utilizing this for manager Sexual Harassment training as mandated by the State.

12.8.8 Vendor Training Evaluation

Final evaluations on workshops are collected and provided to external vendors or internal trainers as a way to track overall satisfaction by participants.

ELEMENT 13 -EMERGENCY RESPONSE PLANNING, COORDINATION, TRAINING

13.1 Emergency Conditions

Abnormal and emergency conditions may develop which interfere with efficient passenger movement. An emergency may involve fire, smoke, collision, power failure, structural damage to facilities or infrastructure, or other circumstances.

13.2 Emergency Procedures

Procedures have been developed and incorporated into the District's *Emergency Operations Center Online Guide* which is located on the homepage of *The Depot*, the *SamTrans Operator Rulebook* and other documents for the safety of passengers during an emergency event.

13.3 Emergency Management Program Activities

The District's *Emergency Operations Center Online Guide* details emergency planning, preparedness, and response capabilities. The Director of Safety and Security is responsible for the periodic review of the this plan and emergency procedures with all affected departments and external agencies, as appropriate, and as required as a result of evaluations of drills and actual incidents.

Both North and South bases have been prepared to continue services even after the main buildings sustain heavy damage. Trailers were purchased and equipped to serve as alternate Dispatch and Maintenance centers. The Bus Transportation trailer has alternate radio and cell phone communications capabilities. The Bus Maintenance trailer can sustain fueling and lubricating operations. Each base is equipped with a sea-container, containing food, drinking water, and hygiene related articles. These sea-containers also contain minimal equipment suitable for light search and rescue and first aid supplies. Each trailer is equipped with a generator capable of providing alternative power in the event of electrical failure.

Each base is equipped with a motorcycle should off-road transportation capability be needed. All commercially licensed maintenance employees undergo a monthly check of their documents. License class is one of these checks. Historically, 10% (min) of our employees have a class M-1 license. See Section 9 "Facilities Inspections" of this document for a listing and inspection schedule of the types of equipment and capabilities the District maintains.

The District's emergency response planning also contains 'Earthquake Orders' for Dispatcher, Bus Transportation Supervisors, and Bus Operators providing succinct instructions for how to respond during an emergency, as well as emergency telephone numbers and logs for tracking equipment and personnel. Inside each District coach is a plastic pouch with a sealed copy of District's "Earthquake Orders for Bus Operators," to be opened in case of a catastrophic emergency. They include directions to each of the alternate assembly sites, where assembled buses and operators will be able to find a Transportation Supervisor. Confirming each bus contains a copy of the Earthquake Orders document is part of the nightly checks by Utility Workers during their servicing activities. In addition, there is SOP D-36, Emergency Preparedness, outlining operational aftermath procedures in the event of a large-scale disaster.

13.4 Fixed-Route and Paratransit Contractors

The contractors providing purchased transportation on behalf of the District are required to follow prescribed Emergency Response procedures specified in their respective Scopes of Work. In case of emergencies, all vehicles carry onboard a copy of SOP D-36 “Emergency Preparedness” instructions. Operators ensure its presence via their daily pre-trip inspections. Operators are instructed to follow these instructions and report their status via two-way radio or phone communication. Dispatchers report and receive instructions from the Bus Contracts Department who is part of the District’s EOC structure.

13.5 Mutual Aid Agreement

The District participates in a Mutual Aid Agreement which has been made among nine transit agencies in the Bay Area, through the Metropolitan Transportation Commission, the District also works with the Regional Transit Coordinating Council to maintain and provide a coordinated emergency response capability.

13.6 Emergency Drills and Exercise

Emergency preparedness drills are planned and conducted to ensure the:

- Adequacy of emergency plans and procedures.
- Readiness of personnel to perform under emergency conditions.
- Effective coordination between emergency response agencies SamTrans.

The District is a member of the Metropolitan Transportation Commission (MTC) Transit Response Planning (TRP) Committee for the purpose of contributing to the planning, and taking part in the execution of the MTC Training and Exercise Plan (TEP). The TEP is administered by MTC in conjunction with Bay Area transit operators, California Office of Emergency Services, California Department of Transportation, and San Francisco Bay Area Water Emergency Transportation Authority. All exercises referenced in the TEP and coordinated by MTC will meet minimum Homeland Security Exercise and Evaluation Program (HSEEP) requirements and comply with both Federal Emergency Management Agency (FEMA) guidelines and the National Incident Management System (NIMS).

13.7 Alternative Emergency Communication

The Metropolitan Transportation Commission (MTC) has set up a satellite phone system to be used throughout the San Francisco Bay Area in the event of an emergency, such as an earthquake. There is a test of the system on the first Wednesday of each month. Participants in the system include the nine Bay Area County OES (Office of Emergency Services), eleven public transit districts, the California Highway Patrol Golden Gate Division, and the MTC. Each the year the MTC also distributes the participating organization list, which includes a contact name, office phone number, Email address, and satellite identification number. The Satellite Phone test is conducted at 9:15 am on the first Wednesday of each month. MTC will lead the call, with BART (Bay Area Rapid Transit District) Police Department as a backup.

13.8 Coordination with External Emergency Agencies

The Safety and Security Department serves as the liaison between SMCTD and fire jurisdictions and emergency response agencies. Transit Police serves as the liaison with law enforcement

agencies. The Safety and Security Department periodically bring together local and state fire jurisdictions, local emergency response agencies, law enforcement, and Bus Transportation to plan emergency response drills and exercises. Outcomes include recommendations for revisions to emergency preparedness response plans, policies, and procedures; operating procedures that affect emergency response; and changes to training plans and training programs pertaining to emergency response and personnel.

ELEMENT 14 - SYSTEM MODIFICATION DESIGN REVIEW AND APPROVAL PROCESS

Transit systems are in a perpetual state of acquisition, with new equipment, system expansion and modification, and system rehabilitation requiring constant design and procurement efforts. Ongoing acquisitions and procurement in fact can be more critical than initial design for many reasons. Coordination and compatibility with the existing system, construction efforts under operating conditions and testing and break-in phases must all be managed as part of the ongoing system safety effort. Equally important is the Safety Certification process, a detailed, documented approval process with specifics of sign-off requirements and exception capability. For these reasons, SamTrans has adopted the System Modification Design Review process and the Safety Certification process as described in this section.

The District utilizes professional consulting services (e.g. general engineering contractor) to provide design of system modifications including various optional solutions. An internal technical review panel made up of a variety of staff as appropriate, provide review of the designs and recommend approval through the necessary District processes. A contractor(s) is hired through the District's contract and procurement process and the project is managed, through acceptable completion, by the Facilities Department.

14.1 System Modification to Equipment or Rolling Stock

Changes to equipment and rolling stock are forwarded by the Director, Maintenance to the Chief Operating Officer, Bus for authorization. Campaign Bulletins communicate such changes to Maintenance personnel and incorporate the co-signatures of Bus Transportation, Stores, Operations Training, Safety and Security and other departments as appropriate. Complex design changes to rolling stock, such as electrical or structural, come from the Original Equipment Manufacturer (OEM) and SamTrans relies on the OEM engineer(s) for review of such design changes prior to authorization of the District's Chief Operating Officer, Bus.

14.2 Safety Certification of Rolling Stock

Bus acceptance procedures are part of "New Bus Procurement", with the responsibility of Project Management for all rolling stock will be the Deputy Director, Bus Maintenance, or their designee and occur in the approximate following order:

- Pre-built meetings between the OEM, Bus Maintenance Contract Administrator, and Deputy Director, Bus Maintenance occur after award of contract.
- As part of the procurement process for battery electric buses (BEBs), the Deputy Director, Bus maintenance will coordinate and plan the charging infrastructure needs and requirements with the Deputy Director, Facilities. This coordination will include power requirements, sight assessment and existing infrastructure viability, charger requirements, and an operational charging management plan.
- Onsite "live production" inspections occur on the OEM's premises with sign-off by the SamTrans resident inspector.
- The Deputy Director, Bus Maintenance is responsible for including the Transit Operations Training Department in the review of the operating characteristics of the new rolling stock (e.g. dash layout, mirror positioning, and location of controls).

- Upon delivery of new buses to SamTrans, there is an acceptance procedures inspection with the OEM and a “defect list” is created.
- For BEBs, bus chargers will include a separate acceptance procedure. For BEBs, the charging infrastructure testing and operational functionality will include oversight from the Bus Miantence and Facilities Departments, OEMs, power providers, and third-party contract specialists (as applicable
- Preparation for revenue service and in-house retrofit/modifications (e.g. programming, fare boxes, and AVL system).
- The OEM provides signoff on brakes and “first-article inspection.” SamTrans resident inspector will validate such signoffs.”
- Technical training supplied by both the OEM and the Bus Manufacturer (e.g. Gillg, New Flyer, Proterra, BEB charging, transmission by Voith or Allison, A/C by Thermo King, diesel engine by Cummins, etc.).
- Operations Training personnel attend “Train-the-Trainer” training.
- Ready for revenue service.
- In-house training for Bus Maintenance mechanics.

14.3 System Modification to Facilities

The Engineering and Construction Department within the Operation’s Division manages major facility improvement projects, from the earliest planning phase through the design and construction phases. Good design and construction planning requires coordinated reviews from the user departments, including Bus Maintenance, Bus Transportation, Safety and Security. On large or more complex projects, consulting engineers and architects who provide professional design and construction services assist the project manager/engineer. Major projects, suh as the electrification of the SamTrans bus fleet, are reviewed and approved by the local planning, building, and fire departments.

ELEMENT 15 - SAFETY DATA ACQUISITION/ANALYSIS

One of the most important services the Safety and Security Department provides for the District is the collection, maintenance, and distribution of safety data relative to system operations. This data includes information gathered from within the system on various operating events relative to safety. Analysis of this system specific data can be used to determine trends and patterns in system operation. Used as part of the Hazard Resolution process, data collection and analysis can be used to identify hazards before they cause accidents by such techniques as trend analysis, and thus becomes a vital component of effort to improve system performance not only in respect to safety but also in overall delivery of service to the riding public.

Multiple reports are generated and distributed every month by the Safety and Security Department concerning all aspects of every vehicular collision, rolling stock property damage, and riding public injury.

15.1 Executive Summary Report

Lists the following information:

15.1.1 Vehicle Accidents

- Running grand totals and subtotals of i) all accidents and ii) all preventable accidents for the current calendar year and each of the previous three years, broken down by Bus Transportation [North Base/South Base] and Bus Maintenance [North Base/South Base.]
- A descriptive paragraph describing the categories of preventable accidents for the current month the report was issued.
- The average number of miles traveled between preventable accidents.
- A tabular description of all preventable and non-preventable accidents based on type of accident broken down by the current year and each of the previous three calendar years.
- A tabular description of the current month's preventable accidents broken down by employee type [operator, maintenance, other] and place of origin [North Base/South Base, Central.]
- A tabular description of all preventable accidents during the current month broken down by days of the week they occurred.
- A tabular description of all preventable accidents broken down by month of occurrence for the current calendar year and each of the previous three years.
- A tabular description of the percent change on a monthly basis of the year-to-date preventable accident totals for the current year as compared to the previous calendar year.

15.2 Preventable and Non-preventable Accidents Report

This report shows all preventable and non-preventable accidents for each individual bus operator and maintenance person by name for the previous 24 months from the date of the report issuance and the date of the last preventable and non-preventable accident prior to the two-year reporting period.

15.3 Passenger Falls Report

This report lists the following information for each passenger fall from the current month, the previous months of the current calendar year and the previous calendar year:

- Name of operator
- Date of fall
- Fall Type
- Bus #
- Route
- Base of origin

15.4 Form 405 Report (Safety & Security Module)

This report is submitted each month to the Federal Transit Administration and describes a variety of incidents, including fires, collisions and any fatalities or injuries, involving the District.

ELEMENT 16 - INTERDEPARTMENTAL/INTERAGENCY COORDINATION

Communication between departments is conducted primarily through staff meetings, memorandums, e-mails, and topic specific task forces.

A cross-departmental team was created to address comments received as part of the Employee Survey a couple of years ago identifying a need to improve interdepartmental coordination. The team meets monthly and is comprised of individuals throughout the organization with a goal of using existing and future communications techniques to improve collaboration and coordination between departments. To date, we have worked with every department across the organization to create detailed organizational charts to help people identify position specific roles and responsibilities. These new organizational charts are intended to be used as a quick reference to help individuals find the right person to discuss business related questions. Some of the other items the team will be working on include: a series of informative brown bag lunches, depot improvements, and coordination with the on-boarding committee to help develop a culture of collaboration.

Emergency Response Agency coordination is discussed in full in Element 13 (Emergency Response, Planning, Coordination and Training) of this document.

See also Element 14 (System Modification Design Review and Approval Process) of this document.

ELEMENT 17 - CONFIGURATION MANAGEMENT

Configuration Management is the process of managing all components of the SamTrans system including hardware, software, rules, procedures, training programs, information and documentation related to infrastructure, facilities, equipment and operations and maintenance to ensure that they possess the required safety characteristics and that documentation reflects those characteristics accurately.

Configuration Management is the process that ensures, as much as possible, that all property, equipment, and systems design elements are documented as to configuration, accurately and completely. That any changes to an individual subsystem, or a fleet- or inventory-wide change is recorded on as-built drawings and addressed in training courses, maintenance manuals and procedures in a timely and effective manner. The Configuration Management process includes procedures for authority to make configuration changes, the process for incorporating these changes into all appropriate documentation and the process for ensuring that all necessary units are formally made aware of such changes.

The Configuration Management process is also coordinated with the System Modification Design Review and Safety Certification processes so that system-wide changes can be approved in advance as much as is practical. In cases where approval of changes, especially individual unit changes, cannot be approved in advance, all units should be informed of such changes as expeditiously as possible.

17.1 Configuration Management of Equipment and Rolling Stock (Reference Section 5.1.5, System Modification)

- Vehicle Acceptance Program originates in Bus Maintenance. The Bus Maintenance Department will document and maintain all records related to the useful life-cycle of all equipment and rolling stock, and will also provide oversight to any changes that fall within the scope of the Configuration Management Program.
- As-built documents in Document Control at North Base by Manager of Maintenance. All modifications are properly interfaced with the assets through SPEAR, the Bus Maintenance database software.
- All modifications are properly documented and available to all personnel supporting maintenance and repair.
- New Agency assets arrive in a quality status that is documented and prearranged.
- Campaign Bulletins originate in Bus Maintenance to document equipment changes, modifications or adjustments. Campaign Bulletins are forwarded by the Deputy Director of Maintenance to be approved for issuance by the Chief Operating Officer, Bus.
- Service Bulletins document maintenance procedures, inspections or maintenance service. Their content is originated by the OEM to address specific subsystem issues. Availability to review changes in configuration for any and all providers of asset maintenance.
- Technical Bulletins make adjustments in Bus Maintenance procedures.

Preventative Maintenance Inspection Cycles (PMI) changes are initiated by an interoffice memo from the Deputy Director, Bus Maintenance; Bus Maintenance literally removes all obsolete

paperwork and replaces it with the revised /updated checklists. At the time of the PM it is the Maintenance Supervisor who hands the PM checklist along with the work order to the mechanic who will perform the physical work.

17.2 Configuration Management of Facilities

The Chief Operating Officer, Bus is responsible for all new construction projects and tenant improvements. The Deputy Director of Maintenance is responsible for all SamTrans vehicles, associated support equipment, and District owned facilities, which include all building structures, plumbing, electrical, heating and air conditioning, pavement management, lighting, parking, bus fueling facilities, bus shelters, and bus stops. All functional areas coordinate with all other departments to emphasize acceptable levels of safety in the design or new equipment, facilities, and construction specifications.

ELEMENT 18 - EMPLOYEE SAFETY PROGRAM

The District's *Employee Safety Manual* is incorporated herein specifically by portion and by overall reference. This program manual outlines the policies, objectives, responsibilities, investigative procedures, communications policies, and all safety, hazard and occupational injury & illness report forms and includes the following articles,

18.1 Safety Procedures/Requirements

- Service Support Vehicle Requirements—Reporting Accidents & Qualified Drivers.
- Reporting Revenue Vehicle Accidents.
- No-smoking Regulations.
- Reporting Occupational Injuries/Illnesses.
- Hazard Communication.
- Portable Fire Extinguishers.
- Bloodborne Pathogens.
- Emergency Action Plan.
- Injury & Illness Prevention Program.
- Ergonomics.
- Supervisor/Manager Responsibilities in Health & Safety.
- First Aid Kits and Automated External Defibrillators (AEDs).

18.2 Incentive Programs

- Safe Driver Award Program—Bus Transportation
- Safe Worker Award Program—Bus Maintenance

The Departmental Standard Operating Procedures for Vehicular Collision/Accident Investigation are documented in Section 8 (Accident/Incident Reporting & Investigation) of this document.

ELEMENT 19 - HAZARDOUS MATERIALS PROGRAMS

The District operates two facilities that are required to maintain environmental permits—North Base and South Base. Section 5.1.3 (Physical Facilities, Bus Shelters and Stops, Intermodal Facilities, Regional Information Centers) of this document describes the physical makeup of these facilities in detail.

The District complies with all current regulations for the storage, handling and disposal of hazardous materials through trained District staff and a licensed hazardous materials contractor. Specifically, the Facilities Department handles disposal of used batteries and fluorescent lights. The District’s Safety and Security Department maintains necessary SDS information on all regulated items in use at District Facilities.

The permit documents the District is required to maintain with regard to the storage of regulated materials are the “California Hazardous Materials Inventory Reporting Form” (i.e. Hazardous Materials Business Plan), and the “Spill Prevention Control and Countermeasures Plan” (SPCC). Storage of hazardous materials is regulated and monitored by the County of San Mateo, Health Services Agency, Department of Health, Hazardous Materials Management Division. For the safety of our employees copies of the Safety Data Sheet (SDS) for all of our regulated materials are maintained by the Safety and Security Department and are available online through the District’s intranet, *The Depot*.

The documentation for the “Annual Report for Storm Water Discharges Associated with Industrial Activities” and the “Storm Water Pollution Prevention Plan” (SWPPP) make up our “General Industrial Activities Storm Water Permit;” it is submitted to the San Francisco Regional Water Quality Control Board, located in Oakland, California.

ELEMENT 20 - DRUG AND ALCOHOL ABUSE PROGRAMS

The District has a strong commitment to all employees to establish programs promoting high standards of responsibility to the public, and reliable performance. We are committed to providing an alcohol and drug free workplace, to provide a safe and productive work environment, and to maintain the public's trust and confidence in our transportation services. The purposes of these programs are to help prevent accidents, injuries, incidents, and losses resulting from alcohol and drug misuse. The District also provides an Employee Assistance Program and encourages employees to seek professional assistance any time personal problems, including alcohol or drug dependency, could adversely affect their ability to perform their assigned duties or endanger their coworkers.

Pursuant to Title 41 United States Code Section 701 et. seq., The Drug Free Workplace Act of 1988 and Title 49 Code of Federal Regulations Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations the District has developed the following internal documents:

- Departmental SOP # D-17, Substance Abuse
- Policy Concerning Substance Abuse

These documents are incorporated herein specifically by portion and by overall reference.

The administration and maintenance of program requirements for these programs is handled by the Employee Relations and Civil Rights Section within the Human Resources Department.

ELEMENT 21 - CONTRACTOR SAFETY COORDINATION

21.1 Fixed Route and Paratransit Contractor Oversight

Contractors providing services for the district “stand in the shoes” of the District and in so doing must follow the safety rules, procedures and directions outlined in this SSPP document. To ensure the contractors understanding and to demonstrate their commitment to the SSPP, contractors (MV Transportation and First Transit) have become signatories to the SSPP.

Currently TRC Engineering Services, LLC, a third-party independent maintenance inspection contractor performs inspections on a quarterly basis for the District’s Contracted Urban Bus (CUB) service and Coastside fixed route fleets. TRC ensures the assets are receiving timely and proper maintenance. Ratings include defects based on 18 categories rated “A” for major concerns requiring immediate attention and rated “B” for defects that do not require immediate attention; both are averaged and compared to previous inspections to gauge the contractor’s maintenance schedule adherence. In addition, engine oil, transmission, and coolant fluid samples are taken and analyzed to ensure that engines are running at their best. The information is compiled into a formalized report that details the findings and compares stats with past audits. The report is sent to both the Bus Contracts for review and is then forwarded to the Director of Bus Maintenance for review.

As contractors are on-site at District facilities performing work, we monitor their schedule (check-in and check-out), ensure proper identification (badges, uniforms, etc.) are in place, perform a safety briefing prior to work commencing and monitor their work, through completion, with Facilities Department staff. Contractor’s insurance is verified through the District’s contracts and procurement staff.

The District’s Bus Maintenance staff performs semi-annual inspections of the contractor’s operations during SamTrans base inspections. The Deputy Director, Bus Maintenance or their designee performs an onsite review of maintenance records, a review of the contractor’s facilities, and vehicle condition inspection. Additionally, the Bus Maintenance Department performs quarterly drop-in inspections at the Contractors’s sight. The District’s Transit Operations Training Department also conducts onsite audits on the Contractor’s Safety Requirements. Both audits are conducted per the contractual stipulations. A report is compiled and submitted to the Director of Bus Transportation for review.

Contracted Services are monitored by two Bus Inspector staff regarding the performance of contracted fixed route, shuttles, and paratransit services throughout the service area. The inspectors assist with analysis and evaluation of inspection data and contractor-prepared reports and provide information relative to observed or anticipated difficulties in meeting contractual goals and performance standards.

In addition, Bus Contracts staff meets with the contractor on a monthly or bi-weekly schedule to review performance and compare with contract stipulations. Operational issues are also covered whereby Bus Contracts staff provides suggestions and recommendations to help alleviate the concern at hand. An agenda with key discussion topics are produced and maintained as records.

Bus Contracts staff also monitor consumer complaints via IndustrySafe. Staff also periodically travels to locations that are cited in IndustrySafe and conducts assessments for safety and usability. A response is generated once inter-departmental consensus is reached as to who the appropriate respondent should be.

MV Transportation’s own administration and maintenance facility is located in San Francisco at 3550 Third Street. They also use a District-owned facility located at 934 Brewster Ave. in Redwood City for dispatching and overnight storage. The Redwood City facility is 3,000 square feet and houses offices, two portable buildings, a locker room, and has an adjacent parking lot. The facility is also used by the District’s paratransit contractor, First Transit. Bus Contracts conducts periodic State-of-Good-Repair inspections ensuring facilities are maintained.

The District currently operates 75 public transit routes on the Peninsula. The routes are operated by District personnel and its contractor, MV Transportation. Routes include local and one FLX route designed as hybrids between fixed route and demand response service. The FLX service operates on weekdays between 6:00 a.m. and 7:30 p.m., with other routes operating seven days a week with extended hours of service and an “Owl” service route that operates overnight.

21.1.1 Paratransit Service—The District provides service for passengers with mobility impairments in San Mateo County via Redi-Wheels, through a contract with First Transit. Redi-Wheels uses small lift-equipped cutaway vehicles, ramp-equipped mini-vans, sedans, and taxi service to meet the demand for paratransit service as required under ADA. The contractor provides curb-to-curb service, as well as limited door-to-door service, seven days a week between 5:30 a.m. and midnight. Redi-Wheels offers limited subscription service to customers who make the same trip on a routine basis. Individual trips are scheduled up to seven days in advance in accordance with ADA regulations. Maintenance for the Caltrain and SamTrans/BART contracted shuttle service is provided by the shuttle contractor on the contractor-owned equipment. Annual operator/vehicle records and vehicle inspections for the service provider fall under the auspices of the California Highway Patrol (CHP), Bus Contract staff review the CHP terminal inspection reports after each completed inspection.

21.2 Fixed-Route and Paratransit Contractors

Coastside paratransit service, RediCoast, is provided by the MV Transportation, under a contract with the District. MV Transportation operates lift-equipped vehicles for local trips and for trips that connect to Redi-Wheels service on the bay side of San Mateo County.

The District currently provides an in-person eligibility process procedure for ADA paratransit service. An appeals process for the Redi-Wheels self-certification system also was established. As of September 2018, Redi-Wheels had 8,206 registered members (7,781 bayside, 425 coastside).

The District has established transfer arrangements with the San Francisco Municipal Transportation Agency (SFMTA) and the Santa Clara Valley Transportation Authority (VTA) to ensure the provision of ADA service to persons with disabilities traveling between San Mateo, San Francisco, and Santa Clara counties.

The contractors providing purchased transportation on behalf of the District are required to follow prescribed Emergency Response procedures specified in their respective Scopes of Work. In case of emergencies, all vehicles carry onboard a copy of SOP D-36 “Emergency Preparedness” instructions. Operators ensure its presence via their daily pre-trip inspections. Operators are instructed to follow these instructions and report their status via two-way radio or phone communication. Dispatchers report and receive instructions from the Bus Contracts Department who is part of the District EOC structure. Every six months, the Chief Operating Officer, Bus, conducts a series of inspections of contracted services provided by MV Transportation located in San Francisco; and MV Transportation and First Transit at the Brewster buildings located in Redwood City.

21.3 Contractor Training Programs

The District procures two separate contracts with MV Transportation and First Transit for Contracted Urban Bus (CUB, fixed route), Redi-Wheels (Paratransit), and Coastside Transportation Services; and one contract with First Transit for Redi-Wheels. Contractors are required to follow all training elements specified in their respective Scopes of Work (SOW) to meet or exceed all State, Federal, and District standards, including the Employee Testing Program. Each service contract requires a specific minimum hourly training requirement to satisfy State and Federal mandates for fixed-route and paratransit services. MV Transportation and First Transit both use in-house training programs such as AVATAR and the SMITH SYSTEM, respectively; programs are presented and approved by District Manager, Transit Operations Training. Audit of training records are performed by the District’s Training Department twice a year in April and October reporting the findings to the Manager, Bus Contracts and the MV Transportation Management, with copy to the Director, Bus Transportation. Timed follow-up action items are included within each audit to ensure complete follow-up within 30 days. Certifications of contractor’s training personnel are submitted to Manager, Bus Contracts and are reviewed during audits conducted by The Manager, Transit Operations Training in conjunction with DMV requirements. Bus Contracts administration and oversight is assisted by subject matter experts internally and externally.

21.4 Capital Projects and Construction Contractor Safety

The District’s construction contracts include standard general conditions and special provisions which outline requirements for the following:

- Supervision and construction procedures
- Permits and licenses
- Oversight by the contractor
- Construction schedule
- Work site maintenance
- Access to the work sites
- Subsurface excavations
- Trench excavation safety plan
- Hazardous chemical and wastes
- Public safety
- Emergencies

ELEMENT 22 - PROCUREMENT

System safety extends to include the routine procurement of supplies, materials and equipment. Within the District procedures are in place to preclude the introduction into the transit environment of unauthorized hazardous materials and supplies, as well as defective or deficient equipment and replacement parts.

22.1 Bus Maintenance Contract Administrator

It is the responsibility of the Bus Maintenance Contract Administrator to develop the technical specifications and contract documents for the materials and services required to support the Maintenance Department's Capital and Operating budget programs. Specifically this position:

- Writes/reviews technical specifications for bus equipment, purchased or to be purchased, on contracts funded by capital grants.
- Works with capital administration, contracts and procurement, operations and maintenance personnel, operations training and the safety task force to ensure that technical specifications for contracts are adequate, responsive, and correct.
- Develops technical provisions and warranty specification in accordance with Federal, State and local laws and District policies.
- Administers quality assurance program.
- Acts as liaison to contract vendors, engineering and other staff elements for capital purchases such as bus equipment, alternative fuels, and radio configuration equipment.
- Monitors vendors to ensure compliance with contracts and agreements.
- Compose, update, research technical bulletins, campaign bulletins, and standard operating procedures to improve quality of service on capital equipment related items.

22.2 Warranty Administrator

The Warranty Administrator is responsible for the maintenance department's quality assurance and warranty activities as related to the procurement of replacement parts, services, and equipment; and the internal/external repair practices/procedures in the maintenance of heavy-duty transit coaches and support vehicles/equipment. Specifically, this position:

- Plans, organizes, and coordinates the Warranty Control Program.
- Develops, implements, and administers a Quality Assurance Program to be used in the procurement of replacement parts, services, and equipment.
- Reviews for approval, new products and parts for "Approved Equal" status assuring minimum quality standards are maintained. Initiates and monitors in-use testing, if required, as a method of determination.
- Coordinates failure analysis of parts and/or equipment under warranty. Advises management of trends or unsafe conditions and recommends corrective action.
- Monitors vendors to ensure compliance with warranty agreements.
- Acts as liaison to external vendors, manufacturers, technical engineers and others.

ELEMENT 23 - ALTERNATIVE FUELS & SAFETY

The District has made the conscious decision that it is in the best interest of the District and our customers for the District to not use alternative fuels (CNG, LNG) at the present time. However, SamTrans is an active participant in an extended zero emission bus (ZEB) demonstration program with neighboring agencies: AC Transit, Santa Clara Valley Transportation Authority (VTA), Golden Gate Transit, and San Francisco MTA. Conversely, smaller vehicles such as cutaways and shop trucks are being purchased with gasoline engines instead of diesel.

SamTrans is committed to evaluate the best possible technology that will provide performance, reliability, cost effectiveness, and cleaner emissions. With new developments and ever-increasing research, SamTrans is well positioned to take advantage of the next evolution of technology.

In 2013 (25) diesel-hybrid buses were placed into revenue service. In combination with the diesel-hybrid buses, clean diesel buses have reduced fuel consumption, noise, and greenhouse gases.

The Samtrans Board of Directors has set a target date of 2033 to have the full fleet converted to Battery Electric Buses (BEB). Samtrans has ordered ten (10) Battery Electric Buses (BEB); two BEBs will be delivered by December of 2018 and placed into revenue service in January of 2019; and the remaining eight (8) BEB will be delivered by the end of 2019.

The BEB will have a range of approximately 180 miles and will be stationed and charged at North Base. Due to the high voltage and unique personal protective equipment (PPE) OEM requirements for the BEB (and Hybrids) procedures for charging and maintaining the BEB are being designed. There will be a total of six (6) charging stations and a backup generator has been purchased for use in case of a power failure that can charge two (2) buses at a time.

ELEMENT 24 - OPERATING ENVIRONMENT AND PASSENGER FACILITY MANAGEMENT

Bus stop planning and design is a joint effort of the Engineering, Planning, Bus Transportation, Bus Maintenance, and other local public agencies. Elements considered during the planning, design and construction phases include location, spacing, site planning, sidewalk, landing pads, bus stop length, shelters, benches, lighting, amenities, signing, traffic engineering, turnouts, roadway design, property encroachments, and ADA requirements.

To provide for a safe operating environment for both our buses and customers when planning locations for bus stops and passenger amenities, the District has developed the following internal document:

- Bus Transportation SOP # T-15 Bus Stop and Amenity Procedures

It is incorporated herein specifically by portion and by overall reference.

Shelters are primarily located at transfer points, shopping centers, hospitals, Caltrain stations, and park and ride lots. The criteria for stop facilities are approximately 250 daily boardings for a shelter and 100 to 125 daily boardings for a bench. There are 209 free standing benches system wide and nine Simmeseats attached to poles, mostly in South San Francisco, where sidewalk widths do not allow for standard benches because of ADA required clearances. SamTrans maintains 1,950 bus stops.

Anodized aluminum and glass passenger shelters are provided at 189 bus stops in the County (69 District shelters and 124 ad shelters provided by Outfront Media, former CBS Outdoors). During FY 2015 and FY 2016, 15 District shelters were replaced by ad shelters. Ad shelters consist of three walls, solar lighting, benches, trash cans, and a system route map. They are maintained by Outfront Media. In FY 2015, the ad shelters generated approximately \$367,000 in revenue. The SamTrans-owned shelters are more than 20 years old and traditionally have a 15-year life span. These shelters have three walls plus front panels, benches, and trash cans, but no lighting. Funding is identified in FY 2019 for a replacement program. Shelters are cleaned, power washed, and the trash receptacles emptied twice per week. Repairs to shelters are performed by Facilities Technicians as requested through a work order request system.

ELEMENT 25 - SECURITY

It is the objective of the District to provide secure and reliable service to its passengers, minimizing vandalism and property destruction associated with the District's vehicles and facilities, and provide a safe and secure work place for employees.

The District's *System Security Program Plan*, was replaced in 2010 with the *System Security and Emergency Preparedness Plan* (SSEPP). The SSEPP was a prevention-oriented approach to security emphasizing the importance of identifying potential threats and areas of vulnerability, developing approaches that will minimize those threats and vulnerabilities and demonstrating a clear and pro-active approach to security.

In late 2014 the SSEPP was replaced with a *System Security Plan* (SSP). The reasoning was the SSEPP contained classified "Sensitive Security Information" (SSI), and therefore cannot be shared openly with every employee and contractor, yet it contained non-security information that everyone should have access to. In 2015, the District adopted an "SSI" policy and instituted an SSI program explaining what SSI is, who is responsible for the program and how to gain access to any SSI document.

The agency maintains a contract with the San Mateo County Sheriff's Office to provide general law enforcement services within the jurisdictional authority of San Mateo Transit district on SamTrans equipment and properties. The Transit Police Bureau will provide services including but not limited to:

- Patrol services for 24 hours a day 365 days a year
- All management oversight associated with providing law enforcement services
- All activities associated with personnel, including recruitment and training
- Response to high-priority calls for service
- Conduct all criminal investigations
- Function as the Sheriff's liaison to the District in matters involving training and coordination for emergency operations
- Maintenance of all records, police reports and required/related documents
- Maintenance and management of the property/evidence function
- Court liaison duties and responsibilities
- Select, train and obtain the necessary P.O.S.T. certification for the law enforcement use of single purpose Canine Explosive Ordinance Detection (EOD) duties
- In addition to the forgoing the Sheriff's Office has the Special Weapons and Tactics (SWAT) team and Bomb Unit available to the District when deemed necessary including the Forensic Laboratory
- The Transit Police Legal Office Specialist will be the point of contact for special events including major sporting events, holiday train and other activities approved by the District.

Except as otherwise specifically set forth in the Agreement, the services shall only encompass the duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff's Office under the county charter, the statutes of the State of California and the

regulations adopted by SamTrans and/or the Peninsula Corridor Joint Powers Board pertaining to vehicles, bicycles, skateboarding and parking.

The agency also maintains a security contract to provide general security guard services on SamTrans properties. The security force provides:

- Both roving and fixed posts at SamTrans headquarters
- Guard booth services at North and South bases
- Vault pulling duties at North Base, South Base and MV
- Guard protection at the money room
- Bus terminal protection at Sequoia Station
- Management of the agency's lost and found functions

In addition to the above, G4S staffs the security control room, located at SamTrans HQs, 24/7. They monitor all alarms, CCTVs and access control systems. They also produce access control badges for all employees and contractors.

The most recent system-wide Threat and Vulnerability Assessment (TVA) was completed in 2012. The Agency is planning on conducting a new TVA in 2015. Crime Prevention through Environmental Design (CPTED) concepts are applied to new construction and are used as mitigation recommendations in TVAs. Like other Sensitive Security Information, the District's TVA can only be accessed by contacting the District's Director of Safety and Security, who will determine if the requested access complies with the District's SSI procedures.

25.1 Information Technology (IT)

25.1.1 Payment Card Industry (PCI) Compliance – The District is currently compliant with Payment Card Industry- Data Security Standard (PCI DSS) 3.1. Information security standards are designed to ensure that we maintain a secure environment to process, store and transmit credit card information.

- Annual Risk Assessment for Credit Data Environment (CDE)
- Daily audit and reporting on Ticket Vending Machine Production (TVMPRD) data in CDE
- Oracle Enterprise Manager (OEM) and Host Monitor are used to alert us of conditions which threaten or impede the flow of data
- Vulnerability scans, annual penetration test, remediation of scans
- Multi Factor authentication for remote users accessing credit card data environment
- Tripwire – Change management and auditing solution for Credit card data environment
- Right of Way (ROW) Security - logical separation
- Infrastructure Security
- Patching servers, desktops, switches, routers, firewalls with critical updates, server hardening, anti-virus ransom ware and Malware protection
- Application, database and file system backups
- Data retention and protection
- Endpoint Security

- Virtualization
- Good Mobile Messaging for containing corporate information on smartphones
- Call Recording
- Badging System (C-Cure)
- Wide Area Network (WAN) used for Closed Circuit Television (CCTV) feeds from various areas
- Automatic Vehicle Location (AVL) – Maintain IT security and infrastructure for AVL
- Securities Vulnerabilities – Regular notifications from Oracle and other sources are received and reviewed; corrective/preventative actions are taken as needed
- Disaster Recovery (DR)
- Disaster recovery for Exchange server at Stockton to prevent single point of failure
- Backups are replicated to DR site (Stockton) to prevent any data corruption or in case of any disaster at Central office

25.1.2 Network

- Defense in depth - Multiple layers of security control for critical systems- Firewalls, Access control lists, Virtual local-area network (VLAN)
- Perimeter Security – Firewalls
- Wildfire - Advanced Threat prevention with sandbox analysis
- Cisco Access Control Server (ACS) - Access control management and compliance
- Cisco IronPort Email - Email security appliance provides advanced threat prevention, blocks spam and viruses, and enables corporate email policy enforcement
- Cisco IronPort Web - Web security appliance, URL filtering and reputation filtering
- Cisco Emergency Responder (CER) system and its enhanced 911 functionality
 - This provides more granular 911 caller information to the public safety answering point, and alerts our local security personnel

ELEMENT 26 - INTERNAL SAFETY AUDIT PROCESS

The internal safety audit program determines compliance with the District’s safety policies, rules, regulations, standards, codes, procedures, and assigned system safety activities and requirements as prescribed within the System Safety Program Plan. The details below are included in the “Internal System Safety Program Plan Audit Procedures” for Bus and Rail, dated January 9, 2019.

The Safety Coordinator must ensure all 26 element of the SSPP are audited at least once every three years. An annual schedule is created and communicated to all departments to be audited. A meeting with management of the department to be audited and the Safety Coordinator will occur prior to the audit being conducted so that audit expectations are known and the department management is aware of the criteria of the audit.

26.1 Internal Safety Audit Process

The Director of Safety and Security has established an internal safety and audit program to measure the effectiveness of the SSPP in achieving the objectives of the Plan and compliance with its requirements. Program requirements include the following:

- A process to ensure adequate on-the-job safety surveillance during system maintenance, operation, and modification.
- A process to determine compliance with management safety policies as contained in the SSPP.
- A process to determine compliance with operating rules, regulations, standards, codes, and procedures.
- A process to recommend specific corrective action plans to eliminate or minimize the effects of any deviations from compliance.
- A process to audit design process for future construction.

26.2 Audit Responsibility

The Director of Safety and Security is responsible for ensuring that the required audits are conducted. This preserves the independent nature of the audit process, since other organizational units are primarily involved with implementation of the audit items. Other organizational units are required to cooperate with the Director of Safety and Security in the conduct of audits.

26.3 Audit Schedule

Audits will be announced in advance by the Safety Coordinator to ensure the full support and participation of each department. An Audit will be conducted at least every year, or more often as required. The audit may include the use of unannounced inspections and spot audits as determined by the Safety Coordinator. Spot audits will be an ongoing part of the audit program.

26.4 Audit Content

The Director of Safety and Security will cause the following functions to be addressed in the audit:

- Facility inspections, maintenance audits and inspections.

- Reviews of rules and procedures, training and certification, emergency response planning coordination and training system.
- System modification review and approval process.
- Safety data acquisition and analysis.
- Interdepartmental and interagency coordination.
- Configuration of management.
- Employee safety programs.
- Hazard materials programs.
- Drug and alcohol abuse programs.
- Contractor safety.
- Procurement.

A list of items to be audited will be developed by the Safety Coordinator in advance of this audit, including checklists that address both quantitative and qualitative aspects of performance. The Safety Coordinator will provide organizational units with time to produce documentation related to checklist items.

26.5 Audit Reporting

The Safety Coordinator will submit the audit checklist including findings, conclusions, and recommendations directly to the Director of Safety and Security.

26.6 Audit Objectives and Techniques

Internal safety audits provide a mechanism for determining the effectiveness of the SSPP and an assessment of the implementation maturity level of Program elements.

26.6.1 The Objectives of the Internal Safety Audit Program Include:

- Verify safety programs have been developed/implemented in accordance with the SSPP requirements.
- Assess effectiveness of the SSPP.
- Identify SSPP deficiencies.
- Identify potential hazards in the operational system and weaknesses in the SSPP.
- Verify prior corrective actions are being tracked for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

26.6.2 The Internal Safety Audit Program Encompasses All Aspects of Auditing Including:

- Responsibilities
- Planning
- Scheduling
- Checklists
- Audit Performance
- Notifications
- Reporting

- Corrective Action Plans
- Closeout of findings

26.6.3 The Major Issues and Activities Involved in Performing the Internal Safety Audit

Include:

- Examination of documentation
- Analysis of safety data and information
- Observation of equipment, facilities and in-process tasks
- Evaluation of system operation and employee workplace
- Interviews with management and staff

26.6.4 During the Audit, the Safety Auditor Should Have Authority to:

- Access records and facilities
- Issue reports
- Recommend corrective action plans

26.6.5 Examples of Departmental Documentation Include:

- Maintenance procedures
- Training manuals
- Proceedings of meetings
- Equipment specifications
- Rules and regulations of each department
- Management program plans

26.6.6 Examples of District-wide Documentation Include:

- System Safety Program Plan
- Standard Operating Procedures
- Emergency Procedures
- Configuration Management Plan
- Hazardous Materials Management Plan
- Employee Handbook
- Safety Rules
- Engineering Design Criteria
- Drug and Alcohol Abuse Program
- Hazard Identification Procedures
- Accident and Incident Procedures
- “As Built” System Drawings
- Process Specifications

26.6.7 Examples of Historical-Type Documentation Include:

- Hazard analysis
- Accident investigations
- Audit Reports

- Surveys
- Test results
- Log books
- Supervisor reports
- Files
- Maintenance inspection reports and repair reports
- Safety Data Sheets
- Chemical inventory sheets

26.7 Audit Completeness

While the audit process usually relies on the concept of spot-checking of sample areas being audited for compliance with internal procedures and requirements, it should not contain any surprises or unexpected events. All departments involved need to know when audits will be conducted and how they will examine departmental documents. While ongoing inspections may be conducted on an unannounced basis, actual audits should be done on a coordinated basis, with full management support. The following minimum audit components must be prescribed as part of the documented audit procedure:

26.7.1 The Cycle or Schedule of the Audited Department Must Know When to Expect Audits

Audits must be scheduled so that they are as unobtrusive as possible. Unannounced inspections or spot audits must be approved as part of the overall audit process with concurrence of general management.

26.7.2 Checklists of Items to be Audited must be Prepared in Advance

When necessary, audited departments should be given time to produce necessary documentation. This does not preclude spot check of individual records, such as maintenance records or personnel qualification records; however, the cooperative nature of the audit process must be maintained.

26.7.3 Documentation of a Formal Nature of All Aspects of the Internal Audit Process Must be Maintained.

26.7.4 Follow-Up or Corrective Action is a Summary of Recommended Corrective Actions, if any, Must be Included in the Audit.

Corrective action plans approved by management must then be formally tracked for compliance.

26.8 Follow-Up Action Plans

Departments and other organizational units are responsible for implementing their respective approved recommendations and corrective action plans within the established time frames. Future audits will determine compliance with this requirement.

26.9 Documentation and Checklists

The Director of Safety and Security will maintain audit documentation. These records will be maintained in accordance with the District’s Record Retention policy.

Where applicable and appropriate, checklists will be used to assure completeness of the audit. Checklists for specific functions or locations may be used, or a generic, more broad-in-scope checklist may be used.

26.10 Base Inspection Audits

The Chief Operating Officer, Bus is responsible for the semi-annual Base Inspections. The Audit Team includes but is not limited to:

- Chief Operating Officer, Bus
- Managers of Bus Maintenance, North Base and South Base
- Managers of Bus Transportation, North Base and South Base
- Safety Coordinator
- Manager, Employee Relations

26.11 Base Inspection Reporting

All findings on an exception basis are documented and submitted to the Chief Operating Officer, Bus as per Operations SOP #D-3 “Base Inspections.”

APPENDIX A GLOSSARY

Term	Definition
ADA	American with Disabilities Act. Passed in 1990, this federal legislation calls on public transit systems to make their services fully accessible and to underwrite a parallel complementary network of paratransit service.
Accident	An unforeseen, unintended event or occurrence resulting in injury, death, contact, or property damage.
BART	Bay Area Rapid Transit District provides heavy rail public transit service in San Francisco, San Mateo, Alameda, and Contra Costa counties.
Caltrain	Commuter rail service which serves local cities from San Francisco in the north to San Jose and Gilroy in the south.
DOT	Department of Transportation. At the federal level, a cabinet agency with responsibility for highways, mass transit, aviation and ports; headed by the Secretary of Transportation.
Design Safety	Safety achieved by the integration of safety features into the system design characteristics to prevent or minimize the probability of operation in an unsafe manner.
FTA	Federal Transit Administration. Agency of the United States Department of Transportation that provides federal transit financing, policy, and programs.
Fixed-route	Public transit service that operates on a regular basis over a predefined route at predefined times and published in a public timetable (e.g., bus and rail).
Hazard	Any real or potential condition that can cause injury or death, or damage to or loss of equipment or property.
Hazard Analysis	An analysis performed to identify hazardous conditions for the purpose of their elimination or control.
Incident	An unforeseen event or occurrence which does not result in injury, death, contact, or property damage.
JPB	Peninsula Corridor Joint Powers Board. Joint powers agency which operates Caltrain service and is comprised of the San Mateo County Transit District, Santa Clara Valley Transportation Authority, and the City and County of San Francisco.
MPO	Metropolitan Planning Organization. A federally designed transportation planning and programming body responsible for the RTP and the TIP in its region.

MTC	Metropolitan Transportation Commission. The MPO for the nine Bay Area counties responsible for coordinating regional transportation planning and financing.
Paratransit	Transportation service required by the ADA for individuals with disabilities who are unable to use fixed-route service.
Pollution Prevention	Is an immediate and long-term strategy to manage hazardous waste and reduce pollutant releases to the environment.
Public Transit	Provision of general or special transportation service by a public agency to the public on a regular and continuing basis.
RTA	Regional Transit Association. An association of Bay Area public transit operators.
RTCC	Regional Transit Coordinating Council. Composed of the general managers of the region's largest transit operators, this committee coordinates routes, schedules, fares and transfers among operators; provides input to MTC on transit policy and funding; and conducts legislative advocacy.
RTP	Regional Transportation Plan. A multi-modal blueprint to guide the region's transportation development for a 20-year period as required by State and Federal law.
Revenue Service	The operation of a transit vehicle in scheduled service for the use of passengers.
Risk Management	An element of the system safety management function that evaluates the safety effects of potential hazards considering acceptance, control, or elimination of such hazards with respect to expenditure or resources. (The feasibility of hazard elimination must be considered in light of financial, legal, and human considerations.)
Safe	Secure from danger.
Safety	Freedom from accidental danger.
Safety Critical	Safety Critical (SC) is a designation placed on a system, subsystem, element, component, device, or function denoting that satisfactory operation of such is mandatory to assurance of patrons, personnel, equipment, or facility safety. Such a designation dictates incorporation of special safety design features.
SDS	Safety Data Sheets (SDS) replaces material safety data sheets MSDS.
TIP	Transportation Improvement Program. The spending plan for federal funding expected to flow to the region from all sources for transportation projects of all types; ranks capital projects according to criteria developed by a task force of regional transit operators.

APPENDIX B REVISION LOG

Date	Section	Description of Change	Comments
10-15-09	10	Update position titles and dates of all listed SOPs	
10-21-10	Entire document	Update position title of Deputy CEOs	
10-21-10	5	Update description of District administration and organization charts	
10-21-10	Distribution List	Expand Distribution List	
10-31-12	7	Added specific internal methods for communicating hazards	
10-31-12	20	Update of Policy Concerning Substance Abuse revision date	
10-31-12	5	Update org charts, number of fixed route buses, Caltrain contract operator, number of fixed routes, bus maintenance scope, number of Redi-Wheels users	
10-31-12	4	Removed obsolete objectives	
10-31-12	11	Update SOP adoption date	
10-31-12	13	Update issuance date of District's Emergency Plan and include reference to SOP D-36	
10-31-12	18	Update SOP revision dates	
10-31-12	23	Incorporate reference to future purchase of diesel-hybrid buses	
10-31-12	25	Reference District's <u>System Security Program Plan</u> replaced by the <u>System Security and Emergency Preparedness Plan (SSEPP)</u>	
10-31-12	Page 2	Update titles on Distribution List	
9/15/14	Entire Document	Review and update of entire document	
6-11-18	Element 5	Updated by Tasha Bartholomew (6-11-18), Margo Ross (8-28-18) and Greg Moyer (9-13-18)	

9-13-18	Element 9	Updated by Greg Moyer	
7-15-18	Element 10	Updated by David Harbour	
9-17-18	Element 12	Updated by Lou Doll	
9-13-18	Element 14	Updated by Greg Moyer	
9-13-18	Element 19	Updated by Greg Moyer	
9-13-18	Element 21	Updated by Greg Moyer	
9-20-18	Element 23	Updated by Elliott Rivas	
9-13-18	Element 24	Updated by Greg Moyer	
10-18-18	Elements 5, 10, 11, 14, 21	Updated by David Harbour	

APPENDIX C DISTRICT BUS SYSTEM SAFETY PROGRAM PLAN REVIEW ASSIGNMENTS

These are the assignments for annual signatory duties verifying review and approval of the SamTrans Bus System Safety Program Plan.	ELEMENT 1	ELEMENT 2	ELEMENT 3	ELEMENT 4	ELEMENT 5	ELEMENT 6	ELEMENT 7	ELEMENT 8	ELEMENT 9	ELEMENT 10	ELEMENT 11	ELEMENT 12	ELEMENT 13	ELEMENT 14	ELEMENT 15	ELEMENT 16	ELEMENT 17	ELEMENT 18	ELEMENT 19	ELEMENT 20	ELEMENT 21	ELEMENT 22	ELEMENT 23	ELEMENT 24	ELEMENT 25	ELEMENT 26	APPENDIX A	APPENDIX B
POSITION TITLE																												
General Manager/CEO	X				X																							
Chief Operatting Officer, Bus	X	X	X	X	X		X				X	X		X														
Bus Maintenance Depty Director					X		X		X	X	X			X	X		X	X	X			X	X					
Bus Transportation Director					X		X				X	X	X		X			X						X				
Safety and Security Director	X	X	X	X	X	X	X				X	X		X	X	X									X	X		
Human Resources Director					X							X								X								
Transit Operations Training Manager					X							X																
Safety Coordinator					X	X	X	X			X	X	X	X	X	X		X	X							X	X	X

APPENDIX C DISTRICT BUS SYSTEM SAFETY PROGRAM PLAN REVIEW ASSIGNMENTS

Persons assigned to internally review and update the SamTrans Bus Transit System Safety Program Plan as identified in the Appendix C table above, may utilize the below listed questions to guide their periodic revision procedure.

Element 1 - Policy Statement and Authority

Persons reviewing this section should ask themselves the following questions:

- 1) Have persons who manage, perform, and/or verify work that affects safety been identified?
- 2) Is there an empowered body identified by name to develop the commuter system?
- 3) Is there a clearly defined authority statement in the Bus Transit System Safety Program Plan?

Element 2 - Description of Purpose

Persons reviewing this section should ask themselves the following questions:

- 1) Is there an established safety program on a system-wide basis?
- 2) Does the plan provide for a medium through which a property can display its commitment to safety?
- 3) Does the plan provide a framework for the implementation of safety policies and the achievement of related goals and objectives?
- 4) Does the Bus Transportation System Safety Program Plan meet accepted industry standards and safety compliance assessment provisions?
- 5) Do all departments involved have a clear definition of their individual responsibilities (see Appendix C)?

Element 3 - Goals

Persons reviewing this section should ask themselves the following questions:

- 1) Are the goals long term?
- 2) Are goals meaningful?
- 3) Are goals attainable?

Element 4 - Identifiable and Attainable Objectives

Persons reviewing this section should ask themselves the following questions:

- 1) Do the policies set the framework for guiding the safety program on a long-term basis?
- 2) Are the policies assessable and measurable?
- 3) Are the objectives tied directly to each of the goals outlined in Element 3?

Element 5 - System Description/Organizational Structure

Persons reviewing this section should ask themselves the following questions:

- 1) Are there system descriptions covering the following components: history, scope of service, physical plant, operations, maintenance and system modifications?
- 2) Are there detailed organizational diagrams showing the title of each branch?
- 3) Is there a detailed diagram of the structure of system safety identifying the key positions at all levels?
- 4) Is there a detailed diagram showing the relationship and lines of communications between system safety and other units of the organization?

Element 6 - Control and Update Procedures

Persons reviewing this section should ask themselves the following questions:

- 1) Are procedures established with frequency of review of the safety plan, stating the selected intervals?
- 2) Are top management approvals of changes in safety goals or safety policies included in the policy?

Element 7 - Hazard Identification/Resolution Process

Persons reviewing this section should ask themselves the following questions:

- 1) Are there procedures that describe the methods used for ensuring that hazards can be identified and entered into the hazard resolution process before they cause problems?
- 2) Is hazard severity defined as a subjective measure and categorized as catastrophic, critical, marginal, or negligible?
- 3) Is hazard probability defined as that specific hazard will occur during planned life expectancy, using the hazard resolution matrix?
- 4) Is there a hazard resolution procedure to identify present risk, which cannot be accepted because of severity, and high probability that must be eliminated?

Element 8 - Accident/Incident Reporting & Investigation

Persons reviewing this section should ask themselves the following questions:

- 1) Is there written a procedure for conducting investigations of accidents and incidents?
- 2) Are there written procedures, formats, and approaches for performing investigation?
- 3) Is there an internal notification process for accidents and participation in incident investigation?
- 4) Is there a reporting mechanism that states findings, conclusions and recommendations resulting from investigation?
- 5) Does the follow-up process assure that those recommendations and identified needs for corrective action are assigned, tracked, reported, and verified?
- 6) Is all documentation pertaining to a specific occurrence contained in standard format and stored in a specified location?
- 7) Is there an external notification process to all necessary agencies?

Element 9 - Facilities Inspections

Persons reviewing this section should ask themselves the following questions:

- 1) Is there an identifiable list of all facilities and equipment with safety related characteristics?
- 2) Are inspection cycles performed and closely coordinated with the hazard identification and resolution procedure?

Element 10 - Maintenance Audits/Inspections

Persons reviewing this section should ask themselves the following questions:

- 1) Are there written procedures for addressing the responsibilities and requirements of all groups performing maintenance?
- 2) Are there written procedures for conducting inspections and making repairs to equipment?
- 3) Do preventative maintenance, schedule inspections and failure maintenance reference other documents such as maintenance plans and directives?

Element 11 - Rules/Procedures Review

Persons reviewing this section should ask themselves the following question:

Are there written procedures that ensure that rules and procedures are carefully developed, maintained and followed?

Element 12 - Training and Certification Review/Audit

Persons reviewing this section should ask themselves the following questions:

- 1) Does maintenance and operating personnel have the proper qualification that is vital to a safe transit environment?
- 2) Is all necessary training conducted and documented?
- 3) Are there written training / certification procedure / policies?

Element 13 - Emergency Response Planning, Coordination, Training

Persons reviewing this section should ask themselves the following questions:

- 1) Are there written procedures identifying the primary component of the emergency response function?
- 2) Are drills, revision, and distribution of emergency response procedures scheduled on a periodic basis, with descriptions of relationships and general or detailed responsibilities?

Element 14 - System Modification Design Review and Approval Process

Persons reviewing this section should ask themselves the following questions:

- 1) Are there written procedures for performing system modification review and approval process for system safety.
- 2) Are there detailed, documented approval processes with specifics of sign-off requirements and exception capability?
- 3) Does the coordination process ensure that all organizational entities have the opportunity to comment on design specifics?

Element 15 - Safety Data Acquisition/Analysis

Persons reviewing this section should ask themselves the following questions:

- 1) Are there procedures for the collection, maintenance, and distribution of safety data relative to system operation?
- 2) Is there a list showing the responsibilities for providing, receiving, processing and analyzing data and the types of analysis techniques used as part of the data analysis process?

Element 16 - Interdepartmental/Interagency Coordination

Persons reviewing this section should ask themselves the following question:

Is there an effective communication process relative to safety issues?

Element 17 - Configuration Management

Persons reviewing this section should ask themselves the following questions:

- 1) Are there procedures that ensure that all property, equipment, systems design elements, etc. are documented as to configuration accurately and completely?
- 2) Does the configuration management process include, procedures for authority to make changes, incorporation of changes into all appropriate documentation, and the ensuring of all units are formally aware of such changes?

Element 18 - Employee Safety Program

Persons reviewing this section should ask themselves the following questions:

- 1) Is there an employee safety program that facilitates inputs from all necessary units?
- 2) Do these program include elements such as Employee Right to Know for hazardous material and local Occupational Safety & Health requirements?

Element 19 - Hazardous Materials Programs

Persons reviewing this section should ask themselves the following questions:

- 1) Are there procedures that define when chemicals, compounds and substances are used, transported, stored, and disposed of and the potential risks to workers and customers?
- 2) Is the program compliant with state and federal regulations for both chemical use and worker safety?

Element 20 - Drug and Alcohol Abuse Programs

Persons reviewing this section should ask themselves the following questions:

- 1) Is there written a procedure for compliance with Federal drug / alcohol testing requirements?
- 2) Do the policies, processes, procedures, and responsibilities make reference to the appropriate drug and alcohol master document?

Element 21 - Contractor Safety Coordination

Persons reviewing this section should ask themselves the following question:

Are contractors instructed on the procedures, do they know the procedures, and do they follow the procedures spelled out in their contracts?

Element 22 - Procurement

Persons reviewing this section should ask themselves the following question:

Do the procurement procedures preclude the introduction of unauthorized hazardous materials and supplies, as well as defective or deficient equipment or replacement parts?

Element 23 - Alternative Fuels & Safety

Persons reviewing this section should ask themselves the following question:

Has there been a change in the internal policy on alternative fuels since the previous review of the Bus Transportation System Safety Program Plan?

Element 24 - Operating Environment and Passenger Facility Management

Persons reviewing this section should ask themselves the following question:

Are there management plans for the current and future safe operating environment that will be encountered both by our buses and customers?

Element 25 - Security

Persons reviewing this section should ask themselves the following questions:

- 1) Do the security procedures provide a pro-active, prevention-oriented approach, identifying potential threats and areas of vulnerability?
- 2) Are employee's security roles defined explicitly and departmentally in support of security goals?
- 3) Are the functions detailed in support of each system security goal and objective?
- 4) Are there established milestones for developing and implementing system security within the District?
- 5) Does the security section of the District interface with state and local law enforcement, through communication and shared jurisdictions?

Element 26 - Internal Safety Audit Process

Persons reviewing this section should ask themselves the following question:

Does the District have an internal safety management assessment process that determines if all organizational elements, equipment, procedures and functions are performing as intended (from a safety perspective)?

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: April Chan
Executive Officer, Planning & Development

SUBJECT: **CALL FOR PUBLIC HEARING AT THE JULY 10, 2019 MEETING TO REVIEW
CODIFIED TARIFF CHANGES**

ACTION

Staff recommends that the Board schedule a public hearing for July 10, 2019 in order to consider the following changes to the Codified Tariff:

1. Continue postponement of the planned increase to the adult Local fare, keeping the fare at \$2.25 instead of raising it to \$2.50.
2. Implement a free 120-minute transfer window for Local fares paid with Clipper® or the SamTrans Mobile app.
3. Adjust the cost of the Day Pass to equal two Local fares.
4. Add Express Bus fares, including an adult Local Express Bus fare of \$4.50 cash or \$4.00 on Clipper.
5. Modify the "express service" definition to clarify which routes will be subject to Express Bus fares.
6. Remove the "Out of San Francisco" fare category.
7. Replace coin tokens with paper tickets.
8. Adjust the cost of the 10-token package to reflect the full Local fare.
9. Cease issuing change cards for overpaid fares.
10. Discontinue sales of the 50-ride ticket book and discounted group tickets.
11. Add new service definitions for "Microtransit" and "Taxi-Voucher Pilot Program."
12. Make various administrative changes.

SIGNIFICANCE

A public hearing will provide a venue for SamTrans riders, community stakeholders, and the general public to comment on the proposed changes. Scheduling the hearing for July 2019 will provide time for staff to conduct broad-based public outreach to solicit input for the proposed changes through an array of marketing and outreach activities, and to analyze the equity impacts of potential changes. Staff anticipates returning to the Board of Directors with a final proposal and equity analysis in August 2019.

BUDGET IMPACT

Holding a public hearing will not have an impact to the Fiscal Year 2019 budget.

BACKGROUND

In 2018, the SamTrans Fare Study surveyed current riders to gauge their perceptions of SamTrans fare products and prices. Based on measured price elasticity and qualitative feedback, staff developed the SamTrans Fare Policy, which was adopted by the Board in January 2019. Staff is now proposing modifications to the Codified Tariff as set forth above to better align the Codified Tariff with the SamTrans Fare Policy. The current proposal is unchanged from that presented to the Board during a workshop at its April 3 meeting.

The Board previously approved (in November 2015), but then indefinitely postponed (in December 2018), several fare changes that would have otherwise been effective this year, including: increases to paratransit and Local fares, Day Passes, tokens, Monthly Passes, Way2Go Passes and Summer Youth Passes. The proposed fare changes would be implemented instead of the changes postponed in December, 2018.

STRATEGIC INITIATIVE

- Priority 1: Enhance financial flexibility
- Goal 2: Complete a comprehensive fare study

Prepared By: Daniel Shockley
Project Manager: Daniel Shockley
Christiane Kwok

650-508-6382
650-508-6382
650-508-7926



MEMORANDUM

BOARD OF DIRECTORS 2019

- CAROLE GROOM, CHAIR
- KARYL MATSUMOTO, VICE CHAIR
- RON COLLINS
- MARINA FRASER
- ROSE GUILBAULT
- DAVE PINE
- JOSH POWELL
- PETER RATIO
- CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

**BOD ITEM #6
MAY 1, 2019**

Date: April 24, 2019

To: SamTrans Board of Directors

From: Jim Hartnett, General Manager/CEO

Subject: General Manager/CEO Report

9-Month Summary Ending in March 2019

Paratransit Service/Ridership

For the nine months in fiscal year 2019, ending in March, the Paratransit total trips decreased by 11,990 or 4.5 percent from 265,850 trips in FY 2018 to 253,860 trips in FY 2019. The free Paratransit trips on fixed-route buses decreased 17,650 or 4.6 percent from 384,391 trips in FY 2018 to 366,741 trips in FY 2019.

	<u>YTD FY 2018</u>	<u>YTD FY 2019</u>
On-time Performance goal is 90.0%		
• Redi-Wheels	89.9%	90.7%
• RediCoast	97.2%	97.1%
Complaints per thousand trips		
• Redi-Wheels	0.74	0.69
• RediCoast	0.56	0.48
Ridership		
• Paratransit AWR	1,210	1,150
• Paratransit Total Trips	265,850	253,860
• Free Paratransit trips on fixed-route buses	384,391	366,741
• Registrants as of March	8,413	8,068

California Gasoline Price

The price of regular gasoline in California was \$3.184 per gallon (February 15, 2019); the price increased to \$3.948 by April 22, 2019, which is a 24.0 percent increase. Despite the increase, it remains 18 percent below the peak price of \$4.659 (October 8, 2012). Taking inflation into consideration, the recent increase in fuel prices remains 30 percent below the high-mark set in October 2012. Staff will continue to monitor gasoline prices and the correlation to ridership.

Fixed-route Bus Service/Ridership

For the nine months ending in March, the fixed-route bus total trips decreased by 392,630 or 4.7 percent, from 8,402,810 trips in FY 2018 to 8,010,180 trips in FY 2019. There were a total of 12 DNOs in February and 16 DNOs in March, which is a noticeable improvement from an average of 78 DNO experienced in the first seven months of FY 2019. Traffic congestion continues to impact the District's on-time performance. Year-to-Date OTP remains below the District goal of 85.0 percent, the combined YTD OTP is 78.7 percent.

	<u>YTD FY 2018</u>	<u>YTD FY 2019</u>
Trips that Did Not Operate (DNO)	579	577
Complaints per million trips	178	190

On-time Performance goal is 85%:

	<u>YTD FY 2018</u>	<u>YTD FY 2019</u>
• Directly operated service	81.3%	81.3%
• Contracted bus service	75.3%	70.8%
• Coastside service	79.1%	75.9%
• Combined service	79.8%	78.7%

Ridership

	<u>YTD FY 2018</u>	<u>YTD FY 2019</u>
• AWR	36,740	35,330
• Total Trips	8,402,810	8,010,180

SamTrans OnDemand - Microtransit Pilot

The launch of SamTrans OnDemand micro-transit service is scheduled for May 6, 2019. Via Transportation, the technology vendor for this pilot program was on-site for staff training and field testing in mid-April. Via provided in-depth instruction and best practices for customer service representatives, dispatchers, operators, marketing, and administrative staff. Phase 1 outreach activities commenced in late April and will continue through the week of launch. The on-going outreach efforts are focused on promoting SamTrans OnDemand services to existing riders. Activities include street teams/ambassadors at major stops and on the vehicle, table talks at Linda Mar Park-and-Ride and Terra Nova High School, as well as outreach to senior riders at community and senior centers.

SamTrans Digital Communications (Social & Web)

	<u>YTD FY 2018</u>	<u>YTD FY 2019</u>
Impressions	4,277,597	4,520,499 (Facebook, Twitter, Instagram, LinkedIn, etc.)
Interactions	49,946	70,078
New Followers	786	1,021
Website Sessions	1,197,227	1,245,281

Impressions = Number of times a post is shown on Facebook, Twitter, etc.

Interactions = An action taken by a person with SamTrans' social media, like commenting, liking a post or watching a video.

New Followers = Net gain of people following the SamTrans social media channels.

Web Sessions = When a person visits the SamTrans website it is counted as one session.

Maintenance Department

The goal of **25,000** average Miles Between Service Calls (MBSC) was achieved for both motor bus and paratransit fleets (District maintained vehicles).

	<u>YTD FY 2018</u>			<u>YTD FY 2019</u>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	4,387,192	166	26,429	4,646,890	166	27,993
Paratransit	1,202,069	29	41,451	1,073,194	22	48,782

Human Capital Investment

- Class 157 started on February 1, 2019, eleven (11) trainees graduated on April 12.

	<u>YTD FY 2018</u>		<u>YTD FY 2019</u>	
	<u>Hours</u>	<u>Days</u>	<u>Hours</u>	<u>Days</u>
New Bus Operator Trainees	7,950	994	17,544	2,193
Part to Full-time Bus Operator	1,832	229	372	47
Proterra training	0	0	162	20
DMV mandated training	1,360	170	1,844	231
Bus Operator retraining	722	90	1,178	147
Maintenance training	6,001	750	4,597	575
First Aid, CPR/AED	0	0	224	28
Professional Development	<u>608</u>	<u>76</u>	<u>396</u>	<u>49</u>
Total Hours	18,473	2,309	26,317	3,290

The Bus Operations Team is collaborating with the Safety and Security Department to develop and implement the Department of Homeland Security's (DHS) Blue Campaign. The DHS raises public awareness about **human trafficking**; leveraging partnerships to educate the public in recognizing human trafficking and report suspect behaviors or instances. The Blue Campaign educates partners in law enforcement, the private sector, and transit agencies.

SAN MATEO COUNTY TRANSIT DISTRICT
RESOLUTION NO. 2019 –

EXPRESSING APPRECIATION TO

ROBERT JENKINS

FOR 43 YEARS OF SERVICE
TO SAMTRANS

WHEREAS, on December 7, 1977, **ROBERT JENKINS** began his career in public service as a Bus Operator; and

WHEREAS, **ROBERT JENKINS** was subsequently promoted and faithfully served in the roles of Bus Transportation Supervisor, Trainer, Acting Assistant Superintendent and Acting Superintendent; and

WHEREAS, **ROBERT JENKINS** has guided Bus Operator, administrative and executive staff through many changes that the District has seen, including the creation of the Bus Operator Uniforms, Implementing the Bus Stop Program through the District, and most recently, the implementation of Teamsters Unions for Bus Transportation Supervisors, Trainers and Bus Contract Inspectors; and

WHEREAS, his unfailing dedication and dependability has engendered widespread respect from staff and other leaders of the transit community.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Directors of the San Mateo County Transit District, does hereby express its appreciation to **ROBERT JENKINS** for his 43 years of service to SamTrans and wishes him well in his future endeavors.

Regularly passed and adopted this 1st day of May, 2019.

Carol Groom, Chair
San Mateo County Transit District Board





AGENDA

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

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

WEDNESDAY, MAY 1, 2019 – 2:30 pm

or immediately following Board meeting recess

1. Call to Order

MOTION

2. Approval of Minutes of Community Relations Committee Meeting of April 3, 2019
3. Reappointment of Iris Chan and Mary Adler, Representing Bus Riders, and Richard Pico, Representing Multimodal Riders, to the Citizens Advisory Committee
4. Proclamation in Honor of Retiring PCC Member Barbara Kalt

INFORMATIONAL

5. Accessibility Update
6. Paratransit Coordinating Council Update
7. Citizens Advisory Committee Update
8. Multimodal Ridership Report – March 2019
9. Adjourn

Committee Members: Rose Guilbault (Chair), Ron Collins, Marina Fraser

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
APRIL 3, 2019**

Committee Members Present: M. Fraser

Committee Members Absent: R. Guilbault (Committee Chair), R. Collins

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER

Committee Member Marina Fraser called the meeting to order at 2:13 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF MARCH 6, 2019

Motion/Second: Stone/Ratto

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

Absent: Collins, Guilbault

ACCESSIBILITY UPDATE

Tina Dubost, Manager, Accessible Transit Services, said that longtime PCC member Barbara Kalt is retiring as Director of Rosener House on May 3.

Director Karyl Matsumoto asked about taxi service usage. Ms. Dubost said that taxis were used during both slow and peak periods when other vehicles may not be available. David Olmeda, Chief Operating Officer/Bus, said that labor shortages drive the use of taxis to maintain the zero-denial paratransit service.

PARATRANSIT COORDINATING COUNCIL UPDATE

Mike Levinson, filling in for PCC Chair Ben McMullan, said the Council's semiannual retreat would occur in May and that the regular May meeting was cancelled.

Chair Carole Groom requested a proclamation to honor Ms. Kalt.

CITIZENS ADVISORY COMMITTEE UPDATE

Committee Member Fraser noted that the CAC has been actively recruiting new members.

MULTIMODAL RIDERSHIP REPORT – FEBRUARY 2019

David Olmeda, Chief Operating Officer/ Bus, reported a 9 percent decline in average bus ridership. He gave additional details of ridership trends.

Director Matsumoto asked why the routes with the highest usage had the greatest ridership decline. Mr. Olmeda said that other factors were trending in the right direction.

Director Josh Powell asked questions about the ECR (El Camino Real) local and Rapid service numbers.

Director Matsumoto asked about the original intent of the ECR Rapid. Mr. Olmeda said that with traffic congestion on the corridor, the travel times for the local and the Rapid are comparable. He said that the District will be relying on technology for ways to speed travel through the corridor.

Director Peter Ratto said that more time was needed to evaluate the ridership for the combined ECR routes. Mr. Olmeda said the Planning department was assisting in this evaluation. Director Ratto asked about ridership lost from Route 274 to a private free shuttle; Mr. Olmeda referred to the report.

Director Powell asked why Dumbarton was a top-tagged issue in the SamTrans digital metrics. Jeremy Lipps, Manager of Digital Communications, explained that Dumbarton was tagged whenever it appears in conjunction with SamTrans during online discussions. He said he would provide updates of mentions of Dumbarton to the Board.

ADJOURN

The meeting adjourned at 2:39 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.



Proclamation

IN HONOR OF BARBARA KALT

WHEREAS, the San Mateo County Paratransit Coordinating Council (PCC) was founded in 1977 and is a volunteer organization that provides a formal structure for people with disabilities to voice their concerns about paratransit services in San Mateo County; and

WHEREAS, the PCC is dedicated to improving the quality and availability of paratransit services in San Mateo County; and

WHEREAS, paratransit is door-to-door public transportation for people with disabilities; and

WHEREAS, SamTrans supports the PCC and enjoys a strong working relationship with this group and is committed to providing comprehensive and quality transportation and paratransit services; and

WHEREAS, **Barbara Kalt** has served the PCC since 1992 with stints as PCC Chair where she focused on providing high quality service to all customers; and

WHEREAS, **Ms. Kalt** has served on the PCC Executive Committee and as Chair of the PCC Budget Review Committee for many years; and

WHEREAS, **Ms. Kalt** is a friend and ally to SamTrans and public transportation; and

WHEREAS, **Ms. Kalt** is a long-time supporter of Red-Wheels and RediCoast services; and

WHEREAS, **Ms. Kalt** is the Director of Peninsula Volunteers Rosener House, an adult day care center that offers a positive, caring option for older adults with challenges and their family caregivers. The organization promotes health, independence and dignity for individuals living with a variety of chronic health conditions.

NOW, THEREFORE, BE IT RESOLVED that the San Mateo County Transit District Board of Directors, does thank and commend **Barbara Kalt** for her decades of dedicated and passionate service to the San Mateo County Paratransit Coordinating Council and greater Peninsula community.

Presented this 1st day of May, 2019

Carole Groom, Chair
San Mateo County Transit District Board

**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 Policy Advocacy and Legislative Committee (PAL-Committee) is the advocacy arm of the PCC.

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

The minutes of the March PCC and PAL meetings are attached to this report.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No Additional Information.

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

**SAN MATEO COUNTY PCC
POLICY-ADVOCACY-LEGISLATIVE (PAL) COMMITTEE
MEETING MINUTES
March 12, 2019**

ATTENDANCE:

Members:

Mike Levinson, Chair; Sammi (Wilhelmina) Riley, Consumer; Alex Madrid, CID; Ben McMullan, CID
Sandra Lang; Scott McMullin (6/8 members/quorum)

Guests:

Richard Weiner, Nelson\Nygaard; Jane Stahl, PCC Staff; Patty Talbott, First Transit/Redi-Wheels; Scott McMullin, COA; David Scarbor, SamTrans; Diana Reidel, SamTrans; Henry Silvas, SamTrans; Lynn Spicer, First Transit/Redi-Wheels;

Absent:

Dinae Cruise, Consumer; Tina Dubost, SamTrans

WELCOME

Mike Levinson called the meeting to order at 11:45am.

FEBRUARY PAL MINUTES:

Sandra Lang moved to approve the minutes as corrected; Sammi Riley seconded.
The minutes were approved.

LEGISLATIVE UPDATE:

Mike Levinson reported from the SamTrans Board meeting that work was starting on the 92 and 101 ramps, on the surrounding roads, and that a plan for train, pedestrian and buses on the Dumbarton Bridge is being finalized. Ben McMullan invited members to join the San Mateo County Strategic Plan Stakeholder Advisory Group (SAG). Sandra Lang said she would be interested in serving. Sandra reported that an express lanes project has been announced with most of the construction taking place in the Redwood City area.

LOCAL ADVOCACY

Mike reported that a group of members met with Supervisor Carole Groom on February 22nd and received very positive feedback as to what might be possible in the future for paratransit. Supervisor Groom advised that Measure K may be reinstated. Ben said that they talked to her about having a voice on the Measure W oversight committee. Regarding the IVR software, Supervisor Groom acknowledged that the first system didn't work but felt that something better could be sourced. Mike said that they had discussed making inter-county trips more consistent and asked Supervisor Groom to support any initiatives undertaken by MTC to enhance the provision of inter-county trips. She will be meeting with members of the PCC again in a month. Sandra reported that Supervisor Groom was very responsive to the concerns of the riders and was quite receptive to funding those items that impact everyone.

There followed a discussion regarding a new scheduling system. David Scarbor said that he and Tina Dubost were working on an RFP for the software and will make sure that the committee's concerns were included. Some of the committee's suggestions were:

- Receiving a realistic arrival time
- Booking a ride online
- Payment of fares through Clipper and other cashless means
- Ability for riders to find out where the vehicle is

David and Tina are researching systems used by other transit agencies and acknowledged that Redi-Wheels is very far behind in the use of technology. They are working on a 3-year technology improvement plan. In addition, the SamTrans Marketing department is working on a project that will be tested in Pacifica to provide information for seniors and people with disabilities. Mike suggested including the information on the on-hold message and David reported that the phone system is being upgraded which will provide this extra functionality. Sammi reminded everyone to keep in mind that there is a learning curve with seniors and the disabled in the use of technology. David advised that they were also creating some videos to teach how to get a Redi-Wheels card and how to ride a vehicle – they may reach out to the PCC to be in the videos.

Alex asked about the VTA payment system. Patty advised that this is a system where you pre-pay into an account and money is deducted as you book a ride. VTA is working on paying through a credit card. David said that there have been discussions about cashless and pre-paid systems as they want to make sure that riders are not limited on how to pay. This is being included in the RFP.

Alex asked if there was one person at First Transit who worked on inter-county rides. Lynn Spicer reported that all agents are trained on transfer rides as there is insufficient volume to justify a fully designated person for this role.

POLICY ISSUES

None

OTHER BUSINESS

None.

The next meeting will be on Tuesday, April 9th, 2019 at 11:30am.

The meeting was adjourned at 12:25pm

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

Minutes of March 12, 2019 Meeting

ATTENDANCE:

Members:

Valerie Campos, Vista Center for the Blind; Monica Colondres, Community Advocate; Dinae Cruise, Consumer; Tina Dubost, SamTrans; Judy Garcia, Consumer; Barbara Kalt, Rosener House; Sandra Lang, Consumer; Mike Levinson, Consumer, PAL Chair; Alex Madrid, CID/Education Chair; Benjamin McMullan, Chair, CID; Scott McMullin, Community Advocate; Sammi (Wilhelmina) Riley, Consumer; Marie Violet, Dignity Health;
(Member attendance = 13/16, Quorum = Yes)

Guests: David Scarbor, SamTrans; Henry Silvas, SamTrans; Lynn Spicer, First Transit/Redi-Wheels; Jane Stahl, PCC Staff; Patty Talbott, First Transit/Redi-Wheels; Larissa Vasserman, Consumer; Richard Weiner, Nelson\Nygaard

Absentees: Susan Capeloto, Dept. of Rehabilitation
Nancy Keegan, Sutter Health/Senior Focus
Carmen Santoni, Catholic Charities

WELCOME/INTRODUCTIONS:

Ben McMullan called the meeting to order at 1:37pm. The meeting started with each attendee introducing themselves.

APPROVAL OF FEBRUARY MINUTES:

A motion to approve the February minutes was made by Sammi Riley and seconded by Alex Madrid. The minutes were approved.

COMMITTEE REPORTS:

A. POLICY ADVOCACY & LEGISLATIVE COMMITTEE (PAL)

Mike reported that there was a meeting on March 12th at 11:30am. The discussions included:

- Projects with the Dumbarton Bridge and the Highway 92/101 interchange
- The meeting with Supervisor Carole Groom and PCC inclusion in the oversight committee
- The IVR system and other technologies being considered

B. GRANT/BUDGET REVIEW

Barbara Kalt advised there were no updates.

C. EDUCATION COMMITTEE

The committee met on March 1 and reviewed outreach opportunities including *San Mateo Daily Journal* events on April 25th and June 14th. They discussed the new Consumer Corps form.

D. EXECUTIVE COMMITTEE

Ben reported that at the March 5th meeting they discussed PCC representation on the 2019 TA Strategic Plan Stakeholder Group on March 21st. Sandra Lang is interested in attending. Monica Colondres asked if the meeting will be open, and this was confirmed.

The PCC Retreat is on Tuesday, May 14th, at the Millbrae Library from 10am – 2:30pm, and the committee is currently working on the agenda. Any agenda ideas can be submitted via email to Ben or brought to the next PAL or PCC meetings on April 9th when there will be a working session over lunch.

Richard Weiner reviewed the agenda from the last retreat in 2017 where the group reviewed the work plan, had four breakout groups discussing various topics, with each group reporting back.

Ben suggested PCC recruitment as a topic for discussion; Richard said he would contact Drennen Shelton from the MTC as a possible speaker. Sammi requested that the agenda from 2017 be included in the April packet (see attached).

ADA PARATRANSIT – NATIONAL UPDATE

Richard reported on recent interpretations of ADA regulations that have been provided in ADA compliance reports.

- Philadelphia had very low on-time performance of 83% in the city (The transit agency has a standard of 90%) and was penalized.
- Also, they were found to be non-compliant in how operator no-shows were being defined. Two scenarios that were not being included:
 - Vehicle arrives after end of pick-up window and the rider refuses the trip or was not there.
 - Vehicle arrives before or during the pick-up window, the rider is not present, but the driver fails to wait five minutes.
- Eligibility for dialysis or effects of medical treatment; the term “severe fatigue” should be used rather than linking eligibility to a specific treatment, and the condition should state that the individual is eligible for paratransit “when the effects of medical or dialysis treatment prevent use of fixed route transit”.
- Whether transit agencies are required to include constructing accessible sidewalks when upgrading bus stop. Transit is not required to do this.
- From LA Access, ride times that are practical for the rider. If time is not usable, the reservationist must provide another time that meets the needs. Request must be initiated by the rider.

There followed a broad discussion about setting an appointment and a comparison between LA Access and Redi-Wheels with Redi-Wheels being deemed much superior by Larissa Vasserman.

David Scarbor confirmed that since bus stops are placed on an easement, the transit agency cannot be responsible for sidewalk or curb cut.

OPERATIONAL REPORTS

PERFORMANCE SUMMARY

Ridership is down from 26,153 in January 2018 to 24,640 in January 2019. Average weekly ridership is also down, from 1,138 to 970. Tina believes that the wetter weather may have played a role. There was a decrease in demand trips and agency trips, but more subscription trips. Number of individuals riding paratransit was down. Taxi usage was 39% of total trips. On time performance

was over 91%. Productivity is high at 1.87 passengers per hour. Average telephone time for reservations met the standard.

STATISTICS REPORT

The reporting is no longer showing valid and non-valid comments. There were 18 compliments; 7 policy and 26 service-related complaints. The response time was 7.2 days. Majority of comments came in as consumer reports to the customer service center.

SAFETY REPORT

Patty reported that there were seven incidents in February; five were preventable and all were minor. Alex asked about staff training. Lynn Spicer said she has been working with the reservations team and the training is 60% complete. Alex said he had noticed a positive change. Judy Garcia complimented Kelly as being “very nice.”

LIAISON REPORTS

A. Coastside Transportation Committee

Tina reported that the next meeting is on March 14th. Marina Fraser is the new SamTrans Board Member representing Coastside. Cara Schmaljohn, Executive Director of Senior Coastsiders is retiring at the end of March, and the new executive director is Sandra Winter.

B. Agency

Barbara Kalt said that nothing had been scheduled.

C. ERC

Mike reported no meetings are planned but wondered about convening a meeting regarding the SB 1376 legislation. Ben will follow up with Tina.

D. Commission on Disability

Ben reported CoD has scheduled the focus group for IHHS recipients for April 30th, 1-3:30pm, in South San Francisco, City Council Chambers. The new Commissioners were sworn in at the last CoD general meeting

E. Center for the Independence of Individuals with Disabilities (CID)

Alex reported that at the last meeting they went over the group's organization.

F. Commission on Aging

Scott reported that the general meeting was March 11th and included an update of the Area Plan and how the Area Agency spends their Older Americans money. The next transportation committee meeting is on second Thursday of the month, at 3pm, at the County Health Building in Redwood City.

Other Business

Tina gave a brief update on Senate Bill 1376 TNC Access for All as the CPUC sent out a notice of rulemaking with comments due on April 4th. The Commission acknowledged the need to address issues related to disabilities and TNCs are required to file plans. Starting July 1 there will be a 5 cent surcharge on TNCs for accessibility. Tina will pass along any comments or they can be submitted to CID.

Mike asked where the funds would go. Tina said that has not been decided. TNCs are to come up with a plan to make vehicles accessible. Ben said that contributions to the fund, overseen by the CPUC, would be paid by TNCs not living up to their ADA responsibilities and redirected to those TNCs that were. Larissa Vasserman asked if the TNCs were required to give accessibility training to their drivers; David responded that they are not as TNCs are classified as "technology" companies, not transportation.

Sandra wondered if it would be helpful to get an abstract of the legislation and the PUC's questions; Tina will send this to Ben for distribution. Scott asked when the implementation date was. Ben said the bill contains benchmarks. David advised that these had not yet been set. He also questioned whether all counties would be interested and which counties needed the money the most. Alex asked if they talked about using paratransit as a backup for those people who can't use Uber or Lyft. David said they discussed partnerships. Sammi wondered if people would need to qualify. David didn't think so but it's very early days.

Ben encouraged people to attend the SB 1376 meeting to learn more. He will also touch base with Senator Hill's office.

Dinae Cruise read a text received from Aki. All were touched and agreed with Dinae how much he is missed.

Mike had talked to Patty about an appreciation party for drivers and staff and she suggested breakfasts at First Transit. Many drivers do not live close by so it's difficult to get people to come in to an event if they are not working or at the end of their shift. Mike suggested having someone from the PCC attend and thank everyone personally. Mike will continue to work with First Transit on organizing the event.

The meeting was adjourned at 3:00pm.

Next meeting will be on Tuesday, April 9th, 2019 at 1:30pm.

SamTrans Citizens Advisory Committee Update
March 27, 2019 Meeting

Daniel Shockley, Senior Planner, gave a presentation with an update on the SamTrans fare study. He discussed aligning the codified tariff with the recently adopted fare policy. Multiple CAC members expressed appreciation that fares were not being raised and supported the efforts to simplify and rationalize the tariff structure. Support was expressed for the gain operational efficiencies. The phase-out of coin tokens and the introduction of paper tokens was discussed.

Margo Ross, Director of Bus Transportation, presented the new school fact sheet that provides instruction for students on how to ride the bus and discussed SamTrans's outreach to school districts regarding routes and ridership.

During the CAC member comments/requests session, various members provided valuable input and comments and had questions and concerns regarding: the ways that riders are informed of fare changes, additional service options for Pacifica, coordination of SamTrans and Caltrain schedules, translation of SamTrans materials into other languages such as Chinese, and playing the canned courtesy message on buses in Spanish as well as English.

**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 – MARCH 2019**

ACTION

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

SIGNIFICANCE

The average weekday ridership across all modes decreased by 1.2 percent in the month of March 2019 as compared to March 2018. The performance of the specific modes is as follows: average weekday ridership for Bus (-0.5%), Paratransit (-2.6%), Shuttles (-0.5%), Caltrain (-1.7%), and BART (-1.1%).

The month of March 2019 had 21 weekdays compared to March 2018 that had 22 weekdays. Consequently, the total ridership for the month of March reflects a larger decrease in ridership. The performance of the specific modes is as follows: monthly ridership for Bus (-3.2%), Paratransit (-3.7%), Shuttles (-4.5%), Caltrain (-5.2%), and BART (-4.7%).

SamTrans' mainline service had the most significant impact in the Motor Bus total ridership for the month of March with an average weekday loss of 797 riders. System-wide, other routes had a net gain of 617 riders, which offset the mainline losses for a total system ridership loss of 180 weekday riders for the month of March 2019.

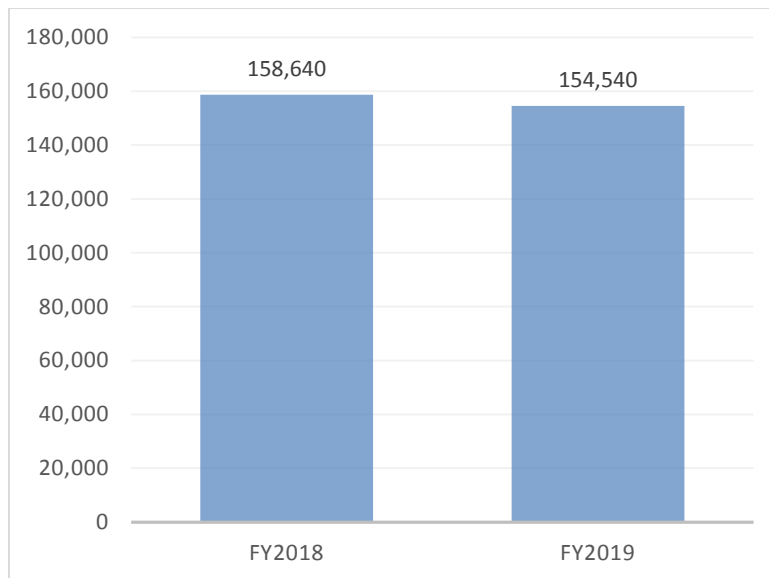
AVERAGE WEEKDAY RIDERSHIP (AWR): March 2019 compared to March 2018

**Table A
Average Weekday Ridership**

March 2019 Average Weekday Ridership			Percent Change FY2018/2019
Mode	FY2018	FY2019	
Bus	36,110	35,930	-0.5%
Paratransit	1,170	1,140	-2.6%
Shuttles	12,430	12,370	-0.5%
Caltrain	66,180	65,060	-1.7%
Total	115,890	114,500	-1.2%
BART Extension (No Daly City)	45,520	45,010	-1.1%
Grand Total	161,410	159,510	-1.2%
Weekdays	22	21	

March 2019 Year-to-date			Percent Change FY2018/2019
Mode	FY2018	FY2019	
Bus	36,900	35,330	-4.3%
Paratransit	1,210	1,150	-5.0%
Shuttles	11,710	11,350	-3.1%
Caltrain	61,680	60,900	-1.3%
Total	111,500	108,730	-2.5%
BART Extension (No Daly City)	47,140	45,820	-2.8%
Grand Total	158,640	154,540	-2.6%

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



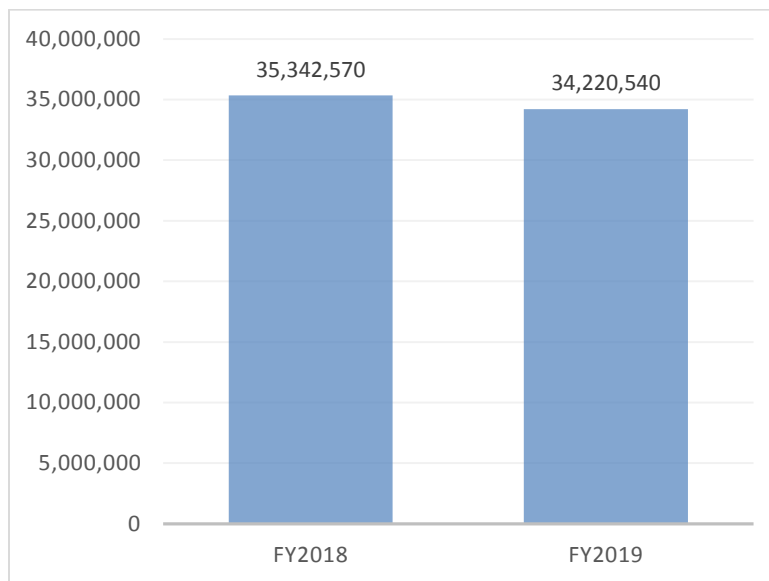
MONTHLY TOTAL RIDERSHIP: March 2019 compared to March 2018

Table B
Total Monthly Ridership

March 2019 Total Monthly Ridership			Percent Change FY2018/2019
Mode	FY2018	FY2019	
Bus	942,620	912,340	-3.2%
Paratransit	29,450	28,360	-3.7%
Shuttles	271,720	259,410	-4.5%
Caltrain	1,569,020	1,487,890	-5.2%
Total	2,812,800	2,687,990	-4.4%
BART Extension (No Daly City)	1,168,100	1,113,350	-4.7%
Grand Total	3,980,900	3,801,340	-4.5%
Weekdays	22	21	

March 2019 Year-to-date			Percent Change FY2018/2019
Mode	FY2018	FY2019	
Bus	8,402,810	8,010,180	-4.7%
Paratransit	265,850	253,860	-4.5%
Shuttles	2,235,670	2,170,450	-2.9%
Caltrain	13,942,380	13,683,730	-1.9%
Total	24,846,710	24,118,230	-2.9%
BART Extension (No Daly City)	10,495,860	10,102,310	-3.7%
Grand Total	35,342,570	34,220,540	-3.2%

Chart B
Grand Total Ridership (FYTD)



ADDITIONAL RIDERSHIP INFORMATION: March 2019

Table C illustrates the number of riders by fare category compared March 2018 versus March 2019. The last column represents the motor bus total ridership for the 2019 calendar year (YTD). Ridership numbers do not include Dumbarton Express ridership and the rural on-demand service.

**Table C
Bus Riders by Fare Category**

Fare Category	March 2017	March 2018	March 2019	2019 Calendar Year-to-Date
Adult	545,540	464,308	453,135	1,281,008
Youth	269,548	238,645	219,391	596,415
Eligible Discount	254,833	236,382	236,786	665,056
Total	1,069,921	939,335	909,312	2,542,479

**Table D
SamTrans Bus Ridership Summary**

Day Type	Total Riders	Average Daily Riders
Weekdays	751,568	35,789
Saturdays	88,204	17,641
Sundays	69,540	13,908
Holiday(s)	-	-
Total	909,312	29,333

AWR and OTP STATISTICS: March 2019

Table E statistics do not include Dumbarton Express and the Coastside On-Demand service.

Average Weekday Ridership (**AWR**) – is calculated by taking the total number of daily riders (Monday through Friday) and dividing by the number of weekdays in that month.

On Time Performance (**OTP**) – is calculated by evaluating all the time points within the route's schedules across the system for late, early, and on-time arrival and departure. A route is late if it exceeds 5.00 minutes. A route is considered early if it departs 30 seconds ahead of schedule.

Table E
Bus AWR and OTP Statistics

		AWR	OTP
March	2018	35,985	79.55%
April	2018	35,513	80.57%
May	2018	37,829	78.47%
June	2018	33,156	78.58%
July	2018	30,493	80.80%
August	2018	35,620	78.94%
September	2018	40,348	77.76%
October	2018	38,960	76.97%
November	2018	34,043	78.93%
December	2018	33,596	77.31%
January	2019	33,782	80.28%
February	2019	32,987	78.89%
March	2019	35,789	78.49%

SAMTRANS PROMOTIONS: March 2019

2018 Employees of the Year – Rudy Chavez, a 35-year maintenance department employee, and bus operator Steven Chang, a 21-year employee, were named the agency's 2018 Employees of the Year. Communications included an article on the Peninsula Moves blog, printed ad cards placed on all SamTrans buses for the year and organic social media.

Transit Driver Appreciation Day - (March 18) SamTrans and other Bay Area transit agencies participated in Transit Driver Appreciation Day (#tdad). As a way to say "We appreciate you!" to all the men and women that transport our customers, staff encouraged transit riders throughout the Bay Area to give thanks to bus or transit operators. SamTrans showcased SamTrans Bus Operators from the bases and shared on all social media platforms to celebrate the day.

Cinequest Film Festival Partnership - (March 3-15) SamTrans partnered with the annual independent festival bringing Silicon Valley innovation to the cinematic arts. The Cinequest Film & Creativity Festival was held downtown in San Jose and Redwood City from March 3 to March 15. Communications included news release/blogs, social media and a showcase on the go.samtrans.com website. Ad cards were also placed onboard trains to promote and encourage people to use transit.

SamTrans Mobile – In March, the SamTrans Mobile App saw an increase in downloads, new accounts created and usage compared to February. The app saw a 26 percent increase in passes purchased and orders placed, an 11 percent increase in total users and a 12 percent increase in app sessions, which shows more riders are choosing to pay using the mobile app. SamTrans continues to actively promote the Mobile App with paid Google search ads, monthly e-mail blasts, geo-targeted Facebook/online display and print ads.

Youth Marketing Outreach Highlights

Information Guide for School Administrators & Parents - (March 1) The updated brochure describes SamTrans service, onboard etiquette and safety, the differences between public transit and yellow school bus service, how to ride and FAQs. Both digital and print versions are available.

Youth Ambassador Meeting - (March 6) Ambassadors met to discuss program goals, future outreach, and volunteer opportunities. The Youth Leadership held a workshop to encourage open discussion about Public Transportation in San Mateo County. Youth Ambassadors researched youth ridership data and provided feedback about SamTrans current fares and services.

OYE Latinx Youth Conference - (March 9) SamTrans sponsored the 8th Annual OYE Latinx Youth Conference held at Cañada College. Outreach and Youth Ambassadors attended the event. We established school contacts, provided existing route information, answered student/parent questions, and gave away promotional items to students who interacted with us.

Menlo Park SRTS Party - (March 24) SamTrans tabled at the Safe Routes to School Spring Party in Menlo Park. We offered information about our fare and services and a

representative from customer service was available to help with trip planning and answer questions.

OYE Latinx Youth Conference, Part 2 - (March 29) SamTrans provided information on fares and service for Part 2 of the conference, held at Sequoia High School in Redwood City.

SamTrans Digital Metrics - MAR 2019



New Followers

+120

Mar 19 - 10,592

Feb 19 - 10,472

Mar 18 - 8,620

Top Tagged Issues

1. Dumbarton

2. Operator Complaint

3. Electric Bus

SamTrans.com Sessions

Mar 19 - 129,332

Feb 19 - 118,868

Mar 18 - 135,969

Yelp & FB Rating

(No March reviews)

SamTrans Mobile - MAR

Downloads: **1,437** (Feb: 1314)

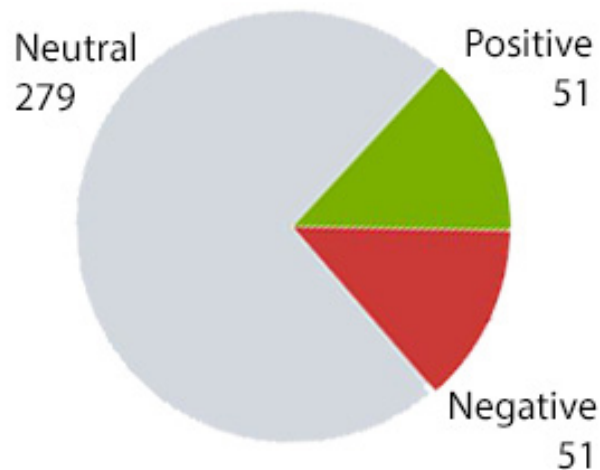
Accounts : **975** (Feb: 873)

Orders : **4,638** (Feb: 3953)

Sales : **\$11,590.55** (Feb: \$9,160.45)

Apple Rting: 3.6 - 9 reviews (0 new)

Social Sentiment



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

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



AGENDA

**FINANCE COMMITTEE
COMMITTEE OF THE WHOLE**

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

WEDNESDAY, MAY 1, 2019 – 2:45 pm

or immediately following Community Relations Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Finance Committee Meeting of April 3, 2019
3. Authorize Award of Contract for a Bus Traffic Signal Priority System
4. Authorize Award of Contract for Auto Bodywork, Repainting, and Wrapping Services

INFORMATIONAL

5. Preliminary Fiscal Year 2019-20 Operating and Capital Budgets
6. Adjourn

Committee Members: Peter Ratto (Chair), Josh Powell, Marina Fraser

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
APRIL 3, 2019**

Committee Members Present: P. Ratto (Committee Chair), J. Powell, M. Fraser

Committee Members Absent: R. Collins, R. Guilbault

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER

Committee Chair Peter Ratto called the meeting to order at 2:39 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF MARCH 6, 2019

Motion/Second: Powell/Pine

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

Absent: Collins, Guilbault

AUTHORIZE AGREEMENTS WITH CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR COLLECTION OF MEASURE W TRANSACTIONS AND USE TAX AND EXAMINATION OF ALL DISTRICT TRANSACTIONS AND USE TAXES

Shayna van Hoften, Legal Counsel, Measure W, talked about the proposed agreements with the California Department of Tax and Fee Administration (CDTFA), formerly known as the Board of Equalization.

Motion/Second: Stone/Fraser

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

Absent: Collins, Guilbault

ADJOURN

The meeting adjourned at 2:41 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to 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

Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACT FOR A BUS TRAFFIC SIGNAL PRIORITY SYSTEM**

ACTION

Staff proposes the Committee recommend that the Board:

1. Award a contract to ACT Traffic Solutions, Inc. (ACT) of Shorewood, Minnesota to provide a bus traffic signal priority system (TSP system) and five years of maintenance and support services for an all-inclusive not-to-exceed amount of \$1,300,444, in accordance with the prices submitted in the proposal.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with ACT in full conformity with the terms and conditions of the solicitation and in a form approved by legal counsel.

SIGNIFICANCE

Award of this contract will provide the San Mateo County Transit District (District) with a qualified contractor to provide and implement a turnkey TSP system for buses traveling on the El Camino Real (ECR) corridor, from the Daly City BART Station to the southern border of San Mateo County in Menlo Park. The TSP system will improve transit speed and service reliability to customers, by either giving buses early green lights or extending green lights at traffic intersections. The District will build on the existing ECR Smart Corridor Project implemented by Caltrans and the City/County Association of Governments of San Mateo County. The TSP system will deploy wayside antennas at intersections and transponders aboard buses as the primary TSP system detection technology to provide maximum communication precision. It is anticipated that bus travel times on the ECR route will decrease by up to 5 to 10 minutes per one-way trip. Accordingly, improvements in on-time performance, service reliability, and customer experience are expected.

BUDGET IMPACT

Funds to support the award of this contract were approved in the Fiscal Year 2018 Capital Budget. Funding is from a Federal Transit Administration Section 5307 grant, Transportation Fund for Clean Air, and District sales tax.

BACKGROUND

The District issued a Request for Proposals (RFP) and advertised it on the procurement website, which includes Disadvantaged and Small Business Enterprises registered in the District’s vendor database. Staff conducted a pre-proposal conference that was attended by five potential proposers. Three firms submitted proposals as follows:

- ACT Traffic Solutions, Inc., Shorewood, MN
- SinWaves, Inc., Sunnyvale, CA
- St. Francis Electric, LLC, San Leandro, CA

An Evaluation Committee (Committee), comprised of qualified District staff from Bus Maintenance, Bus Transportation Administration, Project Management and Planning, reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- | | |
|--|-----------|
| • Technical Approach to Scope of Services | 40 points |
| • Qualifications and Experience of Firm and Project Team | 30 points |
| • Regional Interoperability with Other Systems | 5 points |
| • Cost Proposal | 25 points |
| • Small Business Enterprise Preference | 5 points |

SinWaves, Inc. is a certified Small Business Enterprise (SBE) and received the full five preference points available to be awarded during proposal evaluation. St. Francis Electric, LLC received one preference point for proposing to use a SBE material supplier for approximately 25 percent of the total contract value.

After review, evaluation, and initial scoring of all proposals, staff invited all proposers to interview. After interviews were conducted and final scoring was completed, ACT achieved the highest consensus ranking. Staff determined that the proposal submitted by ACT was responsive to the RFP requirements. Staff successfully negotiated pricing, which resulted in a 3% cost savings. Staff conducted a price analysis and determined the final negotiated price to be fair and reasonable.

ACT is an established contractor which has successfully provided similar services to other transit agencies including Santa Clara Valley Transportation Authority, Metropolitan Council Metro Transit of Minneapolis, MN, and City of Brampton of Ontario, Canada, as evidenced by the favorable references submitted with its proposal.

BUSINESS PLAN INITIATIVE

Priority: Promote Programs that Relieve Traffic Congestion

Initiative: El Camino Real Service Expansion

Procurement Administrator II: Mario Giacobbe 650-622-8077

Project Manager: Robert Tam, Manager Technology Research & Development 650-508-7969

RESOLUTION NO. 2019 –

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

* * *

**AWARDING A CONTRACT TO ACT TRAFFIC SOLUTIONS, INC.
TO PROVIDE A BUS TRAFFIC SIGNAL PRIORITY SYSTEM AND MAINTENANCE
AND SUPPORT SERVICES FOR AN ALL-INCLUSIVE NOT-TO-EXCEED AMOUNT OF \$1,300,444**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals for the provision of a bus traffic signal priority system and five years of maintenance and support services; and

WHEREAS, in response to the Request for Proposals (RFP), three firms submitted proposals; and

WHEREAS, an Evaluation Committee composed of qualified District staff reviewed and scored the proposals in accordance with the criteria set forth in the RFP; and

WHEREAS, upon completion of the evaluation and scoring process, ACT Traffic Solutions, Inc. (ACT) of Shorewood, Minnesota, was determined to be the highest ranked proposer; and

WHEREAS, staff and Legal Counsel have reviewed the ACT proposal and have found it responsive to the District's requirements and solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to ACT, which submitted a proposal meeting the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to ACT Traffic Solutions, Inc. to provide a bus

traffic signal priority system and five years of maintenance and support services for an all-inclusive not-to-exceed amount of \$1,300,444; and

BE IT FURTHER RESOLVED that the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with ACT in full conformity with the terms and conditions of the proposal solicitation documents and in a form approved by Legal Counsel.

Regularly passed and adopted this 1st day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

David Olmeda
Chief Operating Officer, Bus

SUBJECT: **AWARD OF CONTRACT FOR AUTO BODYWORK, REPAINTING AND WRAPPING SERVICES**

ACTION

Staff proposes the Committee recommend that the Board:

1. Award a contract to the lowest, responsive and responsible bidder, T&J Lewis, Inc. dba Classic Graphics (Classic Graphics) of Newark, California, to provide auto bodywork, repainting and wrapping services (Services) for a not-to-exceed amount of \$3,100,000, at fixed prices in accordance with the bid submitted, for a five-year term. As a requirements-based contract, no amount of compensation is guaranteed.
2. Authorize the General Manager/CEO, or designee, to execute a contract with Classic Graphics in full conformity with the terms and conditions of the solicitation documents and in a form approved by legal counsel.

SIGNIFICANCE

Award of this contract will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to provide Services for revenue and non-revenue vehicles and equipment on an as-needed basis.

BUDGET IMPACT

Funds to support the Services are included in the adopted Fiscal Year 2019 Operating Budget and will be included in future operating budgets.

BACKGROUND

An Invitation for Bids was advertised in a newspaper of general circulation and posted on the District's procurement website, which includes Disadvantaged and Small Business Enterprise firms (D/SBE) registered in the District's vendor database. A Pre-Bid meeting was held at South Base and was attended by one potential bidder. Staff received one bid, from Classic Graphics. This firm is not a D/SBE. Staff surveyed firms

who downloaded the solicitation package but did not submit a bid. The survey revealed that firms decided not to participate in the bid process because either:

- 1) They were located outside of the required distance from the District; or
- 2) They were unwilling to spend time and costs associated with preparing and submitting a bid; or
- 3) They were unable to submit rates competitive enough to get an award.

Staff has determined, and legal counsel concurred, that the bid submitted by Classic Graphics is responsive. The bid, of \$3,063,930, is approximately 19 percent lower than the Project Manager's independent cost estimate of \$3,800,000 due to lower than anticipated hourly labor rates. Staff has reviewed the bid documents and determined it is fair and reasonable. Classic Graphics' hourly labor rates for these Services are below current market labor rates charged by other body shops in the Bay Area.

The District's incumbent vendor is Classic Graphics, an established Bay Area contractor, headquartered in Newark. The Project Manager confirmed Classic Graphics' experience and satisfactory performance. The firm's facility and equipment are particularly suited to provide the services required, including a paint booth and frame rack that can accommodate the District's largest 60 foot buses.

This firm has been successfully providing Services for the District since 2002. The current contract was awarded for a five-year term under Board Resolution 2012-12. The contract was subsequently extended by Board Resolution 2017-30 with two one-year options for a total not-to-exceed amount of \$2,126,414. The contract's term expires on June 30, 2019.

STRATEGIC INITIATIVE

No strategic initiatives apply to the award of this contract.

Procurement Administrator II: Mario Giacobbe
Contract Administrator: Natalie Chi, Bus Maintenance

650-622-8077
650-508-6418

RESOLUTION NO. 2019 -

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

* * *

**AWARDING A CONTRACT TO T&J LEWIS, INC. DBA CLASSIC GRAPHICS FOR THE
PROVISION OF AUTO BODYWORK, REPAINTING AND WRAPPING SERVICES
FOR A NOT-TO-EXCEED AMOUNT OF \$3,100,000**

WHEREAS, the San Mateo County Transit District (District) issued an invitation for bids (IFB) for the provision of auto bodywork, repainting and wrapping services (Services) for a five-year term; and

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

WHEREAS, staff and Legal Counsel have reviewed the bid received and determined that T&J Lewis, Inc. dba Classic Graphics (Classic Graphics) of Newark, 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 to Classic Graphics for a not-to-exceed amount of \$3,100,000 in accordance with the prices submitted in the bid for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to T&J Lewis, Inc. dba Classic Graphics of Newark, California for the provision of auto bodywork, repainting and wrapping services for a not-to-exceed amount of \$3,100,000; and

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

Regularly passed and adopted this 1st day of May, 2019, 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

FROM: Jim Hartnett
General Manager/CEO

David Olmeda
Chief Operating Officer, Bus

Derek Hansel
Chief Financial Officer

SUBJECT: **PRELIMINARY FISCAL YEAR 2020 OPERATING AND CAPITAL BUDGET**

ACTION

This report is submitted for informational purposes only. No action is requested at this time. Staff will present a final Fiscal Year (FY) 2020 budget proposal for Committee review and Board adoption at the June 5, 2019 Board meeting.

SIGNIFICANCE

With the passage of Measure W, the District is now able to focus on identifying opportunities that will ensure the long term financial stability of the District. Initiatives presented within the FY2020 Budget are intended to help ensure that services are planned, delivered and expanded in a way that meets the evolving mobility needs of the County for the FY2020 Budget year and into the future. This preliminary budget is an important step along the way towards a future that provides service that is relevant, adaptable and financially sustainable. We look forward to a robust discussion of the operating and capital budgets and how SamTrans will continue to serve as a critical mobility asset for San Mateo County.

FY2020 BUDGET NARATIVE - OPERATING

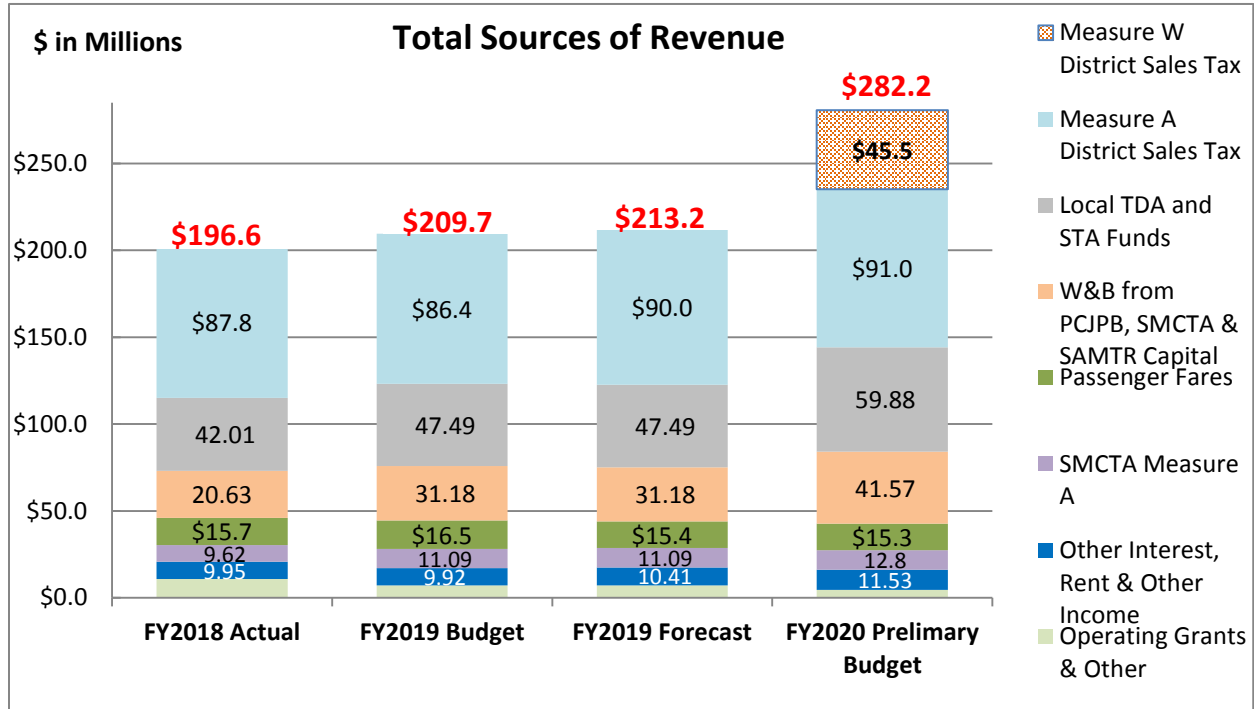
The following narrative describes the financial statement for San Mateo County Transit District by line item. Each section has a reference to a page number and line item that correspond to the Financial Statement as shown on attachment A.

OPERATING REVENUES

District revenues are derived from transit passenger fares and various federal, state, and local funding sources. Some state and federal funds are discretionary allocations, whereas others are based on a formula allocation. The District competes for discretionary funds on a project-by-project basis; formula-based funds are allocated by the Legislature. Other revenue sources include District Sales Tax, the new Measure W sales tax, investment income, interest, and other income sources such as rents.

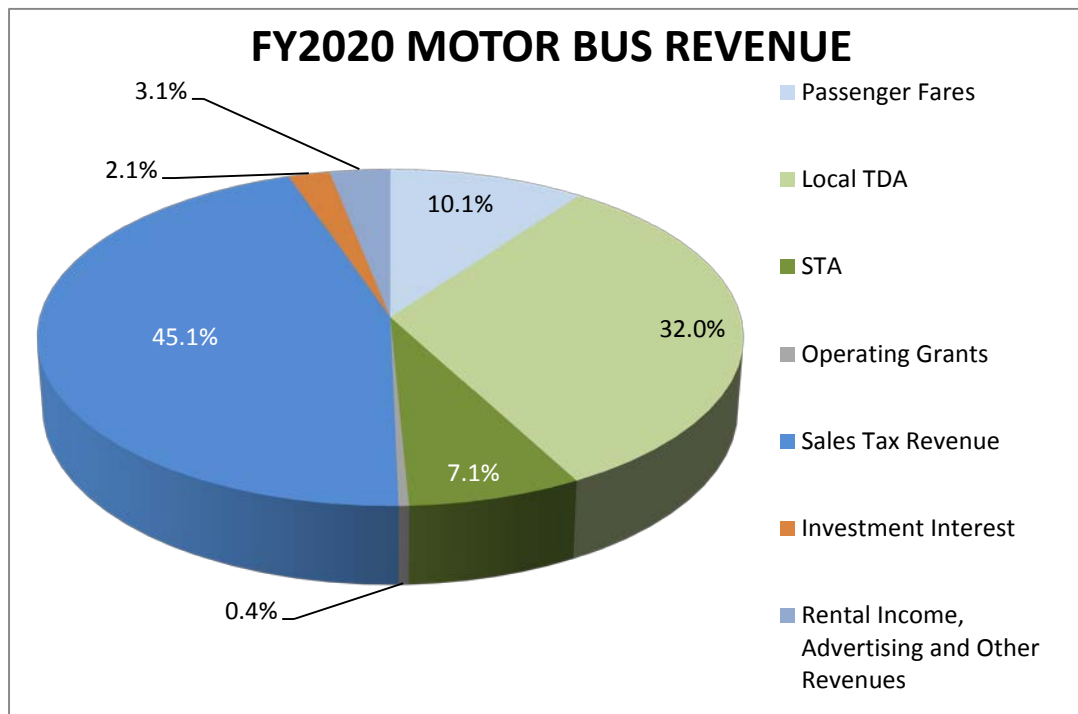
In addition, the District's Financial Statement now shows wages and benefits for the Peninsula Corridor Joint Powers Board (PCJPB), which operates Caltrain, and the San Mateo County Transportation Authority (SMCTA). While these two agencies are legally separate and independent entities, the District administers activities on behalf of these agencies. In order to show the full extent to which District, as administering agent, is overseeing the activities of these agencies, the District's financial statements have been revised to show the District's support to PCJPB and SMCTA for their total staff costs, which are fully reimbursed. The charts below show Sources of Funds for FY2018 Actuals, FY2019 Budget, FY2019 Forecast and FY2020 Preliminary Budget.

SOURCES OF FUNDS: \$ in Millions	FY2018	FY2019	FY2019	FY2020	Prelim	Percent
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>PRELIM BUDGET</u>	vs. FY2019 Forecast	Change
	A	B	C	D	E	F
Operating Revenues					E = D-C	F = E/C
Passenger Fares	\$15.7	\$16.5	\$15.4	\$15.3	(\$0.1)	-0.9%
Local TDA and STA Funds	42.0	47.5	47.5	59.9	12.4	26.1%
Pass through to Other Agencies	0.8	0.7	0.7	0.3	(0.4)	-57.5%
Operating Grants	5.9	3.5	3.5	2.7	(0.9)	-24.4%
SMCTA Measure A	9.6	11.1	11.1	12.8	1.7	15.4%
SM County Measure K & Other	3.8	2.5	2.5	1.3	(1.3)	-50.0%
AB434, TA Funded Shuttles & Other	0.3	0.4	0.4	0.4	0.0	0.7%
Subtotal - Operating Revenues	\$78.2	\$82.2	\$81.2	\$92.6	\$11.4	14.1%
Other Revenue Sources						
District Sales Tax	\$87.8	\$86.4	\$90.0	\$91.0	\$1.0	1.1%
Measure W Sales Tax	0.0	0.0	0.0	45.5	45.5	n/a
Investment Income	2.0	2.0	3.3	3.6	0.3	9.1%
Other Interest, Rent & Other Income	8.0	7.9	7.5	7.9	0.4	5.2%
Due from PCJPB, SMCTA & SAMTR Capital W&B	20.6	31.2	31.2	41.6	10.4	33.3%
Subtotal - Other Revenues	\$118.4	\$127.5	\$132.0	\$189.6	\$57.6	43.6%
Total Sources of Funds	\$196.6	\$209.7	\$213.2	\$282.2	\$69.0	32.4%



As shown above total sources of funds required for SamTrans' preliminary operating budget for FY2020 is \$282.2 million. The format for the budget is presented to reflect the revenue sources required to fund the District's operating activities or programs. These activities are divided into three major categories: 1) Motor Bus Revenues, 2) Americans with Disabilities Act Programs (ADA), and 3) Multimodal Transit Programs, which includes Shuttles and Dumbarton Right-of-Way (see Attachment A for page and line reference).

MOTOR BUS REVENUES \$142.4 Million – (see Attachment A for page and line reference)



PASSENGER FARES (Page 2, line 1)

For the FY2020 Preliminary Budget, Motor Bus Passenger fares make up 10.1% of Total Motor Bus Revenues. Passenger revenues are used to offset motor bus operating costs and include fare receipts collected from moneys deposited in the farebox by riders or through the sale of tickets, passes, and tokens to the public. The FY2020 Passenger Fares budget reflects \$14.4 million, down 1.0 percent compared to FY2019 Forecast. The reduction in fare revenue is due primarily to the lower ridership that the District has experienced. The FY2019 budget assumed a ridership increase from FY2018 as well as a previously adopted fare increase which was scheduled to become effective in January 2019 but has been deferred by the Board subsequent to the adoption of the FY19 budget. We are now projecting FY2020 ridership down 1% from FY2019 given the continued ridership decline, and are assuming no fare increase.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Motor Bus Passenger Fares	\$ 14,854.7	\$ 15,501.9	\$ 14,500.0	\$ 14,355.0	\$ (145.0)	-1.0%

LOCAL (TDA) TRANSIT DEVELOPMENT FUNDS (page 2, line 3)

Transportation Development Act (TDA) Article 4.0 funds are derived from a statewide transportation sales tax which was enacted in 1972. In the Bay Area, these funds are allocated to transit operators by the Metropolitan Transportation Commission (MTC), based on a proportionate amount of sales tax generated by each county.

TDA funds have traditionally funded a substantial portion of the motor bus operations; and up to 5 percent are allocated for community and paratransit agencies, under Article 4.5.

MTC is projecting SamTrans will receive a total of \$45.6 million for FY2020 Motor Bus operations which is 32.0 percent of total Motor Bus Revenue. This is an increase of \$5.9 million or 14.8 percent over the FY2019 Forecast of \$39.7 million. The increase for FY2020 is due to; 1) the inclusion of FY2018 carryforwards in the amount of \$2.9 million, 2) MTC's assumed 8% increase in the current year for FY2019 and, 3) MTC's projected 2% growth for FY2020.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Motor Bus TDA	\$ 36,440.8	\$ 39,725.7	\$ 39,725.7	\$ 45,609.2	\$ 5,883.6	14.8%

STATE TRANSIT ASSISTANCE (STA) (page 2, line 5)

The State Transit Assistance program was authorized in 1979. These revenues are derived from the state sales tax on diesel fuel, and are allocated by the state legislature to the MTC based on the availability of funds for eligible transit operators. The MTC apportions these funds on the basis of two formulas, Revenue Based Formula and Population Based Formula.

Revenue Formula Funds: Apportionment to each transit operator is based on the estimated availability of funding as provided in the Governor's annual budget. MTC is projecting a total of \$10.1 million or 7.1% of the total Motor Bus Revenues. The FY2020 increase of \$4.5 million reflects \$1.5 million of FY2018 carryforwards and \$2.6 million of assumed growth in revenues based on Governor Newsom's proposed FY2020 State Budget estimates. If the State Budget is enacted, this would be a substantial increase over FY2019 estimates. STA revenues also include funding for Lifeline Transportation projects established by the MTC in the amount of \$0.4 million as follows:

- Lifeline STA population based funding controlled by the MTC and distributed through Congestion Management Agencies (CMA) to support transit projects benefiting low income individuals.
- Job Access and Reverse Commute Program (JARC) funding from the Federal Transit Administration (FTA), distributed through MTC helps low-income individuals seek and maintain employment by providing transit service when traditional service is either limited or non-existent.

The Population Formula Funds, is shown under the American Disabilities Act (ADA) revenue section for State Funding (see page 11).

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Motor Bus State Transit Assistance	\$ 3,310.1	\$ 5,669.2	\$ 5,669.2	\$ 10,145.0	\$ 4,475.8	78.95%

OPERATING GRANTS (page 2, line 07)

Operating grants for motor bus are \$0.6 million for FY2020 reflecting only 0.4 percent of the total Motor Bus Revenues. Motor bus operating grants include funding for the following projects:

- Caltrans Climate Adaptation Plan Grant which will analyze the impacts of sea-level rise on the two SamTrans operating facilities as well as a heat assessment for SamTrans owned assets and passenger facilities.
- Regional Measure 2 Bridge Toll funds to cover costs for airport Owl Service (nighttime shuttles service to SFO airport)
- Section 5311 funds for coastside bus service.

In prior years, motor bus operations would receive Federal Transportation Administration (FTA) grants for preventative maintenance expenses related to motor bus and facilities, mechanics wages and other maintenance costs; however, this source of funding is not expected to be available in FY2020 or in future years. The FTA does provide federal funding to help support ADA paratransit service costs with the ADA Operating Subsidy (see ADA Operating Grant page 11 on this document and page 2 line 33 of the Financial Statement).

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Motor Bus Operating Grants	\$ 2,146.2	\$ 1,448.7	\$ 1,448.7	\$ 597.0	\$ (851.6)	-58.79%

District Sales Tax Revenues (page 2, line 9)

Motor Bus One-Half Cent Sales Tax (page 2, line 14)

The District’s original one-half cent sales tax was authorized by San Mateo County voters at the November 1974 election when the Measure to form the San Mateo County Transit District was approved. Pursuant to this authority, the District’s Board of Directors acted to impose the sales tax in 1981. These funds have been collected since July 1, 1982 and provide operating revenues to cover the annual shortfall in operating revenues, local match for federal operating grants, capital programs, and debt service.

In November 2018, county voters approved Measure W (placed on the ballot by the District, authorizing a half-cent sales tax commencing July 1, 2019 for a 30 year term through June 30, 2049. One half of the Measure W proceeds will be transferred from the District to the TA for administration. The total sales tax revenue needed to fund motor bus operations for FY2020 is \$64.2 million which at 45.1 percent is the largest source of revenue for Motor Bus.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
District Sales Tax Revenue :	\$ 51,224.3	\$ 63,900.1	\$ 60,470.3	\$ 64,194.3	\$ 3,724.0	6.2%

Investment Interest Income (page 2, line11)

Portfolio Interest: The District’s investable fund balances are invested by SamTrans’ investment manager according to SamTrans’ approved investment policy for government funds and under the oversight of the Chief Financial Officer. Investment interest income for FY2020 is \$3.0 million based on projections from the District’s investment advisor, assuming an average interest rate 2.1%.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
Investment Interest Income	\$ 1,624.2	\$ 1,630.0	\$ 2,900.0	\$ 3,005.0	\$ 105.0	3.6%

Rental Income (page 2, line 14)

SamTrans owns its headquarters building and rents out available space. Anticipated net rental income for FY2020 is \$1.6 million. The FY2020 projected rental income is based on current tenant listing and Consumer Price Index (CPI) increases for the SF Bay – Urban area.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
Rental Income	\$ 1,503.9	\$ 1,600.0	\$ 1,404.3	\$ 1,611.0	\$ 206.7	14.7%

Advertising Income (page 2, line 15)

Advertising Income is \$1.2 million from the District’s advertising contracts with Outfront Media for advertisement on bus shelters and Lamar Advertising for bus exteriors.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
Advertising Income	\$ 1,183.7	\$ 1,205.3	\$ 1,205.3	\$ 1,233.3	\$ 28.0	2.3%

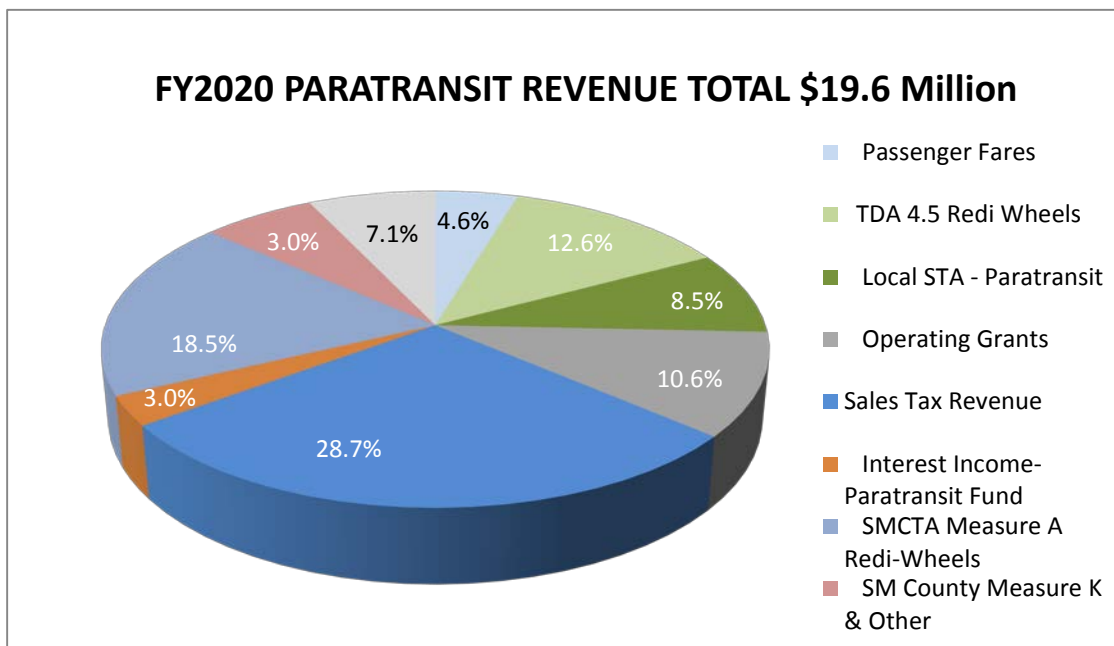
Other Income (page 2, line 16)

Motor Bus Other Income is projected to be \$1.6 million for FY2020 and is comprised of the following:

- Rental Income: Besides the District’s owned headquarters mentioned above, the District has other properties which are leased and for which it receives rent (tenants include County of San Mateo, Duncan Motors, Equity Residential, Natural Stones Inc, Phyllis Cadle, DeVaney and Honeywell Intl)
- Change Card Revenues reflect expired change cards that have balances and recognized as revenue
- Owl late-night airport service
- Parking revenues for BART station at Colma Park-n-Rides
- Parking citation program revenues
- Reimbursement for Mainline Service
- Mileage refund

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Other Income	\$ 2,062.4	\$ 1,772.5	\$ 1,772.5	\$ 1,601.5	\$ (170.9)	-9.6%

American Disability Act (ADA) REVENUES (see Attachment A for page and line reference)



ADA: PASSENGER FARES-REDI WHEELS (page 2, line 22)

Passenger fare revenue for ADA is 4.6% of total ADA Revenue and is used to offset ADA operating costs. The FY2020 budget reflects \$0.9 million in fare revenues based on annualized year-to-date trends reflected in the FY2019 Forecast. Through November FY2019, ridership was down 4% compared to FY2018. The FY2019 budget assumed a ridership increase of 3% from FY2018 levels and a previously adopted fare increase for January 2019 which was deferred. We are now projecting FY2020 ridership increase of 1% vs. FY2019 given recent trends, and assuming no fare increase.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Passenger Fares	\$ 887.4	\$ 955.9	\$ 900.0	\$ 909.0	\$ 9.0	1.0%

LOCAL TRANSIT DEVELOPMENT FUNDS Redi-Wheels (TDA) (page 2, line 23)

Transportation Development Act (TDA) Article 4.0 funds are derived from a statewide transportation sales tax which was enacted in 1972. In the Bay Area, these funds are allocated to transit operators by the Metropolitan Transportation Commission (MTC), based on a proportionate amount of sales tax generated by each county.

MTC is projecting Samtrans will receive a total of \$2.5 million for FY2020 ADA operations, which is an increase of \$0.4 million or 18.2 percent. The increase includes a Carryforward

from FY2018 of \$0.2 million and 8% MTC projected growth in sales tax revenues.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Local TDA Funds	\$ 1,917.9	\$ 2,090.8	\$ 2,090.8	\$ 2,471.7	\$ 380.9	18.2%

ADA: STATE TRANSIT ASSISTANCE (STA) FUNDING (page 2, line 24)

Previously, State Transit Assistance program revenues were derived from the state sales tax on diesel fuel, and allocated by the state legislature to the Metropolitan Transportation Commission (MTC) based on the availability of funds for eligible transit operators. Population Formula Funds were allocated for regional paratransit service by the MTC and apportionment has been to each transit operator based on the estimated availability of funding as provided in the Governor’s annual budget. However starting in FY2019, there was a change in the program and appropriations are now at the County level. For FY2020, revenues are projected at \$1.7 million which includes 50 percent of FY2019 carryforward in the amount of \$0.7 and a projected FY2020 grant of \$1.0 million. Due to the uncertain as to how much, if any, the District would have received the first year of this change in appropriation, the District assumed \$0 revenue for the FY2019 Budget. As the FY2019 original estimate is still uncertain, the FY2019 Forecast is also assumed to be \$0. Once the true up from the FY2019 has been completed by MTC, the final amount can be included in the revised budget later in the year. This fund is 8.5 percent of total ADA Revenue.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
STA Funds	\$ 344.7	\$ -	\$ -	\$ 1,658.5	\$ 1,658.5	n/a

ADA: OPERATING GRANTS (page 2, line 25)

Operating Grants for paratransit are \$2.1 million in FY2020 and is 10.6 percent of total ADA Revenue. Operating Grants include the following:

- FTA ADA Operating Subsidy for funding general ADA operating expense in the amount of \$1.9 million
- FTA Section 5310 funds and FTA Section 5317 New Freedom Grants for funding Information & Assistance programs for Senior Mobility.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Operating Grants	\$ 3,761.8	\$ 2,085.0	\$ 2,085.0	\$ 2,074.9	\$ (10.0)	-0.5%

SALES TAX REVENUE – ADA (page 2, line 26)

Paratransit One-Half Cent Sales Tax (page 2, line 34)

Sales tax revenue provides funds to cover the annual shortfall in operating revenues, local match for Federal operation grants, capital programs, and debt service. Total sales tax revenue needed to fund paratransit activities for FY2020 is \$5.7 million or 99.8 percent higher vs FY2019 Forecast.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Sales Tax Revenue - ADA	\$ (0.0)	\$ 4,281.8	\$ 2,832.5	\$ 5,660.1	\$ 2,827.6	99.8%

ADA Interest Income – Paratransit fund (page 2, line 29)

Portfolio Interest: Investable fund balances associated with paratransit are invested by SamTrans' Investment Manager according to SamTrans' approved investment policy for government funds and under the oversight of the Chief Financial Officer. Investment interest income for FY2020 is \$0.6 million, 48.8 percent higher than the FY2019 Forecast based on projections provided by the District's investment manager.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Interest Income-Paratransit Fund	\$ 360.6	\$ 400.0	\$ 400.0	\$ 595.0	\$ 195.0	48.8%

SMCTA Measure A - Redi Wheels (page 2, line 30)

On June 7, 1988, the voters of San Mateo County approved a ballot measure known as Measure A that approved a one-half cent sales tax increase to fund local transportation projects. The TA contribution of Measure A Funds is for projects assisting people with special mobility needs and for the preliminary FY2020 Budget is \$3.6 million, up 5.4% from FY2019 Forecast. This funding is 18.5% of total ADA Revenue.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
SMCTA Measure A Redi-Wheels	\$ 3,453.7	\$ 3,454.1	\$ 3,454.1	\$ 3,640.0	\$ 185.9	5.4%

San Mateo County Measure K (page 2, line 31)

Funding from the County Board of Supervisors for the San Mateo County Measure K is \$1.3 million for Paratransit. Funding is expected to be eliminated in FY 2021 and beyond.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
SM County Measure K	\$ 3,750.0	\$ 2,500.0	\$ 2,500.0	\$ 1,250.0	\$ (1,250.0)	-50.0%

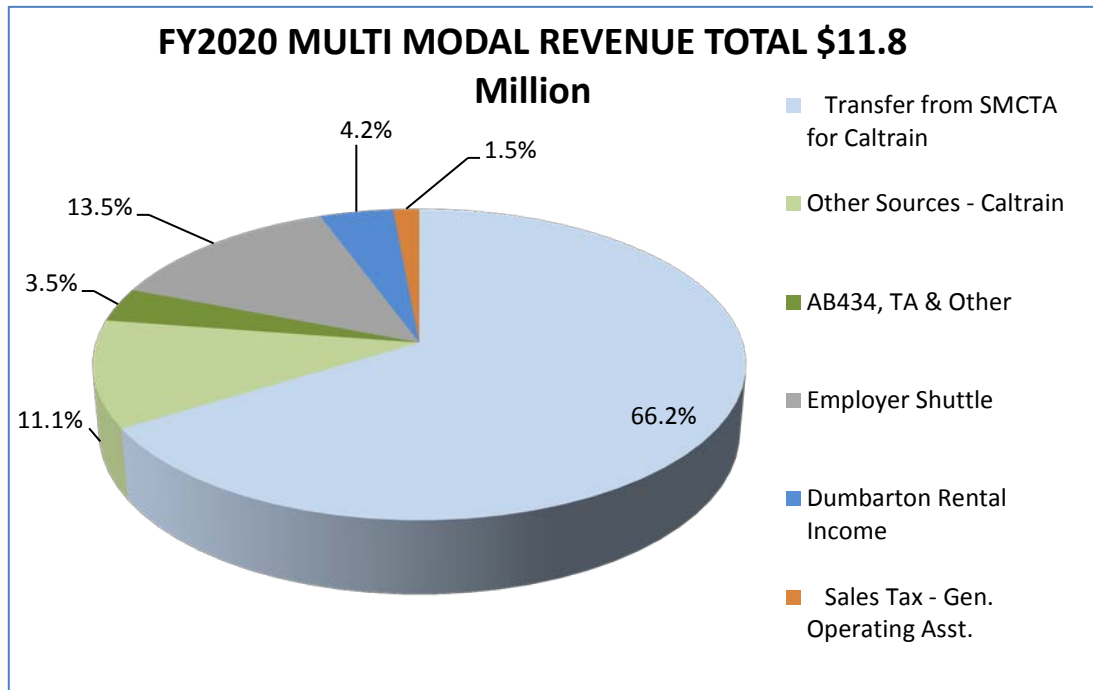
ADA Measure M Funds (page 2, line 32)

Measure M funding is from \$10 motor vehicle registration fee for congestion and pollution mitigation. These funds received by the District are used for expenditures relating to paratransit operations for seniors and disabled services. The District receives \$1.4 million annually.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Measure M Paratransit	\$ 1,833.9	\$ 1,400.0	\$ 1,400.0	\$ 1,400.0	\$ -	0.0%

MULTI-MODAL REVENUES (see Attachment A for page and line reference)

Multi-modal funding includes Measure A Funds for Caltrains, employer share of Shuttle programs, and Dumbarton Right-of-Way rental income.



Multi- Modal Measure A funds (page 2, line 36 & 37)

Measure A funds administered by the TA typically provides 8% of total TA Measure A funds for Caltrain operations. For the FY2020 Preliminary Budget, Measure A contributions from the TA for Caltrain operations are expected to be \$7.8 million reflecting 8% of Fy2020 TA Measure A and includes \$0.6 million from FY18 programed and allocated, but not spent Caltrain Measure A funding. The other sources of \$1.3 million expected to come from previous years' balances for a total of \$9.2 million.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Transfer from SMCTA for Caltrain	\$ 6,169.8	\$ 6,908.3	\$ 6,908.3	\$ 7,839.4	\$ 931.2	13.5%
Other Sources - Caltrain	-	726.1	726.1	1,316.7	590.6	81.3%
Transfer from SMCTA to Caltrain	\$ 6,169.8	\$ 7,634.4	\$ 7,634.4	\$ 9,156.1	\$ 1,521.7	19.9%

SHUTTLE PROGRAM SUMMARY (page 2, line 38 - 39)

Shuttles - AB434, TA Funded Shuttles & Other (page 2, line 38)

AB 434, TA Funded Shuttles & Other Funding - The Transportation Fund for Clean Air Assembly Bill 434, approved in 1991, provides funding for the SamTrans Shuttle program. The Bay Area Air Quality Management District (BAAQMD), in conjunction with the Department of Motor Vehicles, collects a \$4.00 surcharge on motor vehicle registrations paid within the Air District's jurisdiction.

The funds provide for a variety of clean air programs. The SamTrans shuttles connect BART stations to employment sites across the North County during peak commute periods. A portion of the TA funded shuttle program is supported directly by the TA in FY2020 in the amount of \$307k and AB 434 Funding for FY2020 is \$110k.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
AB434, TA Funded Shuttles & Other	\$ 322.9	\$ 414.0	\$ 414.0	\$ 417.1	\$ 3.1	0.7%

Employer Shuttle Funds (page 2, line 39)

The SamTrans Shuttle program provides free rides to employees from BART to local employer facilities during commute hours. The employer share of shuttle costs for FY2020 is \$1.6 million, see next page for details.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Employer Shuttle Funds	\$ 1,380.1	\$ 1,487.2	\$ 1,332.6	\$ 1,594.7	\$ 262.1	19.7%

Dumbarton Maintenance Of Way Rental Income

In the past, the revenues and expenses of Dumbarton Maintenance of Way would be shown on the Transportation Authority as Revenues of Rental Income and Expenses of Maintenance of Way. Beginning in FY2019, the Dumbarton Maintenance of Way is no longer in the Transportation Authority. The revenues and expenses are recorded in the Financial Statement. The FY2020 revenue for Dumbarton reflects rental income from retailers and offices along the Dumbarton Right-of-Way owned by the District.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Dumbarton MOW Revenue	\$ -	\$ 425.9	\$ 425.9	\$ 491.7	\$ 65.8	15.5%

Sales Tax Revenue – Multi Modal (page 2, line 34)

Total sales tax revenue needed to fund Multi Modal program activities for FY2020 is \$0.2 million which is 48.5 percent higher compared to the FY2019 Forecast.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Sales Tax Revenue - Multi Modal	\$ 316.0	\$ 262.3	\$ 117.5	\$ 174.5	\$ 57.0	48.5%

EXPENSES (see Attachment A for page and line reference)

As previously noted, the District's Financial Statement now shows wage and benefits for the Peninsula Corridor Joint Powers Board (PCJPB), which operates Caltrain, and the San Mateo County Transportation Authority (SMCTA). While these two agencies are legally separate and independent entities, the District administers activities on behalf of these agencies. In order to show the full extent to which the District, as administering agent, is overseeing the activities of these agencies, the District's financial statements have been revised to show the District's support to PCJPB and SMCTA for their total staff costs and recovery of those advances in revenue (see page 3)..

Total funding required for SamTrans' preliminary operating budget for FY2020 is \$215.3 million. The format for the budget is presented to reflect the major activities or programs of the District. Activities are divided into three major categories as in Use of Funds: 1) Motor Bus Operations, 2) Americans with Disabilities Act Programs (ADA), and 3) Multimodal Transit Programs. Within each category, major elements and programs are clearly identified in order to maintain comparability with prior periods.

The FY2020 Preliminary Operating Expense Budget - Expenses schedules shows FY2018 Actuals, FY2019 Budget, FY2019 Forecast, and Preliminary FY2020 Budget (see Attachment A for page and line reference).

USE OF FUNDS: \$ in Millions	FY2018	FY2019	FY2019	FY2020	Prelim	Percent Change
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>PRELIM BUDGET</u>	FY2020 vs. FY2019 Forecast	
	A	B	C	D	E	F
Operating Expenses					E = D-C	F = E/C
PCJPB, SMCTA & SAMTR Capital Wage & Benefits	\$20.6	\$31.2	\$31.2	\$41.6	\$10.4	33.3%
Motor Bus - Total	114.4	132.5	129.1	142.4	13.3	10.3%
A.D.A. Programs Total	16.8	19.0	17.5	19.7	2.2	12.4%
Caltrain	6.2	7.6	7.6	9.2	1.5	19.9%
Multi-Modal Programs Total	2.0	2.6	2.3	2.7	0.4	16.9%
Pass through to Other Agencies	0.8	0.7	0.7	0.3	(0.4)	-57.0%
Land Transfer Interest Expense	0.1	0.0	0.0	0.0	-	0.0%
Total Operating Expenses	\$160.9	\$193.6	\$188.5	\$215.8	\$27.3	14.5%

MOTOR BUS OPERATION EXPENSE - \$142.4 million Motor bus operations include SamTrans operated bus service, mainline routes operated under contract by MV Transportation, and certain Coastside routes operated under contract.

Wages & Benefits - (page 3, line 1)

Wages and benefits are calculated based on the approved FY2019 Salary Ordinance positions and current salary levels. Included in the FY2020 Motor Bus Wages & Benefits are:

- Assumed wage increase of 3% for full-time and part-time represented positions
- Non-Represented (Administration) Wage increase of 3%
- Overtime for Bus Operators, Mechanics and Customer Service representatives
- Fringe Benefits: Fringe benefit costs are applied to actual staff wages as a rate. At SamTrans, as the managing agency for the three business units, the District aggregates all estimated annual fringe benefit costs (payroll taxes, pension, medical, dental and vision premiums, life insurance, long-term disability, unemployment, and paid time off) and then divides that amount by the total projected wages for the upcoming year to arrive at a fringe benefit rate.
- Funded Retiree Medical and CalPERS Expense
- Interagency Overhead Recovery (ICAP) and Capitalized Indirect Cost Recovery, Federal rules and regulations permit the recovery of overhead expenses and indirect costs if they are part of an approved Cost Allocation Plan. In 2012, the FTA approved SamTrans' plan and overhead amounts for support functions that benefit other agencies. The cost of support functions such as Human Resources, Payroll, and other support functions are being allocated to other agencies. Capitalized indirect costs are general overhead item costs that are allocated to capital projects that receive benefits from the indirect costs.
- Vacancy assumption: Samtrans often fills FTE vacancies with consultants or temporary staff. As a result, savings in Wages & Benefits are offset by these costs. For the FY2020 Budget, we have assumed that there will be a 3% vacancy factor producing a savings of approximately \$1.2 million for all existing FTEs.

Wage & Benefits for the Preliminary FY2020 Budget is \$75.2 million which is \$5.7 million higher or 8.2 percent higher than FY2019 Forecast. The increase is primarily due to 43.6 additional FTEs needed to support Operations and includes 27.3 new Bus Operators. These additional FTEs make up approximately \$4.9 million or 87% of the total increase for FY2020 and reflect a partial year impact based on expected hiring date during FY2020. The full year impact of these new FTEs will add an additional \$1.3 million to FY2021 operations. Other contributing factors to the total FY2020 increase include the 3 percent wage increase for all positions and increased Retiree Medical, CalPers and OPEB.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Motor Bus Wages and Benefits	\$ 64,934.2	\$ 69,119.4	\$ 69,503.6	\$ 75,175.4	\$ 5,671.8	8.2%

Wages & Benefits (FTEs)

The chart below shows the FTE detail for the FY2020 Budget.

FY2020 Operating FTEs	Finance	Planning	Executive	Comm	Admin	Bus	Rail	Total
Represented				14.6		412.7		427.3
Bus Operators (Full & Part Time)						283.2		283.2
Bus Transportation Supervisors						14.0		14.0
Mechanics						58.0		58.0
Utility Workers						29.0		29.0
Storekeepers						7.0		7.0
Customer Service Reps				13.6				13.6
Other				1.0		21.5		22.5
Non Represented	64.8	6.6	3.5	15.5	21.9	61.3	0.3	173.8
New FTEs (Partial Year)	5.6	0.4	-	3.1	3.4	31.1		43.6
Total Operating FTEs	70.4	6.9	3.5	33.2	25.2	505.2	0.3	644.7
Total Capital FTEs	5.6	2.4	0.3	-	0.2	2.5	1.3	12.2
Total SamTrans FTEs	76.0	9.3	3.8	33.2	25.4	507.6	1.6	656.9

Board of Directors - (page 3, line 3)

Board of Directors expense includes honoraria for the Board of Directors and offsite meeting and related expenses. There is no increase reflected for FY2020.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Board of Directors	\$ 89.3	\$ 132.1	\$ 132.1	\$ 132.1	\$ -	0.0%

Contracted Vehicle Maintenance (page 3, line 4)

Expense related to contracted bus operations such as related towing, contracted welding work, contracted seat repair, contracted oil analysis, rolling stock repairs, state and federal mandated bus services, and other contracted services. This also includes a Heating, Ventilation and Air Conditioning (HVAC) maintenance contract.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Contracted Vehicle Maintenance	\$ 997.2	\$ 1,302.3	\$ 1,302.3	\$ 1,295.5	\$ (6.8)	-0.5%

Property Maintenance (page 3, line 5)

Expenses related to north and south base building maintenance including repair of shop equipment and tools, preventive maintenance and repairs to mobile wheel lifts, removal of hazardous materials, i.e., bus washer sludge, waste oil, steam cleaner sludge, used oil filters, fluorescent light bulbs, parts washer service, recyclable rag and towel services, and oily disposable rags. Also included are pest control services and other general repairs for central, south base & north base. Increase in FY2020 Budget reflects new landscape service contract and increases in repair services.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Property Maintenance	\$ 1,426.0	\$ 1,589.0	\$ 1,589.0	\$ 1,710.1	\$ 121.1	7.6%

Professional Services (page 3, line 6)

Professional Services includes legal and professional consulting services for:

- Administration related issues related to safety and security programs, mandated grievance & arbitration hearings, substance abuse professional, arbitrator, and court reporter services
- Executive Legal Services including the contract with Hanson Bridgett
- Planning initiatives including the Grand Boulevard Initiative and Senior Mobility Programs which are in part funded by Operating Grants
- Legislative Advocates to help with Federal and State Legislative Efforts
- Finance related issues, e.g., annual audit, actuarial report for Other Post-Employment Benefits (OPEB), systems contract service and on-call support

Increase for FY2020 Budget of \$0.8 million, includes consulting expense for the following new FY2020 projects:

- **Comprehensive Operational Analysis (COA)** in the amount of \$700,000: A comprehensive analysis of the SamTrans bus system in order to produce recommended service changes designed to increase ridership, mobility options, and system efficiency.
- **Zero Emissions Bus implementation plan (ZEB)** in the amount of \$100,000: to advance the development of a zero-emissions bus plan to achieve full ZEB implementation by the year 2040.
- **Energy Procurement and Plan** in the amount of \$100,000: An analysis for options and alternatives for procuring energy to electrify for procuring Samtrans' energy load
- **Measure W Program Management** in the amount of \$100,000: Provides program oversight and ensures compliance
- **Mobility Transit Analysis:** in the amount of \$75,000: Provides recommendations from the 2019 mobility plan for seniors and persons with disabilities.

Other projects for FY2020 Budget are grant funded projects including the Integrated Climate Adaptation and Resiliency Program, Taxi Voucher and Senior Mobility project

(see revenue sections for Motor Bus Operating Grants). Also included for FY2020 are consultants to assist with Measure W program management and consultant for Mobility Transit programs.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Professional Services	\$ 4,862.9	\$ 4,885.8	\$ 4,758.9	\$ 5,607.4	\$ 848.6	17.8%

Technical Services includes: (page 3, line 7)

Technical Services include increases for security guards, Sheriff, CCTV, and county dispatch. This also includes a contract increase with the County Community 911 service. Other increases are a result of higher expense for tools and on-going technical support for website management. Other items include:

- Bus Operator mandated, drug and alcohol testing and DMV special drivers licenses
- Licensing and service agreements for District wide systems applications
- Office related equipment, i.e., desktop computers, printers and repairs
- Temporary services for projects not being currently done by staff.

FY2020 Budget increase of \$1.8 million reflects contractual increase for security services expense and increased software expense for Social Media and employee training.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Technical Services	\$ 6,898.9	\$ 8,750.3	\$ 7,548.5	\$ 9,349.0	\$ 1,800.4	23.9%

Other Services includes: (page 3, line 8)

- WIPRO Hosting and Support Contract for PeopleSoft
- Annual fee for physical inventory of fixed assets
- Procurement systems for workload prioritization
- Bus Operator Radio Dispatch

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Other Services	\$ 2,883.4	\$ 3,661.5	\$ 3,044.7	\$ 3,675.4	\$ 630.7	20.7%

Fuel & Lubricants - (page 3, line 11)

Fuel and Lubricant line for motor bus includes diesel expense for District owned buses and gasoline for non-revenue support vehicles, i.e., shop trucks and relief cars for bus operators. Also included in this line item is expense for oil and lubricants which amount is determined by the estimated number of deliveries for the fiscal year. FY2020 assumptions for diesel fuel cost per gallon is \$2.10, which is the same as FY2019 Budget, however Gasoline cost per gallon increased from \$3.50 in FY2019 Budget to \$3.75 for FY2020. Fuel for paratransit cutaways and minivans are shown in the ADA section of the Financial Statement. Taxes and fees related to fuel expense are shown on a separate line item called Taxes and Licenses Fees (line 24 on the Financial Statement).

\$'s in Thousands	FY2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Fuel and Lubricants	\$ 3,116.8	\$ 3,950.8	\$ 3,866.9	\$ 3,936.1	\$ 69.2	1.8%

FY2020 Budget Details for Fuel & Lubricants:

	FY2020 Motor Bus		
	Diesel	Gasoline	Total
Total # of Gallons	1,693,251	34,160	n/a
Cost / Gallon	\$2.10	\$3.75	n/a
Total Fuel Expense	3,555,827	128,100	3,683,927
Oil & Lubricants Expense	228,735	23,479	252,214
Total Fuel & Lubricant Expense	\$ 3,784,562	\$ 151,579	\$ 3,936,141

Bus Parts and Materials - (page 3, line 12)

Includes bus repair and replacement parts, bus maintenance tires, disposition of obsolete / surplus inventory, service and repairs for non-revenue vehicles, small tools and freight.

\$'s in Thousands	FY2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Bus Parts and Materials	\$ 1,859.3	\$ 2,036.8	\$ 1,996.9	\$ 2,044.4	\$ 47.4	2.4%

Uniforms & Driver Expense - (page 3, line 13)

It is the District's contractual obligation to supply certain employees with uniforms, including boots, i.e., safety shoes for Facilities Technicians, plus protective gear for eyes and ears, insulated coveralls and rain gear. This expense covers bus operators, mechanics, storekeepers, and management staff. Also included are retirement and employee recognition events, i.e., safety breakfast, and staff meetings. Increase for the

FY2020 Budget reflects uniforms related to turnover of existing bus operators as well as new bus operator positions.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Uniform and Drivers Expense	\$ 371.5	\$ 564.2	\$ 524.4	\$ 656.8	\$ 132.4	25.2%

Timetables & Tickets - (page 3, line 14)

Production and printing of timetables, schedules, tickets, passes and maps.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Timetables and Tickets	\$ 103.1	\$ 283.5	\$ 111.1	\$ 283.5	\$ 172.4	155.2%

Office Supplies / Printing (page 3, line 15)

This includes office furniture, computer equipment including laptops, monitors, tablets, printing and materials to support training programs, books and references materials, paycheck stock and envelopes, and other office supplies, i.e., paper, letterhead, and business cards. Increase reflects needed upgrades to office space for various departments.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Office Supplies/Printing	\$ 466.0	\$ 454.2	\$ 605.8	\$ 608.9	\$ 3.1	0.5%

Other Material and Supplies (page 3, line 16)

Costs for bus operations related activities involving shop supplies, cleaning supplies, engine coolant, cleaning of mats and shop rags, refrigerant, welding supplies and many vehicle miscellaneous items for repairs, such as silicone, gasket sealer, various glues, paints and canned lubricants used in the Preventative Maintenance Interval process. Packaging, shipping, banding materials, component bags and related supplies, including purchases required to keep a clean and safe stockroom and purchase of storage bins required by heavier parts.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Other Materials and Supply	\$ 148.5	\$ 150.3	\$ 150.3	\$ 150.4	\$ 0.1	0.1%

Motor Bus Utilities

Telecommunications (page 3, line 19)

Cell phone, data circuits and telephone services.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Telecommunications	\$ 529.3	\$ 712.3	\$ 607.3	\$ 712.5	\$ 105.2	17.3%

Other Utilities (page 3, line 20)

Includes gas & electric, water and sewer and trash / refuse. Increase for FY2020 Budget primarily reflects PG&E cost associated with fixed demand charges for battery-electric buses.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Other Utilites	\$ 1,216.1	\$ 1,058.0	\$ 1,058.0	\$ 1,323.5	\$ 265.5	25.1%

Insurance - (page 3, line 21)

Includes general insurance costs for motor bus including premiums, deductibles, adjustor fees, broker fees and other insurance costs. The Preliminary FY2020 Budget reflects updated insurance programs for FY2020.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Insurance	\$ 1,268.4	\$ 1,501.7	\$ 1,501.7	\$ 1,524.5	\$ 22.9	1.5%

Claims Reserves and Payments - (page 3, line 22)

Includes claim reserves and associated legal fees.

\$'s in Thousands	FY2019		FY2020		FY2020 Budget vs FY19 Forecast	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget		
Claims Reserves and Payments	\$ 240.0	\$ 1,455.6	\$ 1,455.6	\$ 1,455.6	\$ -	0.0%

Worker's Compensation - (page 3, line 23)

State mandated insurance that covers lost wages and medical treatment resulting from an employee work-related injury. This includes insurance premiums, deductibles, and legal fees. Increase reflects expected higher workers compensation claims and associated legal fees.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Workers Compensation	\$ 1,089.5	\$ 3,666.1	\$ 3,666.1	\$ 3,732.6	\$ 66.5	1.8%

Taxes & License Fees - (page 3, line 24)

Taxes related to fuel and lubricant expense, including Leaking Underground Storage Tank (LUST) tax on diesel fuel, and Green House Gas (GHG) Emissions Compliance. These costs change with the changes in fuel assumptions. Green House Gas compliance rate was increased from 25 cents per gallon to 32 cents per gallon for FY2020.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Taxes and License Fees	\$ 666.2	\$ 795.4	\$ 794.4	\$ 919.6	\$ 125.2	15.8%

Taxes & License Fee FY2020 Detail

	FY2020 Motor Bus		
	Diesel	Gasoline	Total
Fuel & Lub Tax Rate on Expense	9.75%		
Fuel & Lub Tax Expense	\$371,265		\$371,265
LUST Tax Diesel Rate	0.1%		
LUST Tax Diesel Expense	\$3,704		\$3,704
GHG / CAR Compliance per Gallon	0.32115		
GHG / CAR Compliance expense	\$543,988		\$543,988
Support Vehicle License & Reg		\$600	
Total Related Taxes & Fees	\$918,956	\$600	\$919,556

Leases and Rentals (page 3, line 25)

This expense is primarily for rent relating to the Pico Boulevard portable restrooms for field layover areas and for the Linda Mar Park & Ride lease from Caltrans.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Leases and Rentals	\$ 178.5	\$ 185.3	\$ 185.3	\$ 191.9	\$ 6.6	3.6%

Promotional & Legal Advertising (page 3, line 26)

Includes recruitment advertising, promotional advertising for the District services and social media campaigns, partnerships and events. Increase of \$0.7 million includes recruiting costs for new hires, continued expansion of promotional ad campaigns to support Marketing and Market outreach for District Re-branding. FY2019 Forecast of \$0.8 million is lower than FY2019 Budget of \$1.3 million primarily due to delayed spend in connection with recruiting expense, executive search, and relocation costs. Spending for this is now budgeted in FY2020.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Prmtnl and Legal Advisertising	\$ 427.7	\$ 1,292.8	\$ 757.6	\$ 1,460.8	\$ 703.1	92.8%

Training and Business Travel (page 3, line 27)

Includes seminar and training expense related to employee development. This also includes professional development expense for tuition reimbursement for American Public Transportation Association (APTA), Leadership Programs and 360 employee assessments. Increase supports additional FTEs as well as cost associated with the new Professional Development Program. FY2019 Forecast of \$0.4 million is lower from FY2019 Budget of \$0.8 million due primarily to delays in Professional Development expense for training and seminars delayed into FY2020.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Training & Business Travel	\$ 324.5	\$ 770.9	\$ 428.0	\$ 869.8	\$ 441.8	103.2%

Dues and Membership (page 3, line 28)

Fees and subscriptions include, American Planning Association (APA), American Public Transportation Association (APTA), San Francisco Bay Area Planning and Urban Research (SPUR), Women's Transportation Seminar (WTS) International Right of Way Association

(IRWA), National Student Conclave (NSC). Increase to accommodate new employees.

\$'s in Thousands	FY2018		FY2019		FY2020		% Change
	FY 2018 Actual		FY2019 Revised Budget	FY2019 Forecast	FY2020 Preliminary Budget	FY2020 Budget vs FY19 Forecast	
Dues & Membership	\$ 103.8	\$ 150.5	\$ 124.7	\$ 172.1	\$ 47.5	38.1%	

Postage and Other (page 3, line 29)

Expenses related to postage for various activities related to Communications and Treasury as well as safety & security programs and ADA programs. This also includes bad debt expense, relocation expense, and costs related to mandated translation services. The increase for FY2020 reflects increased postage for Safety and Security as well as increased recruitment and relocation expense. The FY2019 Forecast of \$0.1 million is lower than FY2019 Budget due to one-time FY2019 projects that will not be implemented in FY2019.

\$'s in Thousands	FY2018		FY2019		FY2020		% Change
	FY 2018 Actual		FY2019 Revised Budget	FY2019 Forecast	FY2020 Preliminary Budget	FY2020 Budget vs FY19 Forecast	
Postage and Other	\$ 60.0	\$ 237.8	\$ 110.2	\$ 184.8	\$ 74.6	67.6%	

CONTRACTED BUS SERVICES (page 3, lines 33 – 43)

Contracted Urban Bus (CUB) (page 3, line 34)

Reflects contracted service with MV Transportation for Mainline Bus service.

\$'s in Thousands	FY2018		FY2019		FY2020		% Change
	FY 2018 Actual		FY2019 Revised Budget	FY2019 Forecast	FY2020 Preliminary Budget	FY2020 Budget vs FY19 Forecast	
Contracted Urban Bus Service	\$ 16,885.2	\$ 20,153.4	\$ 19,718.7	\$ 21,551.2	\$ 1,832.5	9.3%	

Coastside Services (page 3, line 35)

CUB Servicing Coastal communities; Fixed Route (17, 18, FLX) service provided to residents from La Honda Pescadero to Pacifica and San Mateo.

\$'s in Thousands	FY2018		FY2019		FY2020		% Change
	FY 2018 Actual		FY2019 Revised Budget	FY2019 Forecast	FY2020 Preliminary Budget	FY2020 Budget vs FY19 Forecast	
Coastside Services	\$ 1,733.2	\$ 1,742.0	\$ 1,700.0	\$ 1,738.2	\$ 38.2	2.2%	

Redi-Coast ADA (page 3, line 36)

Costs in connection with rural service from Pescadero along the Coastside to San Francisco; Bayside service from San Francisco to Palo Alto for those who do not qualify for ADA and have no access to fixed route service.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Redi Coast Non-ADA	\$ 212.8	\$ 266.2	\$ 240.0	\$ 263.7	\$ 23.7	9.9%

La Honda (page 3, line 37)

CUB service to rural population in the La Honda and surrounding areas.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
La Honda - Pescadero	\$ 54.9	\$ 55.1	\$ 55.1	\$ 55.1	\$ -	0.0%

SamCoast Pescadero (page 3, line 38)

CUB service to rural population in the Pescadero and surrounding areas. Expanded service to bayside medical facilities (over-the-hill trips), family social service centers and educational centers.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
SamCoast - Pescadero	\$ 132.2	\$ 140.8	\$ 140.8	\$ 143.7	\$ 2.9	2.1%

CUB Related Wage & Benefits (page 3, line 39)

Reflects Wage & Benefits for staff management of CUB services including:

- Staff time for managing the contract as well as provider for fixed route service, non - ADA, and FLX Services for Pacifica and San Mateo for Service on the Coastside and Bayside.
- Wage & Benefits for staff managing coastside service for rural farming community families SamCoast;

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
CUB Related Wages & Benefits	\$ 463.3	\$ 479.3	\$ 479.3	\$ 492.7	\$ 13.4	2.8%

CUB Related Other Support (page 3, line 40)

- Contract Services expense related to quarterly inspections for District owned vehicles operated by contractor
- CUB related building maintenance necessary for janitorial, pest control, preventive maintenance and repairs.
- CUB related Utilities for gas & electric, water and sewer, and trash / refuse
- Wheelchair lifts on fixed routes
- Expanded service to bayside medical facilities (over-the-hill trips), family social service centers and educational centers.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
CUB Related Other Support	\$ 113.4	\$ 124.1	\$ 152.5	\$ 118.5	\$ (34.0)	-22.3%

CUB Insurance (page 3, line 41)

Includes general insurance costs for premiums, deductibles, adjustor fees, broker fees and other insurance costs. The Preliminary FY2020 Budget reflects updated FY2020 insurance program.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
CUB Insurance	\$ 444.7	\$ 567.6	\$ 567.6	\$ 597.1	\$ 29.5	5.2%

CUB Claims, Reserves & Payments (page 3, line 42)

Includes claim reserves and associated legal fees.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
CUB Claims Reserves & Payments	\$ 49.5	\$ 218.4	\$ 218.4	\$ 218.4	\$ -	0.0%

AMERICANS WITH DISABILITIES ACT (ADA) PROGRAMS (see Attachment A for page and line reference).

The paratransit/ADA program includes Redi-Wheels service, taxi and sedan service, including SamTrans administration costs, support of paratransit service on the Coastsides of the county, and a contribution to the Paratransit Coordinating Council (PCC) for administration costs.

Elderly & Disabled/Redi-Wheels - (page 4, line 46)

Contracted Paratransit Service with District vehicles for north and south base includes cutaways and minivans. Forecast for FY2019 is lower than FY2019 Budget due to a shift in ridership to Taxi and Sedan (see line item below).

\$'s in Thousands	FY2019		FY2019	FY2020		% Change
	FY 2018	Revised		Preliminary	Budget	
	Actual	Budget	Forecast	Budget	Budget vs FY19 Forecast	
Elderly & Disabled/Redi-Wheels	\$ 5,409.9	\$ 8,012.0	\$ 5,230.0	\$ 8,024.3	\$ 2,794.3	53.4%

ADA Sedan / Taxi Service- (page 4, line 47)

Contracted Coastsides Service, provides ADA service along the coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County using contracted taxi and sedans. Forecast for FY2019 is higher than FY2019 Budget due to a shift in ridership from Taxi and Sedan (see line item above).

\$'s in Thousands	FY2019		FY2019	FY2020		% Change
	FY 2018	Revised		Preliminary	Budget	
	Actual	Budget	Forecast	Budget	Budget vs FY19 Forecast	
ADA Sedan/Taxi Service	\$ 4,915.7	\$ 3,810.9	\$ 5,450.0	\$ 3,834.1	\$ (1,615.9)	-29.6%

Coastsides ADA (page 4, line 48)

Contracted Coastsides Service, provides ADA service along the Coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County.

\$'s in Thousands	FY2019		FY2019	FY2020		% Change
	FY 2018	Revised		Preliminary	Budget	
	Actual	Budget	Forecast	Budget	Budget vs FY19 Forecast	
Coastsides ADA	\$ 1,739.4	\$ 1,830.6	\$ 1,830.6	\$ 1,921.4	\$ 90.8	5.0%

ADA Related Wages & Benefits (page 4, line 49)

- Wage & benefits for staff managing service for Redi-Wheels support,
- Wage & benefits for staff managing service for accessibility support for senior mobility and veterans assistance services includes:

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
ADA Related Wages & Benefits	\$ 2,989.2	\$ 3,199.3	\$ 2,838.8	\$ 3,107.0	\$ 268.3	9.5%

ADA Related Other Support (page 4, line 50)

Redi-Wheels services including

- fuel and related taxes for cutaways and minivans,
- Oil & Lubricants
- Maintenance expense for parts, tires and tools
- Employee uniforms
- Telecommunications services
- ADA related consultants for disability awareness and training

Increase to FY2020 Budget reflects the one-time project for Paratransit Schedule Software upgrade.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
ADA Related Other Support	\$ 1,272.0	\$ 1,525.8	\$ 1,523.9	\$ 2,127.2	\$ 603.2	39.6%

ADA Insurance (page 3, line 51)

Includes general insurance costs for deductibles, adjustor fees, broker fees and other insurance costs. The Preliminary FY2020 Budget reflects updated FY2020 insurance program.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
ADA Insurance	\$ 376.4	\$ 401.3	\$ 401.3	\$ 426.9	\$ 25.6	6.4%

ADA Claims, Reserves & Payments (page 3, line 52)

Includes claim reserves and associated legal fees.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018 Actual	Revised Budget	FY2019 Forecast	Preliminary Budget	Budget vs FY19 Forecast	
ADA Claims Reserves & Payments	\$ 133.3	\$ 218.4	\$ 218.4	\$ 218.4	\$ -	0.0%

MULTIMODAL TRANSIT PROGRAMS

Multimodal programs include the Caltrain, the Dumbarton Inter-County Corridor, SamTrans Shuttle Service, station support for multimodal transit in San Mateo County, and multimodal promotion.

Caltrain - (page 4, line 58)

The Caltrain Service in San Mateo County funded by the San Mateo County Transportation Authority (TA). Measure A funds are administered by the San Mateo County Transportation Authority and typically provides 8% of total Measure A tax revenues for Caltrain operations. Contributions from the TA for Caltrain is expected to be \$7.8 million; another \$1.3 million of Measure A funding will be programmed from prior year balances for a total of \$9.2 million.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
Peninsula Rail Service	\$ 6,169.8	\$ 7,634.4	\$ 7,634.4	\$ 9,156.1	\$ 1,521.7	19.9%

SamTrans Shuttles Service - (page 4, line 62)

Reflects expenses related to directly operated and employer operated shuttle services. This includes survey services, printing expense and expense directly related to contracted shuttle services, including contractual 1% vendor incentive for directly contracted, and 2.5% contingency for directly contracted. Increase for FY2020 relates to Sierra Pt. rate increase and Oyster Pt. vehicles switch from small to medium.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
SamTrans Shuttle Service	\$ 1,740.2	\$ 2,054.0	\$ 1,740.0	\$ 2,128.7	\$ 388.7	22.3%

Shuttle Related Wages & Benefits (page 4, line 63)

Staff time to manage SamTrans Shuttle program.

\$'s in Thousands	FY2019		FY2020		FY2020	% Change
	FY 2018	Revised	FY2019	Preliminary	Budget	
	Actual	Budget	Forecast	Budget	vs FY19 Forecast	
Shuttle Related Wages & Benefits	\$ 100.6	\$ 100.6	\$ 100.6	\$ 88.2	\$ (12.4)	-12.3%

Dumbarton Maintenance of Way (page 4, line 64)

In the past, the revenues and expenses of Dumbarton Maintenance of Way would be shown on the Transportation Authority as Revenues of Rental Income and Expenses of Maintenance of Way. Beginning in FY19, revenues and expenses associated with the Dumbarton Maintenance of Way are no longer recorded in the Transportation Authority, and are instead recorded in the District. In other words, Dumbarton is part of the District. The expenses below reflect a slight increase to Insurance plus contracted services which will remain flat from FY19 Forecast.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Dumbarton M.O.W.	\$ -	\$ 260.0	\$ 260.0	\$ 286.3	\$ 26.3	10.1%

Maintenance Multimodal Facility (page 4, line 65)

Provides support services and utilities for Colma Park n Ride facility including contract services, building maintenances service and sewer and water.

\$'s in Thousands	FY 2018	FY2019	FY2019	FY2020	FY2020	% Change
	Actual	Revised Budget	Forecast	Preliminary Budget	Budget vs FY19 Forecast	
Maintenance multimodal Fac	\$ 178.3	\$ 174.8	\$ 189.4	\$ 174.8	\$ (14.6)	-7.7%

FY2020 BUDGET NARATIVE - CAPITAL

The list below describes each of the Capital Projects requested for FY2020. Total FY2020 Capital Budget projects equal \$14.2 million. The capital projects submitted were reviewed and prioritized for consistency with District policy directives and key Strategic Plan Initiatives. In keeping with the District's need to conserve financial resources, the final recommendations reflect the most critical projects that support the District's goals. There are significant project that continue to be developed and reviewed by staff that may be brought later in the fiscal year for the Board's consideration. Please see Attachment B for section reference numbers.

Revenue Vehicle and Support: \$3,381,955

- 1.1 Major Bus Components - \$ 592,000
Purchase of new parts, rebuilt parts and major bus components not accounted for in operating budget.
- 1.2 Replacement of (14) Revenue Paratransit Vans - \$956,480
Replacement of fourteen 2014 El Dorado Amerivans.
- 1.3 Replacement of (13) Revenue Paratransit Cutaway Vehicles - \$1,732,640
Replace thirteen 2013 El Dorado Aerotech Cutaway vehicles.
- 1.4 FY19 Maintenance Support Equipment - \$ 100,835
Equipment used to support day-to-day shop activities.

Non-Revenue Vehicle Support: \$164,000

- 2.1 Replacement Non-Rev Service Support Vehicles - \$ 164,000
Procurement will replace 2009 Toyota Priuses. Funding from current year Measure A District Sales Tax and savings from surplus funding of prior year District Sales Tax.

Information Technology: \$500,000

- 3.1 SPEAR SYSTEM Improvements - \$ 150,000
Evaluation and analysis to replace the current Bus Maintenance Computerized Maintenance Management System (CMMS), SPEAR, with a current Enterprise Asset Management (EAM) system.
- 3.2 Intranet Solution Replacement - \$ 350,000
Intranet solution to replace the Depot, procure, install, transition and train employees.

Planning / Development: \$250,000

4.1 Capital Program and Project Development - \$ 250,000

Activities include but not limited to: capital budget and programming process, grant development, and development of capital program management systems

Safety and Security: \$150,000

5.1 CCTV Network Improvements- \$ 150,000

Seek subject matter expertise and qualified consulting and guidance in order to develop a detailed scope for replacement of the Current CCTV Security System.

Facilities/Construction: \$7,107,200

6.1 Facilities Smaller Projects - \$ 1,110,000

Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement.

6.2 Central Building Roof Replacement - \$ 800,000

Repair east side of Central building roof.

6.3 North and South Base Employee Areas - \$ 520,000

Remodel and update the Maintenance Employees and Operations Areas in North and South Base.

6.4 North and South Base Bus Parking Area Restriping - \$258,000

Remove existing stripping and configuration on the North and South Base parking area to accommodate the parking of the Battery Electric Buses (BEB) and provide flexibility for future service adjustments.

6.5 North and South Base Vacuum Replacement Design - \$150,000

Experienced engineering/design consultant to analyze the vacuum and interior cleaning activities for both North and South Base.

6.6 North Base Bus Washer Replacement - \$540,000

Demolish and remove the 1995 Bus Washer and install new bus washer.

6.7 North and South Base Industrial Waste Line to Brake Pit Replacement - \$780,000

Replace the North Base Industrial Waste Line which drains the Brake Pit and Fuel Island area.

6.8 South Base Bus Washer Walls Rehab - \$350,000

Replace walls on each side of the travel lane of the South Base Bus Washer.

6.12 Central Building - \$750,000

Consultant Support to assist possible development options; including possible public private partnership for the Central Administration Building.

- 6.13 Central Building Refresh- \$1,849,200
Refresh building: elevator upgrades, painting and carpet replacement, replace vertical blinds, chairs for auditorium and other continuous improvements.

Other/Contingency: \$250,000

- 7.1 Contingency - \$ 250,000
Unforeseen capital expenditures

Measure W Capital Funded Projects.

The list below describes each of the Capital Projects requested for FY2020 that is expected to be funded by Measure W. Total FY2020 Measure W Capital Budget projects equal \$2.4 million.

Facilities/Construction Measure W: \$2,435,000

- 6.9 60' Aerial Lift Apparatus - \$ 70,000
Purchase and delivery of a trailer-mounted, 60' aerial lift apparatus that will allow the Facilities Department a portable, high-reach, maintenance apparatus for a variety of repairs.
- 6.10 ADA Study & Phase I Retrofits - \$1,225,000
The Facilities ADA Coordinator will be conducting a District-wide study to determine and prioritize retrofits that are necessary to meeting ADA requirements. We are already aware of restroom remodels, parking configurations, entrance ramping, and door controller systems that are necessary. This funding will provide for the District-wide study as well for initial (Phase 1) ADA Retrofits to be determined.
- 6.11 North and South Base Exterior Painting - \$1,140,000
Clean and paint all exterior surfaces of the District Buildings at North and South Base.

Prepared By: Virginia Baum, Senior Budget Analyst 650-508-7963

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 PRELIMINARY OPERATING BUDGET**

Attachment A

	FY2018 <u>ACTUAL</u>	FY2019 <u>BUDGET</u>	FY2019 <u>FORECAST</u>	FY2020 <u>PRELIMINARY BUDGET</u>	Preliminary FY2020 Budget vs. FY2019 Forecast	Percent Change
	A	B	C	D	E E = D-C	F F = E/C
<u>SOURCES OF FUNDS:</u>						
Operating Revenues						
1 Passenger Fares	15,742,071	16,457,750	15,400,000	15,264,000	(136,000)	-0.9%
2 Local TDA and STA Funds	42,013,481	47,485,688	47,485,688	59,884,430	12,398,742	26.1%
3 Pass through to Other Agencies	824,536	743,268	743,268	316,000	(427,268)	-57.5%
4 Operating Grants	5,907,965	3,533,624	3,533,624	2,671,983	(861,641)	-24.4%
5 SMCTA Measure A	9,623,433	11,088,532	11,088,532	12,796,123	1,707,591	15.4%
6 SM County Measure K & Other	3,750,000	2,500,000	2,500,000	1,250,000	(1,250,000)	-50.0%
7 AB434, TA Funded Shuttles & Other	322,950	414,000	414,000	417,100	3,100	0.7%
8 Subtotal - Operating Revenues	78,184,435	82,222,862	81,165,112	92,599,636	11,434,524	14.1%
Other Revenue Sources						
10 District Sales Tax	87,796,916	86,353,200	90,000,000	91,000,000	1,000,000	1.1%
11 Measure W Sales Tax		0		45,500,000	45,500,000	n/a
12 Investment Income	1,984,837	2,030,000	3,300,000	3,600,000	300,000	9.1%
13 Other Interest, Rent & Other Income	7,963,956	7,890,875	7,540,531	7,932,299	391,769	5.2%
14 Due from PCJPB, SMCTA & SAMTR Capital W&B	20,634,149	31,179,608	31,179,608	41,573,346	10,393,737	33.3%
16 Subtotal - Other Revenues	118,379,858	127,453,684	132,020,139	189,605,645	57,585,506	43.6%
18 Total Sources of Funds	196,564,293	209,676,546	213,185,251	282,205,281	69,020,029	32.4%
<u>USES OF FUNDS:</u>						
21 PCJPB, SMCTA & SAMTR Capital Wage & Benefits	20,634,149	31,179,608	31,179,608	41,573,346	10,393,737	33.3%
22 Motor Bus - Total	114,350,328	132,453,297	129,095,907	142,351,450	13,255,543	10.3%
23 A.D.A. Programs Total	16,835,809	18,998,212	17,493,003	19,659,286	2,166,283	12.4%
24 Caltrain	6,169,761	7,634,404	7,634,404	9,156,123	1,521,719	19.9%
25 Multi-Modal Programs Total	2,019,028	2,589,406	2,290,000	2,678,026	388,026	16.9%
26 Pass through to Other Agencies	824,536	734,268	734,268	316,000	(418,268)	-57.0%
27 Land Transfer Interest Expense	56,057	45,716	45,716	45,716	-	0.0%
28 Total Operating Expenses	160,889,668	193,634,911	188,472,906	215,779,946	27,307,040	14.5%
30 Total Operating Surplus/(Deficit)	35,674,625	16,041,635	24,712,345	66,425,334	41,712,989	168.8%
Capital Programs						
32 District Sales Tax Capital	8,789,413	6,015,570	6,015,570	8,494,119	2,478,549	41.2%
33 Measure W Sales Tax Capital				2,435,000	2,435,000	n/a
34 Sales Tax Allocation - Capital Programs	8,789,413	6,015,570	6,015,570	10,929,119	4,913,549	81.7%
36 Total Debt Service	21,631,424	21,612,357	21,612,357	19,358,210	(2,254,147)	-10.4%
38 Total Uses of Funds	191,310,505	221,262,838	216,100,833	246,067,276	29,966,443	13.9%
40 PROJECTED SURPLUS/(DEFICIT)	5,253,788	(11,586,292)	(2,915,582)	36,138,005	39,053,587	-1339.5%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 PRELIMINARY OPERATING BUDGET**

Attachment A

	<u>FY2018 ACTUAL</u>	<u>FY2019 BUDGET</u>	<u>FY2019 FORECAST</u>	<u>FY2020 PRELIMINARY BUDGET</u>	Preliminary FY2020 Budget vs. FY2019 Forecast	Percent Change
	A	B	C	D	E E = D-C	F F = E/C
<u>SOURCES OF FUNDS:</u>						
OPERATING REVENUES - MOTOR BUS:						
1 PASSENGER FARES	14,854,688	15,501,882	14,500,000	14,355,000	(145,000)	-1.0%
2						
3 LOCAL (TDA) TRANSIT FUND:	36,440,750	39,725,672	39,725,672	45,609,233	5,883,561	14.8%
4						
5 STATE TRANSIT ASSISTANCE:	3,310,138	5,669,191	5,669,191	10,144,977	4,475,786	78.9%
6						
7 OPERATING GRANTS:	2,146,197	1,448,667	1,448,667	597,037	(851,630)	-58.8%
8						
9 DISTRICT SALES TAX REVENUE:	51,224,347	63,900,090	60,470,320	64,194,328	3,724,008	6.2%
10						
11 INVESTMENT INTEREST INCOME	1,624,191	1,630,000	2,900,000	3,005,000	105,000	3.6%
12						
13 OTHER REVENUE SOURCES:						
14 Rental Income	1,503,926	1,600,000	1,404,262	1,610,995	206,733	14.7%
15 Advertising Income	1,183,691	1,205,307	1,205,307	1,233,331	28,024	2.3%
16 Other Income	2,062,400	1,772,488	1,772,488	1,601,549	(170,939)	-9.6%
17 TOTAL OTHER REVENUES	4,750,017	4,577,795	4,382,057	4,445,875	63,818	1.5%
18						
19 TOTAL MOTOR BUS	114,350,328	132,453,297	129,095,907	142,351,450	13,255,543	10.3%
20						
21 AMERICAN DISABILITIES ACT:						
22 Passenger Fares-Redi Wheels	887,383	955,868	900,000	909,000	9,000	1.0%
23 Local TDA 4.5 Redi Wheels	1,917,934	2,090,825	2,090,825	2,471,745	380,920	18.2%
24 Local STA - Paratransit	344,659		0	1,658,475	1,658,475	n/a
25 Operating Grants	3,761,768	2,084,957	2,084,957	2,074,946	(10,011)	-0.5%
26 Sales Tax Revenue - ADA	0	4,281,834	2,832,493	5,660,120	2,827,627	99.8%
29 Interest Income-Paratransit Fund	360,646	400,000	400,000	595,000	195,000	48.8%
30 SMCTA Measure A Redi-Wheels	3,453,672	3,454,128	3,454,128	3,640,000	185,872	5.4%
31 SM County Measure K & Other	3,750,000	2,500,000	2,500,000	1,250,000	(1,250,000)	-50.0%
32 Measure M Paratransit	1,833,875	1,400,000	1,400,000	1,400,000	-	0.0%
33 TOTAL ADA PROGRAMS	16,835,809	18,998,212	17,493,003	19,659,286	2,166,283	12.4%
34						
35 MULTI-MODAL TRANSIT PROGRAMS:						
36 Transfer from SMCTA for Caltrain	6,169,761	6,908,256	6,908,256	7,839,419	931,163	13.5%
37 Other Sources - Caltrain	-	726,148	726,148	1,316,704	590,556	81.3%
38 AB434, TA Funded Shuttles & Other	322,950	414,000	414,000	417,100	3,100	0.7%
39 Employer SamTrans Shuttle Funds	1,380,064	1,487,200	1,332,594	1,594,700	262,106	19.7%
40 Dumbarton Rental Income		425,880	425,880	491,724	65,844	15.5%
41 Sales Tax Revenue - Gen. Operating Asst.	316,014	262,326	117,526	174,502	56,976	48.5%
42 TOTAL MULTI-MODAL	8,188,789	10,223,810	9,924,404	11,834,149	1,909,745	19.2%
43 TOTAL REVENUES	139,374,926	161,675,319	156,513,313	173,844,885	17,331,571	11.1%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 PRELIMINARY OPERATING BUDGET**

Attachment A

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2019</u>	<u>FY2020</u>	<u>Preliminary</u>	<u>Percent</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>PRELIMINARY</u>	<u>FY2020 Budget</u>	<u>Change</u>	
	<u>A</u>	<u>B</u>	<u>C</u>	<u>BUDGET</u>	<u>vs. FY2019</u>	<u>Forecast</u>	
				<u>D</u>	<u>E</u>	<u>F</u>	
					<u>E = D-C</u>	<u>F = E/C</u>	
<u>SOURCES OF FUNDS:</u>							
DISTRICT OPERATING EXPENSE							
1	Motor Bus Wages and Benefits	64,934,239	69,119,448	69,503,588	75,175,420	5,671,832	8.2%
2	Services						
3	Board of Directors	89,273	132,116	132,116	132,116	-	0.0%
4	Contracted Vehicle Maintenance	997,186	1,302,319	1,302,319	1,295,519	(6,800)	-0.5%
5	Property Maintenance	1,426,043	1,589,000	1,589,000	1,710,144	121,144	7.6%
6	Professional Services	4,862,855	4,885,750	4,758,867	5,607,420	848,553	17.8%
7	Technical Services	6,898,902	8,750,264	7,548,546	9,348,980	1,800,434	23.9%
8	Other Services	2,883,432	3,661,480	3,044,720	3,675,419	630,699	20.7%
9							
10	Materials & Supply						
11	Fuel and Lubricants	3,116,764	3,950,821	3,866,916	3,936,141	69,225	1.8%
12	Bus Parts and Materials	1,859,297	2,036,780	1,996,929	2,044,369	47,440	2.4%
13	Uniform and Drivers Expense	371,510	564,226	524,414	656,813	132,399	25.2%
14	Timetables and Tickets	103,053	283,500	111,101	283,500	172,399	155.2%
15	Office Supplies/Printing	465,984	454,234	605,814	608,900	3,085	0.5%
16	Other Materials and Supply	148,476	150,300	150,300	150,416	116	0.1%
17							
18	Utilities						
19	Telecommunications	529,342	712,296	607,299	712,500	105,201	17.3%
20	Other Utilities	1,216,108	1,058,000	1,058,000	1,323,530	265,530	25.1%
21	Insurance	1,268,445	1,501,669	1,501,669	1,524,531	22,862	1.5%
22	Claims Reserves and Payments	239,996	1,455,563	1,455,563	1,455,563	-	0.0%
23	Workers Compensation	1,089,452	3,666,068	3,666,068	3,732,568	66,500	1.8%
24	Taxes and License Fees	666,176	795,415	794,398	919,556	125,159	15.8%
25	Leases and Rentals	178,527	185,292	185,292	191,926	6,634	3.6%
26	Prmtnl and Legal Advisertising	427,672	1,292,750	757,646	1,460,750	703,104	92.8%
27	Training & Business Travel	324,547	770,855	427,995	869,793	441,798	103.2%
28	Dues & Membership	103,779	150,483	124,688	172,143	47,455	38.1%
29	Postage and Other	60,050	237,780	110,221	184,780	74,559	67.6%
30							
31	Total District Operated Buses	94,261,109	108,706,409	105,823,467	117,172,797	11,349,329	10.7%
32							
33	CONTRACTED BUS SERVICES						
34	Contracted Urban Bus Service	16,885,226	20,153,372	19,718,734	21,551,200	1,832,466	9.3%
35	Coastside Services	1,733,232	1,742,000	1,700,000	1,738,200	38,200	2.2%
36	Redi Coast Non-ADA	212,782	266,200	240,000	263,700	23,700	9.9%
37	La Honda - Pescadero	54,863	55,130	55,130	55,130	-	0.0%
38	SamCoast - Pescadero	132,243	140,800	140,800	143,700	2,900	2.1%
39	CUB Related Wages & Benefits	463,254	479,296	479,296	492,726	13,430	2.8%
40	CUB Related Other Support	113,423	124,100	152,489	118,500	(33,989)	-22.3%
41	CUB Insurance	444,729	567,590	567,590	597,097	29,507	5.2%
42	CUB Claims Reserves & Payments	49,469	218,400	218,400	218,400	-	0.0%
43	Total Contracted Bus Service	20,089,219	23,746,888	23,272,439	25,178,653	1,906,214	8.2%
44							
45	TOTAL MOTOR BUS	114,350,328	132,453,297	129,095,907	142,351,450	13,255,543	10.3%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 PRELIMINARY OPERATING BUDGET**

Attachment A

	<u>FY2018</u>	<u>FY2019</u>	<u>FY2019</u>	<u>FY2020</u>	<u>Preliminary</u>	<u>Percent</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>FORECAST</u>	<u>PRELIMINARY</u>	<u>FY2020 Budget</u>	<u>Change</u>	
	<u>A</u>	<u>B</u>	<u>C</u>	<u>BUDGET</u>	<u>vs. FY2019</u>	<u>F</u>	
				<u>D</u>	<u>Forecast</u>	<u>F</u>	
					<u>E = D-C</u>	<u>F = E/C</u>	
<u>SOURCES OF FUNDS:</u>							
AMERICAN DISABILITY ACT PROGRAMS							
46	Elderly & Disabled/Redi-Wheels	5,409,856	8,012,000	5,230,000	8,024,300	2,794,300	53.4%
47	ADA Sedan/Taxi Service	4,915,697	3,810,900	5,450,000	3,834,100	(1,615,900)	-29.6%
48	Coastside ADA	1,739,406	1,830,600	1,830,600	1,921,400	90,800	5.0%
49	ADA Related Wages & Benefits	2,989,196	3,199,257	2,838,759	3,107,036	268,277	9.5%
50	ADA Related Other Support	1,272,026	1,525,758	1,523,947	2,127,186	603,239	39.6%
51	ADA Insurance	376,371	401,297	401,297	426,864	25,567	6.4%
52	ADA Claims Reserves & Payments	133,257	218,400	218,400	218,400	-	0.0%
53	Total ADA Programs	16,835,809	18,998,212	17,493,003	19,659,286	2,166,283	12.4%
54							
55	MULTI-MODAL TRANSIT PROGRAMS						
56							
57	CALTRAIN SERVICE						
58	Peninsula Rail Service	6,169,761	7,634,404	7,634,404	9,156,123	1,521,719	19.9%
59	Total Caltrain Service	6,169,761	7,634,404	7,634,404	9,156,123	1,521,719	19.9%
60							
61	OTHER SUPPORT						
62	SamTrans Shuttle Service	1,740,156	2,053,999	1,740,000	2,128,700	388,700	22.3%
63	Shuttle Related Wages & Benefits	100,607	100,607	100,607	88,210	(12,397)	-12.3%
64	Dumbarton M.O.W.	-	260,000	260,000	286,316	26,316	10.1%
65	Maintenance multimodal Fac	178,265	174,800	189,393	174,800	(14,593)	-7.7%
66	Total Other Support	2,019,028	2,589,406	2,290,000	2,678,026	388,026	16.9%
67							
68	TOTAL MULTI-MODAL PROGRAMS	8,188,789	10,223,810	9,924,404	11,834,149	1,909,745	19.2%
69							
70	TOTAL OPERATING EXPENSES	139,374,926	161,675,319	156,513,313	173,844,885	17,331,571	11.1%

San Mateo County Transit District Fiscal Year 2020 Preliminary Capital Budget

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Project Manager	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Preliminary Budget
1 REVENUE VEHICLE SUPPORT					
1.1 Major Bus Components	Purchase of new parts, rebuilt parts and major bus components not accounted for in operating budget.	Daniel Stewart	\$ 592,000		\$ 592,000
1.2 Replacement of (14) Revenue Paratransit Vans	Replacement of fourteen(14) 2014 El Dorado Amerivans.	David Harbour	\$ 956,480		\$ 956,480
1.3 Replacement of (13) Revenue Paratransit Cutaway vehicles	Replace thirteen (13) 2013 El Dorado Aerotech Cutaway	David Harbour	\$ 1,732,640		\$ 1,732,640
1.4 Maintenance Support Equipment	Equipment used to support day-to-day shop activities.	David Parsons	\$ 100,835		\$ 100,835
Subtotal					\$ 3,381,955
2 NON-REVENUE VEHICLE SUPPORT					
2.1 Replacement Non-Rev Svc Support Vehicles	This procurement will replace 2009 Toyota Priuses.	David Parsons	\$ 164,000		\$ 164,000
Subtotal					\$ 164,000
3 INFORMATION TECHNOLOGY					
3.1 SPEAR System Improvements	Evaluation and analysis to replace the current Bus Maintenance Computerized Maintenance Management System (CMMS), SPEAR, with a current Enterprise Asset Management (EAM) system.	David Harbour	\$ 150,000	\$ -	\$ 150,000
3.2 Intranet Solution Replacement	Intranet solution to replace the Depot, procure, install, transition and train employees.	Jeremy Lipps	\$ 350,000		\$ 350,000
Subtotal					\$ 500,000
4 PLANNING / DEVELOPMENT					
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
Subtotal					\$ 250,000
5 SAFETY AND SECURITY					
5.1 CCTV network Improvements	Seek subject matter expertise and qualified consulting and guidance in order to develop a detailed scope for replacement of the Current CCTV Security System.	Ben Burns	\$ 150,000	\$ -	\$ 150,000
Subtotal					\$ 150,000
6 FACILITIES / CONSTRUCTION					

FUNDING			
Federal	STA SOGR	District Sales Tax	Measure W Sales Tax
	\$ 53,069	\$ 538,931	
\$ 619,920	\$ -	\$ 336,560	
\$ 1,375,140	\$ -	\$ 357,500	
\$ -	\$ -	\$ 100,835	
		\$ 164,000	
\$ -	\$ -	\$ 150,000	
		\$ 350,000	
\$ -	\$ -	\$ 250,000	
\$ -	\$ -	\$ 150,000	

**San Mateo County Transit District
Fiscal Year 2020 Preliminary Capital Budget**

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Project Manager	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Preliminary Budget
6.1 Facilities Smaller Projects	Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement.	Greg Moyer	1,110,000		\$ 1,110,000
6.2 Central Building Roof Repair	Repair of Central building roof, East end of the tennis courts to the east side of the building.	Hubert Chan	\$ 1,275,000	\$ 475,000	\$ 800,000
6.3 North and South Base Employee Areas	Remodel and update the Maintenance Employees and Operations Areas in North and South Base.	Greg Moyer	\$ 520,000	\$ -	\$ 520,000
6.4 North and South Base Bus Parking Area Restriping	Remove existing striping configuration on the North and South Base parking areas to accommodate the parking of the Battery Electric Buses(BEB) and provide flexibility for future service adjustments.	Greg Moyer	\$ 258,000	\$ -	\$ 258,000
6.5 North and South Base Bus Vacuum Replacement Design	Experienced engineering/design consultant to analyze the vacuum and interior cleaning activities for both North and South Base.	Greg Moyer	\$ 150,000	\$ -	\$ 150,000
6.6 North Base Bus Washer Replacement	Demolish and remove the 1995 Bus Washer and install new bus washer.	Greg Moyer	\$ 540,000	\$ -	\$ 540,000
6.7 North Base Industrial Waste Line to Brake Pit Replacement	Replace the North Base Industrial Waste Line which drains the Brake Pit and Fuel Island area.	Hubert Chan	\$ 780,000	\$ -	\$ 780,000
6.8 South Base Bus Washer Walls Rehab	Replace walls on each side of the travel lane of the South Base Bus Washer.	Hubert Chan	\$ 350,000	\$ -	\$ 350,000
6.9 60' Aerial Lift Apparatus	The District Facilities have a number of high-reach maintenance needs including cleaning, light repair/replacement, safety inspections, signage, painting, graffiti-removal, HVAC equipment access, tree trimming, etc. This lift will provide the department a safe, portable, ready-to-go high-reach apparatus which is a timely and cost-effective alternative to renting expensive equipment or sub-contracting needed repairs.	Greg Moyer	\$ 70,000		\$ 70,000
6.10 ADA Study & Phase 1 Retrofits	The Facilities ADA Coordinator will be conducting a District-wide study to determine and prioritize retrofits that are necessary to meeting ADA requirements. We are already aware of restroom remodels, parking configurations, entrance ramping, and door controller systems that are necessary. This funding will provide for the District-wide study as well for initial (Phase 1) ADA Retrofits to be determined.	Greg Moyer	\$ 1,225,000		\$ 1,225,000

FUNDING			
Federal	STA SOGR	District Sales Tax	Measure W Sales Tax
\$ -	\$ -	\$ 1,110,000	
\$ -	\$ -	\$ 800,000	
\$ -	\$ -	\$ 520,000	
\$ -	\$ 258,000	\$ -	
\$ -	\$ 150,000		
\$ -	\$ 540,000		
\$ -	\$ -	\$ 780,000	
\$ -	\$ 312,907	\$ 37,093	
			\$ 70,000
			\$ 1,225,000

**San Mateo County Transit District
Fiscal Year 2020 Preliminary Capital Budget**

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Project Manager	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Preliminary Budget
6.11 North and South Base Exterior Painting	Clean and paint all exterior surfaces of the District Buildings at North and South Base.	Greg Moyer	\$ 1,140,000	\$ -	\$ 1,140,000
6.12 Central Building	consultant support to assist in possible development options, including possible public private partnerships, for the Central Administration Building.	Brian Fitzpatrick	\$ 750,000	\$ -	\$ 750,000
6.13 Central Building Refresh	Elevator upgrades, Carpet replacement, Painting, vertical blinds, chairs for Auditorium and conference room and other continuous improvements.	Greg Moyer	\$ 1,849,200	\$ -	\$ 1,849,200
Subtotal					\$ 9,542,200
7 Other					
7.1 Contingency	Unforeseen capital expenditures		\$ 250,000	\$ -	\$ 250,000
Subtotal					\$ 250,000
GRAND TOTAL			\$ 14,713,155	\$ 475,000	\$ 14,238,155

FUNDING			
Federal	STA SOGR	District Sales Tax	Measure W Sales Tax
\$ -	\$ -		\$ 1,140,000
\$ -	\$ -	\$ 750,000	
\$ -	\$ -	\$ 1,849,200	
\$ -	\$ -	\$ 250,000	
\$ 1,995,060	\$ 1,313,976	\$ 8,494,119	\$ 2,435,000

The logo for samTrans, featuring the word "samTrans" in a bold, black, sans-serif font. Below the text are two horizontal bars: a red one on top and a blue one on the bottom. The entire logo is enclosed in a white rectangular box with a thin black border.

samTrans

The background of the slide is a blue-tinted photograph of a bus. The bus is facing right, and its front features a wheelchair accessibility symbol, the number "295", and the word "MENLO CALIF" above the windshield. Below the windshield, the number "644" is visible, and the "samTrans" logo is partially seen on the side of the bus. The bus is parked on a street with some buildings in the background.

Preliminary FY2020 Operating and Capital Budgets

**Board of Directors
May 1, 2019
Finance Agenda Item #5**

- **Rolled forward FY2019 “Baseline” budget**
 - Excludes FY2019 special / one-time projects

- **Reviewed by**
 - **Cost Center Managers**
 - **Chief Operating Officer**
 - **Executive Team**



Challenges

- **Increasing Baseline service costs**
- **Debt service**
- **Decline in farebox recovery**
- **Grant revenues are not keeping up**
- **Increased dependence on volatile sales tax**



Measure W Related Budget Outcomes



Mobility Improvement:

- Comprehensive Operational Analysis (COA)
- Zero Emissions Bus Implementation Plan (ZEB)
- Express Bus Service
- Shuttles Service Study

Organizational Capacity - Staffing

- New Bus Operators for improved service:
- Create additional organizational bandwidth



Measure W Related Budget Outcomes

samTrans

Deferred Investments:

- Paratransit Scheduling Software Upgrade
- Expanding Marketing Strategy Opportunities

Capital Investment / Debt financing opportunities

Key Assumptions



- **Wage increase of 3% effective July 1st for all represented employees**
- **Salary increase of 3% for non-represented employees**
- **Increased costs for OPEB and CalPERS unfunded liabilities**
- **Contracted Urban Bus Service (CUB)**

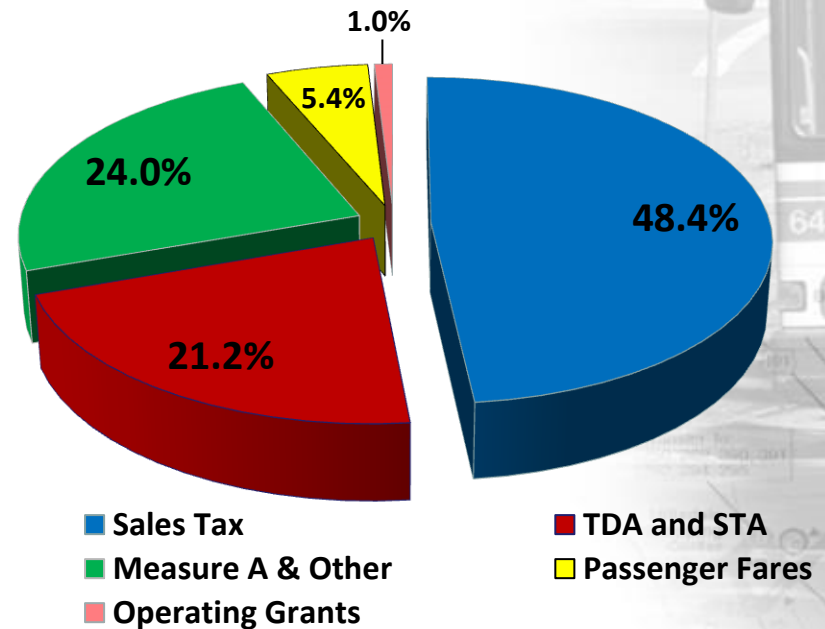
FY20 Operating Revenue

\$ in Millions

samTrans

FY2020 Preliminary Revenues

Passenger Fares	\$ 15.3
Local TDA and STA Funds	59.9
Pass through to Other Agencies	0.3
Operating Grants	2.7
SMCTA Measure A	12.8
SM County Measure K & Other	1.3
District Sales Tax	91.0
Measure W Sales Tax	45.5
Investment Income, Interest, & Other	11.9
Due From JPB, TA & SamTrans Cap W&B	41.5
	<u>\$ 282.2</u>



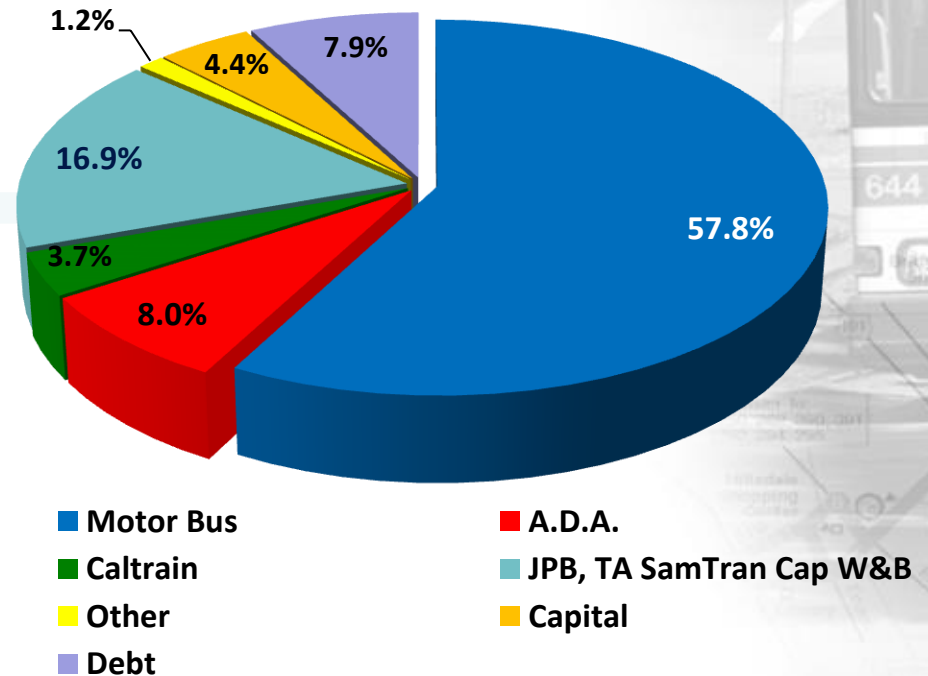
FY20 Operating Expense

\$ in Millions

samTrans

FY2020 Prelim Operating Expense

Motor Bus	\$ 117.1
Contract Urban Bus (CUB)	25.2
A.D.A. Programs	19.7
Caltrain	9.2
Multi-Modal Programs	2.7
JPB, TA SamTran Cap W&B	41.5
Pass throughs & Other	0.4
Capital	10.9
Debt	19.4
	<hr/>
	\$ 246.1



FY20 Preliminary Budget

\$ in Millions



SOURCES OF FUNDS	FY20 Prelim Budget
Fares	\$15.3
TDA & STA Funds	59.9
Other Op Income	17.4
District Sales Tax	91.0
Measure W	45.5
Other Income	11.5
Total Revenue *	\$240.6

USES OF FUNDS	FY20 Prelim Budget
District Motor Bus	\$111.4
Pension / OPEB Funding	5.8
Total Contracted Bus	25.2
Total ADA	19.7
Other Expenditures	12.1
Debt Service	19.4
Capital Allocation	10.9
Total Expenditures *	\$204.5
Surplus/(Deficit)	\$36.1

*Excludes JPB, TA & SamTrans Capital Wage & Benefits \$41.5 Million

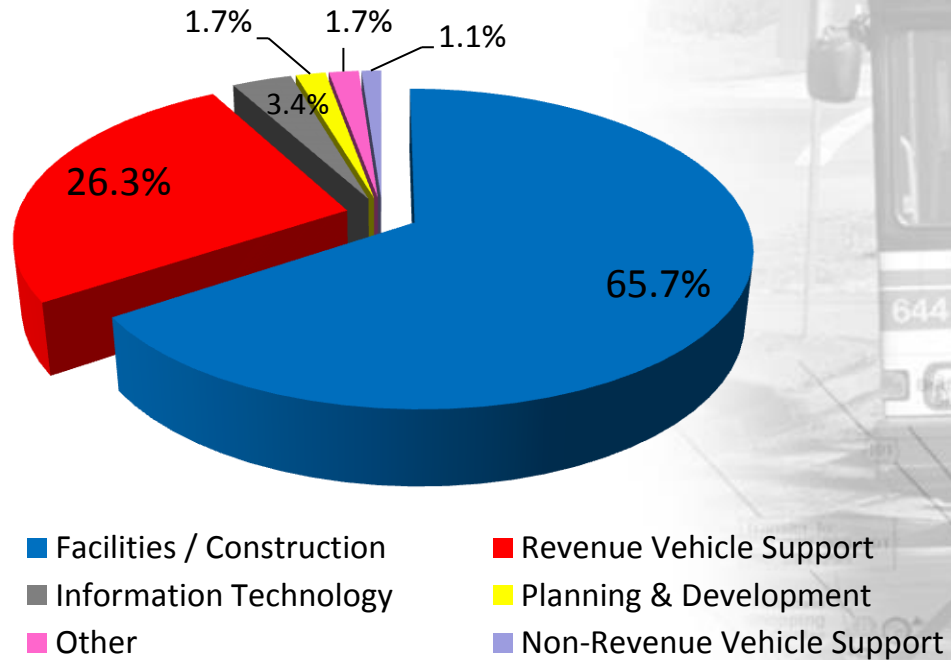
- **Maintains District's existing service and infrastructure network**
- **Ensures vehicles and facilities are maintained in a state of good repair**
- **Investments in:**
 - **Infrastructure**
 - **Safety & Security**
 - **Information Technology**



FY20 Capital Investment \$ in Millions



<u>FY2020 Capital Investment</u>	<u>Amount</u>
Facilities / Construction	\$ 9.5
Revenue Vehicle Support	3.8
Information Technology	0.5
Planning & Development	0.3
Other	0.3
Non-Revenue Vehicle Support	0.2
\$	14.5



FY2020 Budget Capital Projects



REVENUE VEHICLE SUPPORT:

- Revenue Vehicle Support \$3.4 million
- Major Bus Components: \$0.6 million
- Replacement of Revenue Paratransit Vans: \$1.0 million
- Replacement of Paratransit Cutaways : \$1.7 million
- Maintenance Support Equipment: \$0.1million

NON REVENUE VEHICLE SUPPORT: \$0.2 million

INFORMATION TECHNOLOGY:

- Spear System Improvement: \$0.2 million
- Intranet Solution Replacement: \$0.4 million

PLANNING / DEVELOPMENT: \$0.3 million

SAFETY AND SECURITY:

- CCTV Network Improvements: \$0.2 million



FY2020 Budget Capital Projects



FACILITIES / CONSTRUCTION:

- Facilities Smaller Projects: \$1.1 million
- Central Building Refresh & Roof Repair: \$2.6 million
- Central Building Planning: \$0.8 million
- North and South Base Facilities Improvement and Rehab: \$3.4 million

FACILITIES / CONSTRUCTION – Measure W:

- 60' Aerial Lift Apparatus: \$0.7 million
- ADA Study & Phase 1 Retrofits: \$1.2 million
- North & South Base Exterior Painting: \$1.1 million

CONTINGENCY \$0.3 Million



June 2019

- Based on input from the Board, finalize FY20 Budgets for adoption

Summer / Fall 2019

- Operating reserve policy
- Revenue stabilization fund
- Development of CalPERS / OPEB funding strategy



BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATO
CHARLES STONE

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 – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, MAY 1, 2019 – 3:00 pm

or immediately following the Finance Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Strategic Planning, Development, and Sustainability Committee Meeting of April 3, 2019

INFORMATIONAL

3. Draft SamTrans FY 2019-2028 Short Range Transit Plan
4. SamTrans Adaptation & Resilience Plan Study Introduction
5. Adjourn

Committee Members: Charles Stone (Chair), Dave Pine, Karyl Matsumoto

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
APRIL 3, 2019**

Committee Members Present: C. Stone (Committee Chair), D. Pine, K. Matsumoto

Committee Members Absent: R. Collins, R. Guilbault

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER

Committee Chair Charles Stone called the meeting to order at 2:42 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF MARCH 6, 2019

Motion/Second: Fraser/Powell

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

Absent: Collins, Guilbault

BOARD FEEDBACK ON PROPOSED SAMTRANS FARE CHANGES

Daniel Shockley, Senior Planner, gave a presentation and overview of the proposed modifications to the SamTrans codified tariff.

Committee Member Karyl Matsumoto asked about day passes. Mr. Shockley said they would be double the base fare.

Committee Member Dave Pine asked about change cards; Mr. Shockley said they proposed to not offer change cards any longer. Director Peter Ratto said that he was in favor of keeping change cards.

Committee Member Matsumoto asked about where to buy Clipper cards and was told they are available at Walgreens.

Chair Carole Groom asked about the costs to make changes to Clipper. Mr. Hartnett said that any fare changes result in a high implementation cost from the Metropolitan Transportation Commission (MTC) for Clipper.

Director Josh Powell asked how the income lost due to the elimination of discounts from bulk token sales would be mitigated. Mr. Shockley said he would look into that issue. Mr. Olmeda explained that for now, the paper tokens would replace the metal tokens.

Director Ratto said he felt that the express fare is justified and that lower fares streamline ridership.

Director Marina Fraser said that the more limited fare options make it easier for riders in addition to saving money for the District.

Committee Chair Charles Stone said he supported a trial of the changes.

ADJOURN

The meeting adjourned at 3:10 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to 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 the Transportation Authority

SUBJECT: **DRAFT SAN MATEO COUNTY TRANSIT DISTRICT FISCAL YEARS 2019-2028
SHORT RANGE TRANSIT PLAN**

ACTION

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

SIGNIFICANCE

In compliance with requirements set forth by the Metropolitan Transportation Commission (MTC), SamTrans is updating its ten-year [Short Range Transit Plan \(SRTP\) from FY2019 – FY 2028](#). Major components of the SRTP include the following:

- General system overview of fixed-route and paratransit services;
- Vision, guiding principles, and performance metrics;
- System and service evaluation for fixed-route and paratransit;
- Operations plan and budget projections for FY 2019-2028; and
- Capital Improvement Program (CIP) for FY 2019-2028.

The operations plan sets forth the intentions to provide fixed route and paratransit service over the SRTP period, while the operations budget demonstrates that the planned level of service is financial sustainable. The CIP addresses capital improvements needed to maintain the system in a state of good repair and to provide quality service to customers through smart investments

SamTrans is required by MTC to develop a board-approved SRTP every two years. While the current SRTP does include in-depth details on future initiatives, any changes to the operating and/or capital plan resulting from these future initiatives, including the upcoming Comprehensive Operational Analysis, can be incorporated in the next SRTP in 2021.

At the May 1, 2019 meeting, staff will present a draft version of the SRTP for the Board's input and comments. A draft version will also be sent to MTC for review. Staff expects to return to the June 5th meeting to seek the Board's approval of the final SRTP.

BUDGET IMPACT

Development of the SRTP is currently funded through the FY2019 Budget.

BACKGROUND

The Metropolitan Transportation Commission (MTC) requires that each transit operator in its region which receives federal funding through the regional Transportation Improvement Program (TIP), prepare, adopt and submit to MTC a Short Range Transit Plan (SRTP) every two years. The previous SRTP update was completed in 2017 and covered a planning horizon of FY 2017 to FY 2026.

STRATEGIC INITIATIVE

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

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

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

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

Prepared by: Daniel Shockley, Senior Planner

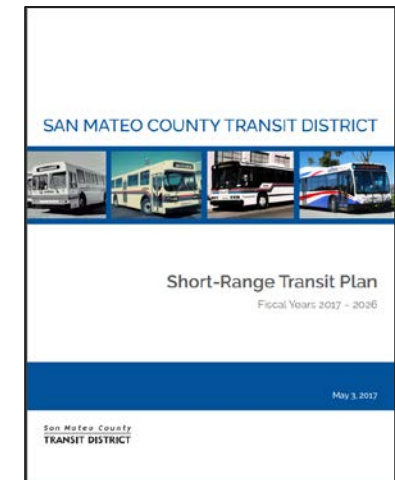
650-508-6382

Draft Short Range Transit Plan FY 2019 - 2028

SamTrans Board of Directors Meeting
May 1, 2019

What is an SRTP?

- Required by MTC to receive state and federal funds
- Overview of transit services and performance
- Ten-year operating plan and capital improvement program
- Updated every two years



Timeline

- 2019 May: Draft SRTP
- 2019 June: Final SRTP
- 2020: SamTrans Reimagined (COA)
- 2021: Next SRTP Update

Key Elements

- Operations Plan and Budget
 - Anticipated bus and paratransit service levels
 - Demonstrates that planned service is financially sustainable
- 10 year Capital Improvement Program (CIP)
 - Capital costs associated with services described in operations plan
 - Basis for federal, state, and regional capital funding requests
- Documentation of ongoing and planned strategic initiatives
 - Fleet electrification, COA, Implementation of SamTrans Business Plan initiatives, US-101 Mobility Action Plan, and others

Operating Plan Assumptions

- No fare increase assumption
 - Future fare increases, if necessary, to be carried out per adopted fare policy
- Ridership
 - Bus decreases 1% annually based on current trends
 - Paratransit increases 1% annually
 - Express bus ridership starting FY20
- Revenue
 - STA/TDA income increases approx. 2% annually
 - District sales tax increases 2% annually
 - Measure W revenue starting in FY20
- Expenses
 - Bus & paratransit expenses increase by approx. 4% annually, based on current trends
 - Spikes in expenses for FY20 & FY24 are due to express bus service launch
 - Includes FY20 Measure W operating requests

Capital Improvement Program

- Assumes \$419.5m in capital programs over 10 years
- Key components:
 - Ongoing maintenance and state of good repair work
 - Vehicle replacement with electric buses
 - Expansion of 37 new buses for new express service
 - Information technology upgrades
 - Intelligent Transportation Systems (ITS) upgrades
 - Facility, systems, and heavy maintenance equipment
 - South Base repaving
 - Electric bus infrastructure and equipment

Next Steps

- Now: Submit draft to MTC
- May: Revision period based on Board and MTC feedback
- June: Seek Board approval of final draft and submit to MTC

Questions?



**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Strategic Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **SAMTRANS ADAPTATION & RESILIENCE PLAN STUDY INTRODUCTION**

ACTION

No action is required. This item is presented to the Board for information only.

SIGNIFICANCE

In Fall 2018, SamTrans received a grant in the amount of \$193,102 from Caltrans to be matched with \$25,018 in District Sales Tax under the SB1 funded Integrated Climate Adaptation & Resilience Program (ICARP) to prepare an Adaptation and Resilience Plan. At the May meeting, staff will provide the Board an update on the planning process via a powerpoint presentation.

BUDGET IMPACT

This informational item has no impact on the budget.

BACKGROUND

San Mateo County is extremely vulnerable to sea level rise and flood inundation. The Bay Area is also particularly vulnerable to extreme heat because the area has historically not experienced extreme temperatures. Extreme heat is a public health threat that disproportionately affects low-income and vulnerable communities.

The SamTrans Adaptation & Resilience Plan will focus on identifying and evaluating adaptation strategies to (1) make the SamTrans' North and South Base maintenance facilities more resilient to the impacts of sea level rise, storm surge and flooding, (2) address the impact of high heat days on SamTrans facilities, equipment and passengers, and (3) will identify, cost and evaluate adaptation strategies and action alternatives to make SamTrans more resilient to these impacts.

Both facilities were identified as vulnerable transportation assets in the recently completed San Mateo County Sea Level Rise Vulnerability Assessment (SLR Assessment). North Base was evaluated in more detail as part of the SLR Assessment, and an asset-vulnerability profile was created for the facility. North Base was also evaluated as part of the Colma and San Bruno Creek Resilience Study in 2015, which evaluated risks associated with fluvial flooding in the Colma

and San Bruno areas.

A vulnerability assessment of heat-related impacts will also be conducted for SamTrans as part of this planning effort. Extended periods of high heat take a toll on passengers, as well as equipment and facilities, with the impact of high heat on bus electrification equipment of particular concern. Passengers with access and functional needs, in particular elderly passengers, may be especially vulnerable to high heat. During the same period SamTrans is leading this effort, San Mateo County will also be evaluating county-wide heat vulnerability as part of the recently-awarded Climate Vulnerability and Mainstreaming Resilience Planning grant. Staff will coordinate with the County to ensure the SamTrans and County planning efforts complement each other.

The schedule of deliverables is as follows:

July 2019	Deliver North and South Bases Sea Level Rise, Storm Surge and Fluvial Flood Vulnerability Assessment
Dec 2019	Deliver SamTrans Heat Vulnerability Assessment Report
Jan 2020	Deliver Event Scenario Memo
Feb 2020	Workshops at bases to discuss vulnerability findings and potential mitigation strategies with base administration & operators
July 2020	Deliver North and South Bases Sea Level Rise, Storm Surge and Flood and Heat Action Alternatives
Oct 2020	Deliver North and South Base Action Alternatives Lifecycle Cost and Benefit Valuation; System-Wide Action Alternatives Lifecycle Cost and Benefit Valuation; and Benefit/Cost Ratio NPV Memo
Feb 2021	Deliver Final Adaptation and Resilience Plan, including the SamTrans North and South Bases Sea Level Rise, Storm Surge and Fluvial Flood Action Alternatives; Final Adaptation and Resilience Plan, including the SamTrans System-Wide High Heat Action Alternatives.

Prepared By: Amelia Timbers,
Principal Planner Sustainability

650-508-7713

Study Introduction: SamTrans Adaptation & Resilience Plan

Board of Directors

May 2019

Study Scope

Study Cost \$218,120 Awarded October 2018	
Caltrans Grant	SamTrans Match
\$193,102	\$25,018

- The study will analyze SamTrans facilities' vulnerability to climate change impacts, including extreme heat and sea level rise, storm surge and flooding.
- The study will identify, evaluate and estimate costs for adaptation strategies to make SamTrans more resilient to these impacts.

Study Purposes

- Advise the Board of the scale of climate risks facing the organization
- Minimize the cost of climate impacts to SamTrans
- Inform short-, mid- and long-term capital investment, facilities and operational decisions
- Provide Action Alternatives that can be integrated into planning and policy
- Identify opportunities for SamTrans to mitigate climate impacts

What Other Agencies Have Done

- Integrated resilience into asset management
- Created resilient design standards
- Invested in new resilient infrastructure
- Prepared for long-term disaster management
- Modified or moved operations
- Hardened infrastructure

Bus Route Between Sepulveda and Roscoe Stations, Orange Line



Background:

The high speed bus route is located in an area with a high number of extreme heat days and experiences a high number of engine and air conditioning failure road calls. This area is

The Orange Line – route between Sepulveda and Roscoe Stations received an overall resiliency score of 6.4.

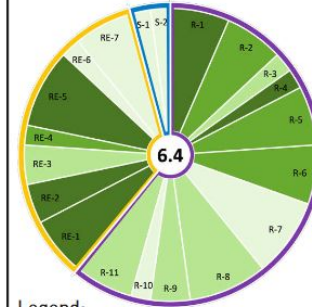
The network scored high in the following indicators: maintenance – day to day; compliance with current codes; availability of alternate route/mode choice; re-routing and communication plans.

The assessment scored low in the following indicators: implementation of resilience strategies based on design criteria; existence of vehicle, facility and busway design criteria to address resilience; awareness of supplier utility robustness; awareness of supplier utility redundancy; and supplier backup plan procedures.

Given that safe-to-fail is a relatively new approach, this was not considered for the design and construction of the Orange Line.

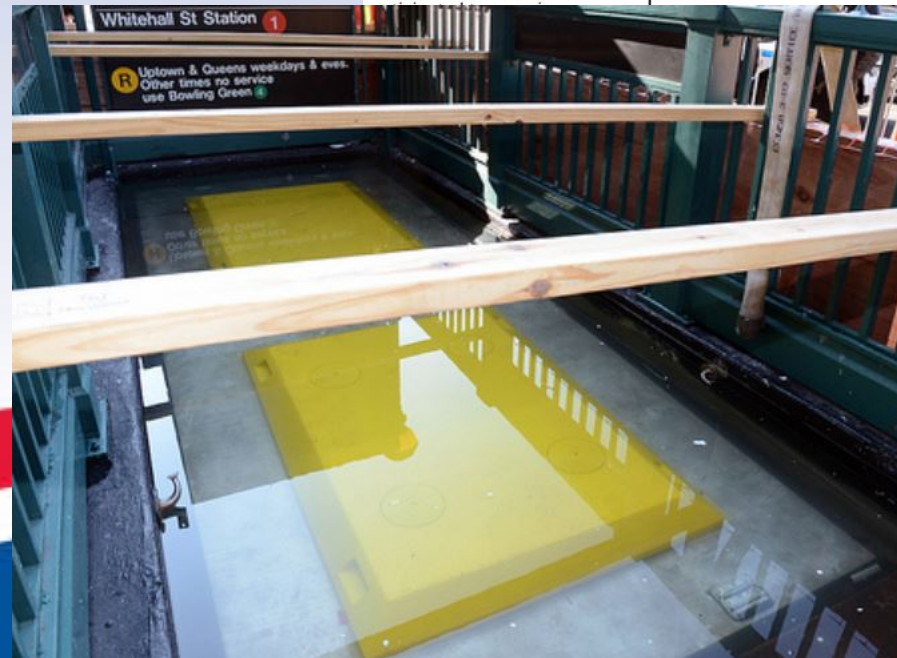
Resiliency Score = 6.4

Robustness = 6.1
Redundancy = 7.3
Safe-to-Fail = 2.5



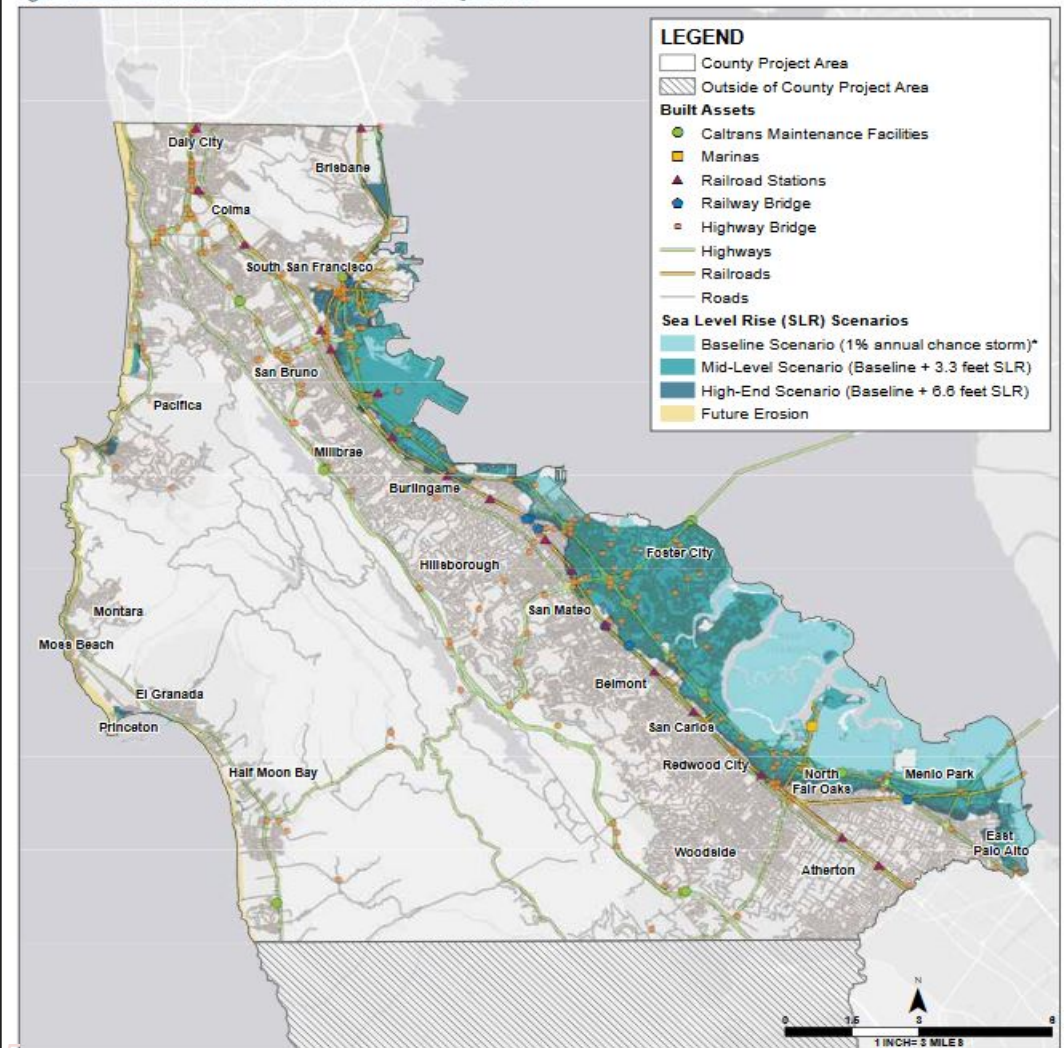
Legend:

Principle	Score
Robustness	4 (Most resilient)
Redundancy	3
Safe-to-fail	2
	1 (Least resilient)
	NA/Incomplete



San Mateo County Projected Climate Change Impacts

Figure 3B.10 Local Roads and Public Transit Assets in Project Area



“Local Roads & Public Transit Assets in Project Area”

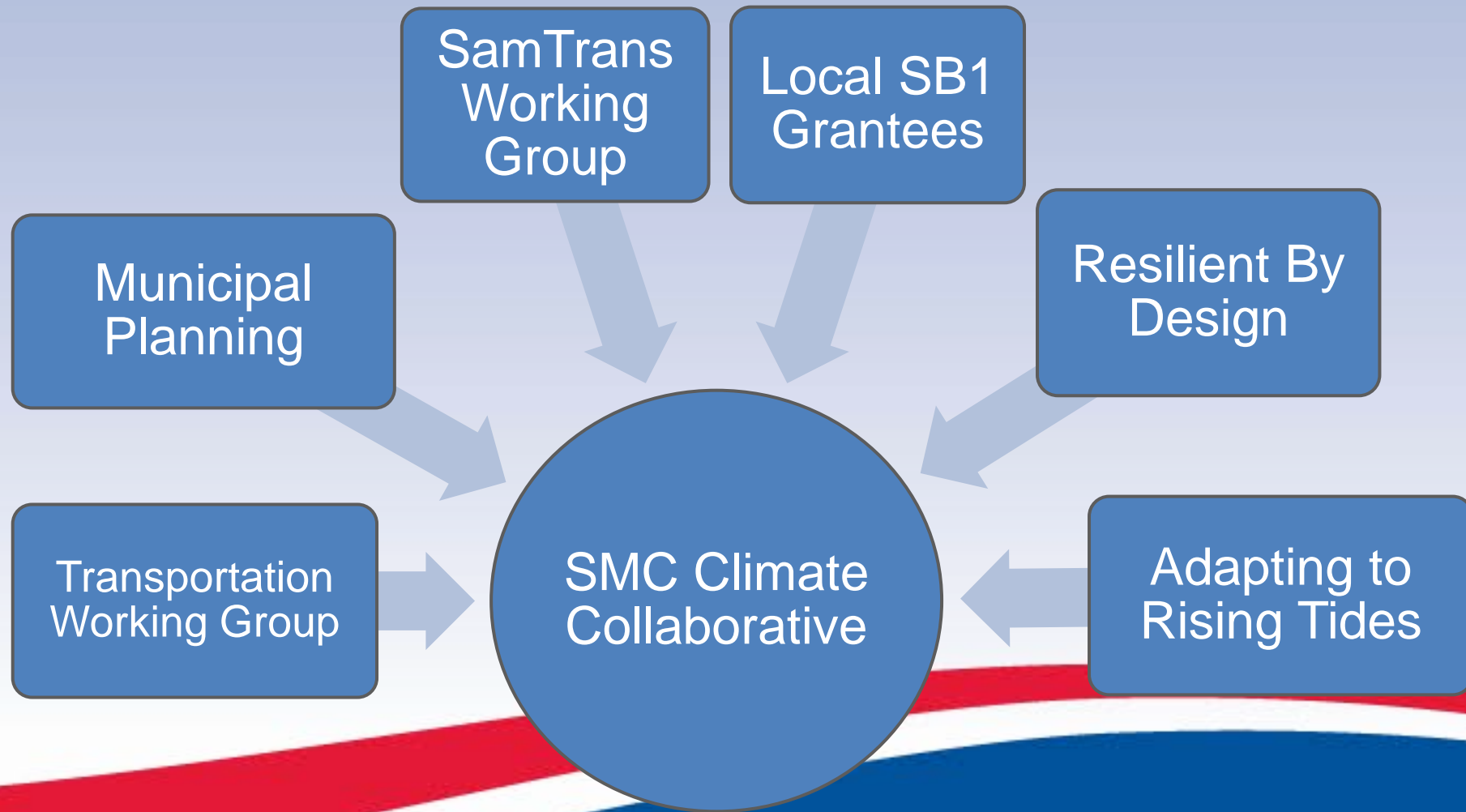
County of San Mateo Sea Level Rise Vulnerability March Assessment 2018

Data source: California Department of Transportation; David Ford Consulting Engineers 2013; California Department of Water Resources; Risk Characterization Study; United States Census Bureau 2015; San Mateo County Transit District 2015; California Department of Fish and Wildlife; Marine Region GIS Unit 2012.

SamTrans Plan Builds on Existing Resources

Date	Project Title
February 2017	Climate Change and Health Profile Report San Mateo County
March 2018	San Mateo County Sea Level Rise Assessment
2010 - Present	Adapting to Rising Tides
2017 - Present	Resilient By Design
2019 - Present	Sea Change San Mateo County

SamTrans Coordinating Regionally



Project Management Structure

SamTrans Board of Directors

General Manager

Jim Hartnett

Executive Steering Committee

Carter Mau (Deputy GM)

April Chan (Planning)

Derek Hansel (Finance/Treasury)

David Olmeda (Operations)

Seamus Murphy (Communications)

SamTrans Project Management Team

Amelia Timbers (Planning, Sustainability)

Christy Wegner (Planning Director)

Advisory Team/ TAC

Representatives from:

- Caltrans
- SamTrans Facilities
- San Francisco Airport
- San Carlos Airport
- City of South San Francisco
- City of San Carlos
- County of San Mateo
- BCDC Adapting to Rising Tides
- Resilient By Design
- MIG

Louis Berger/ WSP
Consultant Support

Study Deliverable Schedule

July 2019	North and South Base Sea Level Rise, Storm Surge and Fluvial Vulnerability Assessment
December 2019	SamTrans Heat Vulnerability Assessment
January 2020	Event Scenario Memo
February 2020	Workshops Discussing Study at Bus Bases
July 2020	North & South Base Sea Level Rise, Storm Surge, Flood and Heat Action Alternatives
October 2020	Action Alternatives Lifecycle Cost and Benefit Evaluation
February 2021	Final Adaptation & Resilience Plan

Board Review

May 2019	Study Introduction
Spring 2020	Update Board on Key Findings of Interim Deliverables
Winter 2020	Review Draft Study, Action Alternatives & Costs
Spring 2021	Adopt Study

Questions?

Amelia Timbers
Principal Planner, Sustainability
timbersa@samtrans.com
(650) 508-7713



AGENDA

LEGISLATIVE COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, MAY 1, 2019 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability
Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Legislative Committee Meeting of April 3, 2019

INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

Committee Members: Josh Powell (Chair), Ron Collins, 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 LEGISLATIVE COMMITTEE /
COMMITTEE OF THE WHOLE
APRIL 3, 2019**

Committee Members Present: J. Powell (Committee Chair)

Committee Members Absent: R. Collins, R. Guilbault

Other Board Members Present Constituting Committee of the Whole: M. Fraser, K. Matsumoto, D. Pine, P. Ratto, C. Stone, C. Groom

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER

Committee Chair Josh Powell called the meeting to order at 3:10 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF MARCH 6, 2019

Motion/Second: Stone/Fraser

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

Absent: Collins, Guilbault

STATE AND FEDERAL LEGISLATIVE UPDATE AND APPROVAL OF LEGISLATIVE PROPOSALS

Casey Fromson, Director of Government and Community Affairs, briefly summarized highlights of recent federal and state legislation. She mentioned discussion in the Senate around the reauthorization of the FAST (Fixing America's Surface Transportation) Act, which only gives the state \$16 million per year for grade separations.

She noted they were requesting the Board's support of four bills.

Motion/Second: Stone/Fraser

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

Absent: Collins, Guilbault

ADJOURN

The meeting adjourned at 3:16 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

LEGISLATIVE ITEM #3
MAY 1, 2019

**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 2019 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board.

Prepared By: Casey Fromson, Government and
Community Affairs Director

650-508-6493

Holland & Knight

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Holland & Knight LLP | www.hklaw.com

SamTrans Federal Report March - April 2019

CONGRESS

FY 2020 Transportation Appropriations: These past few weeks, Department of Transportation Secretary Elaine Chao testified before the House and Senate Transportation-HUD (THUD) Appropriations Subcommittees.

On March 27, the Secretary testified before the Senate THUD Subcommittee. Most of the hearing focused on Boeing 737 MAX. Members also asked Chao about the surface transportation bill and Highway Trust Fund insolvency. She replied that Congress should pass one bill for both a surface transportation reauthorization and infrastructure spending given the expiration of the FAST Act next year.

On April 10, she discussed the President's FY 2020 budget before the House THUD Subcommittee. Sec. Chao's prepared statement noted: "When the President's FY 2020 Budget was being developed, we did not have a final FY 2019 Appropriation and were operating under a long-term Continuing Resolution. In the absence of a FY 2019 Enacted Appropriation, the Administration relied on its own FY 2019 President's Budget request as the basis for the FY 2020 President's Budget decisions. When we compare the President's Budget request for FY 2019 and FY 2020, the FY 2020 budget provides an overall 8.9% increase. Further, compared to the FY 2017 enacted level, prior to the budget cap deal increases, the overall increase for FY 2020 is almost 8%. This reflects the Administration's strong support for funding transportation infrastructure investments even as other portions of the President's Budget were targeted for reductions." Subcommittee Chairman David Price (D-NC) focused his questions on the Boeing 737-MAX, and Secretary Chao stated that she has directed the DOT to audit the certification process and DOT has formed an advisory committee for safety oversight and certification procedures.

Rep. Bonnie Watson Coleman (D-NJ) asked the Secretary several questions on the Gateway project. She asked about the status of the Federal Railroad Administration approving the final Environmental Impact Statement (EIS) for the Hudson River Tunnel portion, and Chao did not answer but said that the project is ineligible for Federal Transit Administration (FTA) Capital Investment Grant because its low rating.

Transportation Reauthorization/Infrastructure Update: House and Senate committees with jurisdiction over the reauthorization of the surface transportation bill (FAST Act) and potential

infrastructure bill have continued to hold hearings in March. The key theme that has emerged from the many discussions has been the lack of consensus on how to raise revenue for a package. While there is support from many for an increase to the gas tax, fiscal conservatives have suggested devolution.

The Senate Environment and Public Works (EPW) Committee (oversees highways) is currently drafting the FAST Act reauthorization bill. The committee would like to introduce and mark up the FAST Act reauthorization bill in committee by July. The committee would like the bill to pass this year before 2020 which is an election year. The committee will hold draft legislation hearings this spring. The Senate is not planning to consider an infrastructure bill.

The Senate Banking Committee (oversees transit) is holding roundtables with transportation agencies and is waiting for leadership to identify funding before the committee begins drafting.

House Transportation & Infrastructure Committee Chairman Peter DeFazio (D-OR) would like an infrastructure bill on the floor early summer but committee members are asking for him to combine the two bills. Recently, the committee asked for committee members to submit priorities for the FAST Act reauthorization. The letter to the members said, “The Committee has announced that they will produce a transformative bill that will focus on the following areas:

- Transportation Innovation, new technology and smart infrastructure to modernize mobility.
- Promoting diverse transportation choices and providing affordable solutions including incentives for electrification.
- Prioritizing safety improvements.
- Supporting the transportation workforce with training and good paying jobs.
- Building infrastructure to address and mitigate the impacts of climate change.
- Supporting U.S. made materials.
- Improving project delivery while protecting natural resources, safety, worker protections and public participation.”

Senate Budget Assumes Highway User Tax Increases: Senate Budget Committee Chairman Mike Enzi (R-WY) released his [five-year budget blueprint](#) for FY 2020 – FY 2029 on March 22, and the committee approved it a week later. The blueprint assumes that Congress will enact between \$85-90 billion in new highway user taxes over five years to keep the Highway Trust Fund solvent at baseline funding levels. The resolution seeks \$176 billion in increased revenue over the next five years, and assumes about half the receipts could be received as part of a broader effort for Highway Trust Fund solvency. The budget also extends and makes permanent a provision from the FY 2009 budget resolution that prohibits Senate consideration of any surface transportation reauthorization bill that appropriates budget authority from any source other than the Highway Trust Fund.

Senate Approves Slate of Nominees: The Senate, including its committees, has been working to approve a slew of transportation nominees.

Federal Transit Administration (FTA): On March 12, the Senate Banking Committee approved the re-nomination of Thelma Drake to be Administrator of the FTA. The President first

nominated Drake for the position in February 2018, and the Senate Banking Committee approved her nomination three months later. However, her nomination stalled due to opposition from Senators Chuck Schumer (D-NY), Bob Menendez (D-NJ), and others from the New York/New Jersey area who ironclad commitments from the Administration to fund the Gateway program of passenger rail projects.

National Highway Transportation Safety Administration (NHTSA); DOT Research: The Senate Commerce Committee approved the nominations of Heidi King and Diana Furchtgott-Roth on April 3. King was nominated to lead the NHTSA in April 2018, after serving for six months as Deputy Administrator. However, the Senate failed to vote on her nomination before the end of the previous session, and she was re-nominated in January. Furchtgott-Roth was nominated to serve as Assistant Secretary of Transportation for Research and Technology.

Federal Highway Administration (FHWA): Nicole Nason was confirmed on March 28 to serve as Administrator of the FHWA, in a [95-1 vote](#). The position has been vacant since January 2017, and the Senate EPW Committee approved Nason's nomination in early February 2019. Nason currently serves as Assistant Secretary for Administration at the State Department and previously served as both NHTSA administrator and as an Assistant Secretary at DOT.

Federal Aviation Administration (FAA): The President nominated Steve Dickson, a former airline pilot, to be Administrator of the FAA. Dickson would replace acting Administrator Dan Elwell. Dickson is a former Delta Air Lines pilot, and the nomination comes after a long wait for a permanent head of the agency. Dickson will face Senate confirmation hearings, though a date for that has not been announced.

ADMINISTRATION

New DOT Council on Novel Technology: Transportation Secretary Elaine Chao announced on March 12 the [creation of a new council](#) to address permit requests for new technologies in transportation. The council, called the Non-Traditional and Emerging Transportation Technology Council, will be responsible for identifying and resolving jurisdictional and regulatory gaps that are presented when the agency addresses new technologies such as Hyperloop and autonomous vehicles (AVs). Tunneling technologies will be the first item the council considers.

FTA No Longer Seeking to Phase Out CIG: The Federal Transit Administration (FTA) issued its [annual report](#) on Capital Investment Grants (CIG) funding recommendations, proposing \$500 million for new CIG projects in FY 2020. This is a reversal from last year's report, in which the agency recommended phasing out the program, and did not request or recommend funding beyond that for projects with existing full fund grant agreements.

GRANTS

Low-No Funding Opportunity Issued: The FTA announced \$85 million in available funding under the [Low or No Emission \(Low-No\) Bus Program](#). The grant program helps project sponsors purchase or lease low or no emission vehicles that use advanced technologies for transit revenue operations, including related equipment or facilities. FTA will award the grants to

eligible recipients, which include public transit agencies, state transportation departments, and tribes on a competitive basis. Applications are due by May 14, 2019. Holland & Knight is working with NFTA on letters of support.

FTA Launches New Public Safety Initiative: The FTA launched a new Human Trafficking Awareness and Public Safety Initiative on March 29. The program includes two Notices of Funding Opportunity (NOFOs) totaling \$4 million to prevent human trafficking and other crimes that may occur on buses, trains, and other forms of public transportation. The first is the [Innovations in Transit Public Safety](#) program, which would develop projects that assist transit agencies with identifying and adopting specific measures to address public safety in transit systems, including crime prevention, human trafficking, and operator assault. The second is the [Crime Prevention and Public Safety Awareness](#) program, which would develop and disseminate materials supporting public safety awareness campaigns for transit systems, including crime prevention, human trafficking, and operator assault. The deadline for both programs is May 28, 2019.

April 11, 2019

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 – May 2019**

Legislative Update

Policy committees are in full swing, with hundreds of bills heard over the last few weeks. Additionally, budget committees have begun hearing department requests related to the Governor's budget proposal. The Legislature has until the end of April to hear bills in policy committees. The Legislature broke for Spring Recess on April 11, returning April 22. The Governor will release his update to the proposed budget, the May Revise, around May 14.

TDA Task Force Underway

Last August, the chairs of the legislative transportation committees, Senator Jim Beall (D-San Jose) and Assembly Member Jim Frazier (D-Antioch) requested the California Transit Association to spearhead a policy task force to examine the Transportation Development Act (TDA). In a letter to the Association [https://caltransit.org/cta/assets/File/Frazier Beall TDA Reform Ltr to CTA 080818\(1\).pdf](https://caltransit.org/cta/assets/File/Frazier%20Beall%20TDA%20Reform%20Ltr%20to%20CTA%20080818(1).pdf), the transportation chairs specifically requested that the task force fully examine TDA's performance measures applicable to the state's public transportation systems, and produce a legislative recommendation for any reforms or changes to the current programs the task force chooses to recommend.

Aiming to complete its report this fall, for possible legislative consideration in 2020, the task force, of which SamTrans is a member, has met twice to date. At its February kickoff meeting, the group adopted guiding principles. Among them is the intent to use this conversation about TDA and public transit to focus not only on how to improve the current TDA performance measures – farebox recovery ratio for LTF; and operating cost per hour operator eligibility criteria for STA Program funds – but also to educate and engage state policymakers on the question of how the state, transit agencies and other stakeholders could collaborate to understand and begin to work towards breaking down the barriers to greater public transportation use in California.

At its March meeting, the task force invited a transit planning consultancy to present an overview of the various trade-offs facing transit governing boards, policymakers and communities – any one of which makes it difficult to pre-determine one performance metric that could be used to measure an agency's progress towards its community's (often disparate) goals. The March meeting also included input from a variety of state-level stakeholders – including associations representing cities, counties, rural planning agencies, and councils of governments; the California State Transportation Agency; Caltrans' Division of Mass Transportation; and, legislative transportation committee consultants staffing Chair Beall and Chair Frazier. The task force also heard presentations from agencies in two regions where local transit operators are facing particularly acute challenges complying with TDA's performance measures.

Zero-Emission Bus Task Force Established

In April 2019, the California Transit Association established a new Zero-Emission Bus Task Force to develop a multi-year education program for the transit industry to support implementation of the Innovative Clean Transit regulation and to guide the Association's advocacy work related to: zero-emission bus funding and financing; the investor-owned utility's SB 350 programs; electricity rate design; and workforce development and training. The Task Force will meet for the first time on May 10.

SamTrans staff does not have a seat on the Task Force but has worked with Association staff to elevate SamTrans' priorities related to electrification and to confirm their engagement on the development of Pacific Gas & Electric's commercial electric vehicle rate. SamTrans staff will continue to program with Association staff to ensure SamTrans needs are met moving forward.

Grade Separation Funding

At the December 5 SamTrans Board meeting, we were asked to include in the SamTrans Board Report a list of state funding options for rail grade separations. Below is a list of the funding sources that we are aware of and/or that have been used to fund grade separations in the recent years. The funding sources below are managed across various state agencies and departments, including the Public Utilities Commission (PUC), the California State Transportation Agency (CalSTA), the California Transportation Commission (CTC), and Caltrans.

PUC Section 190 Grade Separation Program – The Program is a [state funding program](#) to grade separate crossings between roadways and railroad tracks and provides approximately \$15 million annually, transferred from Caltrans. Agencies apply to the PUC for project funding.

State Transportation Improvement Program – The STIP, managed by Caltrans and programmed by the CTC, is primarily used to fund highway expansion projects throughout the state, but also supports grade separations. The STIP is programmed every two years (currently the 2018 STIP added \$2.2 billion in new funding). Local agencies receive a share of STIP funding, as does the State. The STIP is funded with gasoline excise tax revenues.

Transit and Intercity Rail Capital Program – The TIRCP is managed by CalSTA and is available to fund rail and transit projects that reduce greenhouse gas emissions. The program receives funding from Cap and Trade and the recently created Transportation Improvement Fee to the tune of approximately \$500 million per year. The TIRCP is programmed over 5 years, with the most recent cycle beginning in May 2018. Caltrain received \$160 million for the CalMod project.

Proposition 1A – This \$9.9 billion Bond Act is the primary funding source for the high-speed rail project and has been used to fund a very limited number of grade separation projects in the past, including in the City of San Mateo.

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 11 Chiu D</p> <p>Community Redevelopment Law of 2019.</p>	<p>In the Assembly Local Government Committee.</p>	<p>(1)The California Constitution, with respect to any taxes levied on taxable property in a redevelopment project established under the Community Redevelopment Law, as it then read or may be amended, authorizes the Legislature to provide for the division of those taxes under a redevelopment plan between the taxing agencies and the redevelopment agency, as provided. This bill, the Community Redevelopment Law of 2019, would authorize a city or county, or two or more cities acting jointly, to propose the formation of an affordable housing and infrastructure agency by adoption of a resolution of intention that meets specified requirements, including that the resolution of intention include a passthrough provision and an override passthrough provision, as defined. The bill would require the city or county to submit that resolution to each affected taxing entity and would authorize an entity that receives that resolution to elect to not receive a passthrough payment, as provided. The bill would require the city or county that adopted that resolution to hold a public hearing on the proposal to consider all written and oral objections to the formation, as well as any recommendations of the affected taxing entities, and would authorize that city or county to adopt a resolution of formation at the conclusion of that hearing. The bill would then require that city or county to submit the resolution of intention to the Strategic Growth Council for a determination as to whether the agency would promote statewide greenhouse gas reduction goals. The bill would require the council to approve formation of the agency if it determines that formation of the agency both (1) would not result in a state fiscal impact, determined as specified by the Controller, that exceeds a specified amount and (2) would promote statewide greenhouse gas reduction goals. The bill would deem an agency to be in existence as of the date of the council’s approval. The bill would require the council to establish a program to provide technical assistance to a city or county desiring to form an agency pursuant to these provisions. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
AB 252 Daly D Department of Transportation: environmental review process: federal program.	In the Assembly Transportation Committee, Hearing Pending	Existing law gives the Department of Transportation full possession and control of the state highway system. Existing federal law requires the United States Secretary of Transportation to carry out a surface transportation project delivery program, under which the participating states may assume certain responsibilities for environmental review and clearance of transportation projects that would otherwise be the responsibility of the federal government. Existing law, until January 1, 2020, provides that the State of California consents to the jurisdiction of the federal courts with regard to the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the program. This bill would extend the operation of these provisions indefinitely.	Supported April, 2019

**San Mateo County Transit District
State Legislative Matrix 4/15/19**

Bill ID/Topic	Location	Summary	Position
<p>AB 314 Bonta D</p> <p>Public employment: labor relations: release time.</p>	<p>In the Assembly Appropriations Committee.</p>	<p>The bill would require these public employers to grant a reasonable number of employee representatives of the exclusive representative reasonable time off without loss of compensation or other benefits for specified activities. This requirement would apply to activities to investigate and process grievances or otherwise enforce a collective bargaining agreement or memorandum of understanding; to meet and confer with the public employer on matters within the scope of representation, including preparation for the activities specified in these provisions; to testify or appear as the designated representative of the exclusive representative in conferences, hearings, or other proceedings before the Public Employment Relations Board or similar bodies, as specified; to testify or appear as the designated representative of the exclusive representative before the governing body of the public employer, or a personnel, civil service, or merit commission, among others, and to serve as a representative of the exclusive representative for new employee orientations. The bill would require the exclusive representative to provide reasonable notice requesting an absence in this connection. The bill would specify that its provisions prescribe minimum release time rights and would prescribe requirements regarding the relation of its provisions to other labor agreements that address release time. The bill would prohibit the Public Employment Relations Board from enforcing these provisions with regard to public transit workers that are not otherwise subject to the board's jurisdiction.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 659 Mullin D</p> <p>Transportation: emerging transportation technologies: California Smart City Challenge Grant Program.</p>	<p>In the Assembly Appropriations Committee.</p>	<p>Existing law creates the California Transportation Commission, with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs. 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, 2020, to guide the commission on program matters, as specified. The bill would require the commission, in consultation with the workgroup, to develop guidelines on or before March 1, 2021, for the program, which would not be subject to the Administrative Procedure Act, and would authorize the commission to revise them as necessary. The bill would make the implementation of the program contingent upon an appropriation in the annual budget act.</p>	<p>Watch</p>
<p>AB 752 Gabriel D</p> <p>Public transit: transit stations: lactation rooms.</p>	<p>In the Assembly Transportation Committee.</p>	<p>Existing law requires the airport manager of an airport operated by a city, county, city and county, or airport district that conducts commercial operations and that has more than one million enplanements a year, or upon new terminal construction or the replacement, expansion, or renovation of an existing terminal, to provide a room or other location at each airport terminal behind the airport security screening area for members of the public to express breast milk in private. This bill would require a multimodal transit station that meets certain criteria, including that it has an enclosed waiting room of an unspecified size, or a transit station that is proposed to serve California's high-speed rail system, that commences operations or a renovation on or after January 1, 2021, to include a lactation room. To the extent the bill imposes additional duties on a local agency, 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 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 784 Mullin D</p> <p>Sales and use taxes: exemption: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: transit bus vehicles.</p>	<p>In the Assembly Revenue and Taxation Committee.</p>	<p>Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state, or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes. This bill would, until January 1, 2024, provide an exemption from those taxes with respect to the sale of, and the storage and use of, or other consumption in this state of, specified zero-emission technology medium- and heavy-duty transit bus vehicles. The bill would provide that this exemption does not apply to specified state sales and use taxes from which the proceeds are deposited into the Local Revenue Fund, the Local Revenue Fund 2011, or the Local Public Safety Fund. This bill contains other related provisions and other existing laws.</p>	<p>Supported April, 2019</p>
<p>AB 851 Cooper D</p> <p>Drug masking products.</p>	<p>In the Senate, pending referral to committee.</p>	<p>Existing law generally prohibits the unauthorized use, possession, and sale of controlled substances, and regulates programs and facilities that provide treatment and other services to persons affected by narcotic, alcohol, and other drug abuse. Under existing law, it is unlawful to deliver, furnish, or transfer, possess with intent to deliver, furnish, or transfer, or manufacture with intent to deliver, furnish, or transfer, drug paraphernalia, as defined, knowing, or under circumstances where a person reasonably should know, that it will be used to engage in specified acts relating to controlled substances. This bill would prohibit a person from distributing, delivering, or selling, or possessing with intent to distribute, deliver, or sell, a drug masking product. The bill would define a “drug masking product” to mean synthetic urine, as defined, or any other substance designed to be added to human urine or hair for the purpose of defrauding an alcohol or drug screening test.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1198 Stone, Mark D</p> <p>Public employees' retirement: pension reform: excepted employees: transit workers.</p>	<p>In the Assembly Public Employment and Retirement Committee.</p>	<p>The California Public Employees' Pension Reform Act of 2013 (PEPRA), among other things, establishes new retirement formulas, which are generally applicable to employees first employed on or after January 1, 2013, and which a public employer offering a defined benefit pension plan is prohibited from exceeding. PEPRA excepts certain public employees from its provisions, including certain transit workers whose interests are protected by specified federal law until a federal district court ruled that a United States Department of Labor determination that the application of PEPRA to these workers violated federal law was in error, or until January 1, 2016, as specified. A district court ruling to this effect occurred on December 31, 2014. This bill would except transit workers hired before January 1, 2016, from PEPRA by removing the federal district court contingency language from the provision excepting certain transit workers from PEPRA, as described above.</p>	<p>Watch</p>
<p>AB 1350 Gonzalez D</p> <p>Youth Transit Pass Pilot Program.</p>	<p>In the Assembly, pending referral to committee.</p>	<p>Existing law declares that the fostering, continuance, and development of public transportation systems are a matter of state concern. Existing law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes. This bill would create the Youth Transit Pass Pilot Program upon the appropriation of moneys from the Greenhouse Gas Reduction Fund by the Legislature, and would require the department to administer the program. The bill would require the department to award available moneys to eligible participants, as defined, to provide free transit passes to persons under the age of 25 through new or existing transit pass programs, as specified. The bill would require the department to develop guidelines that describe the application process, selection criteria, performance measures, and reporting requirements that evaluate the effectiveness of the program. The bill would require the department to submit a report to specified committees of the Legislature on or before January 1, 2022, on the outcomes of the program and the status of transit pass programs statewide. This bill contains other related provisions.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1351 Lackey R</p> <p>Transit operators: paratransit and dial-a-ride services: assessment.</p>	<p>In the Assembly Transportation Committee.</p>	<p>Existing law requires a for-profit or nonprofit transit operator that receives funds through the Mills-Alquist-Deddeh Act and that provides dial-a-ride or paratransit service to provide those services consistent with certain requirements. Existing law requires a transit operator to honor any current valid identification card for the type of transportation service or discount requested and that has been issued to an individual with disabilities by another transit operator. Existing law establishes in state government the Transportation Agency, which consists of various state entities, including the Department of Transportation. This bill contains other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1486 Ting D</p> <p>Local agencies: surplus land.</p>	<p>In the Assembly Housing and Community Development Committee.</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. Existing law defines “exempt surplus land” to mean land that is less than 5,000 square feet in area, less than the applicable minimum legal residential building lot size, or has no record access and is less than 10,000 square feet in area, and that is not contiguous to land owned by a state or local agency and used for park, recreational, open-space, or affordable housing. 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 specify that the term “district” includes all districts within the state, and that this change is declaratory of existing law. 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 define “governmental operations” to mean land that is being used for the express purpose of agency work or operations, as specified. The bill would provide that land is presumed to be surplus land when a local agency initiates an action to dispose of it. The bill would provide that “surplus land” for these purposes includes land held in the Community Redevelopment Property Trust Fund and land that has been designated in the long-range property management plan, either for sale or for retention, for future development, as specified. The bill would also broaden the definition of “exempt surplus land” to include specified types of lands. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1487 Chiu D</p> <p>San Francisco Bay area: housing development: financing.</p>	<p>In the Assembly Local Government Committee.</p>	<p>Existing law provides for the establishment of various special districts that may support and finance housing development, including affordable housing special beneficiary districts that are authorized to promote affordable housing development with certain property tax revenues that a city or county would otherwise be entitled to receive. This bill, the San Francisco Bay Area Regional Housing Finance Act, would establish the Housing Alliance for the Bay Area (hereafter “the entity”) and would state that the entity’s purpose is to increase affordable housing in the San Francisco Bay area, as defined, by providing for enhanced funding and technical assistance at a regional level for tenant protection, affordable housing preservation, and new affordable housing production. The bill would establish a governing board of the entity, composed of members appointed by the Metropolitan Transportation Commission and the Association of Bay Area Governments. The bill would authorize the entity to exercise various specified powers, including the power to raise revenue and allocate funds throughout the San Francisco Bay area, subject to applicable voter approval requirements and other specified procedures, as provided. The bill would also require the board to provide for annual audits of the entity and financial reports, as provided. The bill would include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities within the San Francisco Bay area, including charter cities. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1543 Holden D</p> <p>Transportation funds: transit operators: fare revenues.</p>	<p>In the Assembly Transportation Committee.</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, revenues from a 1/4% sales tax in each county 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 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 farebox ratio of fare revenues to operating costs. Existing law generally establishes the required farebox ratio as 20% in urbanized areas and 10% in nonurbanized areas. Existing law provides various exceptions to the definition of “operating cost” for these purposes. This bill would require a fare paid pursuant to a reduced fare transit program to be counted as a full adult fare for purposes of calculating any required ratios of fare revenues to operating costs specified in the act, except for purposes of providing information in a specified annual report to the Controller or providing information to the entity conducting a fiscal or performance audit pursuant to specified provisions.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>ACA 1 Aguiar-Curry D</p> <p>Local government financing: affordable housing and public infrastructure: voter approval.</p>	<p>In the Assembly Appropriations Committee.</p>	<p>(1)The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements. The measure would specify that these provisions apply to any city, county, city and county, or special district measure imposing an ad valorem tax to pay the interest and redemption charges on bonded indebtedness for these purposes that is submitted at the same election as this measure. This bill contains other related provisions and other existing laws.</p>	<p>Supported April, 2019</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 4 McGuire D</p> <p>Housing.</p>	<p>In the Senate Governance and Finance Committee.</p>	<p>(1)The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. Existing law requires an attached housing development to be a permitted use, not subject to a conditional use permit, on any parcel zoned for multifamily housing if at least certain percentages of the units are available at affordable housing costs to very low income, lower income, and moderate-income households for at least 30 years and if the project meets specified conditions relating to location and being subject to a discretionary decision other than a conditional use permit. Existing law provides for various incentives intended to facilitate and expedite the construction of affordable housing. This bill would authorize a development proponent of a neighborhood multifamily project or eligible transit-oriented development (TOD) project located on an eligible parcel to submit an application for a streamlined, ministerial approval process that is not subject to a conditional use permit. The bill would define a “neighborhood multifamily project” to mean a project to construct a multifamily unit of up to 2 residential dwelling units in a nonurban community, as defined, or up to 4 residential dwelling units in an urban community, as defined, that meets local height, setback, and lot coverage zoning requirements as they existed on July 1, 2019. The bill would define an “eligible TOD project” as a project located in an urban community, as defined, that meets specified height requirements, is located within 1/2 mile of an existing or planned transit station parcel or entrance, and meets other floor area ratio, density, parking, and zoning requirements. The bill also requires an eligible TOD project development proponent to develop a plan that ensures transit accessibility to the residents of the development in coordination with the applicable local transit agency. The bill would require specified TOD projects to comply with specified affordability, prevailing wage, and skilled and trained workforce requirements. The bill would also define “eligible parcel” to mean a parcel located within a city or county that has unmet regional housing needs and has produced fewer housing units than jobs over a specified period; is zoned to allow residential use and qualifies as an infill site; is not located within a historic district, coastal zone, very high fire hazard severity zone, or a flood plain; the development would not require the demolition of specified types of affordable housing; the parcel is not eligible for development under existing specified transit-oriented development authorizations; and the parcel in question has been fully reassessed on or after January 1, 2021, to reflect its full cash value, following a change in ownership. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 5 Beall D</p> <p>Affordable Housing and Community Development Investment Program.</p>	<p>In the Senate Appropriations Committee.</p>	<p>Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, subject to certain modifications. Existing law requires an annual reallocation of property tax revenue from local agencies in each county to the Educational Revenue Augmentation Fund (ERAF) in that county for allocation to specified educational entities. This bill would establish in state government the Affordable Housing and Community Development Investment Program, which would be administered by the Affordable Housing and Community Development Investment Committee. The bill would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority, transit village development district, or a combination of those entities, to apply to the Affordable Housing and Community Development Investment Committee to participate in the program and would authorize the committee to approve or deny plans for projects meeting specific criteria. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 50 Wiener D</p> <p>Planning and zoning: housing development: incentives.</p>	<p>In the Senate Governance and Finance Committee.</p>	<p>Existing law, known as the Density Bonus Law, requires, when an applicant proposes a housing development within the jurisdiction of a local government, that the city, county, or city and county provide the developer with a density bonus and other incentives or concessions for the production of lower income housing units or for the donation of land within the development if the developer, among other things, agrees to construct a specified percentage of units for very low, low-, or moderate-income households or qualifying residents. This bill would require a city, county, or city and county to grant upon request an equitable communities incentive when a development proponent seeks and agrees to construct a residential development, as defined, that satisfies specified criteria, including, among other things, that the residential development is either a job-rich housing project or a transit-rich housing project, as those terms are defined; the site does not contain, or has not contained, housing occupied by tenants or accommodations withdrawn from rent or lease in accordance with specified law within specified time periods; and the residential development complies with specified additional requirements under existing law. The bill would require that a residential development eligible for an equitable communities incentive receive waivers from maximum controls on density and minimum controls on automobile parking requirements greater than 0.5 parking spots per unit, up to 3 additional incentives or concessions under the Density Bonus Law, and specified additional waivers if the residential development is located within a 1/2-mile or 1/4-mile radius of a major transit stop, as defined. The bill would authorize a local government to modify or expand the terms of an equitable communities incentive, provided that the equitable communities incentive is consistent with these provisions. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 127 Wiener D</p> <p>Transportation funding: active transportation: complete streets.</p>	<p>In the Senate Transportation Committee.</p>	<p>(1)Existing law establishes the Active Transportation Program in the Department of Transportation for the purpose of encouraging increased use of active modes of transportation, such as biking and walking, and declares the intent of the Legislature that the program achieve specific goals, including, among other things, increasing the proportion of trips accomplished by biking and walking and the safety and mobility for nonmotorized users. This bill would establish a Division of Active Transportation within the department and require that an undersecretary of the Transportation Agency be assigned to give attention to active transportation program matters to guide progress toward meeting the department’s active transportation program goals and objectives. The bill would require the California Transportation Commission to give high priority to increasing safety for pedestrians and bicyclists and to the implementation of bicycle and pedestrian facilities. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 128 Beall D</p> <p>Enhanced infrastructure financing districts: bonds: issuance.</p>	<p>In the Assembly, pending referral to committee.</p>	<p>Existing law authorizes the legislative body of a city or a county to establish an enhanced infrastructure financing district, with a governing body referred to as a public financing authority, to finance public capital facilities or other specified projects of communitywide significance. Existing law requires a public financing authority to adopt an infrastructure financing plan and hold a public hearing on the plan, as specified. Existing law authorizes the public financing authority to issue bonds for these purposes upon approval by 55% of the voters voting on a proposal to issue the bonds. Existing law requires the proposal submitted to the voters by the public financing authority and the resolution for the issuance of bonds following approval by the voters to include specified information regarding the bond issuance. This bill would instead authorize the public financing authority to issue bonds for these purposes without submitting a proposal to the voters. The bill would require the resolution to issue bonds to contain specified information related to the issuance of the bonds. The bill would also require the public financing authority to hold three public hearings on an enhanced infrastructure financing plan, as specified. The bill would also make conforming changes.</p>	<p>Supported April, 2019</p>
<p>SB 146 Beall D</p> <p>Peninsula Rail Transit District.</p>	<p>In the Assembly, pending referral to committee.</p>	<p>Existing law, operative under certain conditions, redesignates the Peninsula Corridor Study Joint Powers Board as the Peninsula Rail Transit District, comprised of 9 members appointed from various governing bodies situated in the City and County of San Francisco and the Counties of San Mateo and Santa Clara, with specified powers. This bill would repeal the provisions relating to the Peninsula Rail Transit District.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 278 Beall D</p> <p>Metropolitan Transportation Commission.</p>	<p>In the Senate Transportation Committee.</p>	<p>The Metropolitan Transportation Commission Act creates the Metropolitan Transportation Commission as a local area planning agency to provide comprehensive regional transportation planning for the region comprised of the 9 San Francisco Bay area counties. The act requires the commission to continue to actively, on behalf of the entire region, seek to assist in the development of adequate funding sources to develop, construct, and support transportation projects that it determines are essential. This bill would also require the commission to determine that those transportation projects are a priority for the region. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 336 Dodd D</p> <p>Transportation: fully-automated transit vehicles.</p>	<p>In the Senate Transportation Committee.</p>	<p>Existing law establishes regulations for 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 the manufacturer meets prescribed requirements. Existing law imposes various requirements on transit operators. This bill would require a transit operator, as defined, to ensure each of its fully-automated transit vehicles, as defined, is staffed by at least one of its employees, who has had specified training, while the vehicle is in service.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 4/15/19

Bill ID/Topic	Location	Summary	Position
<p>SB 397 Glazer D</p> <p>Public transit operators: passengers with pets: evacuation orders.</p>	<p>In the Senate Transportation Committee.</p>	<p>Existing law imposes various requirements on transit operators. Existing law prohibits a person from doing any of specified acts with respect to the property, facilities, or vehicles of a transit district, including, among other things, interfering with the operator or operation of a transit vehicle, or impeding the safe boarding or alighting of passengers. This bill would require each public transit operator to develop best practices for allowing pets on public transit vehicles serving areas subject to an evacuation order. If an evacuation order is issued that covers all or a portion of a public transit operator's service area, the bill would require the operator to authorize passengers to board public transit vehicles with their pets in the area covered by the evacuation order, consistent with those best practices. By creating new duties for public transit operators, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

SamTrans

CORRESPONDENCE

MAY 1, 2019
(as of 4-24-2019)



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April 15, 2019

The Honorable Jim Beall
California State Senate
State Capitol, Room 2082
Sacramento, CA 95814

RE: SUPPORT for Senate Bill 128 (Beall)

Dear Senator Beall:

On behalf of the San Mateo County Transit District (SamTrans), I write to you today in **SUPPORT** of SB 128 (Beall) which would eliminate the voter-approval requirement for bonds issued to fund projects within an Enhanced Infrastructure Financing District (EIFD).

Under existing law a local agency or agencies that formed an EIFD may issue bonds after receiving 55% approval of the votes within the EIFD. These bonds can be used to fund a variety of projects including transportation improvements. This bill would authorize the local agency to issue bonds for the allowable projects without submitting a proposal to the voters.

By removing the vote-threshold, this bill would provide a city, county or special district with a renewed ability to generate new revenue to fund much-needed local infrastructure projects that increase access to housing, jobs & schools, reduce traffic congestion and improve air quality. Improvements to local transportation infrastructure will increase our ability to provide reliable and efficient service.

For these reasons, we respectfully **SUPPORT** SB 128.

Please feel free to contact Casey Fromson, Director of Government and Community Affairs, at (650) 508-6493 or via email at fromsonc@samtrans.com if you need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Hartnett", is written over a circular stamp or seal.

Jim Hartnett
General Manager/Chief Executive Officer

cc: San Mateo County Transit District Board of Directors
San Mateo County Transit District State Legislative Delegation

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Ave. - P.O. Box 3006
San Carlos, CA 94070-1306 (650) 508-6200

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April 10, 2019

The Honorable Lorena Gonzalez, Chair
Assembly Appropriations Committee
California State Assembly
State Capitol, Room 2114
Sacramento, CA 95814

RE: SUPPORT for AB 252 (Daly)

Dear Chair Gonzalez:

On behalf of the San Mateo County Transit District (SamTrans) and the San Mateo County Transportation Authority (Transportation Authority) I write to you today in **SUPPORT** of AB 252. This bill would grant Caltrans the authority to continue performing federal environmental responsibilities for critical transportation projects under the National Environmental Policy Act (NEPA) and other federal laws.

Under the federal transportation bill of 2005 - Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for USERS (SAFETEA-LU) – a pilot program was established, delegating the United States Secretary of Transportation's responsibilities under the NEPA and other federal environmental laws to participating states. The pilot program has a sunset date of January 1, 2020. This bill would extend the operation of this delegation indefinitely.

The pilot program has enabled us to substantially streamline our environmental project review process under NEPA. This program removed a layer of review and provides considerable cost and time savings in processing standard environmental documents.

For these reasons, we respectfully **SUPPORT** AB 252.

Please feel free to contact Casey Fromson, Director of Government and Community Affairs, at (650) 508-6493 or via email at fromsonc@samtrans.com if you need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Hartnett', is written over the word 'Sincerely,'.

Jim Hartnett
General Manager/Chief Executive Officer

cc: San Mateo County Transit District Board of Directors
San Mateo County Transportation Authority Board of Directors
San Mateo County Transit District State Legislative Delegation
San Mateo County Transportation Authority Legislative Delegation
The Honorable Tom Daly, California State Assembly



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JIM HARTNETT
GENERAL
MANAGER/CEO

April 9, 2019

The Honorable Cecilia Aguiar-Curry
California State Assembly
State Capitol, Room 5144
Sacramento, CA 95814

RE: SUPPORT for Assembly Constitutional Amendment 1 (Aguiar-Curry)

Dear Assembly Member Aguiar-Curry:

On behalf of the San Mateo County Transit District (SamTrans) I write to you today in **SUPPORT** of ACA 1. This measure would lower the voter-threshold for the imposition, extension or increase of a special tax by a local government for affordable housing and infrastructure purposes, from two-thirds to 55 percent.

As you know, the California Constitution conditions the imposition of a special tax by a city, county, or special district such as SamTrans upon the approval of two-thirds of the voters of the city, county, or special district. In 2018, the Measure W ½ cent sales tax in San Mateo County passed by 66.87 percent of the vote, only .2 percent above the two-thirds requirement. San Mateo County was on the brink of losing out on an estimated \$2 billion in transit and transportation funding. Many other counties have recently fallen short of the two-third threshold - Measure X (2016) in nearby Contra Costa County received 62.5 percent approval and Measure B (2016) in Sacramento County received 64.81 percent approval. These measures showed a very high level of support in their communities and under a 55 percent threshold would have easily passed.

By lowering the voter-threshold for a special tax for local projects from two-thirds to 55 percent, this constitutional amendment would provide a city, county or special district with a renewed ability to generate revenue. These funds will go to much-needed local infrastructure and housing projects that increase access to housing, jobs & schools, reduce traffic congestion and improve air quality.

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Ave. - P.O. Box 3006
San Carlos, CA 94070-1306 (650)508-6200

Honorable Cecilia Aguiar-Curry
ACA 1
Page 2 of 2

For these reasons, we respectfully **SUPPORT** ACA 1.

Please feel free to contact Casey Fromson, Director of Government and Community Affairs, at (650) 508-6493 or via email at fromsonc@samtrans.com if you need any additional information.

Sincerely,



Jim Hartnett
General Manager/Chief Executive Officer

cc: San Mateo County Transit District Board of Directors
San Mateo County Transit District State Legislative Delegation

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Ave. - P.O. Box 3006
San Carlos, CA 94070-1306 (650) 508-6200



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JIM HARTNETT
GENERAL
MANAGER/CEO

April 9, 2019

The Honorable Autumn Burke, Chair
Assembly Revenue and Taxation Committee
1020 N Street, Room 167A
Sacramento, CA 95814

RE: AB 784 (Mullin) California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project. – SUPPORT

Dear Chair Burke:

On behalf of the San Mateo County Transit District (SamTrans) I write to you today in **SUPPORT** for AB 784 (Mullin) and to urge you to vote “Yes” when it is heard in the Assembly Revenue and Taxation Committee. This bill would exempt zero-emission transit buses (ZEBs) from the state portion of the sales tax until January 1, 2024.

In December 2018, the California Air Resources Board adopted the Innovative Clean Transit regulation, requiring transit agencies across the state to begin to purchase ZEBs as soon as 2023, with the goal of transitioning all transit buses in California to zero-emission technology by 2040. SamTrans is excited to participate in this forward thinking approach to transit and will be converting a major portion of our fleet prior to January 1, 2024.

As we move forward with planning the ZEB conversion we, like all other transit agencies going through this process, are faced with the very high upfront costs associated with the purchase of ZEBs for both rolling stock and infrastructure. This bill would be a significant step forward in offsetting the costs of purchasing ZEBs.

Assuming average costs of \$775,000 for a battery-electric bus and \$1,235,000 for a hydrogen fuel cell bus, this bill would save transit agencies \$35,000 and \$55,575 per bus for these technologies, respectively. These costs savings would help transit agencies maintain quality service as they work to improve air quality. We hope to see more bills like this that will help local agencies pay for all the components of ZEB conversion including infrastructure costs.

SAN MATEO COUNTY TRANSIT DISTRICT
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For these reasons, we respectfully **SUPPORT** AB 784.

Please feel free to contact Casey Fromson, Director of Government and Community Affairs, at (650) 508-6493 or via email at fromsonc@samtrans.com if you need any additional information.

Sincerely,



Jim Hartnett
General Manager/Chief Executive Officer

cc: San Mateo County Transit District Board of Directors
San Mateo County Transit District State Legislative Delegation