



BOARD OF DIRECTORS 2020

KARYL MATSUMOTO, CHAIR
PETER RATTO, VICE CHAIR
RON COLLINS
MARINA FRASER
CAROLE GROOM
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
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, FEBRUARY 5, 2020 – 2:00 pm
Revised 2-3-2020

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 January 8, 2020
- b. Acceptance of Statement of Revenues and Expenses for December 2019

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

5. REPORT OF THE CHAIR

- a. Resolution of Appreciation for former Chair Carole Groom

6. REPORT OF THE GENERAL MANAGER/CEO

- a. Report on Did Not Operate (“DNO”) and the Bus Operator Shortages
- b. Senate Bill (SB) 797 oral update

7. BOARD MEMBER REQUESTS/COMMENTS

- a. Report on the Reimagine Ad Hoc Committee Meeting of January 14, 2020

8. RECESS TO COMMITTEE MEETINGS

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

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

1. Call to Order

MOTION

2. Approval of Minutes of Community Relations Committee Meeting of December 4, 2019
3. Approval of Appointment Process for the Measure W Citizens Oversight Committee

INFORMATIONAL

4. Accessibility Update
5. Paratransit Coordinating Council Update
6. Citizens Advisory Committee Update
7. Multimodal Ridership Report – December 2019
8. 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 January 8, 2020
3. Amendment of Fiscal Year 2020 Operating and Capital Budget
4. Authorize an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services
5. Award of Contracts for On-Call Transportation Planning and Support Services
6. Award of Contract for Provision of a Bus Simulator

INFORMATIONAL

7. First Year Report of the Uniform Public Construction Cost Accounting Act Pilot Program
8. 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 January 8, 2020

INFORMATIONAL

3. SamTrans Business Plan Update
4. SamTrans OnDemand Performance Update **Presentation revised 2-3-2020**
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 January 8, 2020

INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

9. RECONVENE BOARD OF DIRECTORS MEETING

10. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE

RESOLUTION

- a. Approval of Appointment Process for the Measure W Citizens Oversight Committee

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council Update
- d. Citizens Advisory Committee Update
- e. Multimodal Ridership Report – December 2019

11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE

RESOLUTIONS

- a. Amending the Fiscal Year 2020 Operating Budget to Increase Total Operating Revenues by \$1,183,333 to \$281,175,215 and To Increase Total Operating Expenditures by \$5,083,333 to \$222,818,965, and Amending to Increase the Fiscal Year 2020 Capital Budget by \$1,070,000 to \$15,308,155
- b. Authorizing an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services to Extend the Contract Term for Two Years and Increase the Total Contract Amount by \$141,263
- c. Awarding Contracts to Fehr & Peers, Nelson\Nygaard Consulting Associates, Inc., and Stantec Consulting Services, Inc. for Provision of On-Call Transportation Planning and Support Services for an Aggregate Not-To-Exceed Amount of \$7.5 Million for a Five-Year Term
- d. Awarding a Contract to FAAC, Inc. to Provide a Bus Simulator for a Not-To-Exceed Amount of \$475,320

SUBJECT DISCUSSED

- e. First Year Uniform Public Construction Cost Accounting Act Pilot Program Report

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

SUBJECTS DISCUSSED

- a. SamTrans Business Plan Update
- b. SamTrans OnDemand Evaluation Update

13. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

14. GENERAL COUNSEL REPORT

15. COMMUNICATIONS TO THE BOARD OF DIRECTORS

- 16. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – Wednesday, March 4, 2020
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](#). Communications to the Board of Directors can be emailed to board@samtrans.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287

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, 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.

Accessible Public Meetings/Translation

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 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
JANUARY 8, 2020**

MEMBERS PRESENT: R. Collins, M. Fraser (arrived at the meeting at 3:09 pm), C. Groom, R. Guilbault, K. Matsumoto (Chair), D. Pine, J. Powell, P. Ratto (Vice Chair), C. Stone (left the meeting at 3:07 pm)

MEMBERS ABSENT: None

STAFF PRESENT: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J. Brook, D. Seamans

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Outgoing Chair Carole Groom called the meeting to order at 2:03 pm and led the Pledge of Allegiance.

2. ROLL CALL

Dora Seamans, District Secretary, called the roll and a quorum was present.

3. REPORT OF THE NOMINATING COMMITTEE (Powell, Stone, Collins)

- a. Election of Board Officers for 2020

On behalf of the Nominating Committee, Director Charles Stone nominated Director Karyl Matsumoto as Chair and Director Peter Ratto as Vice Chair.

Motion/Second: Stone/Pine

Ayes: Collins, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Fraser

4. CONSENT CALENDAR

- a. Approval of Minutes of the Board of Directors Meeting of December 4, 2019
- b. Acceptance of Statement of Revenues and Expenses for November 2019
- c. Disposition of Two Surplus Non-Revenue Support Vehicles

Motion/Second: Powell/Stone

Ayes: Collins, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Fraser

5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Meredith Park, Chair, Transportation and Safety Committee, San Carlos PTA Council, expressed her appreciation to SamTrans for providing bus service to schools, but noted that some bus routes were not running due to the driver shortage.

6. REPORT OF THE CHAIR

Chair Karyl Matsumoto said that she had nothing to report. Outgoing Chair Groom wished everyone well in the new year.

7. REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, said he would provide highlights of his report during the Multimodal Ridership Report item in the Community Relations Committee meeting.

8. BOARD MEMBER REQUESTS/COMMENTS

Director Stone thanked Director Groom for all her work throughout 2019.

Director Dave Pine requested that the bus operator shortage be addressed at a future meeting. Mr. Hartnett said that an item addressing the operator shortage would be on the February Board agenda.

Chair Matsumoto requested that the Finance Committee meet prior to the Community Relations Committee to accommodate Director Stone's schedule.

9. RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:15 pm.

10. RECONVENE BOARD OF DIRECTORS MEETING

Chair Karyl Matsumoto reconvened the Board meeting at 4:15 pm.

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

Director Rose Guilbault reported on the following items:

SUBJECTS DISCUSSED:

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Update
- d. Multimodal Ridership Report – November 2019

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

Director Peter Ratto led the Board in voting on the following item, while noting that new language had been added.

RESOLUTION:

- a. Authorizing a Contribution of \$83,333 to the Peninsula Corridor Joint Powers Board to Fund Special Counsel Services on Governance Matters – Approved by Resolution No. 2020-1

Motion/Second: Ratto/Pine

Ayes: Collins, Fraser, Matsumoto, Pine, Ratto

Noes: Groom, Powell

Abstention: Guilbault

Absent: Stone

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

Director Pine reported on the following item:

SUBJECT DISCUSSED:

- a. Dumbarton Rail Corridor Update

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

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

MOTION:

- a. Adoption of 2020 Legislative Program

Motion/Second: Powell/Collins

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

Absent: None

Director Powell reported on the following item:

SUBJECT DISCUSSED:

- b. State and Federal Legislative Update

15. GENERAL COUNSEL REPORT

Joan Cassman, Legal Counsel, said there was no report.

16. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Matsumoto noted that the correspondence was in the reading file.

17. DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Vice Chair Matsumoto announced the time and location of the next meeting as Wednesday, February 5, 2020 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

18. ADJOURN

The meeting adjourned at 4:19 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
DECEMBER 31, 2019**

ACTION

Staff proposes that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of December 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 December 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 2020.

SIGNIFICANCE

Annual Forecast: The annual forecast was updated based on actual revenue and expense trends through December 2019. The forecast was derived by analyzing trends and reviewing details with cost center managers.

Forecast Revenues: Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 17) are forecast \$2.4 million higher than budget primarily due to Other Interest, Rent, & Other Income (page 1, line 13). The increase is driven by a reimbursement for Bridge Buses from BART as well as higher rental income. Motor Bus Fares (page 1, line 1) is also forecast to be higher than budget driven by higher ridership trends.

Forecast Expenses: Total Uses of Funds (page 1, line 37) are forecast \$1.8 million higher than budget. Motor Bus (page 1, line 21) expense is higher than budget due primarily to higher Wages and Benefits (page 3, line 1) as a result of the overtime needed for driver shortages and higher Claims, Reserves, and Payments in both Motorbus (page 3, line 22) and CUB

(page 3, line 42). This is partially offset by lower expenses forecasted in Professional Services (page 3, line 7), Technical Services (page 3, line 8), Bus Parts and Materials (page 3, line 12), Uniforms and Driver Expense (page 3, line 13), Promotional and Legal Advertising (page 3, line 26), and Training & Business Travel (page 3, line 27). A.D.A. Programs (page 1, line 22) is lower than budget primarily due to lower than anticipated ridership trends in paratransit.

Year to Date Revenues: As of December year-to-date actual, the Total Sources of Funds (page 1, line 17) are \$28.7 million higher than the prior year. This is primarily driven by the Local TDA and STA Funds (page 1, line 2), SMCTA Measure A (page 1, line 5), and Measure W Sales Tax (page 1, line 11).

Year to Date Expenses: As of December year-to-date actual, the Total Uses of Funds (page 1, line 37) are \$10.3 million higher than the prior year-to-date actual. This is primarily due to increases in Wages and Benefits for Motor Bus (page 1, line 21), increases in Peninsula Rail Service (page 1, line 23) for Caltrain Service, and increases in District Sales Tax Capital (page 1, line 31), and Measure W Sales Tax Capital (page 1, line 32).

Other Information: Starting in January 2019, the District modified the basis of reporting from accrual basis to modified cash basis (only material revenues and expenses are accrued) in monthly financial statements. The change in the accounting basis is not retroactively reflected in the prior year actual. As such, the monthly variance between the prior year and the current year actual may show noticeable variances for some line items on the financial statements.

BUDGET IMPACT

At the December 4th, 2019 board meeting, the Board approved Resolution no 2019-43 to increase the FY2020 Operating expense by \$807,750 as a result of the execution of the third amendment to the First Transit for the Redi-Wheels paratransit service agreement.

STRATEGIC INITIATIVE

This item does not achieve a strategic initiative.

Prepared By: Maria Pascual, Accountant
Jennifer Ye, Manager, General Ledger

650-508-6288
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**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2020
DECEMBER 2019**

% OF YEAR ELAPSED: **50.0%**

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	7,842,181	8,093,597	251,416	3.2%	15,264,000	16,000,000	736,000	4.8%
2 Local TDA and STA Funds	23,742,844	29,873,137	6,130,293	25.8%	59,746,274	59,746,274	-	0.0%
3 Pass through to Other Agencies	209,134	158,000	(51,134)	(24.5%)	316,000	316,000	-	0.0%
4 Operating Grants	418,944	373,941	(45,003)	(10.7%)	2,810,717	2,810,717	-	0.0%
5 SMCTA Measure A	5,544,264	6,676,412	1,132,148	20.4%	12,796,123	12,879,456	83,333	0.7%
6 SM County Measure K & Other	1,250,000	-	(1,250,000)	(100.0%)	-	-	-	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	207,000	207,362	362.34	0.2%	417,100	417,100	-	0.0%
8 Subtotal - Operating Revenues	39,214,366	45,382,450	6,168,084	15.7%	91,350,214	92,169,547	819,333	(100.0%)
Other Revenue Sources								
10 District Sales Tax	50,555,129	48,322,822	(2,232,307)	(4.4%)	91,000,000	91,000,000	-	0.0%
11 Measure W Sales Tax	-	22,762,614	22,762,614	100.0%	45,500,000	45,500,000	-	0.0%
12 Investment Income	1,755,122	1,924,945	169,823	9.7%	3,600,000	3,600,000	-	0.0%
13 Other Interest, Rent & Other Income	3,989,330	4,894,079	904,749	22.7%	6,968,323	8,555,835	1,587,513	22.8%
14 Due from PCJPB, SMCTA & SAMTR Capital W&B	16,343,286	17,260,852	917,566	5.6%	41,573,346	41,573,346	-	0.0%
15 Subtotal - Other Revenues	72,642,867	95,165,312	22,522,445	31.0%	188,641,669	190,229,181	1,587,513	0.8%
16 Total Revenues	111,857,232	140,547,762	28,690,529	25.6%	279,991,882	282,398,728	2,406,846	0.9%
17 Total Sources of Funds	111,857,232	140,547,762	28,690,530	25.6%	279,991,882	282,398,728	2,406,846	0.9%
USES OF FUNDS								
20 PCJPB, SMCTA & SAMTR Capital W&B	16,343,286	17,260,852	917,566	5.6%	41,573,346	41,573,346	-	0.0%
21 Motor Bus	63,737,330	69,363,058	5,625,728	8.8%	143,492,400	146,918,633	3,426,233	2.4%
22 A. D. A. Programs	8,404,379	8,361,333	(43,046)	(0.5%)	20,473,135	18,806,985	(1,666,150)	(8.1%)
23 Caltrain	3,817,200	4,856,412	1,039,212	27.2%	9,156,123	9,239,456	83,333	0.9%
24 Other Multi-modal Programs	1,239,322	1,761,441	522,119	42.1%	2,678,911	2,678,911	-	0.0%
25 Pass through to Other Agencies	209,134	158,000	(51,134)	(24.5%)	316,000	316,000	-	0.0%
26 Land Transfer Interest Expense	-	-	-	0.0%	45,716	45,716	-	0.0%
27 Total Operating Expense	93,750,651	101,761,097	8,010,446	8.5%	217,735,631	219,579,046	1,843,416	0.8%
28 Total Operating Surplus/ (Deficit)	18,106,581	38,786,665	20,680,084	114%	62,256,252	62,819,682	563,430	0.9%
31 District Sales Tax Capital	3,007,785	4,247,060	1,239,275	41.2%	8,494,119	8,494,119	-	0.0%
32 Measure W Sales Tax Capital	-	1,217,500	1,217,500	100.0%	2,435,000	2,435,000	-	0.0%
33 Sales Tax Allocation - Capital Program	3,007,785	5,464,560	2,456,775	81.7%	10,929,119	10,929,119	-	0.0%
34 Total Debt Service	4,856,857	4,668,716	(188,141)	(3.9%)	19,358,210	19,358,210	-	0.0%
35 Total Uses of Funds	101,615,293	111,894,372	10,279,079	10.1%	248,022,960	249,866,375	1,843,416	0.7%
36 NET SURPLUS/ (DEFICIT)	10,241,939	28,653,390	18,411,451	179.8%	31,968,923	32,532,353	563,430	1.8%

SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2020
DECEMBER 2019

% OF YEAR ELAPSED: 50.0%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
OPERATING REVENUES - MOTOR BUS								
1 PASSENGER FARES	7,280,972	7,669,806	388,834	5.3%	14,355,000	15,152,417	797,417	5.6%
2								
3 LOCAL (TDA) TRANSIT FUND	19,862,836	22,804,617	2,941,781	14.8%	45,609,233	45,609,233	-	0.0%
4								
5 STATE TRANSIT ASSISTANCE	2,834,595	5,003,411	2,168,816	76.5%	10,006,821	10,006,821	-	0.0%
6								
7 OPERATING GRANTS	409,929	79,502	(330,427)	(80.6%)	735,193	735,193	-	0.0%
8								
9 DISTRICT SALES TAX REVENUE	29,313,737	29,071,497	(242,240)	(0.8%)	66,093,847	67,135,150	1,041,303	0.0%
10								
11 INVESTMENT INTEREST INCOME	1,467,647	1,638,229	170,582	11.6%	3,005,000	3,005,000	-	0.0%
12								
13 OTHER REVENUE SOURCES:								
14 Rental Income	705,889	1,119,913	414,024	58.7%	1,672,487	2,160,000	487,513	29.1%
15 Advertising Income	489,072	995,494	506,422	103.5%	1,233,331	1,233,331	-	0.0%
16 Other Income	1,372,651	980,589	(392,062)	(28.6%)	781,488	1,881,488	1,100,000	140.8%
17 TOTAL OTHER REVENUES	2,567,611	3,095,996	528,385	20.6%	3,687,307	5,274,819	1,587,513	43.1%
18								
19 TOTAL MOTOR BUS	63,737,330	69,363,058	5,625,728	8.8%	143,492,400	146,918,633	3,426,233	2.4%
20					143,492,401			
21 AMERICAN DISABILITIES ACT:								
22 Passenger Fares Redi-Wheels	561,208	423,792	(137,416)	(24.5%)	909,000	847,583	(61,417)	(6.8%)
23 Local TDA 4.5 Redi-Wheels	1,045,413	1,235,873	190,460	18.2%	2,471,745	2,471,745	-	0.0%
24 Local STA - Paratransit	-	829,238	829,238	100.0%	1,658,475	1,658,475.00	-	0.0%
25 Operating Grants	9,015	294,439	285,424	3166.1%	2,075,524	2,075,524	-	0.0%
26 Sales Tax Revenue - ADA	2,866,482	2,883,070	16,588	0.6%	7,723,391	6,118,658	(1,604,733)	(20.8%)
27 Interest Income - Paratransit Fund	287,475	286,715	(760)	(0.3%)	595,000	595,000	-	0.0%
28 SMCTA Measure A Redi-Wheels	1,727,064	1,820,000	92,936	5.4%	3,640,000	3,640,000	-	0.0%
29 SM County Measure K	1,250,000	-	(1,250,000)	(100.0%)	-	-	-	0.0%
30 Measure M Paratransit	657,724	588,208	(69,516)	(10.6%)	1,400,000	1,400,000	-	0.0%
31 TOTAL ADA PROGRAMS	8,404,379	8,361,333	(43,045)	(0.5%)	20,473,135	18,806,985	(1,666,150)	(8.1%)
32								
33 MULTI-MODAL TRANSIT PROGRAMS:								
34								
35 Transfer from SMCTA for Caltrain	3,817,200	4,856,412	1,039,212	27.2%	9,156,123	9,239,456	83,333	0.9%
36 AB434 Funds-SamTrans Shuttle	207,000	207,362	362	0.2%	417,100	417,100	-	0.0%
37 Employer SamTrans Shuttle Funds	763,995	1,209,875	445,880	58.4%	1,594,700	1,594,700	-	0.0%
38 Dumbarton Rental Income	-	-	-	0.0%	286,316	286,316	-	0.0%
39 Sales Tax Revenue - Gen. Operating Asst.	268,328	344,204	75,876	28.3%	380,795	380,795	-	0.0%
40								
41 TOTAL MULTIMODAL	5,056,522	6,617,853	1,561,331	30.9%	11,835,034	11,918,367	83,333	0.7%
42								
43 TOTAL REVENUES	77,198,231	84,342,244	7,144,013	9.3%	175,800,569	177,643,985	1,843,416	1.0%

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2020
DECEMBER 2019**

% OF YEAR ELAPSED: **50.0%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
DISTRICT OPERATED BUSES								
1 Motor Bus Wages & Benefits	37,560,823	40,204,078	2,643,255	7.0%	76,088,210	79,088,210	3,000,000	3.9%
2								
3 Services:								
4 Board of Directors	19,627	56,945	37,318	190.1%	132,116	132,116	-	0.0%
5 Contracted Vehicle Maintenance	510,265	522,896	12,631	2.5%	1,295,519	1,295,519	-	0.0%
6 Property Maintenance	670,198	656,294	(13,904)	(2.1%)	1,730,144	1,696,596	(33,548)	(1.9%)
7 Professional Services	1,687,232	1,404,867	(282,365)	(16.7%)	5,757,143	5,507,143	(250,000)	(4.3%)
8 Technical Services	3,182,997	3,600,637	417,640	13.1%	9,420,379	9,220,379	(200,000)	(2.1%)
9 Other Services	1,143,134	1,386,927	243,793	21.33%	3,675,419	3,675,419	-	0.0%
10 Materials & Supply:								
11 Fuel and Lubricants	1,946,913	1,539,778	(407,135)	(20.9%)	3,916,141	3,916,141	-	0.0%
12 Bus Parts and Materials	1,005,639	777,220	(228,419)	(22.7%)	2,044,369	1,844,369	(200,000)	(9.8%)
13 Uniforms and Driver Expense	166,643	108,700	(57,943)	(34.8%)	656,813	456,813	(200,000)	(30.5%)
14 Timetables and Tickets	35,916	47,623	11,707	32.6%	283,500	193,500	(90,000)	(31.7%)
15 Office Supplies / Printing	288,768	227,125	(61,643)	(21.3%)	615,716	615,716	-	0.0%
16 Other Materials and Supply	56,822	59,430	2,608	4.6%	143,600	143,600	-	0.0%
17								
18 Utilities:								
19 Telephone	236,278	257,910	21,632	9.2%	712,500	582,781	(129,719)	(18.2%)
20 Other Utilities	553,758	570,394	16,636	3.0%	1,323,530	1,323,530	-	0.0%
21 Insurance	781,179	688,856	(92,323)	(11.8%)	1,524,531	1,524,531	-	0.0%
22 Claims Reserves and Payments	-	1,607,956	1,607,956	100.0%	1,455,563	2,455,563	1,000,000	68.7%
23 Workers' Compensation	1,530,662	1,524,285	(6,377)	(0.4%)	3,732,568	3,732,568	-	0.0%
24 Taxes and License Fees	384,107	416,465	32,358	8.4%	919,556	919,556	-	0.0%
25 Leases and Rentals	92,014	67,397	(24,617)	(26.8%)	191,926	191,926	-	0.0%
26 Promotional and Legal Advertising	384,245	309,246	(74,999)	(19.5%)	1,460,750	1,240,250	(220,500)	(15.1%)
27 Training and Business Travel	151,282	156,156	4,874	3.2%	869,793	619,793	(250,000)	(28.7%)
28 Dues and Membership	57,105	41,453	(15,652)	(27.4%)	172,143	172,143	-	0.0%
29 Postage and Other	17,087	59,358	42,271	247.4%	184,780	184,780	-	0.0%
30								
31 Total District Operated Buses	52,462,695	56,291,995	3,829,300	7.3%	118,306,709	120,732,942	2,426,233	2.1%
32								
33 CONTRACTED BUS SERVICES								
34 Contracted Urban Bus Service	9,864,945	11,092,972	1,228,027	12.4%	21,551,200	21,551,200	-	0.0%
35 Coastside Services	818,429	800,212	(18,217)	(2.2%)	1,738,200	1,738,200	-	0.0%
36 Redi Coast Non-ADA	147,875	120,192	(27,683)	(18.7%)	263,700	263,700	-	0.0%
37 La Honda - Pescadero	25,988	28,088	2,100	8.1%	55,130	55,130	-	0.0%
38 SamCoast - Pescadero	62,319	47,586	(14,733)	(23.6%)	143,700	143,700	-	0.0%
39 CUB Related Wages & Benefits	119,741	159,131	39,390	100.0%	499,764	499,764	-	0.0%
40 CUB Related Other Support	156,620	51,966	(104,654)	(66.8%)	118,500	118,500	-	0.0%
41 CUB Insurance	78,718	230,260	151,542	192.5%	597,097	597,097	-	0.0%
42 CUB Claims Reserves & Payments	-	540,657	540,657	100.0%	218,400	1,218,400	1,000,000	457.9%
43 Total Contracted Bus Service	11,274,635	13,071,063	1,796,428	15.9%	25,185,691	26,185,691	1,000,000	4.0%
44								
45 TOTAL MOTOR BUS	63,737,330	69,363,058	5,625,728	8.8%	143,492,400	146,918,633	3,426,233	2.4%

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2020
DECEMBER 2019**

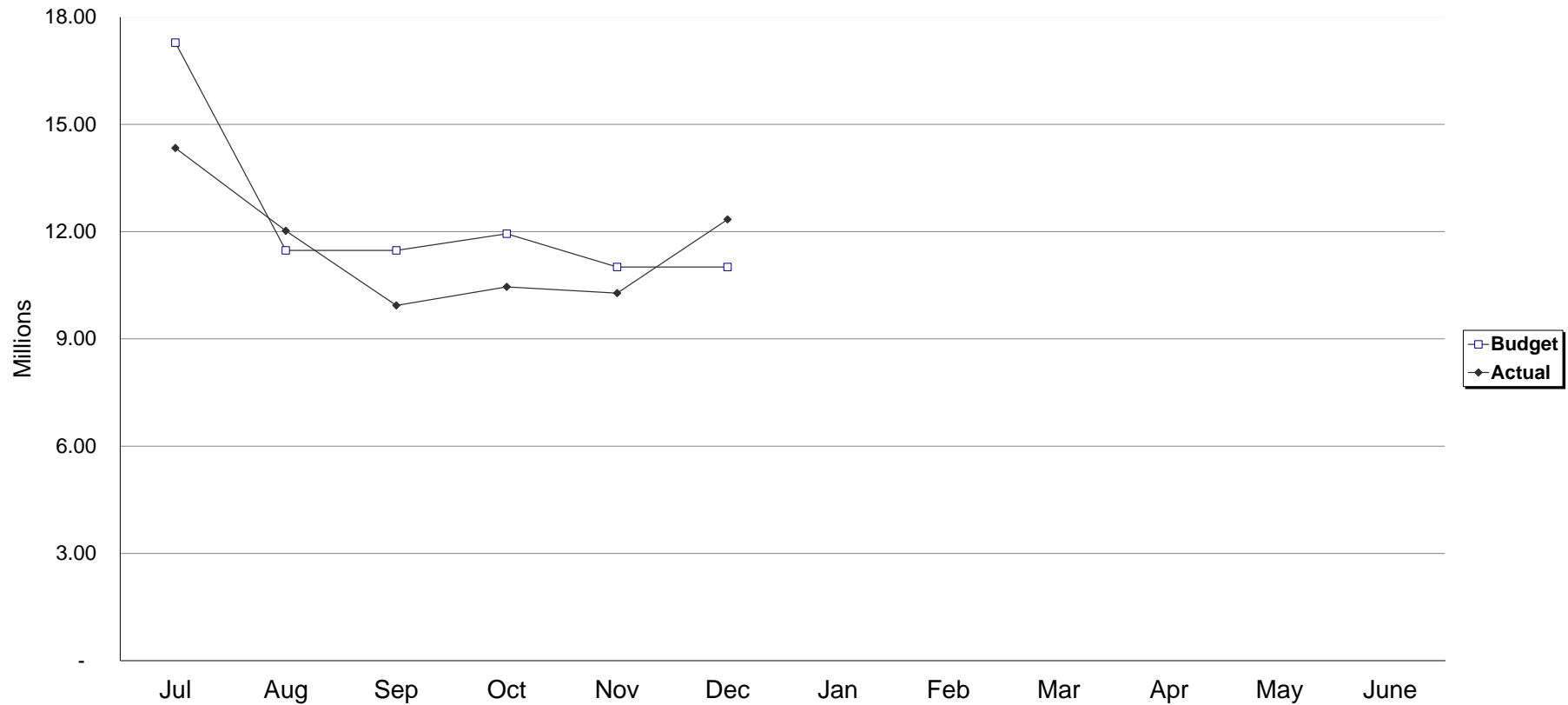
% OF YEAR ELAPSED: **50.0%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
46 AMERICAN DISABILITY ACT PROGRAMS								
47								
48 Elderly & Disabled/Redi-Wheels	2,570,547	2,439,881	(130,666)	(5.1%)	8,832,050	5,000,000	(3,832,050)	(43.4%)
49 ADA Sedans / Taxi Service	2,698,160	2,870,602	172,442	6.4%	3,834,100	6,000,000	2,165,900	56.5%
50 Coastside ADA	920,011	938,451	18,440	2.0%	1,921,400	1,921,400	-	0.0%
51 ADA Related Wages & Benefits	1,417,662	1,208,817	(208,845)	(14.7%)	2,530,107	2,530,107	-	0.0%
52 ADA Related Other Support	632,905	743,919	111,014	17.5%	2,710,214	2,710,214	-	0.0%
53 ADA Insurance	160,403	195,064	34,661	21.6%	426,864	426,864	-	0.0%
54 ADA Claims Reserves & Payments	4,691	(35,401)	(40,092)	100%	218,400	218,400	-	0.0%
55								
56 TOTAL ADA PROGRAMS	8,404,379	8,361,333	(43,046)	(0.5%)	20,473,135	18,806,985	(1,666,150)	(8.1%)
57								
58 MULTI-MODAL TRANSIT PROGRAMS								
59								
60								
61 CALTRAIN SERVICE								
62 Peninsula Rail Service	3,817,200	4,856,412	1,039,212	27.2%	9,156,123	9,239,456	83,333	0.9%
63 Total Caltrain Service	3,817,200	4,856,412	1,039,212	27.2%	9,156,123	9,239,456	83,333	0.9%
64								
65 OTHER SUPPORT								
66 SamTrans Shuttle Service	1,073,179	1,514,561	441,382	41.1%	2,128,700	2,128,700	-	0.0%
67 Shuttle Related Wages & Benefits	28,745	30,828	2,083	100%	89,095	89,095	-	0.0%
68 Dumbarton M.O.W.	0	140,204	140,204	100%	286,316	286,316	-	0.0%
69 Maintenance Multimodal Facilities	137,399	75,848	(61,551)	(44.8%)	174,800	174,800	-	0.0%
70 Total Other Support	1,239,322	1,761,441	522,119	42.1%	2,678,911	2,678,911	-	0.0%
71								
72								
73 TOTAL MULTI-MODAL PROGRAMS	5,056,522	6,617,853	1,561,331	30.9%	11,835,034	11,918,367	83,333	0.7%
74								
75								
76 TOTAL OPERATING EXPENSES	77,198,231	84,342,244	7,144,013	9.3%	175,800,569	177,643,984	1,843,416	1.0%

SAN MATEO COUNTY TRANSIT DISTRICT

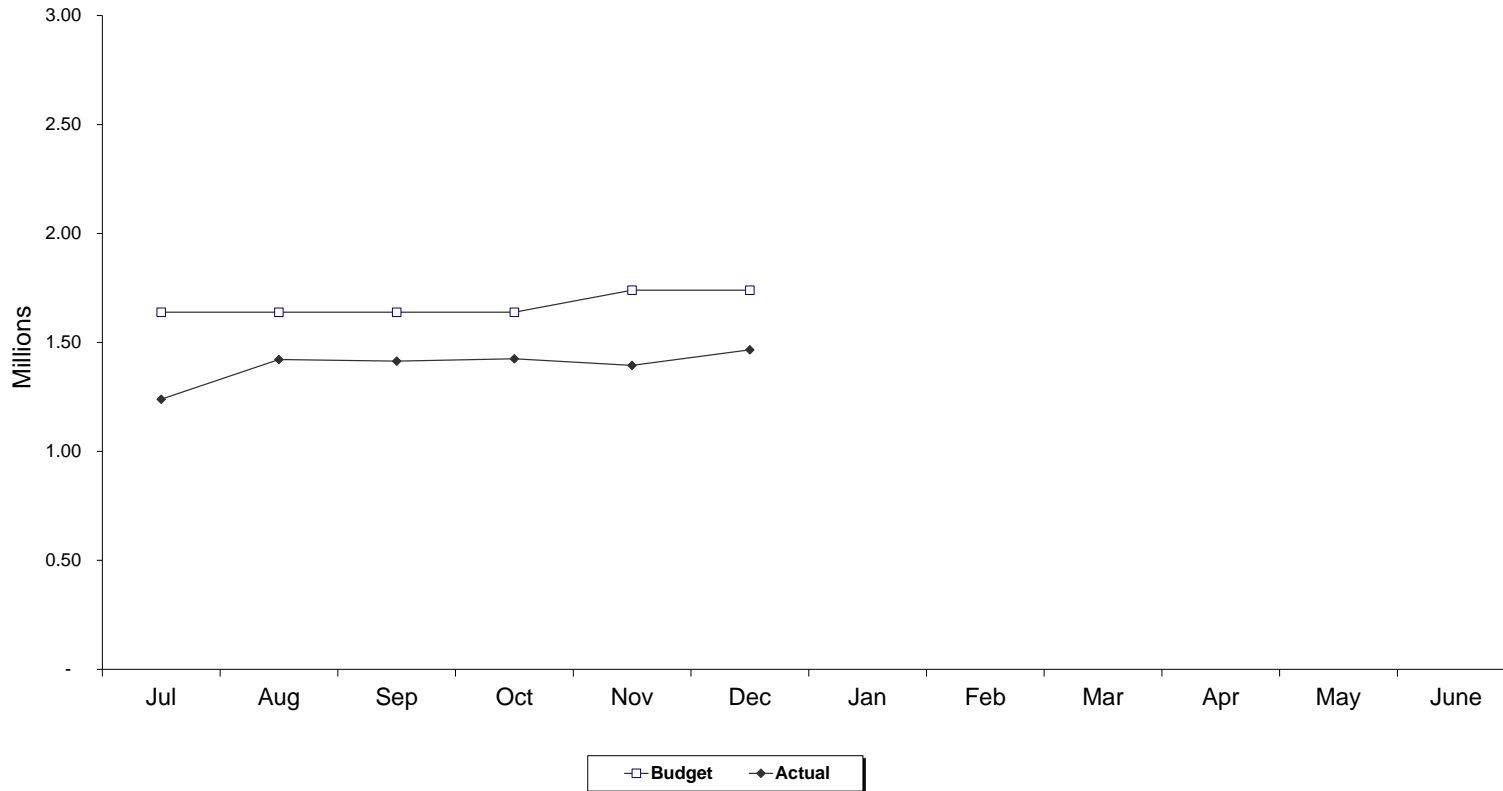
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	17,281,484	11,473,720	11,473,720	11,938,461	11,008,979	11,473,720						
Actual	14,335,970	12,020,594	9,934,437	10,452,200	10,279,078	12,340,779						
CUMULATIVE EXPENSES												
Budget	17,281,484	28,755,205	40,228,924	52,167,385	63,176,365	74,650,085						
Actual	14,335,970	26,356,563	36,291,001	46,743,201	57,022,279	69,363,058						
Variance - F(U)	2,945,514	2,398,641	3,937,924	5,424,185	6,154,086	5,287,028						
Variance %	17.04%	8.34%	9.79%	10.40%	9.74%	7.08%						

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2020

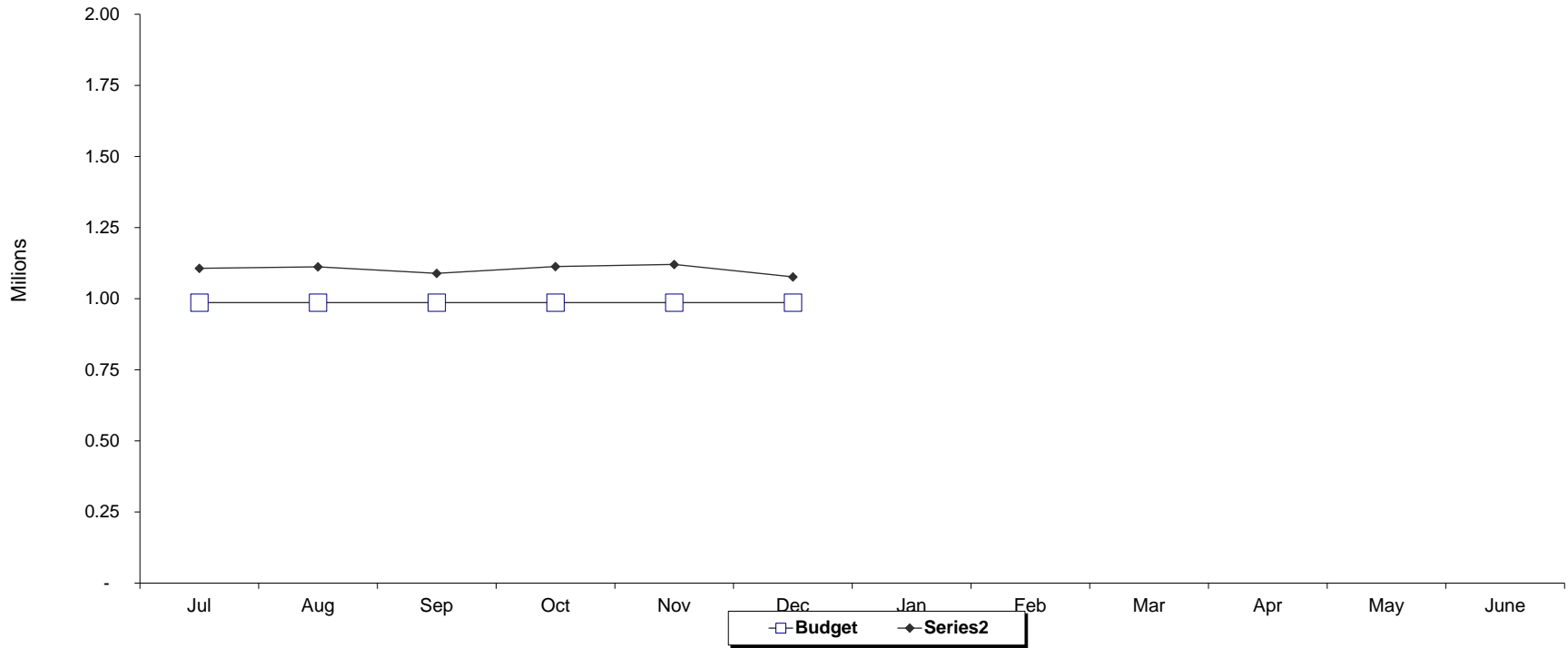


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,638,782	1,638,782	1,638,782	1,638,782	1,739,751	1,739,751						
Actual	1,239,506	1,421,472	1,414,210	1,425,262	1,394,710	1,466,173						
CUMULATIVE EXPENSES												
Budget	1,638,782	3,277,564	4,916,346	6,555,128	8,294,879	10,034,630						
Actual	1,239,506	2,660,978	4,075,188	5,500,450	6,895,161	8,361,333						
Variance - F(U)	399,276	616,586	841,158	1,054,678	1,399,718	1,673,297						
Variance %	24.36%	18.81%	17.11%	16.09%	16.87%	16.68%						

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	986,253	986,253	986,253	986,253	986,253	986,253						
Actual	1,106,649	1,111,913	1,089,259	1,112,801	1,120,481	1,076,752						
CUMULATIVE EXPENSES												
Budget	986,253	1,972,506	2,958,758	3,945,011	4,931,264	5,917,517						
Actual	1,106,649	2,218,561	3,307,820	4,420,621	5,541,102	6,617,853						
Variance - F(U)	(120,396)	(246,056)	(349,062)	(475,610)	(609,838)	(700,337)						
Variance %	(12.2%)	(12.5%)	(11.8%)	(12.1%)	(12.4%)	-11.83%						

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

	12/31/2019
LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF	
Bank of America Checking	\$ 20,817,080.01
Bank of America Checking (Restricted)	
Wells Fargo	8,505.60
LAIF	48,883,128.68
INVESTMENT FUNDS	
Investment Portfolio (Market Values+ Accrued interest)*	119,595,689.91
MMF - US Bank Custodian Account	11,186,653.17
Debt Service Reserves Held By Trustee	6,646,452.60
TOTAL	\$ 207,137,509.97

* Fund Managed by PFM Investment Advisor



Risk Summary

SAM Transit District Agg (136232)

12/01/2019 - 12/31/2019

Dated: 01/15/2020

Cash and Fixed Income Summary

<i>Risk Metric</i>	<i>Value</i>
Cash	10,405.58
MMFund (incl LAIF)	60,069,781.85
Fixed Income	119,585,284.33
Duration	1.949
Convexity	0.067
WAL	1.472
Years to Final Maturity	1.601
Years to Effective Maturity	1.470
Yield	1.786
Book Yield	1.517
Avg Credit Rating	AA-/Aa3/AA-

Issuer Concentration

<i>Issuer Concentration</i>	<i>% of Base Market Value + Accrued</i>
United States	29.362%
Other	27.840%
(SM - LAIF) State of California	27.208%
U.S. Bancorp	6.226%
Federal National Mortgage Association	3.599%
Federal Home Loan Banks	2.081%
Mitsubishi UFJ Financial Group, Inc.	1.903%
Groupe BPCE	1.781%

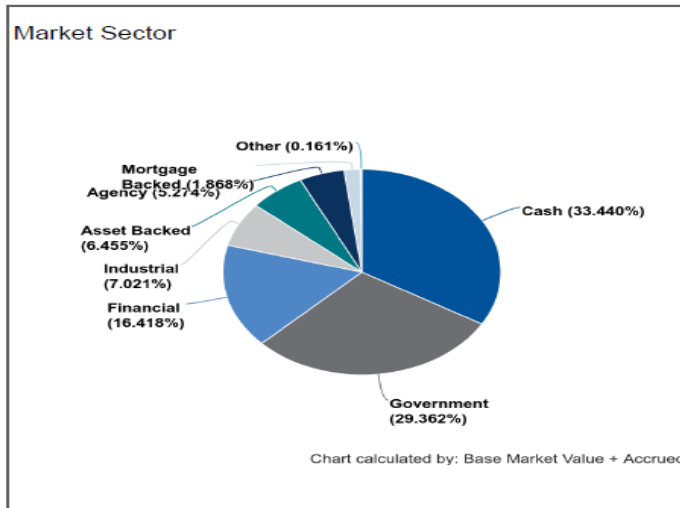
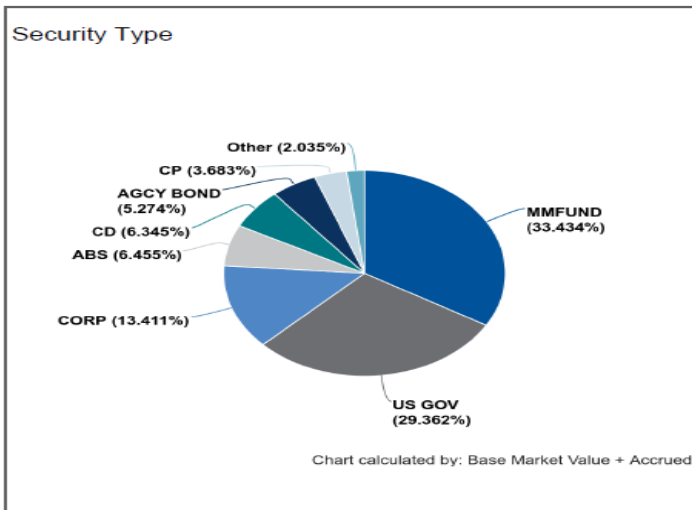
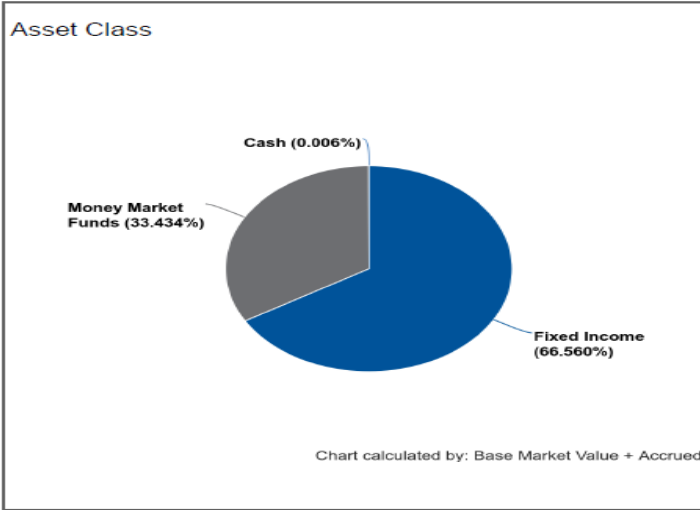
100.000%

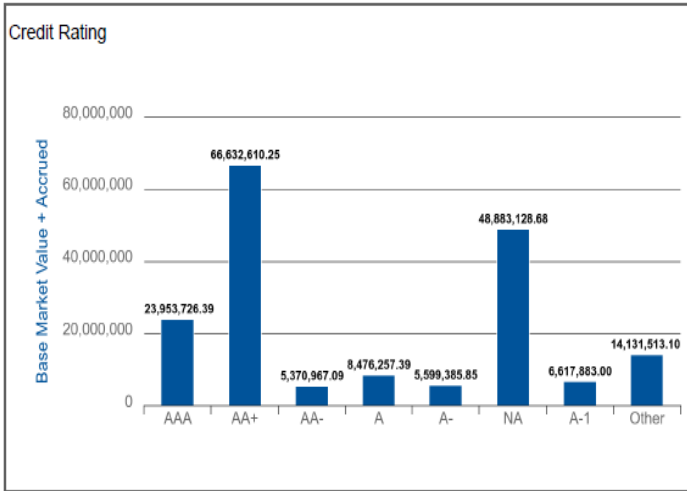
Footnotes: 1,2

Footnotes:

1) Grouped by Issuer Concentration

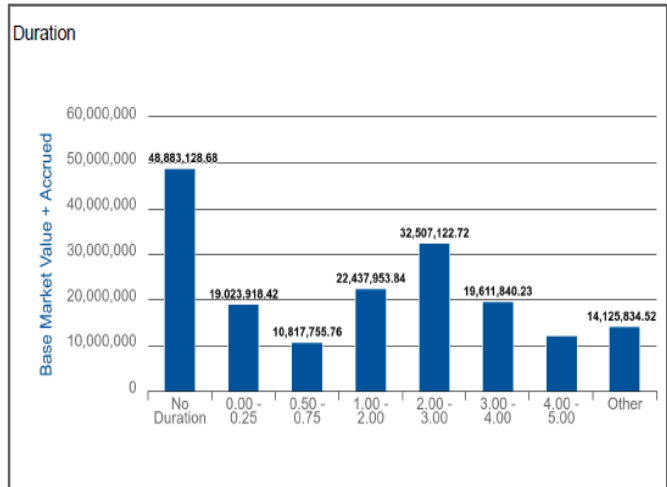
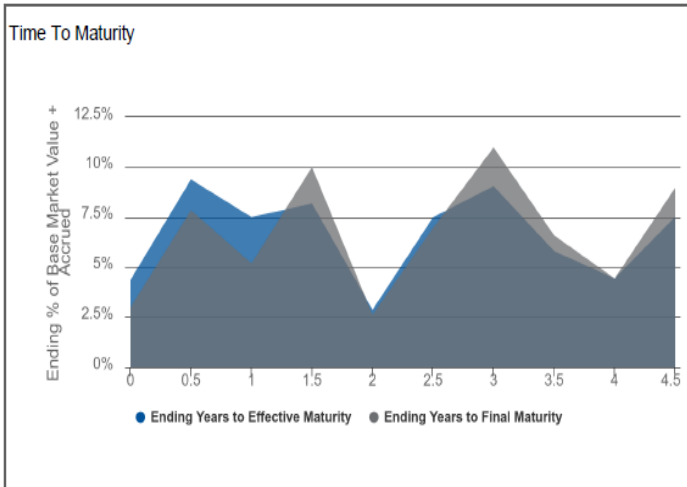
2) Groups sorted by: % of Base Market Value+Accrued

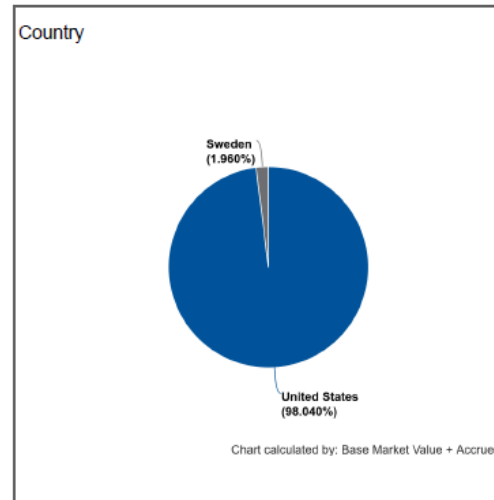
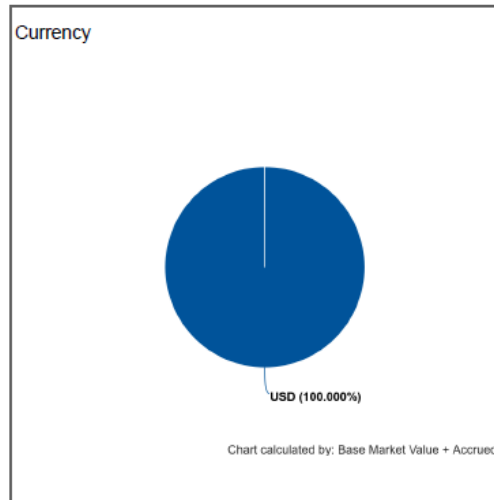
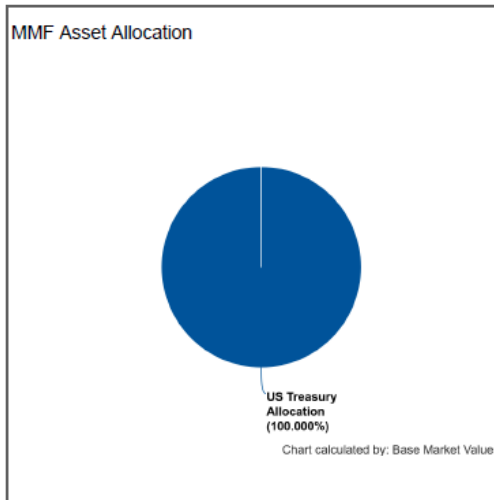
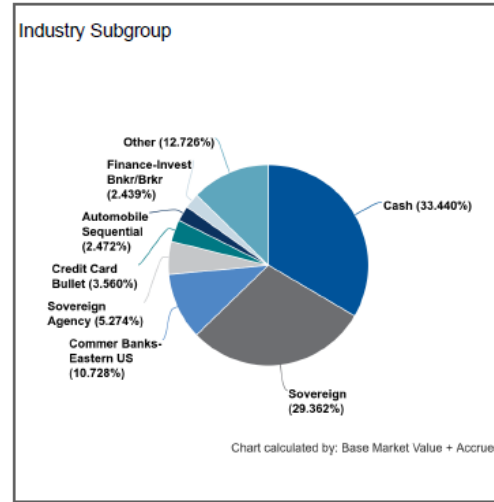
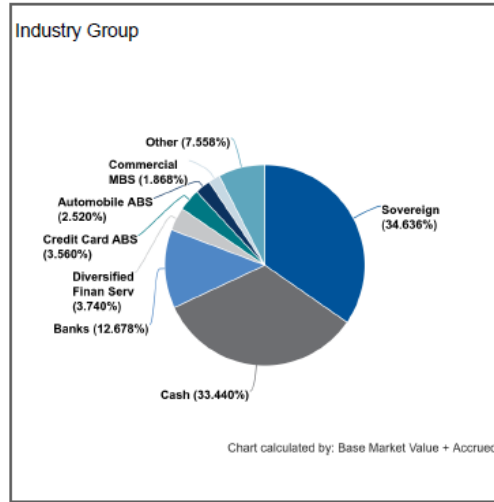
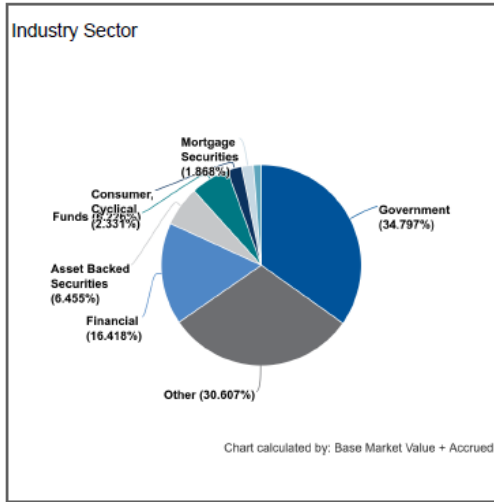




Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	10.903%	1.244%	2.555%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
AA	6.720%	6.952%	13.297%	9.547%	4.844%	0.000%	0.000%	0.000%	0.000%
A	5.513%	3.638%	2.241%	0.882%	1.978%	0.000%	0.000%	0.000%	0.000%
BBB	1.336%	0.654%	0.000%	0.687%	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%







Report: Master BS by lot - group by Security type
 Account: SAM TR Reimbursement Fund (136225)
 As of: 12/31/2019
 Base Currency: USD

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Cash	8,564.80	---	12/31/2019	8,564.80	0.00	8,564.80	8,564.80
CASH			8,564.80	---	12/31/2019	8,564.80	0.00	8,564.80	8,564.80

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,411,975.20	---	12/31/2019	8,411,975.20	0.00	8,411,975.20	8,411,975.20
MMFUND			8,411,975.20	---	12/31/2019	8,411,975.20	0.00	8,411,975.20	8,411,975.20

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	8,420,540.00	---	12/31/2019	8,420,540.00	0.00	8,420,540.00	8,420,540.00

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



FNMA			1,496,149.18			1,526,289.97	3,623.76	1,509,171.54	1,512,795.30
------	--	--	--------------	--	--	--------------	----------	--------------	--------------

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	2,193,399.15	---	12/31/2019	2,193,399.15	0.00	2,193,399.15	2,193,399.15
MMFUND			2,193,399.15			2,193,399.15	0.00	2,193,399.15	2,193,399.15

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
MUNI	157411TK5	CHAFFEY CALIF JT UN HIGH SCH DIST	230,000.00	12/05/2019	08/01/2024	230,000.00	349.00	228,962.70	229,311.70
MUNI			230,000.00			230,000.00	349.00	228,962.70	229,311.70

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
US GOV	912828L32	UNITED STATES TREASURY	410,000.00	07/12/2016	08/31/2020	417,840.49	1,904.98	409,295.31	411,200.29
US GOV	912828N30	UNITED STATES TREASURY	2,275,000.00	12/13/2018	12/31/2022	2,218,658.21	132.81	2,309,480.47	2,309,613.28
US GOV	912828N30	UNITED STATES TREASURY	5,900,000.00	01/10/2019	12/31/2022	5,814,957.03	344.44	5,989,421.88	5,989,766.31
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	01/31/2019	12/31/2022	2,952,421.87	175.14	3,045,468.75	3,045,643.89
US GOV	912828Q78	UNITED STATES TREASURY	1,640,000.00	01/05/2017	04/30/2021	1,607,456.25	3,840.93	1,635,131.25	1,638,972.18
US GOV	912828R69	UNITED STATES TREASURY	5,400,000.00	03/06/2019	05/31/2023	5,204,039.06	7,672.13	5,400,000.00	5,407,672.13
US GOV	912828R69	UNITED STATES TREASURY	950,000.00	04/05/2019	05/31/2023	924,134.77	1,349.73	950,000.00	951,349.73
US GOV	912828R69	UNITED STATES TREASURY	1,700,000.00	05/03/2019	05/31/2023	1,659,093.75	2,415.30	1,700,000.00	1,702,415.30
US GOV	912828R77	UNITED STATES TREASURY	350,000.00	03/17/2017	05/31/2021	340,908.21	420.77	348,906.25	349,327.02
US GOV	912828T91	UNITED STATES TREASURY	2,950,000.00	07/08/2019	10/31/2023	2,924,417.97	8,165.18	2,947,234.38	2,955,399.55
US GOV	912828T91	UNITED STATES TREASURY	2,300,000.00	10/04/2019	10/31/2023	2,313,207.03	6,366.07	2,297,843.75	2,304,209.82
US GOV	912828T99	UNITED STATES TREASURY	2,500,000.00	09/07/2018	08/15/2022	2,395,117.19	15,344.77	2,502,343.75	2,517,688.52
US GOV	912828V44	UNITED STATES TREASURY	255,000.00	12/07/2015	05/31/2020	251,702.93	306.56	254,721.09	255,027.65
US GOV	912828VP2	UNITED STATES TREASURY	575,000.00	05/18/2016	07/31/2020	593,785.56	4,812.50	576,167.97	580,980.47
US GOV	912828X47	UNITED STATES TREASURY	3,700,000.00	05/07/2018	04/30/2022	3,581,773.44	11,816.62	3,724,281.25	3,736,097.87
US GOV	912828XX3	UNITED STATES TREASURY	5,000,000.00	11/06/2019	06/30/2024	5,101,171.88	274.73	5,068,750.00	5,069,024.73
US GOV	912828XX3	UNITED STATES TREASURY	1,475,000.00	12/05/2019	06/30/2024	1,497,125.00	81.04	1,495,281.25	1,495,362.29
US GOV			40,380,000.00			39,797,810.63	65,423.69	40,654,327.34	40,719,751.03

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
---	---	---	94,504,948.99	---	05/07/2022	94,103,143.40	346,529.40	95,031,442.18	95,377,971.58

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

FHLMC	3137BM6P6	FHMS K721 A2	130,000.00	04/09/2018	08/25/2022	131,107.03	334.75	132,693.60	133,028.35
FHLMC	3137FKK39	FHMS KP05 A	75,696.28	12/17/2018	07/25/2023	75,696.06	202.05	77,366.90	77,568.95
FHLMC	3137FQ3V3	FHMS KJ27 A1	99,842.82	11/26/2019	07/25/2024	99,840.42	174.06	99,413.49	99,587.55
FHLMC			305,539.10			306,643.51	710.86	309,474.00	310,184.85

FNMA (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA	3136AJ7G5	FNA 14M06B A2	305,040.22	12/15/2016	05/25/2021	311,212.51	680.88	307,453.09	308,133.96
FNMA	3136B1XP4	FNA 18M5 A2	106,400.81	04/30/2018	09/25/2021	108,517.23	315.66	107,569.09	107,884.74
FNMA			411,441.03			419,729.74	996.53	415,022.17	416,018.71

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER-US TRS MM Y	581,278.82	---	12/31/2019	581,278.82	0.00	581,278.82	581,278.82
MMFUND			581,278.82			581,278.82	0.00	581,278.82	581,278.82

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MUNI	157411TKS	CHAFFEY CALIF JT UN HIGH SCH DIST	60,000.00	12/05/2019	08/01/2024	60,000.00	91.04	59,729.40	59,820.44
MUNI			60,000.00			60,000.00	91.04	59,729.40	59,820.44

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
US GOV	912828B90	UNITED STATES TREASURY	175,000.00	10/05/2016	02/28/2021	181,323.24	1,182.69	175,738.28	176,920.97
US GOV	912828L32	UNITED STATES TREASURY	80,000.00	07/12/2016	08/31/2020	81,532.14	371.70	79,862.50	80,234.20
US GOV	912828N30	UNITED STATES TREASURY	700,000.00	12/13/2018	12/31/2022	682,664.06	40.87	710,609.38	710,650.24
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	01/10/2019	12/31/2022	1,576,937.50	93.41	1,624,250.00	1,624,343.41
US GOV	912828N30	UNITED STATES TREASURY	850,000.00	01/31/2019	12/31/2022	836,519.53	49.62	862,882.81	862,932.43
US GOV	912828Q78	UNITED STATES TREASURY	185,000.00	01/05/2017	04/30/2021	181,328.91	433.28	184,450.78	184,884.06
US GOV	912828R69	UNITED STATES TREASURY	1,600,000.00	03/06/2019	05/31/2023	1,541,937.50	2,273.22	1,600,000.00	1,602,273.22
US GOV	912828R69	UNITED STATES TREASURY	200,000.00	04/05/2019	05/31/2023	194,554.69	284.15	200,000.00	200,284.15
US GOV	912828R69	UNITED STATES TREASURY	550,000.00	05/03/2019	05/31/2023	536,765.62	781.42	550,000.00	550,781.42
US GOV	912828T91	UNITED STATES TREASURY	850,000.00	07/08/2019	10/31/2023	842,628.91	2,352.68	849,203.13	851,555.80
US GOV	912828T91	UNITED STATES TREASURY	625,000.00	10/04/2019	10/31/2023	628,588.87	1,729.91	624,414.06	626,143.97
US GOV	912828T99	UNITED STATES TREASURY	700,000.00	09/07/2018	08/15/2022	670,632.81	4,296.54	700,656.25	704,952.79
US GOV	912828V44	UNITED STATES TREASURY	200,000.00	12/07/2015	05/31/2020	197,414.06	240.44	199,781.25	200,021.69
US GOV	912828V22	UNITED STATES TREASURY	490,000.00	05/18/2016	07/31/2020	505,996.90	4,101.09	490,995.31	495,096.40
US GOV	912828X47	UNITED STATES TREASURY	1,300,000.00	05/07/2018	04/30/2022	1,258,460.94	4,151.79	1,308,531.25	1,312,683.04
US GOV	912828XX3	UNITED STATES TREASURY	1,400,000.00	11/06/2019	06/30/2024	1,428,328.13	76.92	1,419,250.00	1,419,326.92
US GOV	912828XX3	UNITED STATES TREASURY	425,000.00	12/05/2019	06/30/2024	431,375.00	23.35	430,843.75	430,867.10
US GOV			11,930,000.00			11,776,988.81	22,483.07	12,011,468.75	12,033,951.82

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	26,732,382.01	---	05/10/2022	26,633,881.52	99,811.56	26,884,019.94	26,983,831.50

* 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: 12/01/2019 - 12/31/2019
 Base Currency: USD

* Does not Lock Down

Identifier	Description	Base Current Units	Coupon Rate	Transaction Typ	Trade Date	Settle Date	Final Maturity	Base Principal	Base Accrued Interest	Base Amount
62479MZ63	MUFG Bank Ltd. (†)	(1,700,000.00)	0.000	Maturity	12/06/2019	12/06/2019	12/06/2019	(1,700,000.00)	0.00	1,700,000.00
62479LJ14	MUFG Bank Ltd. (†)	1,800,000.00	0.000	Buy	12/06/2019	12/06/2019	09/01/2020	1,774,890.00	0.00	(1,774,890.00)
62479MZ63	MUFG Bank Ltd. (†)	(650,000.00)	0.000	Maturity	12/06/2019	12/06/2019	12/06/2019	(650,000.00)	0.00	650,000.00
62479LJ14	MUFG Bank Ltd. (†)	650,000.00	0.000	Buy	12/06/2019	12/06/2019	09/01/2020	640,932.50	0.00	(640,932.50)
31846V534	FIRST AMER:US T	8,787.70	1.150	Buy	12/03/2019	12/03/2019	12/31/2019	8,787.70	0.00	(8,787.70)
31846V534	FIRST AMER:US T	3,559,287.26	1.150	Buy	---	---	12/31/2019	3,559,287.26	0.00	(3,559,287.26)
31846V534	FIRST AMER:US T	(3,497,552.60)	1.150	Sell	---	---	12/31/2019	(3,497,552.60)	0.00	3,497,552.60
31846V534	FIRST AMER:US T	1,159,729.14	1.150	Buy	---	---	12/31/2019	1,159,729.14	0.00	(1,159,729.14)
31846V534	FIRST AMER:US T	(1,130,981.96)	1.150	Sell	---	---	12/31/2019	(1,130,981.96)	0.00	1,130,981.96
34531EAD8	FORDO 17A A3	(55,719.37)	1.670	Principal Paydow	12/15/2019	12/15/2019	06/15/2021	(55,719.37)	0.00	55,719.37
34531EAD8	FORDO 17A A3	(16,251.48)	1.670	Principal Paydow	12/15/2019	12/15/2019	06/15/2021	(16,251.48)	0.00	16,251.48
717081EB5	PFIZER INC	(1,185,000.00)	1.700	Maturity	12/15/2019	12/15/2019	12/15/2019	(1,185,000.00)	0.00	1,185,000.00
02007PAC7	ALLYA 171 A3	(15,119.99)	1.700	Principal Paydow	12/15/2019	12/15/2019	06/15/2021	(15,119.99)	0.00	15,119.99
717081EB5	PFIZER INC	(330,000.00)	1.700	Maturity	12/15/2019	12/15/2019	12/15/2019	(330,000.00)	0.00	330,000.00
02007PAC7	ALLYA 171 A3	(4,293.33)	1.700	Principal Paydow	12/15/2019	12/15/2019	06/15/2021	(4,293.33)	0.00	4,293.33
89238MAD0	TAOT 17A A3	(21,642.61)	1.730	Principal Paydow	12/15/2019	12/15/2019	02/16/2021	(21,642.61)	0.00	21,642.61
89238MAD0	TAOT 17A A3	(6,011.84)	1.730	Principal Paydow	12/15/2019	12/15/2019	02/16/2021	(6,011.84)	0.00	6,011.84
89190BAD0	TAOT 17B A3	(89,275.83)	1.760	Principal Paydow	12/15/2019	12/15/2019	07/15/2021	(89,275.84)	0.00	89,275.84
89190BAD0	TAOT 17B A3	(24,798.84)	1.760	Principal Paydow	12/15/2019	12/15/2019	07/15/2021	(24,798.85)	0.00	24,798.85
02007HAC5	ALLYA 172 A3	(57,551.98)	1.780	Principal Paydow	12/15/2019	12/15/2019	08/16/2021	(57,551.98)	0.00	57,551.98
02007HAC5	ALLYA 172 A3	(15,931.34)	1.780	Principal Paydow	12/15/2019	12/15/2019	08/16/2021	(15,931.34)	0.00	15,931.34
43814PAC4	HAROT 173 A3	(17,515.09)	1.790	Principal Paydow	12/18/2019	12/18/2019	09/18/2021	(17,515.09)	0.00	17,515.09
43814PAC4	HAROT 173 A3	(5,307.60)	1.790	Principal Paydow	12/18/2019	12/18/2019	09/18/2021	(5,307.60)	0.00	5,307.60
47788BAD6	JDOT 17B A3	(25,142.51)	1.820	Principal Paydow	12/15/2019	12/15/2019	10/15/2021	(25,142.51)	0.00	25,142.51
47788BAD6	JDOT 17B A3	(7,123.71)	1.820	Principal Paydow	12/15/2019	12/15/2019	10/15/2021	(7,123.71)	0.00	7,123.71
912828XX3	UNITED STATES `	1,475,000.00	2.000	Buy	12/02/2019	12/05/2019	06/30/2024	1,497,125.00	12,665.76	(1,509,790.76)
912828XX3	UNITED STATES `	425,000.00	2.000	Buy	12/02/2019	12/05/2019	06/30/2024	431,375.00	3,649.46	(435,024.46)
23341VZT1	DNB Bank ASA, N	950,000.00	2.040	Buy	12/04/2019	12/06/2019	12/02/2022	950,000.00	0.00	(950,000.00)
23341VZT1	DNB Bank ASA, N	275,000.00	2.040	Buy	12/04/2019	12/06/2019	12/02/2022	275,000.00	0.00	(275,000.00)
3137FQ3V3	FHMS KJ27 A1	(605.15)	2.092	Principal Paydow	12/01/2019	12/01/2019	07/25/2024	(605.15)	0.00	605.15
3137FQ3V3	FHMS KJ27 A1	(157.18)	2.092	Principal Paydow	12/01/2019	12/01/2019	07/25/2024	(157.18)	0.00	157.18
89238BAD4	TAOT 18A A3	(26,574.02)	2.350	Principal Paydow	12/15/2019	12/15/2019	05/16/2022	(26,574.02)	0.00	26,574.02
89238BAD4	TAOT 18A A3	(7,381.67)	2.350	Principal Paydow	12/15/2019	12/15/2019	05/16/2022	(7,381.67)	0.00	7,381.67
172967LF6	CITIGROUP INC	(900,000.00)	2.450	Sell	12/04/2019	12/06/2019	01/10/2020	(900,018.00)	(8,942.50)	908,960.50
172967LF6	CITIGROUP INC	(250,000.00)	2.450	Sell	12/04/2019	12/06/2019	01/10/2020	(250,005.00)	(2,484.03)	252,489.03
47788CAC6	JDOT 2018 A3	(18,946.01)	2.660	Principal Paydow	12/15/2019	12/15/2019	04/18/2022	(18,946.00)	0.00	18,946.00
47788CAC6	JDOT 2018 A3	(5,318.18)	2.660	Principal Paydow	12/15/2019	12/15/2019	04/18/2022	(5,318.18)	0.00	5,318.18
3136AJ7G5	FNA 14M06B A2	(25,669.76)	2.679	Principal Paydow	12/01/2019	12/01/2019	05/25/2021	(25,669.76)	0.00	25,669.76
3136AJ7G5	FNA 14M06B A2	(7,059.18)	2.679	Principal Paydow	12/01/2019	12/01/2019	05/25/2021	(7,059.18)	0.00	7,059.18
3137FKK39	FHMS KP05 A	(20,037.89)	3.203	Principal Paydow	12/01/2019	12/01/2019	07/25/2023	(20,037.89)	0.00	20,037.89
3137FKK39	FHMS KP05 A	(5,692.58)	3.203	Principal Paydow	12/01/2019	12/01/2019	07/25/2023	(5,692.58)	0.00	5,692.58
3136B1XP4	FNA 18M5 A2	(13,342.79)	3.560	Principal Paydow	12/01/2019	12/01/2019	09/25/2021	(13,342.79)	0.00	13,342.79
3136B1XP4	FNA 18M5 A2	(3,669.27)	3.560	Principal Paydow	12/01/2019	12/01/2019	09/25/2021	(3,669.27)	0.00	3,669.27
---	---	163,130.34	1.151	---	---	---	---	157,429.83	4,888.69	(162,318.52)

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 DECEMBER 2019

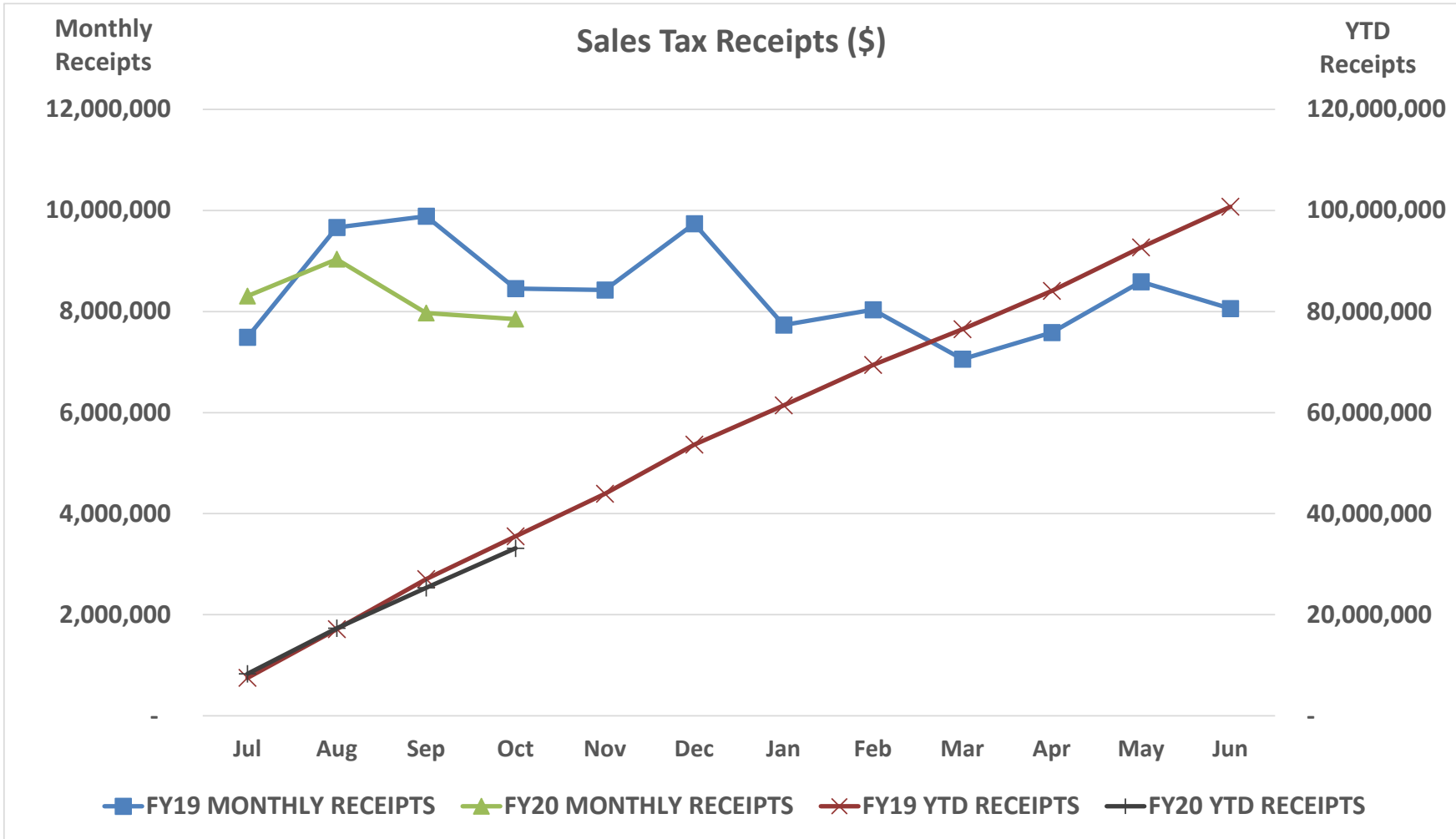
BUDGET AMENDMENTS

Amount	Line Item	Line	Description
Dec-19		\$ 807,751	
			47 Increased expense from amendment to First Transit Agreement for Redi-Wheels Paratransit services
<u>\$ -</u>	Total	<u>\$ 807,751</u>	

BUDGET REVISIONS

Amount	Line Item	Description
Dec-19		No Budget Revisions for December 2019
<u>\$ -</u>	Total	<u>\$ -</u> Total

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020
December 19**



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

	FY19 MONTHLY RECEIPTS	FY20 MONTHLY RECEIPTS	MONTHLY % Change	FY19 YTD RECEIPTS	FY20 YTD RECEIPTS	YTD % Change
Jul	\$7,491,211	8,304,089	10.85%	\$7,491,211	8,304,089	10.85%
Aug	9,665,751	9,033,736	(6.5%)	17,156,962	17,337,826	1.05%
Sep	9,885,148	7,968,941	(19.4%)	27,042,110	25,306,767	(6.4%)
Oct	8,456,110	7,849,372	(7.2%)	35,498,220	33,156,139	(6.6%)
Nov	8,425,556			43,923,776		
Dec	9,739,351			53,663,127		
Jan	7,734,915			61,398,042		
Feb	8,037,354			69,435,396		
Mar	7,057,158			76,492,553		
Apr	7,585,772			84,078,325		
May	8,590,022			92,668,347		
Jun	8,060,197			100,728,544		
	<u>\$100,728,544</u>	<u>\$33,156,139</u>				

RESOLUTION NO 2020 - 4
BOARD OF DIRECTORS, SAM MATEO COUNTY TRANSIT DISTRICT
RESOLUTION OF APPRECIATION FOR
CAROLE GROOM

WHEREAS, CAROLE GROOM was first appointed to the SamTrans Board of Directors to represent the San Mateo County Board of Supervisors in 2011; and

WHEREAS, CAROLE GROOM was selected to serve as the Chair of the Board in 2013 and 2019 and as Vice Chair in 2012 and 2018 respectively; and

WHEREAS, CAROLE GROOM served on numerous subcommittees, including the Community Relations and Audit committees, the Reimagine SamTrans and Dumbarton Rail Corridor ad hoc Committees, among many others; and

WHEREAS, during CAROLE GROOM'S tenure, she has been a leader and an advocate, dedicated to fulfilling the District's mission and improving the lives of San Mateo County residents; and

WHEREAS, CAROLE GROOM supported the approval of the Youth Mobility Plan, which outlined ways that SamTrans could better serve young riders, helping them stay mobile and active and preparing them for a lifetime of transit ridership; and

WHEREAS, CAROLE GROOM was an integral voice of support for the Dumbarton Transportation Corridor Study, which provided the District with a vetted plan to reduce traffic and improve mobility options in an area that is in desperate need of congestion relief by building new transit connections; and

WHEREAS, CAROLE GROOM helped launch the Get Us Moving San Mateo County public engagement campaign, to build support and develop a plan for investing potential new transportation revenues that is based on community feedback; and

WHEREAS, CAROLE GROOM has pushed for a Comprehensive Operational Analysis, currently underway, taking a top-to-bottom look at SamTrans service in order to make the system more effective and attractive to new riders; and

NOW, THEREFORE, BE IT RESOLVED that the SamTrans Board of Directors hereby commends and expresses its sincere appreciation to **CAROLE GROOM** for her outstanding service to the San Mateo County Transit District and her many accomplishments on the SamTrans Board of Directors.

Regularly passed and adopted this 5th day of February 2020.

Chair, SamTrans Board of Directors





MEMORANDUM

BOARD OF DIRECTORS 2020

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

JIM HARTNETT
GENERAL MANAGER/CEO

BOD ITEM # 6
February 5, 2020

Date: January 29, 2020
To: SamTrans Board of Directors
From: Jim Hartnett, General Manager/CEO
Subject: General Manager/CEO Report

6-Month Summary Ending December 31, 2019

Fixed-route Bus Service/Ridership

For the first six months of FY 2020, fixed-route bus service provided 5,596,100 trips, which is an increase of 2.5 percent compared to the six months of FY 2019. The YTD FY 2020 AWR increased 2.8 percent compared to FY 2019. The YTD FY 2020 OTP is 79.2 percent, which is an improvement over the 78.5 percent for the same period in FY 2019, but still below the goal of 85.0 percent.

Table with 4 columns: Ridership, Dec. 2019, YTD FY 2020, YTD FY 2019. Rows include AWR, Total Trips, On-time Performance goal is 85.0%, Directly operated service, Contracted bus service, Coastside service, Combined service, Trips that Did Not Operate (DNO), and Complaints per million trips.

SamTrans ADA Paratransit Service/Ridership

For the first six months of FY 2020, SamTrans provided 167,980 Paratransit trips, which is a decrease of 2.7 percent compared to the first six months of FY 2019. There were 249,991 free Paratransit trips on fixed-route buses during the six months of FY 2020, a decrease of 6,560 free trips compared to FY 2019. There were 7,939 Registrants as of December 2019, which are 192 fewer registrants compared to 8,133 in December 2018.

	<u>Dec. 2019</u>	<u>YTD FY 2020</u>	<u>YTD FY 2019</u>
On-time Performance goal is 90.0%			
• Redi-Wheels	90.7%	91.5%	90.3%
• RediCoast	95.1%	96.2%	97.1%
Complaints per 1,000 trips			
• Redi-Wheels	0.76	0.75	0.76
• RediCoast	2.06	1.51	0.29
Ridership			
• Paratransit AWR	1,080	1,130	1,170
• Paratransit Total Trips	25,750	167,980	172,680
• Free Paratransit trips on fixed-route buses	38,314	249,991	256,551

Human Capital Investment

	<u>Dec. 2019</u>		<u>YTD FY 2020</u>		<u>YTD FY 2019</u>	
	<u>Hours</u>	<u>Days</u>	<u>Hours</u>	<u>Days</u>	<u>Hours</u>	<u>Days</u>
New Bus Operator Trainees	2,584	323	10,384	1,298	9,968	1,246
Part to Full-time Bus Operator	0	0	0	0	180	23
New fleet/route orientation	33	4	311	39	144	18
DMV mandated training	360	45	1,642	205	1,172	147
Bus Operator retraining	225	28	1,214	152	830	104
Maintenance training	638	80	3,524	441	2,786	348
CPR/AED/First Aid	0	0	244	31	540	67
Total Hours	3,840	480	17,319	2,165	15,620	1,953

Class 161 graduated 14 Bus Operator Trainees on January 17, 2020. Class 162 started on January 17 with 8 Bus Operator Trainees.

The Safety Campaign initiated in January is scheduled to last three months. It provides incentives in the form of a raffle at the end of each month and a grand prize at the end of the three months. Eligibility for the raffle and HR safe driving incentives are established by maintaining accident free driving throughout the various safety campaigns. The current Safety Campaign emphasizes the need to adjust driving habits to the weather conditions and ensuring passengers are seated before pulling out of the Bus Stop.

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>December 2019</u>			<u>YTD FY 2020</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>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	556,781	18	25,782	3,278,031	108	30,352	3,085,814	110	28,053
Paratransit	101,382	3	33,794	640,342	15	42,689	727,884	17	42,817

SamTrans Digital Communications (Social & Web)

	<u>December 2019</u>	<u>YTD FY 2020</u>	<u>YTD FY 2019</u>
Impressions*	427,409	5,018,277	3,196,260
Interactions**	9,074	64,432	52,242
Website Sessions	121,273	874,144	989,869

* Facebook, Twitter, Instagram, LinkedIn, Nextdoor.

** Interactions – A discrepancy reported last month was due to one network’s reporting (Foursquare). We will omit this network going forward to better represent and “apples to apples” comparison from past to present.

There were 10,098 total followers as of December 31, 2019, up from 8,626 in December 2018.

Population Trends in San Mateo County

Since 2010, the population in San Mateo County increased 7.1 percent and may be leveling off at a plateau of approximately 770,000 residents.

The under 5 age group decreased by 6.1 percent and as they go through the aging cycle, the 5 to 18 age group will decrease. The declining 5 to 18 age group is expected to have an impact on the Youth ridership.

	<u>2010</u>	<u>2017</u>	<u>2018</u>	<u>Percent Increase (Decrease)</u>		
				<u>2010-2017</u>	<u>2017-2018</u>	<u>2010-2018</u>
Under 5	46,702	42,260	43,864	(9.5%)	3.8%	(6.1%)
5 to 18	159,507	160,453	158,526	0.6%	(1.2%)	(0.6%)
19 to 64	416,010	446,815	443,258	7.4%	(0.8%)	6.5%
65+	<u>96,279</u>	<u>121,882</u>	<u>123,897</u>	26.6%	1.7%	28.7%
Total	718,498	771,410	769,545	7.4%	(0.2%)	7.1%

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda Carter Mau
Chief Operating Officer, Bus Deputy General Manager/CEO

SUBJECT: **STATUS OF DID NOT OPERATE (DNOS) AND RECRUITMENT STRATEGIES**

ACTION

No action is required. This is an informational item only.

SIGNIFICANCE

As has been discussed at prior meetings of the Board of Directors, transit services offered by the District have been impacted by a shortage of bus operators. Staff will provide an update on the number of DNOs and discuss actions being taken to reduce the number and recruit and train additional bus operators.

BUDGET IMPACT

There is no direct budget impact at this time. There will be additional resources required for Fiscal Year 2020-21 to continue some of these strategies to recruit and train additional bus operators.

BACKGROUND

A DNO, or "Did Not Operate" is a schedule or one way trip that was planned, but was not provided. The number of DNO's that we have been experiencing in Fiscal Year 2019-2020 have been much higher than previous years, and staff have been taking various strategies to address the problem. Route adjustments have been made in the most recent runbook (implemented January 2020) and additional bus operator training classes are currently underway and planned. The power point presentation, which contains details on the DNO status and actions taken, is attached.

Prepared By: Carter Mau, Deputy General Manager/CEO

650-508-7874

SamTrans

DNOs and the Bus Operator Shortage

Board of Directors Meeting
February 5, 2020

1

The SamTrans logo consists of the word "samTrans" in a sans-serif font, with "sam" in lowercase and "Trans" in uppercase. Below the text are two horizontal white bars of equal length, stacked vertically.

DNOs and the Bus Operator Shortage

- What is a DNO
 - Example – Potential Customer Impact
- DNO status – Motor Bus, Shuttles, and ADA Paratransit
- Service changes
- Bus operator requirements
- Contracted services agreement adjustments
- Recruitment and retention strategies
 - Marketing Strategies
- Next steps

2

The SamTrans logo consists of the word "samTrans" in a sans-serif font, with "sam" in lowercase and "Trans" in uppercase. Below the text are two horizontal white bars of equal length, stacked vertically.

What is a DNO

- A DNO is a “schedule” or one way trip that has been missed/not delivered. DNOs do not have the same impact on SamTrans customers.
- The District, on average, provides 47,052 trips per month (Jan through Jun, 2020).
- What generates a DNO
 - Driver shortage (unscheduled absence)
 - Accidents
 - Road call (mechanical failure)
 - Construction and Traffic

3



Example – Potential Customer Impact

<u>Route</u>	<u>Start Time</u>	<u>Next Bus</u>
ECR-N	6:15 AM	6:29 AM, 14 minute wait
295-N	6:20 AM	7:20 AM, 1 hour wait

Note: ECR-N has 70 scheduled trips, in contrast 295-N has 13 scheduled trips

4



DNO Status – Motor Bus

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Scheduled trips	570,000	579,000	290,000
DNOs	783	646	1,563 (6 mo.)
DNOs %	0.1%	0.1%	0.5%

Runbook 131 (January 2020)

- First 10-days of the new runbook Motor Bus had 21 DNOs

5



DNO Status – SamTrans & JPB Shuttles

	<u>FY 2019</u>	<u>FY 2020</u>
Scheduled Trips	110,382	56,029
DNOs	13,938	4,099 (6 mo.)
DNO%	12.6%	7.3%

6



DNO Status – ADA Paratransit

- Approximately 28,000 trips per month (zero denial)
- Demand-response service, requires approximately 100 drivers daily. Roughly 55 to 60 drivers are available
- Taxis are subcontracted to provide service coverage; currently they provide 38% of the trips scheduled

7

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal lines.

Service Changes

Service Changes with Runbook 131 (Jan 2020)

- Route ECR-Rapid – Suspended
- Route ECR – Removal of redundant trips
- Route 281 – Frequency reduced 20 min to 30 min headway
- Route 14 – Eliminated the 1:20 PM trip (low ridership ≤ 5 passengers/trip)

8

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal lines.

Bus Operator Requirements

Runbook 131 (January 2020)

- District requires 295 bus operators (including extra board)
 - Current bus operators 306 (includes 15 bus operators assigned to HR)
 - Active bus operators 291
- CUB requires 111 bus operators (including extra board)
 - Current bus operators 111 (includes 7 bus operators unavailable)
 - Active bus operators 104
- Coastside requires 7 bus operators (no extra board)
 - Current bus operators 7
 - Active bus operators 7

9

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal lines.

Contracted Services Agreement Adjustments

- MV Transportation (CUB) and First Transit (Redi-Wheels) contract agreements re-negotiated to provide incentives and assessments for:
 - Performance
 - Safety
 - Staffing levels

10

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal lines.

Recruitment and Retention Strategies

- Collaboration between HR, Training, Bus Operations, and Marketing to create a year long recruitment timeline
 - Formed a committee to strategize new ways to recruit and retain Bus Operators
 - Created a dedicated Bus Operator job landing page on website www.samtrans.com/drivewithus
 - Changed to an on-going continuous recruitment cycle
 - Have a dedicated HR Recruiter and support staff for the ongoing recruitment

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Recruitment and Retention Strategies

- Increased Bus Operator Training Rate from \$20 to \$25 per hour
- Implemented a Bus Operator Retention Incentive Program
 - Up to \$1500 paid at \$500 intervals at completion of probation, completion of 12 months of service, and completion of 18 months of service
 - Must not have any unexcused absences, no preventable accidents, and no written consumer complaints against the operator during this time
- Implementing a Bus Operator Referral Incentive Program
 - Given to Bus Operators who will refer new trainees and act as “mentors” to the new hires
 - Up to \$1500 paid at same intervals as above

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Recruitment and Retention Strategies

- Salary Ordinance provides for 348 Bus Operators
 - FY 2020 Budget assumes an average of 20 bus operators assigned to HR, net 328 budgeted bus operators
 - Current active bus operators 291, bus operator shortage is 37
- Attrition rate is 3 Bus Operators per month (average)
- Within the next eight months, SamTrans plans to hire 94 bus operator trainees
- Bus Operations Training assumes a 70% graduation rate for new bus operator trainees (94 trainees yields 66 new bus operators)

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Recruitment and Retention Strategies

- Increased number of classes from three to six and average class sizes of about 12 to 24
 - Class #161 hired 18 Trainees on 11/12/2019
 - Graduated 13 Operators
 - Class #162 hired 11 Trainees on 01/17/2019
 - Goal to graduate 8 Operators
 - Class #163 scheduled for 03/20/2020 – hiring goal of 22 Trainees
 - Goal to graduate 16 Operators
 - Class #164 scheduled for 06/05/2020 – hiring goal of 24 Trainees
 - Goal to graduate 17 Operators
 - Class #165 scheduled for 08/21/2020 – hiring goal of 24 Trainees
 - Goal to graduate 17 Operators
 - Class #166 scheduled for 11/06/2020 – hiring goal of 24 Trainees
 - Goal to graduate 17 Operators

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Marketing Strategies

- Phase I Marketing – Social Media Blast
 - Facebook campaign from January 9 -13
 - Reached 10,500 people
 - Generated over 208 Facebook applicants
 - Indeed.com, CraigsList
 - Twitter
 - On-Board Take-ones
 - Blog post in February
 - iHeart Radio in February/March

15



Marketing Strategies



SamTrans
@SamTrans

Follow

Drive with us. Now hiring bus drivers.
\$25-\$34.68 per hour. \$1,500 Retention Bonus.
Valid CA Drivers License required to apply*
Commercial Drivers License is NOT required
to apply*
Visit [samtrans.com/about/Jobs/Drive...](http://samtrans.com/about/Jobs/DriveWithUs.html) to
apply. #samtrans #smcounty #bayareajobs
#newcareer

facebook

Sign Up



SamTrans
January 9 at 3:02 PM · 🌐

Drive with us. Now hiring bus drivers.
\$25-\$34.68 per hour
\$1,500 Retention Bonus
Valid CA Driver's License required to apply*
Commercial Drivers License is NOT required*
Visit <http://www.samtrans.com/about/Jobs/DriveWithUs.html> to apply.

👍❤️👏 112

34 Comments 66 Shares

Share

16



Marketing Strategies

- **Regional Transit Job/Career Information Fair**
 - Collaborating with other Bay Area sister transit agencies to hold a “one-stop” shop to promote jobs in transit
 - Collaborating on a centralized jobs page where all sister agencies can post all vacant positions and have access to the all applicant pools throughout the Greater Bay Area
- **Work with Community Based Organizations to promote our positions**
 - NOVA, EDD, Community Colleges
 - Veterans Association
 - Looking for ways to collaborate with community economic development agencies in the County to provide training to pass Class B licenses
- **National Career Fair – February 19, 2020**

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Marketing Strategies

- **Phase II Marketing – Targeted for April 2020 launch**
 - Marketing to create creatives (marketing materials) – flyers, posters, notices, social media posts
 - Promote on buses, targeted social media, blog, bus/shelter ads, radio, newspapers, events and other channels
 - More career and job fair participation
 - National Career Fair
 - JobTrain
 - VA Job Fair
- **Creating a Marketing/Recruiting Bus**
 - Designed for outreach and recruitment events

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BOARD OF DIRECTORS 2020

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

JIM HARTNETT
GENERAL MANAGER/CEO

A G E N D A

**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, FEBRUARY 5, 2020 – 2:30 pm

or immediately following Board meeting recess

1. Call to Order

MOTION

2. Approval of Minutes of Community Relations Committee Meeting of January 8, 2020
3. Approval of Appointment Process for the Measure W Citizens Oversight Committee

INFORMATIONAL

4. Accessibility Update
5. Paratransit Coordinating Council Update
6. Citizens Advisory Committee Update
7. Multimodal Ridership Report – December 2019
8. 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
JANUARY 8, 2020**

Committee Members Present: R. Guilbault (Committee Chair), R. Collins, M. Fraser
(arrived at 3:09 pm)

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: C. Groom,
K. Matsumoto, D. Pine, J. Powell, P. Ratto, Stone (left at 3:07 pm)

Other Board Members Absent: None

Staff Present: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J. Brook,
D. Seamans

1. CALL TO ORDER

Committee Chair Rose Guilbault called the meeting to order at 2:50 pm.

2. APPROVAL OF MINUTES OF COMMITTEE MEETING OF DECEMBER 4, 2019

Motion/Second: Ratto/Pine

Ayes: Collins, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Fraser

3. ACCESSIBILITY UPDATE

Tina Dubost, Manager, Accessible Services, gave an update on recent outreach activities.

4. PARATRANSIT COORDINATING COUNCIL UPDATE

Ben McMullan, PCC Chair, noted an upcoming tabling event at the San Bruno Senior Center.

5. CITIZENS ADVISORY COMMITTEE UPDATE

No report.

6. MULTIMODAL RIDERSHIP REPORT – NOVEMBER 2019

Jim Hartnett, General Manager/CEO, talked about how buses are cleaned and maintained with hospital-grade cleaners every day for safety and health.

Mr. Harnett noted that County census data shows a decline in youth population and declining public school enrollment, and that the use of youth monthly passes has also declined. He said that adult ridership has increased, largely due to the implementation of the Foster City Express route, which he said does not reflect youth ridership. He said that adult monthly pass sales have increased 10 percent year over year.

Director Charles Stone said that many school districts have increased enrollment that reflect an opposite trend from SamTrans data.

Committee Member Ron Collins asked why BART numbers are included in the report. Mr. Hartnett said it is because SamTrans is an investor but does not receive revenue from BART.

Chair Karyl Matsumoto asked why ECR Rapid service is being suspended if ridership is increasing. Mr. Hartnett said the District numbers are trending up over a couple of months. He said the DNOs (did not operate) are in two categories: El Camino and Other. He pointed out that there is alternative bus service on El Camino Real, meaning that riders do not have to wait an hour if a run is missed. He emphasized that "DNO" refers to missed individual trips and not entire routes.

David Olmeda, Chief Operating Officer, Bus, reported on the monthly statistics.

Marina Fraser arrived at 3:09 pm.

Director Peter Ratto said in the early 2000s, there were fewer DNOs and they were classified differently. He said that trips that did not leave the terminal on time were also considered as DNOs.

Committee Chair Rose Guillbault asked about declining social media traffic and what are the goals for increasing it. She asked if the District wants some sort of actions as a result of increased traffic. Mr. Hartnett said that staff would respond to her.

Chair Matsumoto asked about the OnDemand microtransit summary in the General Manager's report. Mr. Hartnett said that current riders are satisfied with the service, but the District is trying to recruit new riders.

7. ADJOURN

The meeting adjourned at 3:15 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: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Seamus Murphy
Chief Communications Officer

SUBJECT: **APPOINTMENT PROCESS FOR THE MEASURE W CITIZEN'S OVERSIGHT
COMMITTEE**

ACTION

Staff proposes that the Committee recommend the Board approve the appointment process for the Measure W Citizen's Advisory Committee.

SIGNIFICANCE

The passage of Measure W in 2018 requires that a fifteen member citizen's oversight committee be established to ensure that tax proceeds from the measure are invested in a way that is consistent with the measure's Congestion Relief Plan. To guide the formation of the committee staff has drafted a process for appointing its members. Staff reviewed the appointment process of several California jurisdictions with ballot measures that require similar forms of oversight to help inform this recommendation.

Attachment A describes the recommended appointment process.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Measure W was approved in the November 2018 General Election by more than two-thirds of San Mateo County voters. The Measure authorizes the collection of a countywide ½-cent tax on retail transactions for a period of 30 years. The measure became effective on July 1, 2019. Proceeds from the tax will be invested according to the measure's Congestion Relief Plan, which was created through a nearly yearlong community engagement process, and is based on feedback from tens of thousands of county residents and community stakeholders.

The Measure includes 5 investment categories that cover multi-modal transportation and mobility needs throughout the county. The measure also includes 11 Guiding Principles that were created to help guide investments across the five categories, as applicable.

Measure W requires that a 15-member Citizen's Oversight Committee be formed to "ensure tax proceeds are invested in a way that is consistent with the Congestion Relief Plan."

As specified in Measure W, the members of the Citizen's Oversight Committee will include:

- One member of the San Mateo County Transit District's Citizens Advisory Committee,
- One member of the San Mateo County Transportation Authority's Citizens Advisory Committee,
- One member of the Caltrain Citizen Advisory Committee representing San Mateo County,
- One Public Member of the City/County Association of Governments of San Mateo County's Bicycle and Pedestrian Advocacy Committee,
- One member representing private-sector employers,
- One member representing organized labor,
- One member representing an environmental or sustainability related organization,
- One member representing people with disabilities
- One member representing youth transit riders
- One member representing the senior community
- One member from each of the County's five Supervisorial Districts.

The measure specifies that terms will be staggered and that the length of the initial term of each appointee will vary, with no term exceeding three years. Subsequent terms will be three years.

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

RESOLUTION NO. 2020 –

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

ESTABLISHING A PROCESS FOR APPOINTMENT OF THE
MEASURE W CITIZENS' OVERSIGHT COMMITTEE

WHEREAS, on November 6, 2018, the voters of San Mateo County approved a ballot measure (Measure W) to allow the collection and distribution by the San Mateo County Transit District (District) of a half-cent transactions and use tax for 30 years with the tax revenues to be used to fund investment for transportation and public transit in accordance with the San Mateo County Congestion Relief Plan (Congestion Relief Plan) beginning July 1, 2019; and

WHEREAS, Measure W requires that the Congestion Relief Plan be subject to review by a 15-member citizens' oversight committee to ensure tax proceeds are invested as provided in the Congestion Relief Plan; and

WHEREAS, Measure W further requires that the Board of Directors appoint the members of the citizens oversight committee; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that the Board adopt the attached Measure W Citizens' Oversight Committee Appointment Process to govern citizens oversight committee appointments.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby adopts the attached Measure W Citizens' Oversight Committee Appointment Process.

Regularly passed and adopted this 5th day of February, 2020 by the following

vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

MEASURE W CITIZEN'S OVERSIGHT COMMITTEE APPOINTMENT PROCESS

ROLE:

As specified in Measure W, the role of the citizen's oversight committee is to receive findings of an independent audit, hold a public hearing, and issue a report annually to provide County residents with information regarding how Tax Proceeds are being spent.

MEMBERSHIP:

The 15 member committee will include the following members:

- One member of the San Mateo County Transit District's Citizens Advisory Committee,
- One member of the San Mateo County Transportation Authority's Citizens Advisory Committee,
- One member of the Caltrain Citizen Advisory Committee representing San Mateo County,
- One Public Member of the City/County Association of Governments of San Mateo County's Bicycle and Pedestrian Advocacy Committee,
- One member representing private-sector employers,
- One member representing organized labor,
- One member representing an environmental or sustainability related organization,
- One member representing people with disabilities
- One member representing youth transit riders
- One member representing the senior community
- One member from each of the County's five Supervisorial Districts.

TERMS:

The measure specifies that terms will be staggered and that the length of the initial term of each appointee will vary, with no term exceeding three years. Five members will serve initial terms of one year, five other members will serve two year initial terms, and the remaining five members will serve full three year terms. The appointment process will be conducted so that initial terms can begin on January 1, 2021. Subsequent terms will be three years for all members. Seats with one, two and three year initial terms will be selected randomly prior to the application process.

APPLICATION AND APPOINTMENT

Members will be selected through an open, online application period and process. Applicants will specify which of the 15 seats they are applying for and will state their qualifications for the position. The Board of Directors' Community Relations Committee will recommend candidates for ratification by the full Board of Directors. If needed, the Chair of the Board of Directors may appoint an ad hoc committee of the Board of Directors that is not comprised of a majority of the Community Relations Committee to review the applications and conduct interviews.

MEETINGS:

The committee will meet at least once annually. The first meeting will occur in early 2021. All meetings will be publically noticed and conducted in accordance with the Ralph M. Brown Act.

**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).

Minutes from the December 2019 PAL and PCC meetings are attached to this report.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No Additional Information.

Prepared By: Tina Dubost, Accessible Transit Services 650-508-6247
Project Manager: Tina Dubost, Manager, Accessible Transit Services 650-508-6247

**San Mateo County PCC
Policy-Advocacy-Legislative (PAL) Committee**

Meeting Minutes
December 10th, 2019

ATTENDANCE:

Members:

Mike Levinson, Chair; Dinae Cruise, Vice Chair; Tina Dubost, SamTrans; Ben McMullan, CID; Scott McMullin, COA (5/9 = no quorum)

Guests:

Richard Weiner, Nelson\Nygaard; Jane Stahl, Staff Assistant; David Scarbor, SamTrans; Lynn Spicer, First Transit/Redi-Wheels; Henry Silvas, SamTrans; Patty Talbott, First Transit/Redi-Wheels

Absent:

Sandra Lang, Community Member; Alex Madrid, Consumer, CID; Sammi Riley, Consumer; Marie Violet, Dignity Health & Wellness Center

WELCOME

Chair Mike Levinson called the meeting to order at 11:34am. Everyone introduced themselves.

NOVEMBER PAL MINUTES

As a quorum of members was not present, the November minutes were moved for approval to January 2020.

LEGISLATIVE UPDATE

Mike Levinson asked if SamTrans could provide an update on transit-related legislation at the February 2020 PAL meeting. Tina Dubost will ask a member of Government Affairs to do this.

The SamTrans Board of Directors adopted a 2-year extension of the contract with First Transit beginning January 1, 2020. Henry Silvas noted that the new contract includes new internal standards that contractors are being held to.

David Scarbor reported that there had been no further meetings to discuss SB 1376 due to the holidays.

LOCAL ADVOCACY

Mike reported on a trip he recently took to the Oakland Asian Cultural Center on Sunday. East Bay Paratransit had the dates mixed up and called on Saturday to ask why he wasn't waiting for his ride. He explained that the ride was scheduled for Sunday and a new reservation needed. The ride was rescheduled and the outbound trip on Sunday was without incident.

On the return trip, scheduled for 3:45pm, Mike called to advise dispatch that the pickup location was slightly different. The driver did not receive the message and reported him as a "no show." Dispatch rescheduled his ride to between 6pm and 6:30pm making him over 3 hours late coming home. He

wondered if other paratransit agencies do not have a policy to call before a "no show." Tina didn't know but urged Mike to file a complaint. Richard Weiner asked that Mike let the committee know the outcome.

POLICY ISSUES – OPEN DISCUSSION

Mike reported that the reminder calls he receives repeats the message in Spanish, whereas Dinae Cruise said that her calls do not. Lynn Spicer reported that she is getting the message repeated in Spanish now as well. Tina was aware of this issue and had had extensive discussions with the vendor. It's based on how quickly the system identifies whether it's a voicemail or a real voice answering the phone.

OTHER BUSINESS:

David Scarbor thanked Alex for his help in training fixed route drivers on serving riders with wheelchairs.

Tina advised that the Marin Paratransit fare will be increased to \$3 on July 2020.

Mike advised that the next meeting of the PAL committee is on January 14th at 11:30am. The SamTrans Board of Directors meeting will be on January 8th.

The meeting adjourned at 12pm.

SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)

Minutes of December 10th, 2019 Meeting

ATTENDANCE:

Members:

Sue Alvey, Rosener House; Dinae Cruise, Vice Chair; Tina Dubost, SamTrans; Judy Garcia, Consumer; Mike Levinson, Consumer, PAL Chair; Benjamin McMullan, Chair, CID; Scott McMullin, CoA; Marie Violet, Dignity Health (Member attendance = 8/15, Quorum = Yes)

Guests:

Talib Salamin, Serra Cab; David Scarbor, SamTrans; Henry Silvas, SamTrans; Patty Smith, Consumer; Lynn Spicer, First Transit/Redi-Wheels; Jane Stahl, PCC Staff; Patty Talbott, First Transit/Redi-Wheels; Larisa Vaserman, Consumer; Richard Weiner, Nelson\Nygaard

Absentees:

Valerie Campos, Vista Center; Susan Capeloto, Dept. of Rehabilitation; Patty Clement, Catholic Charities; Monica Colondres, Community Advocate; Nancy Keegan, Sutter Health/Senior Focus; Sandra Lang, Community Member; Alex Madrid, Education Chair, CID; Sammi (Wilhelmina) Riley, Consumer

WELCOME/INTRODUCTIONS:

Chair Ben McMullan called the meeting to order at 1:35pm. Attendees introduced themselves.

APPROVAL OF NOVEMBER MINUTES:

A motion to approve the November 2019 PCC minutes was made by Mike Levinson and seconded by Dinae Cruise. The minutes were approved.

COMMITTEE REPORTS:

Policy/Advocacy/Legislative (PAL) – Mike Levinson, Chair

The committee met at 11:30am on December 10th. There will be a presentation by Government Affairs on upcoming legislations at the February meeting.

The next meeting is on January 14th, 2020, at 11:30am.

Grant/Budget Review – Nancy Keegan, Chair

There were no updates.

Education – Alex Madrid, Chair

The committee did not meet in December. The next meeting is Friday, January 10th.

Executive – Benjamin McMullan, Chair

The committee had received a membership application from Evan Milburn, a volunteer with CID. This will be voted on after he has attended two PCC meetings.

There will be another meeting with Supervisor Groom on January 17, 2020.

The SamTrans Board of Directors is conducting a study of TNC usage among Redi-Wheels riders. The SamTrans Board voted to approve a two year extension for the Redi-Wheels contract with First Transit. The contract includes an additional \$807,000.

The PCC had a successful exhibit table at the "Seniors on the Move" event on November 22nd. Dinae Cruise thought that the new PCC banner worked well.

The committee discussed Consumer Corps recruitment. Suggestions included starting a "Friends of Redi-Wheels" group, publicizing on NextDoor and at Senior Centers. They also discussed the drop in ridership and the status of the contract renewal with Nelson\Nygaard. Tina indicated that there was no update on the contract renewal status.

PRESENTATION: "An Overview of San Mateo County's Aging & Adult Services and the Frequency of Elder Abuse in Our Local Community," Nicole Fernandez, San Mateo County EDAPT. The presentation can be [found here](#).

CONSUMER COMMENTS

Dinae reported hearing that Redi-Wheels was down to 54 drivers. Patty Smith said that they were down at least 25 drivers, that Serra taxi is being used to supplement ride requests, and that is why the number of taxi rides is up.

OPERATIONAL REPORTS

Tina reported that MTC is in the process of preparing an RFP for Clipper 2.0 and that it may be possible to use Clipper on paratransit. SamTrans is also investigating a pre-paid system. After last month's meeting, members had an opportunity to ride a paratransit bus. MTC is interested in discussing inter-agency transfers.

Tina also reminded everyone to complete the "Reimagine SamTrans" survey at <https://www.reimaginesamtrans.com/>. The SamTrans Planning department is working on a Comprehensive Operations Analysis which will provide a detailed analysis of the service and they want to hear from everyone. The deadline to submit is December 31. Mike thought that the survey contained many very thoughtful questions that deal with important issues.

Tina thanked Alex Madrid who helped with fixed-route bus driver training.

PERFORMANCE SUMMARY

In October, total ridership was down 4.6% compared to 2018, and the average ridership was down 4%. The number of taxi trips was up. The number of late cancels and no shows were up slightly at 1.8% and 1.6% respectively. The number of inter-county transfer trips was down. On time performance was positive at 91.5%

COMMENT STATISTICS REPORT

Tina reported more complaints with an increase due to late or very late trips.

SAFETY REPORT

Patty Talbott reported 6 minor incidents in November. One related to a taxi, five were Redi-Wheels; two were preventable.

LIAISON REPORTS

Agency – Nancy Keegan

No report.

ERC – Mike Levinson

Mike reported that no meeting had been scheduled.

Commission on Disabilities (CoD) – Ben McMullan

The Commission will not meet in December so he will have a report in January.

Center for Independence (CID) – Ben McMullan/Alex Madrid

During the power outages, CID has been leasing small generators for people with assistive technology in areas affected by the shut off. The generators can be kept up to 15 days.

Commission on Aging (COA) – Scott McMullin

The Commission will not be meeting in December – the next meeting is on January 13th. The Transportation committee will meet on January 9th at 3pm.

Coastside Transportation Committee (CTC) – Tina Dubost

There will be a meeting on December 12th in Half Moon Bay at 10am and it will include a presentation on “Reimagine SamTrans.” The quarterly meeting dates for 2020 will be set.

Stakeholder Advisory Group – Sandra Lang

Ben presented Sandra’s SAG report. The final [Strategic Plan](#) was presented by staff at the Transportation Authority board meeting on December 5, which included a review of the processes, timelines, and specific adjustments made to the plan. The plan was approved.

Sandra included a letter written to the Board of Directors by the Transportation Equity Allied Movement Coalition (TEAMC) who were pleased overall with the direction of the Strategic Plan but felt that quite a few unanswered questions remained (see letter in Attachment A). Along with other SAG members, Sandra felt that more attention should be paid to social equity and a clearer explanation of proportionality as this has a large effect on vulnerable populations. This was discussed by the Board. Sandra also pointed out the need for accountability and transparency in the oversight selection process.

Although the comment period on the plan ended on November 15th, interested persons can sign up for a mailing list on the website.

OTHER BUSINESS

Tina told the group that minor changes to the service animal policy had been made in the Rider’s Guide and handed out the new booklet.

Next meeting is on Tuesday, January 14th at 1:30pm.

Meeting adjourned at 2:40pm.

**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 – DECEMBER 2019**

ACTION

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

SIGNIFICANCE

The average weekday ridership across all modes increased by 2.0 percent in the month of December 2019 compared to December 2018. The performance of the specific modes is as follows: average weekday ridership for Bus (+2.6%), Paratransit (+1.9%), Shuttles (-0.9%), Caltrain (+3.8%), and BART (-0.8%).

The month of December had 21 weekdays, one additional weekday compared to both December 2018 and December 2017. The total ridership across all modes for the month of December increased by 4.5 percent compared to last year, December 2018. The performance of the specific modes is as follows: monthly ridership for Bus (+3.7%), Paratransit (-1.1%), Shuttles (+4.4%), Caltrain (+7.6%), and BART (+1.8%).

Overall, ridership continues to grow; specifically, motor bus has increased for the fifth consecutive months. Service changes and adjustments made in January 2020 with Runbook 131, improved the size of the extra board, which in turn enhanced service reliability. Examples of service adjustments included the temporary suspension of Route ECR-Rapid, service adjustments to align school bell times, and reduced frequency on low ridership routes. These service changes were instrumental to align staffing levels with service requirements.

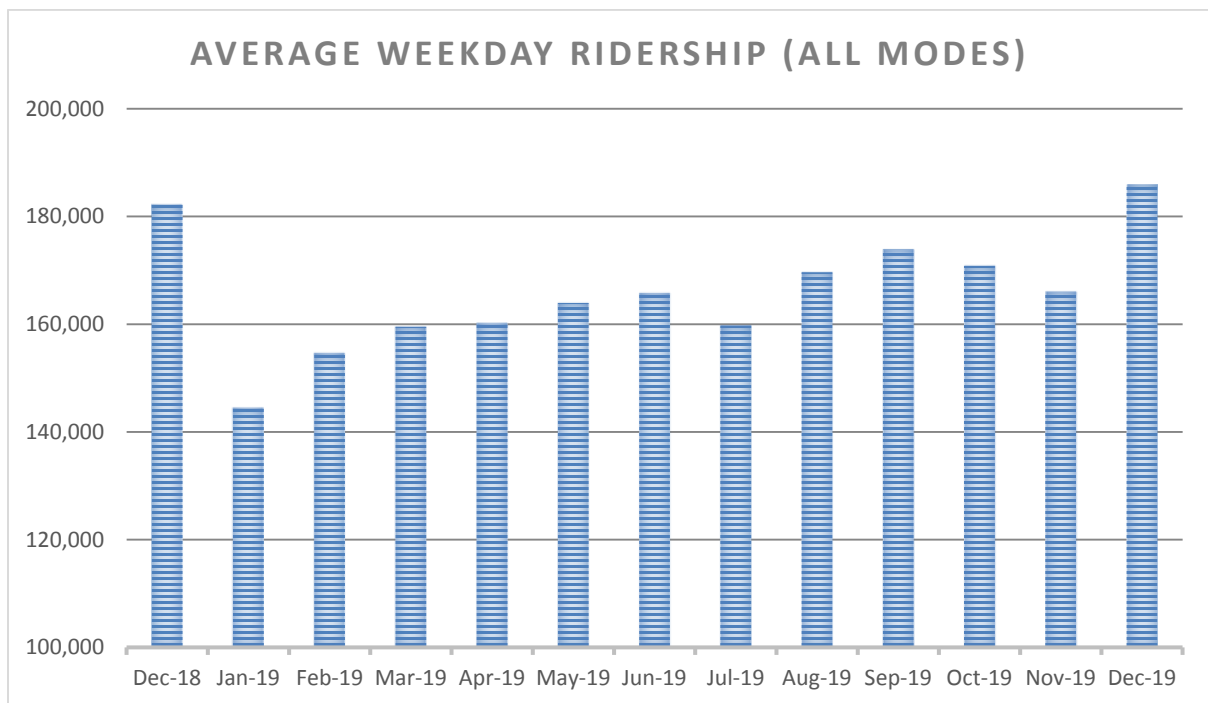
AVERAGE WEEKDAY RIDERSHIP (AWR): December 2019 compared to December 2018

Table A
Average Weekday Ridership

December 2019 Average Weekday Ridership				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	35,390	33,720	34,610	2.6%
Paratransit	1,150	1,060	1,080	1.9%
Shuttles	9,730	9,280	9,200	-0.9%
Caltrain	55,570	60,200	62,480	3.8%
Subtotal	138,380	139,040	143,050	2.9%
BART Extension (No Daly City)	44,860	43,160	42,830	-0.8%
Grand Total	183,240	182,200	185,880	2.0%
Weekdays	20	20	21	

December 2019 Year-to-date				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	37,420	35,830	36,850	2.8%
Paratransit	1,230	1,170	1,130	-3.4%
Shuttles	11,640	11,090	11,570	4.3%
Caltrain	60,920	67,570	69,480	2.8%
Subtotal	111,210	115,660	119,040	2.9%
BART Extension (No Daly City)	48,350	46,760	46,010	-1.6%
Grand Total	159,560	162,410	165,040	1.6%

Chart A



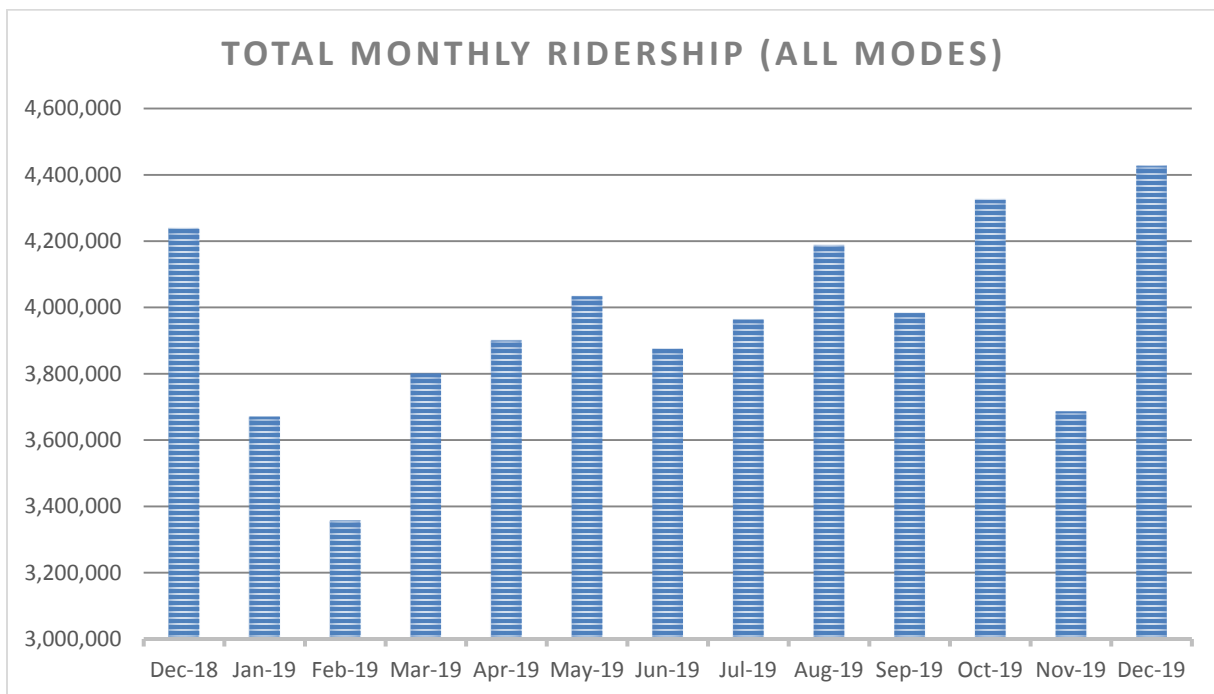
MONTHLY TOTAL RIDERSHIP: December 2019 compared to December 2018

Table B
Total Monthly Ridership

December 2019 Total Monthly Ridership				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	882,440	827,150	857,930	3.7%
Paratransit	27,960	26,030	25,750	-1.1%
Shuttles	196,420	186,790	194,920	4.4%
Caltrain	1,422,010	1,327,080	1,428,360	7.6%
Subtotal	3,439,230	3,220,230	3,390,640	5.3%
BART Extension (No Daly City)	1,088,500	1,017,360	1,035,880	1.8%
Grand Total	4,527,730	4,237,590	4,426,530	4.5%
Weekdays	20	20	21	

December 2019 Year-to-date				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	5,722,200	5,458,820	5,596,100	2.5%
Paratransit	180,920	172,680	167,980	-2.7%
Shuttles	1,479,500	1,426,220	1,491,900	4.6%
Caltrain	9,476,320	9,260,330	9,615,020	3.8%
Subtotal	16,858,940	16,318,040	16,871,010	3.4%
BART Extension (No Daly City)	7,215,540	6,945,280	6,816,920	-1.8%
Grand Total	24,074,480	23,263,320	23,687,930	1.8%

Chart B



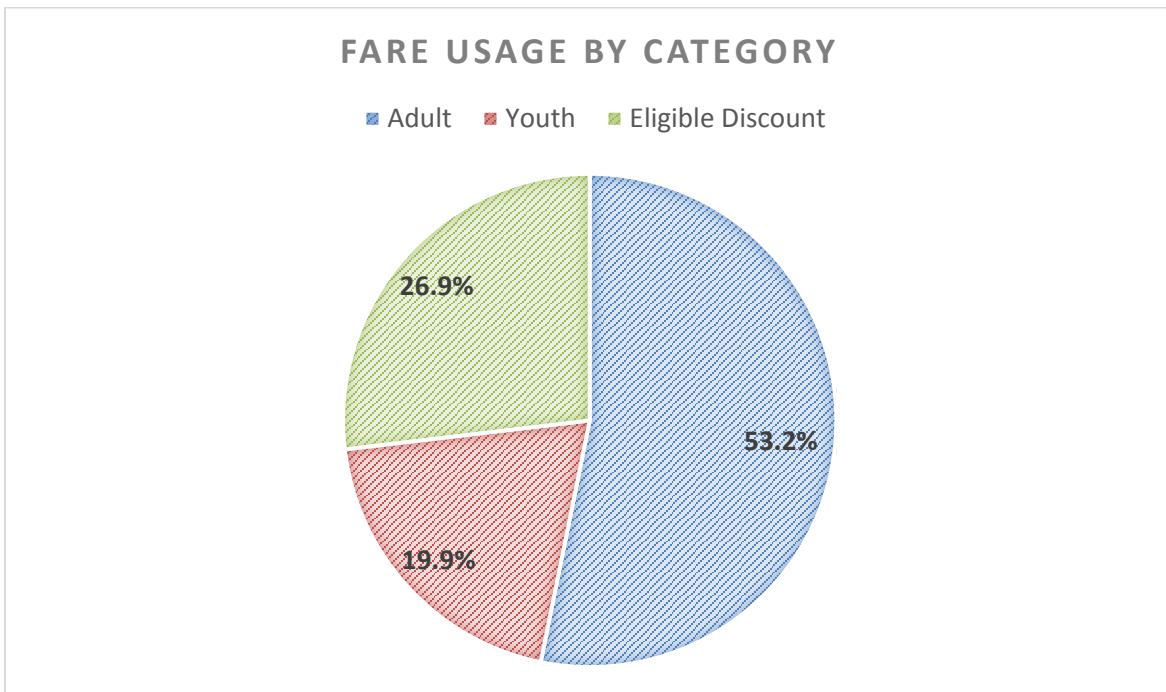
SAMTRANS BUS FARE USAGE: December 2019

Table C illustrates the number of riders by fare category for the month of December for 2019, 2018 and 2017. The ridership numbers in this table do not include Dumbarton Express ridership and the rural demand-response service (not to be confused with the SamTrans OnDemand service in Pacifica's Linda Mar area).

Table C
Bus Riders by Fare Category

Fare Category	December 2017	December 2018	December 2019
Adult	446,112	418,923	454,838
Youth	200,304	177,169	170,519
Eligible Discount	236,357	228,610	229,787
Total	882,773	824,702	855,144

Chart C

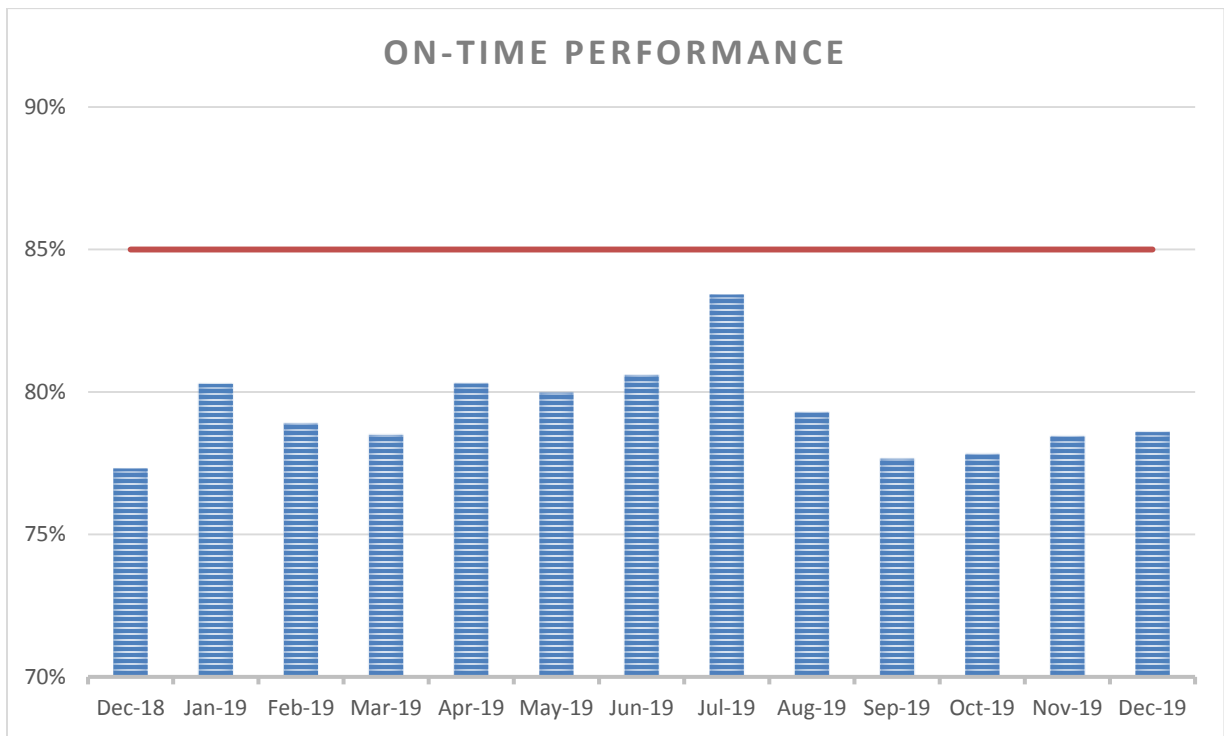


ON-TIME PERFORMANCE: December 2019

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 minutes. A route is considered early if it departs 30 seconds ahead of schedule. SamTrans' OTP goal is 85.0 percent.

The On-Time Performance for December 2019 was **79.6 percent**.

Chart D



SAMTRANS PROMOTIONS: December 2019

Redwood City Hometown Holidays Parade – The SamTrans Holiday Bus helped kick-off the holiday season by participating in the annual Hometown Holidays Parade on Saturday, December 7. The maintenance team detailed and decorated a specially wrapped SamTrans bus with hundreds of interior and exterior lights, decorations, and festive holiday graphics for parade spectators to enjoy. The Hometown Holidays Parade runs in conjunction with Caltrain’s Holiday Train. Promotional communication channels included the following: SamTimes newsletter, event information on both SamTrans’ and the organizers’ website, Peninsula Moves newsletter article, organic social media, and a news release.

Stuff a Bus – On Friday, December 13, SamTrans hosted its annual Stuff A Bus event at Serramonte Center in Daly City. The holiday toy drive, co-sponsored by WILD 94.9 and Serramonte Center, collected over 259 gifts for local children in need. The public was encouraged to bring new, unwrapped toys to fill the SamTrans Holiday Bus. All donations benefited Bay Area youth through Unity Care’s youth and family programs, the U.S. Marine Corps Reserve Toys for Tots program and the Salvation Army. WILD 94.9’s on-air talent Crystal Rosas attended the event to help promote the toy drive. Posters were placed at the mall, as well as organic social media content and radio spots to promote the event.

SamTrans News Coverage Report – December 2019



Total # of articles: 65 (compared to 11 in November)

SamTrans Digital Metrics - DEC 2019



New Followers

+109

Dec 19 - 10,098

Nov 19 - 9,989

Dec 18 - 8,626

Top Tagged Issues

- 1. Reimagine (7)**
- 2. DNO/No Show (4)**
- 3. Route ECR (2)**
- 4. Delay (1)**

SamTrans.com Sessions

Dec 19 - 121,273

Nov 19 - 122,551

Dec 18 - 134,922

Social Engagement

Video Views

3,094 (Nov: 5,527)

Content Impressions

922,681 (Nov: 427K)

Interactions

9,074 (Nov: 6,000)

Yelp & FB DEC Rating

3.0 (of 5 stars)

(2 Dec reviews)



@SamTrans



@gosamtrans



@samtrans

Prepared by: Alex Lam, Senior Planner
Benson Kwong, Planner
Christina Valiente, Marketing Outreach Manager
James Namba, Marketing Specialist
Jeremy Lipps, Social Media Officer

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650-508-7845



BOARD OF DIRECTORS 2020

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

JIM HARTNETT
GENERAL MANAGER/CEO

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, FEBRUARY 5, 2020 – 2:45 pm

or immediately following Community Relations Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Finance Committee Meeting of January 8, 2020
3. Amendment of Fiscal Year 2020 Operating and Capital Budget
4. Authorize an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services
5. Award of Contracts for On-Call Transportation Planning and Support Services
6. Award of Contract for Provision of a Bus Simulator

INFORMATIONAL

7. First Year Report of the Uniform Public Construction Cost Accounting Act Pilot Program
8. 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
JANUARY 8, 2020**

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

Committee Members Absent: M. Fraser

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

Other Board Members Absent: None

Staff Present: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J. Brook,
D. Seamans

1. CALL TO ORDER

Committee Chair Peter Ratto called the meeting to order at 2:15 pm.

2. APPROVAL OF MINUTES OF COMMITTEE MEETING OF DECEMBER 4, 2019

Motion/Second: Stone/Powell

Ayes: Collins, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Fraser

3. CONTRIBUTION TO FUND SPECIAL LEGAL COUNSEL FOR PENINSULA CORRIDOR JOINT POWERS BOARD ON GOVERNANCE MATTERS

Derek Hansel, Chief Financial Officer, presented the staff report.

Jim Hartnett, General Manager/CEO, said that the governance discussion arose out of the Caltrain Business Plan. He said that that the JPB determined that it would be appropriate to have separate counsel concerning governance with the intention of avoiding legal conflict in the course of representation. He said that each of the three agencies would contribute to the budget to cover the cost of the special counsel. Mr. Hartnett added that he could not recommend to the Board, via the JPB Dedicated Funding Ad Hoc Committee, that contributions to fund special counsel be made until an amendment to the budget had passed.

Director Ron Collins asked if the District had received commitments from San Francisco and Santa Clara Counties. Mr. Harnett said that San Francisco was willing to provide funds via a letter agreement, but had not yet heard from Santa Clara County. He said that JPB Director Cindy Chavez indicated that if the VTA (Santa Clara Valley

Transportation Authority) had difficulty providing funds, she would seek funding from Santa Clara County.

Director Charles Stone said they heard from County representatives that the proposed funding arrangement would work only if fees were shared. He said he was pleased with the wording of the resolution.

Director Rose Guilbault asked for more clarification on conflicts of interest. Director Stone said that potential conflicts with Hanson Bridgett are restricted to the area of Caltrain governance. He said that the JPB was more comfortable with a firm that would have an impartial take on the agency's governance.

Director Dave Pine noted that the primary role of the special counsel would be to support the newly formed JPB Governance Ad Hoc Committee.

Joan Cassman, Legal Counsel, noted that the change had been her idea from the outset. She said that the purpose of special counsel is to address political conflicts that may potentially arise. She said there have been past conflicts in the area of real property.

Committee Member Josh Powell asked if the added counsel would increase legal costs. Mr. Hartnett said they do not know yet what special counsel would cost on an hourly basis. He said that the District has asked for special counsel recommendations from various sources throughout the three counties. He said that all firms being considered have governmental practice experience.

Committee Member Powell said he appreciated a fresh perspective but also noted that a new firm would lack the long-term agency experience of Hanson Bridgett. Mr. Hartnett said they have attorney Jim Wagstaffe and his firm to provide a transit district perspective.

Director Carole Groom said she was opposed to using agency funds that could be better used for other purposes.

Director Stone said that he wanted to ensure that Hanson Bridgett would still be District legal counsel. He said that Caltrain's money is essentially SamTrans' money.

Director Pine said that requiring each partner agency to pay provides a mechanism for containment.

Director Stone clarified that SamTrans' share is approximately \$83,000. Director Guilbault asked how the amount is contained. Hartnett said that a not-to-exceed amount would be added to all contracts. Derek Hansel, Chief Financial Officer, said once they enter into a contract with special counsel, they would come back asking for budgetary authority in February.

Director Guilbault stated that a passing vote on funding special counsel is not a negative reflection on the Hanson Bridgett firm.

Motion/Second: Collins/Pine

Ayes: Collins, Matsumoto, Pine, Ratto, Stone

Noes: Groom, Powell

Abstention: Guilbault

Absent: Fraser

4. ADJOURN

The meeting adjourned at 2:50 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: David A. Olmeda
Chief Operating Officer

Derek Hansel
Chief Financial Officer

SUBJECT: **AMENDMENT OF FISCAL YEAR 2020 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$1,183,333 FOR A NEW TOTAL OF \$281,175,215 AND INCREASE TOTAL OPERATING EXPENDITURES BY \$5,083,333 FOR A NEW TOTAL OF \$222,818,965, AND AMENDMENT TO INCREASE FISCAL YEAR 2020 CAPITAL BUDGET BY \$1,070,000 FOR A NEW TOTAL OF \$15,308,155**

ACTION

Staff proposes the Finance Committee recommend that the Board:

1. Amend the San Mateo County Transit District's (District) Fiscal Year (FY) 2020 Operating Budget to:
 - a. increase Operating Revenues by \$1,183,333, for a new total of \$281,175,215;
 - b. increase Operating Expenditures by \$5,083,333 for a new total of \$222,818,965
2. Amend to increase the District's FY 2020 Capital Budget by \$1,070,000 for a new total of \$15,308,155.

SIGNIFICANCE

The amended FY2020 Operating Budget would reflect the follow changes:

1. Equal increases to FY2020 Operating Revenues and Operating Expenditures to reflect the use of funds from San Mateo County Transportation Authority (TA) for the District's member agency share of obligations to the Peninsula Corridor Joint Powers Board (JPB) related to special legal counsel services
2. An increase to FY2020 Operating Expenditures in Wages and Benefits related to Bus Operator overtime costs, and a partial offset in FY2020 Operating Revenues in Other Income from Bay Area Rapid Transit (BART) and Caltrain bus bridge reimbursements.
3. An increase to FY2020 Operating Expenditures for Insurance Claims Reserves for both Motor Bus and Contracted Bus Services (CUB).

The amended FY2020 Capital Budget would include a new project in the amount of

\$1,070,000 for the replacement of the South Base Gas Line.

BUDGET IMPACT

The proposed action would amend the FY2020 Operating Budget and Capital Budget as summarized above and detailed below.

FY 2020 OPERATING BUDGET:

OPERATING REVENUES

MOTOR BUS:

OTHER INCOME: increase by \$1,100,000 (Attachment A, Page 2 – Line 16)

Other Income includes items such as funds for Owl Late-Night airport service, revenues from BART station parking at the Colma Park-n-Ride lot, and parking citation revenues. The increase of \$1,100,000 for this line item is related to the District's provision of bus bridges for both BART and Caltrain. The increase assumes 100 percent reimbursement of the District's overtime costs to support these efforts. See Wage & Benefits increase in FY2020 Operating Expenditures below.

MULTI-MODAL TRANSIT PROGRAMS:

TRANSFER FROM SMCTA FOR CALTRAIN: increase by \$83,333 (Attachment A, Page 2 – Line 36)

This line is the Measure A funds administered by the TA for Caltrain operations. The increase is related to the District's contribution to the JPB for special legal counsel services related to, 1) Caltrain governance matters and 2) matters in which Hanson Bridgett LLP, which services as the General Counsel both JPB and The District, has a conflict of interest arising from its representation of both agencies. See corresponding increase in FY2020 Operating Expenditures below.

OPERATING EXPENDITURES

MOTOR BUS:

MOTOR BUS WAGES AND BENEFITS: Increase by \$3,000,000 (Attachment A, Page 3 – Line 1)

Bus Operator overtime is over budget due to higher than expected Did Not Operate services (Runbook 130, August-January) as a result of bus operator attritions through resignations, retirements and terminations together with higher sustained vacancies. The shortage of bus operators is a national phenomenon affecting transit agencies that require drivers of large vehicles. Efforts to mitigate the bus operator shortage are being implemented through new initiatives including, 1) a new recruiting program called *Drive with Us* campaign that increases the visibility of open positions and offering referral incentives for successful hires and, 2) expanding the number of bus operator training classes and number of new operators per class. This increased expense also includes, unplanned Bus Operator overtime in support of bus bridges for BART and Caltrain. Full reimbursement from BART and Caltrain is anticipated and is reflected in Motor Bus Other Revenue. See FY2020 Operating Revenue discussion above.

Claims Reserves and Payments: Increase of \$1,000,000 (Attachment A, Page 3–Line 22)

Budget for claims reserves is increasing by \$1.0 million based on the District’s Third Party Claims Administrator’s revised estimates as a result of recent claims.

CUB Claims and Payments: Increase of \$1,000,000 (Attachment A, Page 3 – Line 42)

Budget for claims reserves is increasing by \$1.0 million based on the District’s Third Party Administrator’s revised estimates as a result of recent claims.

MULTI-MODAL TRANSIT PROGRAMS:

Peninsula Rail Service: Increase of \$83,333 (Attachment A, Page 4– Line 58)

The Peninsula Rail Service line reflects the District’s obligation to the Caltrain service in San Mateo County and includes an increase related to the District’s share of the JPB’s contract for special legal counsel services related to, 1) Caltrain governance matters and 2) matters in which Hanson Bridgett LLP has a conflict of interest arising from its representation of both the JPB and the District. See corresponding increase in FY2020 Operating Revenues above.

FY 2020 CAPITAL BUDGET

South Base Natural Gas Line Replacement:

This South Base Natural Gas Line Replacement Project is an emergency project in the amount of \$1,070,000 that is intended to replace the gas distribution system at South Base Bus Campus. The existing gas line distribution system has had leaks over the past several years and the system has been repaired in sections. It is now at the point where total replacement of the system is necessary to fully operate the South Base’s Buildings. Currently, South Base is using diesel heaters to serve the maintenance and transportation buildings with heat on a temporary basis until total replacement of the natural gas line is completed. Additionally, the existing natural gas line will meet current building standards to safely supply natural gas for South Base’s Bus Maintenance and Transportation buildings.

Funds to support the South Base Gas Line Replacement project are available as a result of savings in District Sales Tax funding for three Capital Projects that were approved by the Board for FY2018. These projects are: 1) the Transit Asset Management (TAM) Plan, 2) the Facilities Engineering Project, and 3) the Center Sewer Pump and Industrial Waste Line Assessment.

The Transit Asset Management (TAM) Plan project was approved for the purchase and implementation of a more robust database designed to efficiently monitor transit resources across a broad range of assets and to meet the requirements of the National Transit Database parameters. Savings from this project was the result of reduced implementation costs due to the District’s leveraging expertise of existing TAM staff.

The Facilities Engineering Project was approved to manage routine maintenance of District facilities. Savings from this project have been realized as District Facilities did not experience the anticipated level of issues requiring maintenance or replacement of equipment.

Savings from the third project, which was to replace the central office's sewer pumps, was the result of a contractor re-designs that were submitted during the bidding process, which lowered the cost of replacement.

ADDITIONAL CAPITAL PROJECT UPDATE:

The following discussion is for informational purposes only; no related budget amendment is required.

MB-2000 Bus Simulator

The Board previously approved the purchase of a MB-2000 Bus Simulator System in the amount of \$310,000 in the FY2019 Capital Budget. The project cost has increased by \$165,320 for a revised total of \$475,320. The increase is needed to bridge the gap between the original FY2019 work plan request, which only covered the base price of the simulator and excluded additional costs such as taxes, delivery, set-up, tear down of the old system, training and an extended warranty. This purchase will provide the District with a new state-of-the-art bus simulator to replace the Districts' obsolete bus simulator which is no longer supported by the manufacturer. This system comes with multiple features that will increase effective bus operator training, enable real-time supervisor feedback and assist in promoting overall safe operating habits.

Funds to support the award of this contract are the result of savings in District Sales Tax funding from the Bike Rack Capital Project approved by the Board in the FY2016 Capital Budget. Savings from this bike rack project are a result of efficiencies realized during the procurement process.

BACKGROUND

The District annually adopts Operating and Capital Budgets. On June 5, 2019, the Board adopted the FY2020 Operating Budget in the amount of \$216,927,882 and the FY2020 Capital Budget in the amount of \$14,238,155 as per Resolution No. 2019-25. On December 4, 2019 the Board approved an Amendment to the FY2020 Operating Budget increasing the Operating Expenditures by \$807,750 to \$217,735,632.

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

Lines that have been changed in the revised FY2020 Capital Budget are highlighted in bold, red font as presented in Attachment B.

Prepared By:	Virginia Baum, Senior Budget Analyst	650-508-7963
	Jeannie Chan, Manager, Operating Budgets	650-508-6259

RESOLUTION NO. 2020-

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

* * *

AMENDING THE FISCAL YEAR 2020 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$1,183,333 TO \$281,175,215, AND TO INCREASE TOTAL OPERATING EXPENDITURES BY \$5,083,333 TO \$222,818,965, AND AMENDING TO INCREASE THE FISCAL YEAR 2020 CAPITAL BUDGET BY \$1,070,000 to \$15,308,155

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

WHEREAS, on June 5, 2019, pursuant to Resolution No. 2019-25, the Board adopted the Fiscal Year (FY) 2020 Operating Budget in the amount of \$216,927,882, with Operating Revenues totaling \$279,991,882 and Operating Expenditures totaling \$216,927,882; and

WHEREAS, also pursuant to Resolution No. 2019-25, the Board adopted the FY 2020 Capital Budget in the amount of \$14,238,155; and

WHEREAS, on December 4, 2019, pursuant to Resolution No. 2019-43, the Board amended the FY 2020 Operating Budget to reflect Operating Revenues totaling \$279,991,882 and Operating Expenditures totaling \$217,735,632; and

WHEREAS, additional amendments to the FY2020 Operating Budget are needed at this time to increase Operating Revenues, specifically Other Income and San Mateo County Transportation Authority Measure A, by \$1,183,333 from \$279,991,882 to \$281,175,215; and

WHEREAS, the District also has experienced Operating Cost increases to Motor Bus Wage and Benefits, Motor Bus Claims Reserves and Payments, and Contracted Bus

Services Claims Reserves and Payments by \$5,083,333, from \$217,735,632 to \$222,818,965; and

WHEREAS, the District also needs to replace a gas line at South Base (the South Base Gas Line Replacement Project) at a cost \$1,070,000, which will be funded entirely with savings from previously-approved capital projects, but requires a corresponding increase to the FY2020 Capital Budget from \$14,238,155 to \$15,308,155; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the FY2020 Operating Budget be amended to increase-Operating Revenues by \$1,183,333 and increase Operating Expenditures by \$5,083,333, and that the FY2020 Capital Budget be increased by \$1,070,000.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby amends the Fiscal Year 2020 Operating Budget to increase Operating Revenues by \$1,183,333, for total amended Operating Revenues of \$281,175,215, and increase FY2020 Operating Expenditures by \$5,083,333 for total Operating Expenditures of \$222,818,965; and

BE IT FURTHER RESOLVED that the Board hereby amends to increase FY2020 Capital Budget by \$1,070,000, to \$15,308,155; and

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

Regularly passed and adopted this 5th day of February, 2020 by the following
vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 REVISED OPERATING BUDGET**

Attachment A

	FY2018 ACTUAL	FY2019 BUDGET	FY2020 AMENDED BUDGET	FY2020 REVISED BUDGET	FY20 AMENDED BUDGET vs FY20 REVISED BUDGET	Percent Change
	A	B	C	D	Increase (Decrease) E = D-C	F = E/C
SOURCES OF FUNDS:						
Operating Revenues						
1 Passenger Fares	15,742,071	16,457,750	15,264,000	15,264,000	-	0.0%
2 Local TDA and STA Funds	42,013,481	47,485,688	59,746,274	59,746,274	-	0.0%
3 Pass through to Other Agencies	824,536	743,268	316,000	316,000	-	0.0%
4 Operating Grants	5,907,965	3,533,624	2,810,717	2,810,717	-	0.0%
5 SMCTA Measure A	9,623,433	11,088,532	12,796,123	12,879,456	83,333	0.7%
6 SM County Measure K & Other	3,750,000	2,500,000	0	0	-	0.0%
7 AB434, TA Funded Shuttles & Other	322,950	414,000	417,100	417,100	-	0.0%
8 Subtotal - Operating Revenues	78,184,435	82,222,862	91,350,214	91,433,547	83,333	0.1%
Other Revenue Sources						
9 District Sales Tax	87,796,916	86,353,200	91,000,000	91,000,000	-	0.0%
10 Measure W Sales Tax	-	-	45,500,000	45,500,000	-	n/a
11 Investment Income	1,984,837	2,030,000	3,600,000	3,600,000	-	0.0%
12 Other Interest, Rent & Other Income	7,963,956	7,890,875	6,968,323	8,068,323	1,100,000	15.8%
13 Due from PCJPB, SMCTA & SAMTR Capital W&B	20,634,149	31,179,608	41,573,346	41,573,346	-	0.0%
14 Subtotal - Other Revenues	118,379,858	127,453,684	188,641,669	189,741,669	1,100,000	0.6%
15						
16 Total Sources of Funds	196,564,293	209,676,546	279,991,882	281,175,215	1,183,333	0.4%
17						
USES OF FUNDS:						
18 PCJPB, SMCTA & SAMTR Capital Wage & Benefits	20,634,149	31,179,608	41,573,346	41,573,346	-	0.0%
19 Motor Bus	114,350,328	132,453,297	143,492,401	148,492,401	5,000,000	3.5%
20 A.D.A. Programs	16,835,809	18,998,212	20,473,135	20,473,135	-	0.0%
21 Caltrain	6,169,761	7,634,404	9,156,123	9,239,456	83,333	0.9%
22 Multi-Modal Programs	2,019,028	2,589,406	2,678,911	2,678,911	-	0.0%
23 Pass through to Other Agencies	824,536	734,268	316,000	316,000	-	0.0%
24 Land Transfer Interest Expense	56,057	45,716	45,716	45,716	-	0.0%
25 Total Operating Expenses	160,889,668	193,634,911	217,735,632	222,818,965	5,083,333	2.3%
26						
27 Total Operating Surplus/(Deficit)	35,674,625	16,041,635	62,256,251	58,356,251	(3,900,000)	-6.3%
28						
29 District Sales Tax Capital	8,789,413	6,015,570	8,494,119	8,494,119	-	0.0%
30 Measure W Sales Tax Capital			2,435,000	2,435,000	-	n/a
31 Sales Tax Allocation - Capital Programs	8,789,413	6,015,570	10,929,119	10,929,119	-	0.0%
32						
33 Total Debt Service	21,631,424	21,612,357	19,358,210	19,358,210	-	0.0%
34						
35 Total Uses of Funds	191,310,505	221,262,838	248,022,961	253,106,294	5,083,333	2.0%
36						
37 PROJECTED SURPLUS/(DEFICIT)	5,253,788	(11,586,292)	31,968,921	28,068,921	(3,900,000)	-12.2%
38						
39						
40						

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2018 ACTUAL</u>	<u>FY2019 BUDGET</u>	<u>FY2020 AMENDED BUDGET</u>	<u>FY2020 REVISED BUDGET</u>	<u>FY20 AMENDED BUDGET vs FY20 REVISED BUDGET</u> Increase (Decrease)	<u>Percent Change</u> F = E/C
	A	B	C	D	E = D-C	F = E/C
<u>SOURCES OF FUNDS:</u>						
OPERATING REVENUES - MOTOR BUS:						
1 PASSENGER FARES	14,854,688	15,501,882	14,355,000	14,355,000	-	0.0%
2						
3 LOCAL (TDA) TRANSIT FUND:	36,440,750	39,725,672	45,609,233	45,609,233	-	0.0%
4						
5 STATE TRANSIT ASSISTANCE:	3,310,138	5,669,191	10,006,821	10,006,821	-	0.0%
6						
7 OPERATING GRANTS:	2,146,197	1,448,667	735,192.50	735,192.50	-	0.0%
8						
9 DISTRICT SALES TAX REVENUE:	51,224,347	63,900,090	66,093,848	69,993,848	3,900,000	5.9%
10						
11 INVESTMENT INTEREST INCOME	1,624,191	1,630,000	3,005,000	3,005,000	-	0.0%
12						
13 OTHER REVENUE SOURCES:						
14 Rental Income	2,474,607	2,600,000	1,672,488	1,672,488	-	0.0%
15 Advertising Income	1,183,691	1,205,307	1,233,331	1,233,331	-	0.0%
16 Other Income	1,091,719	772,488	781,488	1,881,488	1,100,000	140.8%
17 TOTAL OTHER REVENUES	4,750,017	4,577,795	3,687,307	4,787,307	1,100,000	29.8%
18						
19 TOTAL MOTOR BUS	114,350,328	132,453,297	143,492,401	148,492,401	5,000,000	3.5%
20						
21 AMERICAN DISABILITIES ACT:						
22 Passenger Fares-Redi Wheels	887,383	955,868	909,000	909,000	-	0.0%
23 Local TDA 4.5 Redi Wheels	1,917,934	2,090,825	2,471,745	2,471,745	-	0.0%
24 Local STA - Paratransit	344,659	-	1,658,475	1,658,475	-	n/a
25 Operating Grants	3,761,768	2,084,957	2,075,524	2,075,524	-	0.0%
26 Sales Tax Revenue - ADA	-	4,281,834	7,723,391	7,723,391	-	0.0%
29 Interest Income-Paratransit Fund	360,646	400,000	595,000	595,000	-	0.0%
30 SMCTA Measure A Redi-Wheels	3,453,672	3,454,128	3,640,000	3,640,000	-	0.0%
31 SM County Measure K & Other	3,750,000	2,500,000	-	-	-	0.0%
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	20,473,135	20,473,135	-	0.0%
34						
35 MULTI-MODAL TRANSIT PROGRAMS:						
36 Transfer from SMCTA for Caltrain	6,169,761	6,908,256	7,839,419	7,922,752	83,333	1.1%
37 Other Sources - Caltrain	-	726,148	1,316,704	1,316,704	-	0.0%
38 AB434, TA Funded Shuttles & Other	322,950	414,000	417,100	417,100	-	0.0%
39 Employer SamTrans Shuttle Funds	1,380,064	1,487,200	1,594,700	1,594,700	-	0.0%
40 Dumbarton Rental Income	-	425,880	286,316	286,316	-	0.0%
41 Sales Tax Revenue - Gen. Operating Asst.	316,014	262,326	380,795	380,795	-	0.0%
42 TOTAL MULTI-MODAL	8,188,789	10,223,810	11,835,034	11,918,367	83,333	0.7%
43 TOTAL REVENUES	139,374,926	161,675,319	175,800,570	180,883,903	5,083,333	2.9%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 REVISED OPERATING BUDGET**

Attachment A

	FY2018 ACTUAL	FY2019 BUDGET	FY2020 AMENDED BUDGET	FY2020 REVISED BUDGET	FY20 AMENDED BUDGET vs FY20 REVISED BUDGET Increase (Decrease)	Percent Change
	A	B	C	D	E = D-C	F = E/C
SOURCES OF FUNDS:						
DISTRICT OPERATING EXPENSE						
1 Motor Bus Wages and Benefits	64,934,239	69,119,448	76,128,611	79,128,611	3,000,000	3.9%
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	1,295,519	1,295,519	-	0.0%
5 Property Maintenance	1,426,043	1,589,000	1,710,144	1,710,144	-	0.0%
6 Professional Services	4,862,855	4,885,750	5,788,143	5,788,143	-	0.0%
7 Technical Services	6,898,902	8,750,264	9,348,980	9,348,980	-	0.0%
8 Other Services	2,883,432	3,661,480	3,675,419	3,675,419	-	0.0%
9						
10 Materials & Supply						
11 Fuel and Lubricants	3,116,764	3,950,821	3,936,141	3,936,141	-	0.0%
12 Bus Parts and Materials	1,859,297	2,036,780	2,044,369	2,044,369	-	0.0%
13 Uniform and Drivers Expense	371,510	564,226	656,813	656,813	-	0.0%
14 Timetables and Tickets	103,053	283,500	283,500	283,500	-	0.0%
15 Office Supplies/Printing	465,984	454,234	615,716	615,716	-	0.0%
16 Other Materials and Supply	148,476	150,300	143,600	143,600	-	0.0%
17						
18 Utilities						
19 Telecommunications	529,342	712,296	712,500	712,500	-	0.0%
20 Other Utilities	1,216,108	1,058,000	1,323,530	1,323,530	-	0.0%
21 Insurance	1,268,445	1,501,669	1,524,531	1,524,531	-	0.0%
22 Claims Reserves and Payments	239,996	1,455,563	1,455,563	2,455,563	1,000,000	68.7%
23 Workers Compensation	1,089,452	3,666,068	3,732,568	3,732,568	-	0.0%
24 Taxes and License Fees	666,176	795,415	919,556	919,556	-	0.0%
25 Leases and Rentals	178,527	185,292	191,926	191,926	-	0.0%
26 Promotional and Legal Advertising	427,672	1,292,750	1,460,750	1,460,750	-	0.0%
27 Training & Business Travel	324,547	770,855	869,793	869,793	-	0.0%
28 Dues & Membership	103,779	150,483	172,143	172,143	-	0.0%
29 Postage and Other	60,050	237,780	184,780	184,780	-	0.0%
30						
31 Total District Operated Buses	94,261,109	108,706,409	118,306,711	122,306,711	4,000,000	3.4%
32						
33 CONTRACTED BUS SERVICES						
34 Contracted Urban Bus Service	16,885,226	20,153,372	21,551,200	21,551,200	-	0.0%
35 Coastside Services	1,733,232	1,742,000	1,738,200	1,738,200	-	0.0%
36 Redi Coast Non-ADA	212,782	266,200	263,700	263,700	-	0.0%
37 La Honda - Pescadero	54,863	55,130	55,130	55,130	-	0.0%
38 SamCoast - Pescadero	132,243	140,800	143,700	143,700	-	0.0%
39 CUB Related Wages & Benefits	463,254	479,296	499,764	499,764	-	0.0%
40 CUB Related Other Support	113,423	124,100	118,500	118,500	-	0.0%
41 CUB Insurance	444,729	567,590	597,097	597,097	-	0.0%
42 CUB Claims Reserves & Payments	49,469	218,400	218,400	1,218,400	1,000,000	457.9%
43 Total Contracted Bus Service	20,089,219	23,746,888	25,185,691	26,185,691	1,000,000	4.0%
44						
45 TOTAL MOTOR BUS	114,350,328	132,453,297	143,492,401	148,492,401	5,000,000	3.5%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020 REVISED OPERATING BUDGET**

Attachment A

	<u>FY2018 ACTUAL</u>	<u>FY2019 BUDGET</u>	<u>FY2020 AMENDED BUDGET</u>	<u>FY2020 REVISED BUDGET</u>	<u>FY20 AMENDED BUDGET vs FY20 REVISED BUDGET Increase (Decrease)</u>	<u>Percent Change</u>
	A	B	C	D	E = D-C	F = E/C
<u>SOURCES OF FUNDS:</u>						
AMERICAN DISABILITY ACT PROGRAMS						
46 Elderly & Disabled/Redi-Wheels	5,409,856	8,012,000	8,832,050	8,832,050	-	0.0%
47 ADA Sedan/Taxi Service	4,915,697	3,810,900	3,834,100	3,834,100	-	0.0%
48 Coastside ADA	1,739,406	1,830,600	1,921,400	1,921,400	-	0.0%
49 ADA Related Wages & Benefits	2,989,196	3,199,257	3,113,135	3,113,135	-	0.0%
50 ADA Related Other Support	1,272,026	1,525,758	2,127,186	2,127,186	-	0.0%
51 ADA Insurance	376,371	401,297	426,864	426,864	-	0.0%
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	20,473,135	20,473,135	-	0.0%
54						
55 MULTI-MODAL TRANSIT PROGRAMS						
56						
57 CALTRAIN SERVICE						
58 Peninsula Rail Service	6,169,761	7,634,404	9,156,123	9,239,456	83,333	0.9%
59 Total Caltrain Service	6,169,761	7,634,404	9,156,123	9,239,456	83,333	0.9%
60						
61 OTHER SUPPORT						
62 SamTrans Shuttle Service	1,740,156	2,053,999	2,128,700	2,128,700	-	0.0%
63 Shuttle Related Wages & Benefits	100,607	100,607	89,095	89,095	-	0.0%
64 Dumbarton M.O.W.	-	260,000	286,316	286,316	-	0.0%
65 Maintenance multimodal Facilities	178,265	174,800	174,800	174,800	-	0.0%
66 Total Other Support	2,019,028	2,589,406	2,678,911	2,678,911	-	0.0%
67						
68 TOTAL MULTI-MODAL PROGRAMS	8,188,789	10,223,810	11,835,034	11,918,367	83,333	0.7%
69						
70 TOTAL OPERATING EXPENSES	139,374,926	161,675,319	175,800,570	180,883,903	5,083,333	2.9%

San Mateo County Transit District Fiscal Year 2020 Capital Budget - Amendment # 1

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Adopted 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	\$ 592,000		\$ 592,000
1.2	Replacement of (14) Revenue Paratransit Vans Replacement of fourteen(14) 2014 El Dorado Amerivans.	\$ 956,480		\$ 956,480
1.3	Replacement of (13) Revenue Paratransit Cutaway vehicles Replace thirteen (13) 2013 El Dorado Aerotech Cutaway	\$ 1,732,640		\$ 1,732,640
1.4	Maintenance Support Equipment Equipment used to support day-to-day shop activities.	\$ 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.	\$ 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.	\$ 150,000	\$ -	\$ 150,000
3.2	Intranet Solution Replacement Intranet solution to replace the Depot, procure, install, transition and train employees.	\$ 350,000		\$ 350,000
Subtotal				\$ 500,000
4 PLANNING / DEVELOPMENT				

FUNDING				
Federal	STA SOGR	District Sales Tax	Measure W	Other
	\$ 57,050	\$ 534,950		
\$ 619,920	\$ -	\$ 336,560		
\$ 1,375,140	\$ -	\$ 357,500		
\$ -	\$ -	\$ 100,835		
		\$ 164,000		
\$ -	\$ -	\$ 150,000		
		\$ 350,000		

San Mateo County Transit District Fiscal Year 2020 Capital Budget - Amendment # 1

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Adopted Budget
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.	\$ 150,000	\$ -	\$ 150,000
Subtotal				\$ 150,000
6 FACILITIES / CONSTRUCTION				
6.1 Facilities Smaller Projects	Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement.	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.	\$ 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.	\$ 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	\$ 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.	\$ 150,000	\$ -	\$ 150,000
6.6 North Base Bus Washer Replacement	Demolish and remove the 1995 Bus Washer and install new bus washer.	\$ 540,000	\$ -	\$ 540,000

FUNDING				
Federal	STA SOGR	District Sales Tax	Measure W	Other
\$ -	\$ -	\$ 250,000		
\$ -	\$ -	\$ 150,000		
\$ -	\$ -	\$ 1,110,000		
\$ -	\$ -	\$ 800,000		
\$ -	\$ -	\$ 520,000		
\$ -	\$ 258,000	\$ -		
\$ -	\$ 150,000			
\$ -	\$ 540,000			

**San Mateo County Transit District
Fiscal Year 2020 Capital Budget - Amendment # 1**

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Adopted Budget	FUNDING				
					Federal	STA SOGR	District Sales Tax	Measure W	Other
6.7 North Base Industrial Waste Line to Brake Pit	Replace the North Base Industrial Waste Line which drains the Brake Pit and Fuel Island area.	\$ 780,000	\$ -	\$ 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.	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ 308,926	\$ 41,074		
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.	\$ 70,000		\$ 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.	\$ 1,225,000		\$ 1,225,000				\$ 1,225,000	
6.11 North and South Base Exterior Painting	Clean and paint all exterior surfaces of the District Buildings at North and South Base.	\$ 1,140,000	\$ -	\$ 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.	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000		

San Mateo County Transit District Fiscal Year 2020 Capital Budget - Amendment # 1

ATTACHMENT B

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2020 Adopted Budget	FUNDING				
					Federal	STA SOGR	District Sales Tax	Measure W	Other
6.13 Central Building Refresh	Elevator upgrades, Carpet replacement, Painting, vertical blinds, chairs for Auditorium and conference room and other continuous improvements.	\$ 1,849,200	\$ -	\$ 1,849,200	\$ -	\$ -	\$ 1,849,200		
6.14 South Base Natural Gas Line Replacement	An emergency project to replace the natural gas distribution system at South Base Bus Campus	\$ 1,070,000	\$ -	\$ 1,070,000	\$ -	\$ -			\$ 1,070,000 ¹
Subtotal				\$ 10,612,200					
7 Other									
7.1 Contingency	Unforeseen capital expenditures	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000		
Subtotal				\$ 250,000					
GRAND TOTAL		\$ 15,783,155	\$ 475,000	\$ 15,308,155	\$ 1,995,060	\$ 1,313,976	\$ 8,494,119	\$ 2,435,000	\$ 1,070,000

¹ Other Funding is savings from previously approved projects (Transit Asset Mangement (TAM), Facilities Engineering , Cental Office Sewer Pumps) funded by District Sales Tax

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH EIDE BAILLY LLP FOR
FINANCIAL AUDIT SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve an amendment to the contract with the Eide Bailly, LLP (Eide Bailly) to extend the contract term for two years through May 31, 2022 for provision of financial audit services; and increase the firm-fixed price by \$141,263 from \$329,720 to \$470,983.
2. Authorize the General Manager/CEO or his designee to execute a contract amendment with Eide Bailly in a form approved by legal counsel.

SIGNIFICANCE

Approval of the above actions will ensure continuation of professional, independent financial audit services as required by the enabling legislation of the San Mateo County Transit District (District), Measure W, the United States Office of Management and Budget, and the Federal Transit Administration.

BUDGET IMPACT

Funding for financial audit services will be available under approved and projected operating budgets.

BACKGROUND

In May 2015, Board Resolution No. 2015-25 authorized award of a five-year contract with Vavrinek, Trine, Day & Co., LLP (VTD) to provide financial audit services for a firm-fixed price of \$329,720, and supplemental annual audit services for not to exceed a total amount of \$200,000. The contract will expire on May 31, 2020.

VTD was merged effective July 22, 2019 with Eide Bailly. The District and Eide Bailly executed a Consent to Assignment and Assumption of Services Agreement, and a first amendment to the Agreement to change the consultant's name.

Staff has determined that a two-year extension of the existing contract will allow time for the Finance division to further assess and streamline accounting processes and internal controls while leveraging the current team of auditors' familiarity and experience with the District's accounting and financial reporting processes. An increase of \$141,263 from \$329,720 to \$470,983, in the firm-fixed price, is therefore needed to complete audit services for fiscal years 2020 and 2021.

The performance of Eide Bailly to date has been satisfactory and in accordance with the requirements of the contract. Staff intends to conduct a competitive procurement of audit services, requiring at a minimum, rotation of audit Consultant, for services beginning with the fiscal year 2022 audit.

STRATEGIC INITIATIVE

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

Project Manager:	Grace Martinez, Director, Accounting	650-508-6274
Contract Administrator:	Shruti Ladani, Procurement Administrator	650-622-7857

RESOLUTION NO. 2020-

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

* * *

**AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH EIDE BAILLY LLP FOR FINANCIAL
AUDIT SERVICES TO EXTEND THE CONTRACT TERM FOR TWO YEARS AND
INCREASE THE TOTAL CONTRACT AMOUNT BY \$141,263**

WHEREAS, pursuant to Resolution No. 2015-25, the Board of Directors (Board) of the San Mateo County Transit District (District) awarded a contract for financial audit services to Vavrinek, Trine, Day & Co., LLP (VTD) for a five-year term for a firm-fixed price of \$329,720, and supplemental annual audit services for a total not to exceed amount of \$200,000, which is set to expire on May 31, 2020; and

WHEREAS, VTD was merged effective July 22, 2019 with Eide Bailly LLP (Eide Bailly) and the parties executed a first amendment to the Agreement to change the consultant to Eide Bailly; and

WHEREAS, Staff has determined that a two-year extension of the existing contract will allow time for the Finance division to further assess and streamline accounting processes and internal controls while leveraging the current team of auditors' familiarity and experience with the District's accounting and financial reporting processes; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board authorize an amendment to the contract with Eide Bailly to extend the contract term from May 31, 2020 to May 31, 2022, and increase the firm-fixed price by \$141,263 from \$329,720 to \$470,983.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to execute an amendment to the contract with Eide Bailly, in a form approved by legal counsel, to extend the contract term from May 31, 2020 to May 31, 2022, and increase the firm-fixed price by \$141,263 from \$329,720 to \$470,983.

Regularly passed and adopted this 5th day of February, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

April Chan
Chief Officer, Planning, Grants,
Transportation Authority

SUBJECT: **AWARD OF CONTRACTS FOR ON-CALL TRANSPORTATION PLANNING AND
SUPPORT SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award contracts to the firms listed below for the provision of on-call transportation planning and support services (Services) for an aggregate, not-to-exceed amount of \$7.5 million for a five-year term to be shared as a pool for authorized tasks to:
 - Fehr & Peers, San Jose, California;
 - Nelson\Nygaard Consulting Associates, Inc., San Francisco, California; and
 - Stantec Consulting Services, Inc. (Stantec), Walnut Creek, California
2. Authorize the General Manager/CEO, or his designee, to execute a contract with each of the above firms in full conformity with the terms and conditions of the solicitation documents and negotiated agreements and in a form approved by legal counsel.
3. Authorize the General Manager/CEO, or his designee, to exercise up to two additional one-year option terms with the above firms for up to \$1,875,000 for each option term, to be shared in the aggregate among the three firms, if deemed in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Award of these contracts will provide the District with a pool of qualified firms to support the required and anticipated volume of services for planning and capital projects. The District will engage the firms through Work Directives on a project-by-project and as-needed basis. Award of this contract will not obligate the District to purchase any specific level of service from any of the firms.

BUDGET IMPACT

Work Directives will be funded with a mix of federal, state, regional, and/or local revenues and grants from current and future approved District operating and capital budgets.

BACKGROUND

The District has an on-going business need for qualified consulting firms to provide the Services and issued a Request for Proposals (RFP). The RFP was advertised on the District's procurement website. A pre-proposal conference was held and 53 firms attended. Six firms submitted proposals, each of which included Small Business Enterprises and/or Disadvantaged Business Enterprises as part of their proposed team.

A Selection Committee (Committee) composed of qualified District staff representing the Planning and Bus Transportation departments reviewed, evaluated and scored the proposals in accordance with the following weighted criteria:

- Team Organization & Qualifications 0-30 Points
- Contract Management Qualifications and Experience 0-40 Points
- Understanding of Scope of Services and Proposed Project Management Approach 0-20 Points
- Cost Proposal (Labor Rates) 0-10 Points

After initial scoring of proposals, four firms were found to be in the competitive range and were interviewed. After interviews, the Committee reached a consensus ranking based on each firm's proposal, experience and qualifications, and found three of the four firms remained in the competitive range. Staff successfully negotiated favorable fees with these three firms and determined them to be fair and reasonable and in line with prices currently paid by the District for similar services. These firms will provide the District with a pool of experienced consultants and subconsultants who possess the necessary qualifications and requisite depth of experience to perform the Services successfully.

Fehr & Peers, Nelson\Nygaard Consulting Associates, Inc. (as a subconsultant), and Stantec, presently provide Services to the District under contracts awarded in 2013 with an aggregate, not-to-exceed amount of \$8,365,500 that includes exercised option terms, contract term extensions, use of contingency and a Board-authorized increase in contract authority. The firms' performance to-date has been acceptable and in conformance with contractual requirements, terms and conditions. The contracts expire June 30, 2020.

STRATEGIC INITIATIVE

- Priority 1: Expand Mobility Options
 - Goal 1: Increase Weekday fixed-route ridership by 15%
- Priority 2: Strengthen Fiscal Health
 - Goal 3: Implement existing and new best practices

Procurement Administrator II: Deborah Cordova	650-508-7908
Project Manager: Gwen Buckley, Senior Planner, Planning Dept.	650-508-7913

RESOLUTION NO. 2020-

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

* * *

AWARDING CONTRACTS TO FEHR & PEERS, NELSON\NYGAARD CONSULTING ASSOCIATES, INC., AND STANTEC CONSULTING SERVICES, INC. FOR PROVISION OF ON-CALL TRANSPORTATION PLANNING AND SUPPORT SERVICES FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$7.5 MILLION FOR A FIVE-YEAR TERM

WHEREAS, the San Mateo County Transit District (District) issued a Request for Proposals (RFP) for on-call transportation planning and support services; and

WHEREAS, in response to the RFP, the District received six proposals; and

WHEREAS, a Selection Committee (Committee) evaluated, scored, and ranked the proposals according to the evaluation criteria set forth in the RFP and, after interviews, determined three of the six firms remained in the competitive range; and

WHEREAS, the Committee completed its evaluation process, including negotiation of costs, and determined that Fehr & Peers of San Jose, California, Nelson\Nygaard Consulting Associates, Inc. of San Francisco California (Nelson\Nygaard) and Stantec Consulting Services, Inc. (Stantec) of Walnut Creek, California possess the necessary qualifications and requisite experience to successfully perform the scope of services defined in the solicitation documents, and have agreed to perform the specified services at fair and reasonable prices; and

WHEREAS, staff and legal counsel have reviewed the proposals and determined that the proposals comply with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors award contracts to Fehr & Peers, Nelson\Nygaard, and Stantec for on-call transportation planning and support services for an aggregate not-to-exceed amount of \$7.5 million for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards contracts to Fehr & Peers, Nelson\Nygaard, and Stantec for on-call transportation planning and support services, for a five-year term for an aggregate not-to-exceed amount of \$7.5 million; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to execute contracts with Fehr & Peers, Nelson\Nygaard, and Stantec in full conformity with the terms and conditions of the solicitation documents and negotiated agreements, and in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to exercise up to two additional, one-year option terms with Fehr & Peers, Nelson\Nygaard, and Stantec in an aggregate not-to-exceed amount of \$1,875,000 for each option year provided that the exercise of such options is in the best interest of the District.

Regularly passed and adopted this 5th day of February, 2020 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 PROVISION OF A BUS SIMULATOR**

ACTION

Staff proposes the Committee recommend that the Board:

1. Award a contract to FAAC, Inc. (FAAC) of Ann Arbor, Michigan for the provision of a bus simulator (Simulator) for a not-to-exceed amount of \$425,220 including tax, delivery, installation, and a one-year warranty in accordance with negotiated pricing.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with FAAC in a form approved by legal counsel.
3. Authorize the General Manager/CEO, or his designee, to exercise an option to purchase extended basic warranty services for up to five additional one-year terms for a not-to-exceed amount of \$50,100, if it is determined to be in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Award of this contract will provide the District with a new state-of-the-art turnkey bus Simulator to train new bus drivers. The Simulator will replace a 15 year old model that is obsolete and no longer supported by the manufacturer. The Simulator provides scripted scenarios for instructors to teach and train bus operators, will increase driver safety by reducing preventable collisions and incidents, and will enhance situational awareness within a controlled learning environment. At no additional charge, FAAC will remove the 2005 simulator, which was purchased with operating funds and has no monetary value, before installing the new one.

BUDGET IMPACT

The project budget was approved in the FY2019 capital budget in the amount of \$310,000 funded by District sales tax. With the approval of this contract, the project budget has increased to \$475,320. The funding of the project budget increase is discussed in another item on this Board's agenda.

BACKGROUND

A Request for Proposals (RFP) was advertised on the agency's procurement website, which includes small business enterprises (SBE) registered in the vendor database. Staff conducted a pre-proposal conference that was attended by five potential proposers. One firm, FAAC, Inc. of Ann Arbor, MI, submitted a proposal.

A Selection Committee (Committee), comprised of qualified staff from the Bus Operations Training department reviewed and evaluated FAAC's proposal according to the following weighted criteria:

- Quality of Training simulations and training approach 0-25 points
- Functionality of proposed Simulator 0-25 points
- Firm's Qualifications and Experience 0-10 points
- Relevance and quality of experience of assigned staff assigned 0-10 points
- SBE Preference 0- 5 points
- Cost Proposal 0-30 points

FAAC's proposal was responsive to the RFP requirements. The Committee conducted an interview and determined FAAC's Simulator can meet the District's training needs as requested in the scope of work. Staff successfully negotiated a lower price resulting in a 6% savings. As only one proposal was received, staff conducted a cost analysis to determine whether the price is fair and reasonable. Staff compared cost elements paid by sister agencies and determined the price offered is similar to prices paid by other agencies for the same or comparable simulators, and is fair and reasonable.

Staff contacted two other potential proposers to determine why they did not submit a proposal. One stated they could not meet the minimum qualifications and experience. The other simply missed the opportunity to submit a proposal by the due date.

FAAC is considered to be a top safety innovator in the transit industry and was recently awarded contracts to provide simulators to San Francisco Municipal Transportation Agency, Santa Clara Valley Transportation Authority, and Massachusetts Bay Transportation Authority.

STRATEGIC INITIATIVE

Priority 3- Become a More Effective Organization

- Goal 1-Improve organization performance
 - 3-7: utilize technology to enhance processes and stay current and competitive with the industry.

Procurement Administrator II: Brian Geiger
Project Manager: David Harbour, Director, Bus Maintenance

650-508-7973
650-508-7954

RESOLUTION NO. 2020 –

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

**AWARDING A CONTRACT TO FAAC, INC. TO PROVIDE A BUS SIMULATOR
FOR A NOT-TO-EXCEED AMOUNT OF \$475,320**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals for the provision of a bus simulator, a one-year warranty period and up to five one-year option terms of extended basic warranty services; and

WHEREAS, in response to the Request for Proposals (RFP), the District received one proposal; and

WHEREAS, a Selection Committee (Committee) composed of qualified staff reviewed and scored the proposal in accordance with the criteria set forth in the RFP; and

WHEREAS, upon completion of the evaluation and scoring process, the Committee determined that FAAC, Inc. (FAAC) of Ann Arbor, Michigan, had submitted a proposal that met the requirements of the solicitation documents; and

WHEREAS, staff and legal counsel have reviewed the FAAC proposal and also determined that it complies with the requirements of the RFP documents; and

WHEREAS, staff conducted a cost analysis and determined that the negotiated cost proposal is fair and reasonable; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors award a contract to FAAC to provide a bus simulator, including sales tax, delivery, installation and a one-year warranty for a not-to-exceed amount of \$425,220.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to FAAC to provide a bus simulator, including sales tax, delivery, installation and a one-year warranty, for an all-inclusive not-to-exceed amount of \$425,220; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or his designee, to execute a contract with FAAC in full conformity with the terms and conditions of the solicitation documents and in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee, is authorized to exercise up to five one-year option terms with FAAC to provide warranty services for a not-to-exceed amount of \$50,100, provided that the exercise of such options is in the best interest of the District.

Regularly passed and adopted this 5th day of February 2020 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **FIRST YEAR REPORT OF THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION
COST ACCOUNTING ACT (CUPCAA) PILOT PROGRAM**

ACTION

Staff requests that the Committee recommend that the Board of Directors (Board) receive and file the first-year report for public works contracts issued under the California Uniform Public Construction Cost Accounting Act (Act) (California Public Contract Code Sections 22000 et seq.).

SIGNIFICANCE

The report, covering October 2018 through September 2019, the first year of a two-year pilot program, provides results of contracts issued under the Act. The data reveals administrative cost-savings and active participation with small business enterprises (SBE).

BUDGET IMPACT

There is no budget impact associated with this action.

BACKGROUND

Until the third quarter of 2018, the San Mateo County Transit District (District) followed California Public Contract Code requirements to use a formal solicitation process for public works projects above \$10,000, including Board approval. The low dollar threshold added several weeks to the solicitation timeline for facilities and construction public works projects. There was a backlog of small facilities projects for less than \$50,000 and Contracts and Procurement (C&P) staff sought to streamline the process. Staff researched pursuing legislation to allow a higher dollar threshold but determined it to be too time-consuming and speculative. Another option was to opt into the Act, already utilized by local public agencies such as the County of San Mateo, the Redwood City School District and the cities of San Carlos, Belmont, Half Moon Bay, South San Francisco, Brisbane, Daly City, Burlingame, Menlo Park, and Pacifica. After fully vetting the Act's requirements with stakeholders, such as facilities maintenance (FM) and the Office of Civil Rights, staff began the application process.

On June 6, 2018, pursuant to Resolution 2018-21, the Board elected for the District to become subject to the Act, enabling the District to negotiate contracts for public works projects up to \$45,000 (first tier) and to utilize informal bidding procedures for public works contracts between \$45,000 and \$175,000 (second tier). Effective January 1, 2019, the threshold levels were increased to \$60,000 and \$200,000, respectively (PCC §22032). The District continued to utilize formal bidding procedures for public works contractors over \$200,000 through the issuance of Invitations for Bids (IFBs).

On July 11, 2018, pursuant to Resolution 2018-31, the Board adopted revisions to the Disadvantaged Business Enterprise Program to include a policy for public works contracts valued less than \$45,000. Such contracts are set aside for competition among SBEs. Pursuant to Resolution 2018-104, the Board also enacted an informal bidding ordinance to facilitate compliance with the Act.

Effective October 1, 2018, staff implemented the Act following the development of guidelines and updated contract documents. FM and C&P collaborated on a streamlined Request For Quote (RFQ) process for solicitations estimated at less than \$15,000. FM assists C&P with SBE outreach, pre-bid meetings, and site walks, and submits quotes to C&P for final review and purchase order issuance. C&P manages solicitations greater than \$15,000.

For first tier procurements (up to \$60,000), staff followed the SBE set-aside process and issued RFQs. Historically these procurements took about three-months, but the new process reduced the time to get quotes to four to six weeks. Staff awarded a total of 55 contracts, comprised of 43 contracts to SBEs and 12 to non-SBEs.

For second tier procurements (\$60,000 to \$200,000), staff awarded two contracts: one to a SBE and one to a non-SBE. The highest-value contract, for \$67,379, was for boiler replacement to ADVNC Air Technologies, an SBE. The solicitation was completed within one month.

Without the Act, 17 contracts (between \$10,000 and \$200,000) would have required a formal solicitation process and Board approval. Using the Act reduced the time required for solicitation processes to less than two months each, providing the District with administrative efficiencies and streamlined delivery of small projects.

Attachment 1 includes details on all awards under the Act between October 2018 and September 2019. The following table is a summary:

Tier*	Total Contracts Awarded		SBEs Receiving Contracts		Non-SBEs Receiving Contracts	
	# of Contracts	Aggregate Amount	# of Contracts	Aggregate Amount	# of Contracts	Aggregate Amount
1st	55	\$544,634.49	43	\$432,423.64	12	\$112,210.85
2nd	2	\$115,300.00	1	\$67,379.00	1	\$ 47,921.00
IFB	1	\$650,342.00	1	\$650,342.00	0	\$0
Total	58	\$1,310,276.49	45	\$1,150,144.64	13	\$160,131.85

*1 st : \$0 - \$60,000;	2 nd : \$60,001 - \$200,000;	IFB: Formal, higher than \$200,000.
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Prior to opting into the Act, staff was required to report any emergency procurement to the Board within 14 days for public works amounts higher than \$10,000. The following were emergency procurements that fell within the Act’s thresholds, meaning staff was able to work through the solicitation on an expedited basis without requiring additional Board-level processes:

No.	Public Works Emergency Procurements - Nature/Location	Amount
1	Inspect and replace navigation lights at Dumbarton Rail Bridge	\$4,960
2	Replace conduit and wiring to the center, high-mast lights at North Base Parking lot	\$24,437
3	Repair hot water supply pump at Central	\$3,438
4	Fire debris removal at Dumbarton Rail Line	\$90,485
5	Air conditioning repair in Data Center at Central	\$9,239
6	Inspect and repair natural gas leak at South Base steam pit	\$31,706.54
7	Repair sewer pump at North Base	\$29,721.61
8	Concrete removal and testing at South Base mainline due to natural gas leak	\$76,610

Based on the success of the pilot program to date, staff intends to continue the program for the second year. A final report of the pilot program will be provided to the Board in late 2020, and staff anticipates recommending to the Board to continue operating under the Act’s bidding procedures. The District will remain subject to the Act until it withdraws from it.

STRATEGIC INITIATIVE

Priority 2 – Strengthen Fiscal Health

- Goal 3 – Implement existing and new best practices

Prepared by: Quoc Truong, Procurement Administrator III

650-508-7732

ATTACHMENT 1: CUPCAA PROCUREMENTS - OCTOBER 2018 TO SEPTEMBER 2019

#	Tier*	CONTRACT/PO #	Vendor	DESCRIPTION (Type of PW Project - Location)	PO #	PO DATE	CONTRACT/PO AMOUNT	SBE** (Y or N)
1	1st Tier	19-S-CA-036	ADVNC Air Technologies DBA MTECH	South Base Earthquake Value Replacement	17958	11/29/2018	\$ 6,518.00	Y
2	1st Tier	18110	ADVNC Air Technologies DBA MTECH	Hot Water Pump Motor	18110	3/20/2019	\$ 3,273.00	Y
3	1st Tier	18207	ADVNC Air Technologies DBA MTECH	Sotheby's Hot Water Heater	18207	5/21/2019	\$ 3,411.00	Y
4	1st Tier	18258	ADVNC Air Technologies DBA MTECH	NB 200 HVAC Repairs	18258	7/1/2019	\$ 5,616.00	Y
5	1st Tier	18259	ADVNC Air Technologies DBA MTECH	CB Smoke Damper Repairs	18259	7/1/2019	\$ 4,232.00	Y
6	1st Tier	18226	Agresti Electric, Inc. DBA Cocconi Electric	Mailroom Electrical	18226	6/6/2019	\$ 2,141.00	Y-New
7	1st Tier	18340	Agresti Electric, Inc. DBA Cocconi Electric	CB Garage Facilities Shop Lighting	18340	8/1/2019	\$ 6,838.00	Y
8	1st Tier	19-S-CU-119	Alaniz Construction, Inc.	SOUTH BASE ASPHALT PATCHING	18288	7/16/2019	\$ 23,250.00	Y-New
9	1st Tier	19-S-CU-037	Armour Fence	South Base Chemical Shed Gates	18075	2/21/2019	\$ 4,566.00	Y-New
10	1st Tier	19-S-CU-038	Armour Fence	North Base Chemical Shed Gates	18076	2/21/2019	\$ 4,566.00	Y
11	1st Tier	19-S-CA-031	ASF Electric	NB Submersible Pump Conduit/Wiring	17911	11/5/2018	\$ 12,885.00	Y-New
12	1st Tier	19-S-CU-062	Automatic Door Systems, Inc.	North Base Store Doors Replacement	17982	12/13/2018	\$ 8,353.68	Y
13	1st Tier	19-S-CU-092	Bullzeye Installation	District-Wide O&M Door Repairs	18132	4/4/2019	\$ 13,568.00	N
14	1st Tier	18073	City Mechanical	Remove and Replace Bush Wash solenoid	18073	2/19/2019	\$ 4,865.00	N
15	1st Tier	19-S-CA-002	Construction Corporation DBA CIC	ADA Door Operator System Equipment	17983	12/13/2018	\$ 29,567.00	Y
16	1st Tier	19-S-CU-088	Construction Corporation DBA CIC	Compressor Change Out for Central Basement AC Unit	18045	2/4/2019	\$ 8,415.30	Y
17	1st Tier	19-S-CU-039	Construction Corporation DBA CIC	Central Facility Ceiling Tile Repairs	18097	3/12/2019	\$ 9,452.00	Y
18	1st Tier	18152	Construction Corporation DBA CIC	NB Metal Shed Installation	18152	4/15/2019	\$ 9,856.25	Y
19	1st Tier	19-S-CU-044	Creative Floor	C&P Office Carpet Replacement	17952	11/27/2018	\$ 9,219.00	Y
20	1st Tier	18044	Creative Floor	Carpet Replacement - Central 2nd Floor Lobby	18044	2/1/2019	\$ 10,312.00	Y
21	1st Tier	18089	Creative Floor	Carpet Replacement - Central Facility - 3rd Floor Lobby	18089	2/28/2019	\$ 8,983.10	Y
22	1st Tier	18129	Creative Floor	CB Sheriff& basement VCT	18129	4/3/2019	\$ 4,222.77	Y
23	1st Tier	18234	Creative Floor	VCT FLOORING & CARPET INSTALL	18234	6/21/2019	\$ 6,685.25	Y
24	1st Tier	18299	Creative Floor	Carpet - 3rd Floor Operations Offices	18299	7/22/2019	\$ 6,610.00	Y
25	1st Tier	19-S-CA-034	D&D Compressor Services	North Base Compressor Repairs	17978	12/12/2018	\$ 14,600.00	Y
26	1st Tier	18154	D&D Compressor Services	NB-600 Compressor Repair	18154	4/17/2019	\$ 3,012.66	Y
27	1st Tier	19-S-CU-083	Eternal Construction Inc.	SamTrans Garage Panel Repair	18127	4/1/2019	\$ 50,060.00	Y-New
28	1st Tier	18181	Larratt Bros. Plumbing, Inc	Fuil Island Drinking Fountains NB/SB	18181	5/1/2019	\$ 9,828.68	Y-New
29	1st Tier	18183	Larratt Bros. Plumbing, Inc	SB Backflow Device Repairs	18183	5/2/2019	\$ 2,720.00	Y
30	1st Tier	18114	Leete Generators	Emergency Genset Maintenance	18114	5/14/2019	\$ 7,906.79	Y
31	1st Tier	18358	Leete Generators	Brewster Generator Repair	18358	8/12/2019	\$ 1,781.77	Y
32	1st Tier	18130	Liberty Electric	COLMA LIGHTING REPAIR	18130	4/3/2019	\$ 6,380.00	Y

ATTACHMENT 1: CUPCCAA PROCUREMENTS - OCTOBER 2018 TO SEPTEMBER 2019

#	Tier*	CONTRACT/PO #	Vendor	DESCRIPTION (Type of PW Project - Location)	PO #	PO DATE	CONTRACT/PO AMOUNT	SBE** (Y or N)
33	1st Tier	18145	Liberty Electric	Brewster-AC connection Genset	18145	4/10/2019	\$ 4,109.00	Y
34	1st Tier	18366	Liberty Electric	Guard Shack Electrical Connect	18366	8/16/2019	\$ 2,400.00	Y
35	1st Tier	19-S-CU-057	Makai Solutions	Repairs to Hydraulic Lifts at North Base	17944	11/21/2018	\$ 1,213.52	Y-New
36	1st Tier	19-S-CU-058	Makai Solutions	Repairs to Hydraulic Lifts at South Base	17947	11/26/2018	\$ 7,536.05	Y
37	1st Tier	18348	Makai Solutions	SB Lift 4 Valve Repair	18348	8/2/2019	\$ 7,926.01	Y
38	1st Tier	20-S-CU-020	Makai Solutions	NB Lift 21 Hydraulic Line Repair	18431	9/16/2019	\$ 34,600.00	Y
39	1st Tier	18232	Nissim Painting Company	Painting mailroom and 3rd floor office	18232	6/12/2019	\$ 5,150.00	N
40	1st Tier	19-S-CU-120	Nissim Painting Company	Colma Parking Lot Number Paint	18279	7/15/2019	\$ 19,450.00	N
41	1st Tier	18306	Nissim Painting Company	Central: 3rd Floor Ops Painting	18306	7/24/2019	\$ 6,850.00	N
42	1st Tier	19-S-CU-060	ProLine Window Covering	Installation of Vertical Blinds at Central	17956	11/29/2018	\$ 4,917.26	N
43	1st Tier	18055	ProLine Window Covering	Central Base Vertical Blinds	18055	2/8/2019	\$ 3,470.03	N
44	1st Tier	18112	ProLine Window Covering	CB Vertical Blinds - HR Offices	18112	3/21/2019	\$ 4,780.18	N
45	1st Tier	18199	ProLine Window Covering	CB 2nd Floor Payroll, Marketing & Security Areas	18199	5/16/2019	\$ 11,733.16	N
46	1st Tier	18257	ProLine Window Covering	3rd Floor Blinds for Executive Ops	18257	6/28/2019	\$ 7,949.22	N
47	1st Tier	20-S-CU-017	RK & Associates Inc. DBA Escon Builders	Central Facility - Picnic Area Rehabilitation	18386	8/28/2019	\$ 24,000.00	Y-New
48	1st Tier	19-S-CU-045	SoundWise AV	PA Mounting and Cabling NB/SB	18021	1/11/2019	\$ 32,907.00	Y-New
49	1st Tier	19-S-CA-041	TEC Accutite	SB Decommission & Installation of Oil Pipe Tank Number 4	17921	11/9/2018	\$ 18,207.00	N
50	1st Tier	19-S-CA-035	TEC Accutite	NB Final Connection of Submersible Pump	17919	11/9/2018	\$ 11,271.00	N
51	1st Tier	19-S-CU-043	Tiber Painting	C&P Office Painting	17959	11/30/2018	\$ 2,487.00	Y
52	1st Tier	19-S-CU-063	Vanden Bos Electric	Brewster Parking Lot Lights	17974	12/10/2018	\$ 7,251.66	Y
53	1st Tier	18068	Vintage Elevator Service, Inc.	Sequoia Station: repacking of the main cylinder elevator	18068	2/14/2019	\$ 4,575.89	Y
54	1st Tier	18227	Vintage Elevator Service, Inc.	Elevator Repairs	18227	6/7/2019	\$ 6,284.45	Y
55	1st Tier	18231	Vintage Elevator Service, Inc.	CB Garage Elevator Repairs	18231	6/12/2019	\$ 11,870.81	Y
56	2nd Tier	19-S-CA-032	ADVNC Air Technologies DBA MTECH	Boiler Replacement at Central Office	17934	11/14/2018	\$ 67,379.00	Y
57	2nd Tier	19-S-CU-109	Simonds Machinery Company	Central Office Sewer Pumps Replacement	18281	9/18/2019	\$ 47,921.00	N
58	IFB	19-S-C-096	Alex Kushner General	Power Infrastructure for Battery-Electric Bus Chargers	18466	9/30/2019	\$ 650,342.00	Y-New

*1st: \$0 - \$60,000; 2nd: \$60,000 - \$200,000; IFB: Formal, higher than \$200,000.

**Y-New = New SBE to the District

San Mateo County Transit District

First Year Report on the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Pilot Program

October 2018 to September 2019

SamTrans Board Meeting
February 5, 2020

Presented by: Concepcion Gayotin and Quoc Truong, Contracts and Procurement



BACKGROUND

- Prior to October 2018, the District followed California Public Contract Code (PCC) requirements to use a formal solicitation process, including Board approval, for public works projects >\$10,000.
- In the summer of 2018, the Board elected for the District to become subject to the Act, enabling the District to negotiate contracts for small facilities projects or public works projects up to \$45,000 and utilize informal bidding procedures for contracts between \$45,000 and \$175,000.
- Effective January 1, 2019, the Act's Commission increased the threshold levels to \$60,000 and \$200,000.



SBE SET ASIDE PROCESS

- Effective October 1, 2018, staff implemented the Act following development of guidelines and updated contract documents.
- To encourage small business enterprise (SBE) participation, staff developed a set-aside process for competition among SBE firms.
 - <\$60K, solicitations sent to a minimum of 5 SBE firms
 - Staff conducts SBE outreach by searching for relevant service categories and contractor license requirements using the following databases:
 - California Department of General Services
 - California Unified Certification Program
 - Small Business Administration
 - Santa Clara Valley Transportation Authority

3

samTrans


SBE PARTICIPATION

Results:

- 8 SBE firms received a single contract.
- 11 SBE firms received multiple contracts.
- 19 different SBE firms were awarded contracts.
 - 9 were new SBE firms to the District.

4

samTrans


SBE PARTICIPATION

Tier	Prior to implementation	After implementation
1st : \$0 - \$60k	55% From 2013-2018, the District awarded 33 public works contracts; 18 of those contracts were awarded to SBE firms.	78% 55 contracts; 43 contracts awarded to SBE firms.
2nd: \$60k - \$200k	100% From 2013-2018, only one District public works contract was awarded to an SBE firm.	50% 2 contracts; 1 contract awarded to a SBE firm.
Total	43% SBE Participation 44 contracts; 19 contracts awarded to SBE firms.	77% SBE Participation. 57 contracts; 44 contracts awarded to SBE firms.

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SBE PARTICIPATION

Tier*	Total Contracts Awarded		SBE Receiving Contracts		Non-SBE Receiving Contracts	
	# of Contracts	Aggregate Amount	# of Contracts	Aggregate Amount	# of Contracts	Aggregate Amount
1st	55	\$544,634.49	43	\$432,423.64	12	\$112,210.85
2nd	2	\$115,300.00	1	\$67,379.00	1	\$ 47,921.00
IFB	1	\$650,342.00	1	\$650,342.00	0	\$0
Total	58	\$1,310,276.49	45	\$1,150,144.64	13	\$160,131.85

*1st: \$0 - \$60,000; 2nd: \$60,001 - \$200,000; IFB: Formal, higher than \$200,000.

6



STREAMLINED PROCESS

- First year: Awarded 40 contracts <\$10k
- 17 contracts awarded between \$10k - \$200k
 - Prior to the Act: required the Board's approval and a 4-6 month long process.
 - After the Act: process streamlined to 1-2 months
- 1 formal Board approved contract
- 8 Public Works Emergency contracts awarded for <\$200k
 - 5 of the 8 contracts were >\$10k which previously required reporting to the Board within 14 days.

7

samTrans


NEXT STEPS & QUESTIONS

- Final pilot program results will be reported to the Board in late 2020.

QUESTIONS?

8

samTrans




BOARD OF DIRECTORS 2020

KARYL MATSUMOTO, CHAIR
PETER RATTO, VICE CHAIR
RON COLLINS
MARINA FRASER
CAROLE GROOM
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
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, FEBRUARY 5, 2020 – 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 January 8, 2020

INFORMATIONAL

3. SamTrans Business Plan Update
4. SamTrans OnDemand Performance Update
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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE /
COMMITTEE OF THE WHOLE
JANUARY 8, 2020**

Committee Members Present: K. Matsumoto, D. Pine

Committee Members Absent: C. Stone (Committee Chair)

Other Board Members Present Constituting Committee of the Whole: R. Collins,
M. Fraser, C. Groom, R. Guilbault, J. Powell, P. Ratto

Other Board Members Absent: None

Staff Present: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J. Brook,
D. Seamans

1. CALL TO ORDER

Committee Member Dave Pine called the meeting to order at 3:15 pm.

2. APPROVAL OF MINUTES OF COMMITTEE MEETING OF DECEMBER 4, 2019

Motion/Second: Collins/Groom

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto

Absent: Stone

3. UPDATE ON DUMBARTON RAIL CORRIDOR PROJECT

Carter Mau, Deputy General Manager/CEO, thanked the Board members participating on the Dumbarton Rail Corridor Ad Hoc Committee. He acknowledged members of Crossbay Transit Partners present in the audience: Winsome Bowen from Facebook and Dale Bonner and Elliot Jameson from Plenary Group. He also acknowledged project manager Melissa DuMond, Kimley-Horn and Associates, Inc., and San Mateo County Supervisor Warren Slocum before providing the presentation.

Director Ron Collins asked about the origin and terminus of the ACE (Altamont Commuter Express) train. Mr. Mau said that the Union Pacific right-of-way was in Newark and said that options need to be provided to the region's mega-commuters. Director Collins asked if Caltrain trains could run on the ACE line and vice versa. Mr. Mau said they are both standard gauge regional rail networks.

Committee Member Karyl Matsumoto asked if bicycles would be included as an option on the Corridor. Mr. Mau said they are communicating with bicycle consultants and are engaged with the bicycle community. He said that bike lanes currently take up some of

the right-of-way and added that bike lanes will be included only if it can be done safely.

Director Rose Guilbault said the project could become a nationwide model for other regional transportation projects. Mr. Mau said they are working closely with MTC (Metropolitan Transportation Commission). Director Guilbault said she thinks that it is critical to position the project as being regional and not limited to San Mateo County.

Committee Member Dave Pine asked about MTC's reaction to the plan. Mr. Mau said that it was not the highest-scoring project based on cost per rider during its preliminary assessment. He said they are consulting with political consultants and staff.

Committee Member Pine agreed that it was important to stress the regionality of the project to the MTC. Mr. Mau talked about outreach efforts to political stakeholders, asking for investment in transportation in addition to housing.

Director Josh Powell asked for ridership projections on how many commuters are coming from the East Bay on the various transit lines.

Director Marina Fraser echoed Committee Member Matsumoto's support of bike and pedestrian networks, and she said it should be incorporated into the regional plan.

Director Peter Ratto responded to Director Collins' inquiry by saying that the ACE line starts in Stockton and goes to San Jose. He said the Corridor has a lot of potential to connect all the regional transit lines.

Committee Member Pine said that the study envisioned modest investments to increase bus service and it would have an immediate impact throughout in the Corridor. Mr. Mau said the MTC and Caltrans are looking at highway improvements on the Corridor to enhance throughput, such as buses driving on road shoulders.

Committee Member Matsumoto asked who is our competition. Mr. Mau said Valley Link, the second Transbay Tube, and the Caltrain extension in downtown San Francisco. He said that the project's emphasis is on how everything fits together. He also noted that the project includes regional bus projects.

Public Comment:

Helen Wolter, Committee for Green Foothills, said that Peninsula Open Space Trust has done a study showing that trains and bikes can travel together safely.

4. ADJOURN

The meeting adjourned at 4:04 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: Strategic Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **SAMTRANS BUSINESS PLAN - UPDATE**

ACTION

No action is required; this is an informational update.

SIGNIFICANCE

In September 2018 the Board adopted the SamTrans Business Plan which outlines three overarching focus areas and 16 initiatives to advance the District as San Mateo County's mobility leader. The initiatives address mobility within three strategic areas of focus: sustain and enhance services for the transit dependent; advance new mobility initiatives; and promote programs that relieve traffic congestion.

The Business Plan did not identify the Reimagine SamTrans Comprehensive Operational Analysis (Reimagine) as one of the initiatives; however, the work that is being done by Reimage crosses into all three areas of focus, and in some cases the Reimagine work will have significant influence on the initiatives. Staff has been working to advance and complete initiatives that can be done in parallel with Reimagine, and has identified those initiatives that will begin after Reimagine is complete.

During the Board meeting, staff will provide an update of the 16 initiatives, categorizing them in three stages of progress: underway, on-hold pending Reimagine, and complete/next steps. Staff will also give a brief update on the Reimagine effort.

BUDGET IMPACT

There is no budget impact associated with this update.

BACKGROUND

The SamTrans Business Plan (Plan) is a strategic planning document that identifies immediate, near-term and long-term actions to ensure the organization meets current and future transportation needs of San Mateo County. The plan identifies three core principles of focus over the next 5-10 years: Sustaining and enhancing services for the transit dependent; expanding and innovating mobility services; and promoting programs that relieve traffic congestion. The Plan identifies 16 initiatives falling within the three core principles that are in various stages of implementation or planning.

The Plan development began in mid-2016 and was created as an extension of the latest SamTrans Strategic Plan (2014-2019). The Plan is also rooted in the Short Range Transit Plan (2017-2027), as well as the ten-year financial outlook for the District.

STRATEGIC INITIATIVE

Overall, the Business Plan is aligned with the vision and goals set forth in the District's 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: Christy Wegener, Director, Planning

650-508-6278

SamTrans Business Plan - Update

SamTrans Board of Directors
February 5, 2020

1

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Overview

- Business Plan overview
 - Relationship to Reimagine SamTrans
- Initiative Updates
 - Underway
 - On-hold pending Reimagine
 - Complete/next steps
- Reimagine update
- Next steps

2

The SamTrans logo consists of the word "samTrans" in a sans-serif font, with "sam" in lowercase and "Trans" in title case. Below the text are two horizontal white bars of equal length, stacked vertically.

Overview of the Business Plan

3



Business Plan: Core Focus Areas

Sustain and enhance services for the transit-dependent

Expand and innovate mobility services

Promote programs that relieve traffic congestion

4



Strategic Plan vs. Business Plan vs. Reimagine

- Strategic Plan (2015-2019): Expand Mobility Options, Strengthen Fiscal Health, and Become a More Effective Organization
- Business Plan (adopted 2018): Focus on Mobility
- Reimagine (2020): Focus on the SamTrans bus system

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Business Plan Initiatives Update

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Sustain and Enhance Services

Initiative	Status	Highlights
Senior Mobility Plan	Underway	<ul style="list-style-type: none"> - Taxi Voucher Pilot - 2020 - Travel Training Videos - Mobility Resource Center
Youth Mobility Plan	Underway	<ul style="list-style-type: none"> - Try Transit to Schools Pilot - Youth Ambassador Program

7



Sustain and Enhance Services

Initiative	Status	Highlights
Bus Stop Improvements	On-hold	<ul style="list-style-type: none"> - Will develop a bus stop improvement plan building off Reimagine - Looking at bus shelter advertising contract opportunities
Way2Go Pass Expansion	Underway	<ul style="list-style-type: none"> - Looking at opportunities to modify program for affordable housing as well as community colleges

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Innovate

Initiative	Status	Highlights
UC Davis Partnership	Complete / Next Steps	<ul style="list-style-type: none"> - Evaluating OnDemand - Paratransit Software RFP - HPSM discussion
Mobile Ticketing and Real Time App	Complete/ Next Steps	<ul style="list-style-type: none"> - SamTrans mobile app launched in fall 2018 - Next steps include improving real time data feed
Microtransit Pilot	Underway	<ul style="list-style-type: none"> - SamTrans OnDemand launched May 2019; evaluation underway

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Innovate

Initiative	Status	Highlights
Modernize the SamTrans website	Underway	<ul style="list-style-type: none"> - Hiring new web developer
Wi-Fi on Buses	Underway	<ul style="list-style-type: none"> - FCX buses have Wi-Fi - All new buses purchased will be equipped with Wi-Fi
TNC Partnership	On-hold	<ul style="list-style-type: none"> - Reimagine market research will inform whether to pursue a TNC pilot

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Innovate

Initiative	Status	Highlights
Fleet Electrification	Underway	<ul style="list-style-type: none"> - Receiving remaining eight Proterra buses in 2020 - Developing Zero-Emissions Bus Plan

11



Relieve Congestion

Initiative	Status	Highlights
Express Bus Services	Underway	<ul style="list-style-type: none"> - Launched FCX in August 2019; next route (PAX) projected to launch in 2020, pending operator hiring - Partnering on additional AHSC grant applications in 2020
Dumbarton Rail Corridor Improvements	Underway	<ul style="list-style-type: none"> - Prepping to kick off the environmental review process
Implement Coastside Study Recommendations	On-hold	<ul style="list-style-type: none"> - Recommendations from the Coastside study will be incorporated/evaluated as a part of Reimagine

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Relieve Congestion

Initiative	Status	Highlights
Rapid ECR Service	On-hold	<ul style="list-style-type: none"> - Rapid service was suspended in January 2020 due to the operator shortage - Reimagine will reconsider the Rapid
Countywide Shuttle Study	Underway	<ul style="list-style-type: none"> - Shuttle study launching in 2020

13



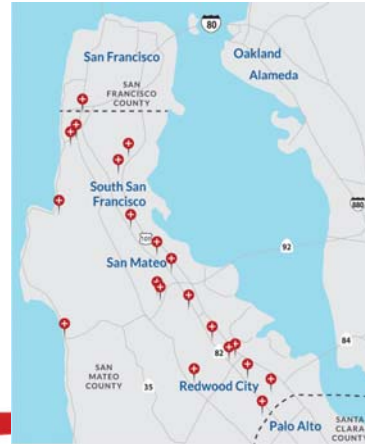
Reimagine SamTrans: Public Outreach Phase One Update

14



Outreach Events by the Numbers:

- 19 .. Bus stops/onboard pop ups
 - 18.. Presentations to a diversity of groups:
Youth, Labor, Business, Disability advocacy,
Environmental, more!
 - 9... On base bus operator outreaches:
SamTrans and CUB
 - 7... Community event/Community College pop ups
 - 1... Virtual Town Hall (110+ views)
- Total = 54 (and a few more planned for January)



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Direct Rider Communications

- 18 external (side of bus) ads
- 16 bus shelter ads
- On-board ads on all buses
- Take-one on every bus
- Digital scroll advertising
- SamTrans App push (2X)



All printed material in English, Spanish, and Simplified Chinese

16

Digital/Media Communications

Media:

- Paid and organic social media (English and Spanish)
- Radio (English and Mandarin)
- TV (Mandarin)
- Digital display ads (English)
- Print advertisements (English, Spanish and Simplified Chinese)
- Press release
- Highlighted in SamTimes, SamTrans Blogs, Podcasts, and Newsletter

E-Blast:

- SAG/TAG networks
- 4,500+ engaged stakeholders
- 160+ school contacts
- 30+ senior group contacts
- 70+ Community Based Organizations/1 immigrant services organization list serve

Website:

- Dedicated website: www.reimaginesamtrans.com

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Responses by the Numbers:

Responses:

- 2,700+ public surveys completed
 - 50% rider, 50% non-rider
- 300+ dot exercise takers
- 1/6 of bus operators took operator specific survey
- Nearly 1,000 comments submitted through the survey, post it notes at events, emails, and in conversations with staff



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Next Steps

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Reimagine Outreach – Next Steps

- Reimagine Ad Hoc receiving detailed feedback from phase one outreach and market research at their January and February meetings
- Board will receive summary of phase one outreach findings, existing conditions analysis and market research during the retreat in March

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Business Plan Next Steps

- Continue to advance initiatives
- Organizational Assessment to occur pending Reimagine recommendations
- Full Business Plan update to occur post-Reimagine
 - Will include new mobility strategies, implementation planning for expanded services, as well as suggested areas for study

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Questions?

22

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**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 & Transportation Authority

SUBJECT: **SAMTRANS ONDEMAND PERFORMANCE UPDATE**

ACTION

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

SIGNIFICANCE

This is a follow-up report to the Committee on the performance and evaluation of the SamTrans OnDemand pilot. This report includes two additional months of operating and ridership data since the last Board update in November 2019. Staff will return to the Board by April 2020 with a recommendation concerning permanent implementation, or whether to end the pilot and revert back to the FLX Pacifica.

SamTrans OnDemand is a pilot microtransit service that launched on May 6, 2019, and serves a five square-mile area around the Linda Mar community in Pacifica. As a pilot, it replaced the FLX Pacifica shuttle which operated as a deviated fixed route loop in the same area. At the November 2019 Board meeting, staff presented an evaluation of the first four months of OnDemand service performance, including traditional performance metrics, institutional lessons learned, and customer experience. As noted during the meeting, OnDemand was generating less ridership as well as more complaints than the FLX Pacifica. In order to improve ridership and address complaints, in November 2019 staff made adjustments to increase the maximum allowable ETA in the ride-matching algorithm to 45 minutes.

Additional marketing was conducted at the end of 2019 to raise awareness of the service and increase ridership; however, the latest two months of data indicate ridership levels continue to be relatively stable but lower than the FLX Pacifica from the year prior. Considering this, staff recommends that the service continue to be monitored for ridership and performance, returning to the Board by early Spring 2020 with a recommendation whether to make this service model permanent or revert back to the FLX Pacifica.

A detailed presentation of the performance data will be given during the Board meeting.

BACKGROUND

Microtransit is a modern permutation of demand-responsive transit (DRT) and is an emerging service delivery mode being tested and embraced by both the private and public sectors. Generally, DRT is a mode of bus transportation that is characterized by a lack of fixed schedule or route, instead of providing service based on individual trip requests. There are many variants of DRT with different service goals, target rider markets, and performance characteristics.

A key distinction between microtransit and other forms of DRT is the use of technology to enable real-time dispatching and routing of vehicles to pickup and drop-off locations selected by the passenger. Trip requests are typically made with a smartphone application, however, a customer service center can also be equipped to process trip requests over the phone. Once a request is submitted, a cloud-based system will dispatch a vehicle with a customized route that is communicated to the operator through a tablet mounted in the vehicle with a specialized driver app. As other passengers make trip requests, the system will adjust the route to accommodate more passengers. Before and during the trip, the system will provide the passenger with estimated wait and travel times. This process occurs in real-time as trip requests are accepted.

In 2018, the SamTrans Business Plan was approved by the Board to guide the District through a changing mobility marketplace and concerns about financial stability, and reinforces SamTrans' mission to be the County's mobility manager. The plan provides three core principles to guide the District over the next several years. One of which, "Expand and Innovate Mobility Services," provides the basis for implementing a microtransit pilot. As such, SamTrans OnDemand was implemented soon after the adoption of the Business Plan in May 2019.

While the FLX Pacifica enjoyed widespread community support, its service design – including the limited availability of deviated trip from the fixed route, and the need to request such a trip 24 hours in advance – was challenging and provided limited growth potential. It was determined that microtransit service may be a good substitute for the FLX Pacifica as it would be able to more flexibly respond to a variety of trip requests. Staff initiated the OnDemand pilot in May 2019.

Staff created an OnDemand evaluation framework which includes the following four categories:

- **Performance:** Perspective from the numbers, including ridership, productivity, account conversion
- **Operations:** Experience in the field, including ease of use of driver app, training, data
- **Customer Experience:** Public reaction, including feedback pre/post OnDemand conversion, complaints
- **Technology:** Working with new technology, troubleshooting, app updates, and support

Relative to the FLX Pacifica, SamTrans OnDemand has been less efficient in terms of passenger trips, cost, and revenue hours. Similar to other forms of demand-responsive

transit, these numbers suggest that microtransit is not as efficient and cost-effective on a per-trip basis as fixed-route transit. This is also generally consistent with the experience of other transit agencies which have implemented microtransit service.

In association with a recommendation to make the service permanent, staff will complete a Title VI analysis and a public hearing. This analysis will include addressing equity from a minority and low income perspective. If staff recommends ending the OnDemand pilot, an operation and outreach plan will be developed to revert back to the FLX Pacifica by May 2020.

STRATEGIC INITIATIVE

Overall, the SamTrans OnDemand pilot is aligned with the vision and goals set forth in the District's Strategic Plan.

- Priority 1: Expand Mobility Options

Prepared By: Daniel Shockley, Strategic Planning

650-508-6382

SamTrans OnDemand Update

SamTrans Board of Directors
February 5th, 2020

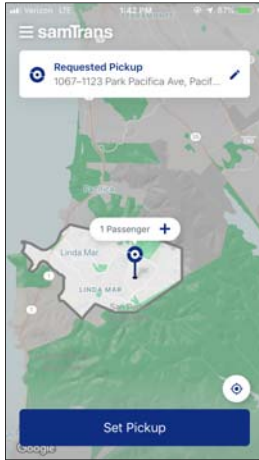


Agenda

- Pilot overview
- Timeline
- Evaluation Criteria
- Performance Metrics
- Next Steps
- Discussion



SamTrans OnDemand Overview



- Converted the FLX Pacifica to pilot OnDemand platform in May 2019
 - Trip requests via SamTrans OnDemand app or the Customer Service Center
 - Hours and fare remained the same

3

Pilot Timeline

- Launched pilot in May 2019
 - Pilot status can last no more than one year per FTA
 - For service to go beyond one-year pilot, will need to complete Title VI, conduct public hearing, and to competitively procure the long-term technology solution.
- Preliminary evaluation to Board in November 2019
 - All ridership-related performance metrics lower than FLX-Pacifica, customer satisfaction higher
- February 2020 update includes two additional months of data
 - Modifications to the algorithm made in November to increase maximum ETA
 - Additional marketing efforts

4

Evaluation Criteria

- **Performance:** Perspective from the numbers
 - Ridership, trip requests, productivity, account conversion
- **Operations:** Experience in the field
 - Ease of use of driver app, training, data
- **Customer Experience:** Public reaction
 - Pre/post customer survey, complaints
- **Technology:** Working with new technology
 - Troubleshooting, app updates, partnership with Via

5



Performance Data

6 Months Of Data: May-November

<u>Criteria</u>	<u>FLX Pacifica (2018)</u>	<u>OnDemand (2019)</u>	<u>Comments</u>
Average Weekday Ridership	90	78	Fewer overall pax
Passengers/Hour	9	7	Fewer pax, slightly more VRH
Vehicle Revenue Miles	15,051	18,493	Up 23% - more driving per trip
Cost/Passenger	\$18.25	\$24.25	Slightly greater cost, fewer pax
Complaints/Month	< 1	4	Includes May 2019
Completion Rate	N/A	70%	Up 2% since algo. adjustment
Supply Message	N/A	7%	Down 1% since algo. adjustment

6



Lessons Learned

Performance

- Microtransit is less cost-efficient than fixed route service for this pilot.
- Not effective for school service.
- Not competitive for first/last mile without significant additional resources.

Operations

- Permanent implementation will require additional staff resources.
- Operating microtransit in-house presents challenges.

Customer Experience

- Microtransit can potentially offer improved customer experience compared to rural fixed route service.
- Customer experience is compromised if passengers do not use smartphones

Technology

- One vehicle is limiting, but the algorithm can be adjusted to maximize it's productivity.
- Increased cancellations and no-shows as ETAs approach 20 minutes.

7



Next Steps

- Action on making service permanent must be made by May 2020
 - To continue service beyond May, a Title VI evaluation and public hearing will occur.
 - Pursue single source extension while competitive technology RFP gets underway.
 - To discontinue OnDemand, an operations and customer outreach plan will be developed to revert back to FLX Pacifica by May 2020.

8



Alternatives

- For the Pacifica service, introduce second OnDemand vehicle, extend OnDemand service to weekends, or expand OnDemand service area.
 - Will require additional vehicles and drivers
- Pilot new microtransit service as first/last mile connection to regional transit or introduce new microtransit service elsewhere.
 - Will need to study what service areas may be most appropriate; this is currently being evaluated as part of Reimagine SamTrans

9

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal bars of varying lengths.

Staff Recommendation

- Revert OnDemand back to the FLX Pacifica by May 1
- Allow *Reimagine SamTrans* process to consider microtransit as a coverage-oriented supplement to complement service vision alternative.
- Continue to monitor transit agency and city-led microtransit pilots and services to understand performance, costs, strengths, and weaknesses.

10

The logo for samTrans, featuring the text "samTrans" in a sans-serif font above a stylized graphic of three horizontal bars of varying lengths.

Discussion



Daniel Shockley
Christy Wegener
SamTrans Strategic Planning





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, FEBRUARY 5, 2020 – 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 January 8, 2020

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.

BOARD OF DIRECTORS 2020

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

JIM HARTNETT
GENERAL MANAGER/CEO

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

**MINUTES OF LEGISLATIVE COMMITTEE /
COMMITTEE OF THE WHOLE
JANUARY 8, 2020**

Committee Members Present: J. Powell (Committee Chair), R. Collins, R. Guilbault

Committee Members Absent: None

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

Other Board Members Absent: C. Stone

Staff Present: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J. Brook, D. Seamans

1. CALL TO ORDER

Committee Chair Josh Powell called the meeting to order at 4:04 pm.

2. APPROVAL OF MINUTES OF COMMITTEE MEETING OF DECEMBER 4, 2019

Motion/Second: Guilbault/Groom

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto

Absent: Stone

3. ADOPTION OF 2020 LEGISLATIVE PROGRAM

Casey Fromson, Director, Government and Community Affairs, said a few changes were made to the draft program since it was presented in December.

Motion/Second: Guilbault/Groom

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto

Absent: Stone

4. STATE AND FEDERAL LEGISLATIVE UPDATE

Ms. Fromson briefly summarized highlights of recent federal and state legislation. She noted that there is now a competitive FRA (Federal Railroad Administration) grant program to study safety at at-grade rail crossings. She talked about the progress of transportation reauthorization on the Senate side. She said the newer bills have until February 21 to be introduced in the State Legislature.

Chair Matsumoto noted that the City of South San Francisco is late on completing its General Plan update. She asked if the District is providing guidance to cities to encourage transit-oriented development. Mr. Hartnett said no.

5. ADJOURN

The meeting adjourned at 4:15 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: Legislative Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Seamus Murphy
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

The 2020 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board.

Prepared By: Casey Fromson, Government and
Community Affairs Director

650-508-6493

Holland & Knight

800 17th Street, NW, Suite 1100 | Washington, DC 20006 |
T 202.955.3000 | F 202.955.5564 Holland & Knight LLP | www.hklaw.com

SamTrans As of January 15, 2020 Federal Transportation Report

FY 2020 Spending Bills Signed Into Law

Before departing for the holidays, on December 20, 2019, President Donald Trump signed two spending packages – [domestic](#) and [national security](#) – totaling \$1.4 trillion to fund the government through September 30, 2020, and avert a shutdown. The bills included all 12 annual appropriations bills for FY 2020.

The [Transportation, Housing and Urban Development \(THUD\) bill](#) included \$24.8 billion in discretionary funding for DOT (additional details at the end of the report):

- \$1 billion for BUILD grants
- \$46.4 billion for highways, plus \$2.2 billion from the general fund for infrastructure programs
- \$200 million for Federal-State Partnership for State of Good Repair grants
- \$325 million for FRA Consolidated Rail Infrastructure and Safety Improvements grants
- \$10.15 billion for transit formula grants, and \$510 million from the general fund for infrastructure grants
- \$1.98 billion for Capital Investment Grants, including \$300 million for Core Capacity which will provide \$100 million for the Peninsula Corridor Electrification Project

Trump Administration to Release NEPA Changes

On January 9, the Trump administration proposed new rules to modify the National Environmental Policy Act (NEPA), a law requiring environmental reviews for projects such as highways and pipelines. Comments are due on March 10. The changes would update how federal agencies implement the law, which has been criticized by the President for obstructing the development of new and existing projects. Holland & Knight participate on a call with the White House to discuss this new rule. The White House expects Congress to consider this rule as they write infrastructure bills. The changes to NEPA are intended to streamline projects, and allow efficient and expedited project delivery and reduce paperwork. There will be a two year limit for environmental impact statements and one year for environmental review.

DOT Issues Deregulation Rule

On December 5, 2019, the Department of Transportation (DOT) announced a series of changes issued in a [final rule](#), that will impact how DOT approaches rulemaking, guidance, and enforcement practices. One of the primary objectives of the rule is to eliminate two regulations for every new regulatory action, and to develop the Regulatory Reform Task Force. According to

a [press release from DOT](#) Secretary Elaine Chao, the department saved \$3.68 billion in regulatory costs due to deregulation under the Trump administration. According to Secretary Chao, “At its peak, DOT was issuing 23 deregulatory actions for every new significant regulatory action.” The rule clarifies that the DOT’s guidance documents do not impose legal obligations and shall not be used as a basis for enforcement. It also ensures due process protections for potential subjects of enforcement actions, including open and fair investigations and proceedings.

FRA Launches Public Web Portal to Report Blocked Rail Crossings

On December 20, 2019, the Federal Railroad Administration (FRA) added a [new blocked crossing incident report](#) to its website and app where the public can post information about trains blocking crossings for long periods of time. This comes after excessive complaints to the agency and congressional offices, claiming delays can last for hours up to half a day. The new portal allows users to report the date, time, location and duration of blocked crossings. In addition to encouraging railroads into taking action to limit the duration of blocked crossings, the data FRA collects can be used to support problems when municipalities and transportation agencies seek federal funds for grade separations.

DOT Announces Safety Enhancements for Highway-Rail Grade Crossings

On December 2, 2019, DOT Secretary Elaine Chao announced publication of a [proposed rule](#) to improve safety at public highway-rail grade crossings nationwide. The proposed rule would require all states to develop and implement a new or updated highway-rail grade crossing action plan no later than one year after the effective date of the final rule. These action plans will enable states to prioritize infrastructure and equipment investments at railway crossings using a variety of resources, including federal formula funds and grants. In a [press release](#), Secretary Chao said “The Department is committed to supporting infrastructure improvements, new communications tools, and working to change driver behavior so that highway-rail grade crossings are safe environments for all transportation users.” Since 2017, the Federal Highway Administration (FHWA) has distributed more than \$900 million in formula funds to States for grade crossing improvements through the Section 130 program. Additionally, the Administration has awarded \$324 million in discretionary grant funds to 43 projects that include grade crossing improvements and trespass prevention elements, with more than 500 grade crossings in 26 states to be improved as a result of these investments.

Grants

Grant Opportunity: INFRA (formerly FASTLANE)

On January 13, DOT announced \$906 million available for INFRA grants. Deadline is February 25. DOT will award INFRA grants to large and small projects. INFRA grant must be at least \$25 million for a large project (project cost at least \$100 million), and at least \$5 million for small projects. 10 percent of the awards will be reserved for small projects.

Eligible INFRA project costs may include: “reconstruction, rehabilitation, acquisition of property (including land related to the project and improvements to the land), environmental mitigation, construction contingencies, equipment acquisition, and operational improvements directly related

to system performance.” DOT is “focused on projects in which the local sponsor is significantly invested and is positioned to proceed rapidly to construction.”

Grant Opportunity: BUILD

DOT has announced that they will publish the FY 2020 BUILD Notice of Funding Opportunity (NOFO) by February 18, 2020.

What to Watch in Congress

Here is a snapshot of important dates for Congress this year:

Date	What to Watch
Feb. 4	<ul style="list-style-type: none"> • State of the Union address
March 15	<ul style="list-style-type: none"> • Key authorities under the Foreign Intelligence Surveillance Act expire
April 17	<ul style="list-style-type: none"> • Chemical Facility Anti-Terrorism Standards program expires
May 22	<ul style="list-style-type: none"> • Several federal health programs expire, including: <ul style="list-style-type: none"> • Temporary Assistance for Needy Families program • Community health programs • Medicare programs
Aug. 3 – Sept. 4	<ul style="list-style-type: none"> • House summer recess
Aug. 10 – Sept. 4	<ul style="list-style-type: none"> • Senate summer recess
Sept. 30	<ul style="list-style-type: none"> • Fiscal 2020 funding expires along with: <ul style="list-style-type: none"> • Surface transportation authorization (FAST Act) • National Flood Insurance Program • Immigration programs (including E-Verify and EB-5 regional investor visas) • VA and Labor Dept. health care, housing, and homelessness authorities
Oct. 5 – Nov. 13	<ul style="list-style-type: none"> • House election recess
Oct. 12 – Nov. 6	<ul style="list-style-type: none"> • Senate election recess
Nov. 3	<ul style="list-style-type: none"> • Election Day
Dec. 10	<ul style="list-style-type: none"> • Target House adjournment
Dec. 18	<ul style="list-style-type: none"> • Target Senate adjournment
Dec. 31	<ul style="list-style-type: none"> • Tax breaks and credits expire

Sources: Homeland Security Rule: [RIN 1601-AA80](#); FAST Act ([Public Law 114-94](#)); fiscal 2020 spending measure ([Public Law 116-94](#))

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TRANSPORTATION

FY 2020 FEDERAL FUNDING

	FY 2019 Enacted	FY 2020 President's Request	FY 2020 House	FY 2020 Senate	FY 2020 Omnibus
Department of Transportation					
BUILD	\$900 M	\$1 B	\$1 B	\$1 B	\$1 B
• Planning Grants	\$15 M	\$0	\$15 M	\$15 M	\$15 M
Federal Aviation Administration (FAA)	\$17.451 B	\$17.86 B	\$17.105 B	\$17.68 B	\$17.6 B
• Airport Improvement Program (AIP)	\$3.85 B	\$3.35 B	\$3.85 B	\$3.8 B	\$3.567 B
Federal-Aid Highways (FAST Act levels)	\$42.355 B	\$43.365 B	\$43.365 B	\$43.365 B	\$43.365 B
• Highway Infrastructure (funded from General Fund vs. HTF)	\$3.25 B	\$300 M	\$1.75 B	\$2.7 B	\$2.166 B
Federal Motor Carrier Safety Grants	\$382.8 M	\$387.8 M	\$388.8 M	\$391.1 M	\$391.1 M
National Highway Traffic Safety Administration (NHTSA)	\$966 M	\$929 M	\$1.009 B	\$972.317 M	\$989 M
• Highway Traffic Safety Grants	\$610.208 M	\$623.017 M	\$623.017 M	\$623.017 M	\$623.017 M
Federal Railroad Administration (FRA)	\$2.873 B	\$1.94 B	\$3.071 B	\$2.92 B	\$2.79 B
• Amtrak – Northeast Corridor	\$650 M	\$325.466 M	\$700 M	\$680 M	\$700 M
• Amtrak – National Network	\$1.29 B	\$611 M	\$1.29 B	\$1.32 B	\$1.3 B
• Magnetic Levitation Technology Deployment (MAGLEV) Program	\$10 M	\$0	\$10 M	\$0	\$2 M
• Federal-State Partnership for State of Good Repair	\$400 M	\$0	\$350 M	\$300 M	\$200 M
• Consolidated Rail Infrastructure Safety Grants	\$255 M	\$330 M	\$350 M	\$255 M	\$325 M
Federal Transit Administration (FTA)	\$13.413 B	\$12.416 B	\$13.47 B	\$12.956 B	\$12.9 B
• Transit Formula Grants (FAST Act levels)	\$9.9 B	\$0	\$10.15 B	\$10.15 B	\$10.15 B
• Transit Infrastructure (funded from Treasury vs. HTF)	\$700 M	\$500 M	\$752 M	\$560 M	\$510 M
• Capital Investment Grants	\$2.552 B	\$1.505 B	\$2.301 B	\$1.978 B	\$1.978 B
○ New Starts with signed FFGAs		\$795.3 M	\$795.3 M	\$795.3 M	\$795.3 M
○ New Starts with expected FFGAs			\$702.7 M	\$704.7 M	\$662.7
○ Core Capacity	\$635 M	\$200 M	\$300 M	\$300 M	\$300 M
○ Small Starts	\$635 M	\$0	\$430.7 M	\$78 M	\$100 M
○ Project Delivery Pilot Program	\$100 M	\$0	\$50 M	\$100 M	\$100 M



January 13, 2020

TO: Board of Directors, San Mateo County Transit District

FM: Joshua W. Shaw, Matt Robinson & Michael Pimentel, Shaw Yoder Antwih Schmelzer & Lange
Mike Robson & Trent Smith, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – February 2020**

Legislative Update

The Legislature reconvened for the second year of the 2019-20 Regular Legislative Session on January 6. Looking ahead, Governor Newsom is expected to deliver his State of the State address in the final week of January.

2020 Proposed Budget Released

On January 10, Governor Newsom released his FY 2020-21 Proposed Budget. The Governor's Budget highlights several of the Administration's priorities, including proposals for homelessness, housing, wildfire response and recovery, education, and healthcare. The Proposed Budget also projects a surplus of \$5.6 billion, but the Governor was quick to note the potential for a recession in the coming years. The state is projected to have approximately \$21 billion in reserves at the end of the next fiscal year.

The Governor again references his recent Executive Order on Climate Change, stating in the Budget Summary that the budget reflects his priorities to address both short- and long-term climate risks, including "decarbonization in the state's largest sector of emissions by providing clean vehicles, clean fuels, low-carbon transportation options, and transit-oriented development, with enhanced prioritization on short-term environmental and public health benefits in disadvantaged and vulnerable communities."

To help move the needle, the budget proposes creating the Climate Catalyst Fund, which will be administered by the Infrastructure and Economic Development Bank and will finance investments in low-carbon transportation (amongst other things) through low-interest loans. The budget proposes to invest \$1 billion in General Fund revenues over the next four years in the Fund. Additionally, the budget includes one-time appropriations of \$150 million to the California Air Resources Board for Clean Trucks, Buses and Off-Road Freight and \$51 million for the California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Fund, which aims to accelerate deployment of electric vehicle charging infrastructure for light-, medium- and heavy-duty vehicles and can be accessed by a variety of local government fleet owners.

The Budget Summary goes on to say that in addition to investing in new transportation options (transit, high-speed rail, and active transportation), it is "critically important to maintain and restore California's aging road infrastructure. Well-maintained roads reduce wear and tear and also increase the fuel efficiency of vehicles. However, these investments alone will not make a meaningful dent in the state's

climate goals, and must be paired with specific programs intended to reduce overall vehicle miles traveled.”

The Budget estimates the State Transit Assistance (STA) Program would receive approximately \$804 million in FY 2020-21, an increase of approximately \$37 million over where the current year (FY 2019-20) is now projected to finish based on updated Department of Finance forecasts. Intercity and Commuter Rail would receive an estimated \$270 million in the coming fiscal year. Cap and Trade funding will provide an additional \$115 million to the Low-Carbon Transit Operations Program, which is distributed using the STA formula. Lastly, the Transit and Intercity Rail Capital Program is expected to receive approximately \$494 million in FY 2020-21 from a combination of SB 1 and Cap and Trade revenues.

Governor’s Executive Order on Homelessness

On January 8, Governor Newsom signed an [Executive Order](#) aimed at strengthening the state’s response to the homelessness crisis. The Executive Order, which would focus the state’s resources on prevention and early intervention, moving people off the streets and providing them service, and on creating new temporary housing, creates the California Access to Housing and Services Fund, makes state land assets available for temporary housing, and stands up a state crisis response team. The Executive Order also requests all counties, cities, public transit agencies, special districts, school districts, tribal governments, and non-governmental actors, including businesses, faith-based organizations, and other non-profit agencies, to examine their own ability to provide shelter and house homeless individuals on a short-term emergency basis and coordinate with local authorities to provide shelter and house individuals.

Importantly, the press release that accompanies the Executive Order previewed that the Governor would request an additional \$1 billion in state funding as part of his propose FY 2020-21 state budget to combat homelessness. \$750 million of that funding would be directed to the California Access to Housing and Services Fund noted above.

Statewide Competitive Grant Programs

At the request of SamTrans Staff, we have included in this report a list of major competitive grant programs administered by the State from which transit and rail projects are eligible/can be funded.

Transit and Intercity Rail Capital Program (TIRCP)

The TIRCP was created to fund capital improvements to modernize California’s intercity rail, bus, ferry, and rail transit systems to reduce emissions, expand and improve transit service and ridership, integrate rail services and improve transit safety. Funding from this program can be used to purchase zero-emission buses. Funds available are estimated at \$450-500 million for Cycle 4 but could change on auction proceeds and changing cash flow requirements of already awarded projects.

Important Dates:

January 2020 – Applications Due

April 2020 – CalSTA Award Announcement

Solutions for Congested Corridors Program (SCCP)

The SCCP provides funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. The program makes \$250 million available annually (programmed in 2-year increments) for projects that implement specific transportation performance improvements.

Important Dates:

October 2019 – Guidelines Adopted

January 2020 – Applications Due
June 2020 – Program Adoption

Local Partnership Program (LPP)

The LPP is intended to provide local and regional transportation agencies that have passed sales tax measures, developer fees, or other imposed transportation fees with a continuous appropriation of \$200 million annually from the Road Maintenance and Rehabilitation Account to fund road maintenance and rehabilitation, sound walls, and other transportation improvement projects. The Competitive program is funded at \$100 million annually.

Important Dates:

October 2019 – Guidelines Adopted
January 2020 – Applications Due
June 2020 – Program Adoption

Trade Corridor Enhancement Program (TCEP)

The TCEP provides funding for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network as identified in California Freight Mobility Plan, and along other corridors that have a high volume of freight movement. There is approximately \$300 million provided per year (programmed in 2-year increments) for the competitive program.

Important Dates:

January 2020 – Guidelines Adopted
March 2020 – Applications Due
June 2020 – Program Adoption

Zero-Emission Bus Funding

At the request of SamTrans Staff, we have included in this report a list of current and future grant programs administered by State and local entities that fund zero-emission buses and charging infrastructure.

Volkswagen Environmental Mitigation Trust (\$65 million in FY 2019-20)

The Volkswagen (VW) Mitigation Trust provides incentives to transit agencies, shuttle bus companies and school districts for the purchase of zero-emission buses and the installation of charging and/or refueling infrastructure on a first-come/first-served basis. The VW Environmental Mitigation Trust is a one-time funding opportunity resulting from a consent decree between the United States Environmental Protection Agency, ARB and VW.

Current Guidelines: See Beneficiary Mitigation Plan found [here](#) and certifications found [here](#)

Status: [Funding cycle open](#)

Carl Moyer (\$50 million in FY 2019-20)

The Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer) offers grants to owners of heavy-duty vehicles and equipment to reduce emissions from heavy-duty engines on a first-come/first-served basis. Carl Moyer is funded through tire fees, smog abatement vehicle registration fees and AB 617 investments.

Current Guidelines: Found [here](#)

Status: [Funding cycle open](#)

Future Opportunities

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (\$142 million in FY 2019-20)

The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) provides point-of-sale discount vouchers to fleet owners to reduce the purchase cost of zero- and near-zero emission trucks and buses operated in California on a first-come/first-served basis. HVIP is funded through the state's Greenhouse Gas Reduction Fund and is subject to an annual appropriation.

Current Guidelines: Found [here](#); an update to the guidelines for FY 2019-20 is pending

Status: [Funding cycle is currently oversubscribed](#)

Alternative and Renewable Fuel and Vehicle Technology Program – Medium and Heavy-Duty Zero-Emission Vehicle and Infrastructure Concept (Up to \$47.5 million in FY 2019-20)

The Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) promotes the accelerated development and deployment of advanced transportation and fuel technologies. In 2019, the California Energy Commission circulated a funding concept, which could provide up to \$47.5 million to public and private transit agencies and truck fleets for new installations of, or upgrades to fueling infrastructure for battery electric and hydrogen fuel cell transit vehicles (sometimes referred to as “make-ready” infrastructure).

Current Guidelines: Concept found [here](#)

Status: Concept under review, solicitation expected Q1 2020

Grade Separation Funding

At the December 5, 2018 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 1/21/20**

Bill ID/Topic	Location	Summary	Position
<p>AB 40 Ting D</p> <p>Air Quality Improvement Program: Clean Vehicle Rebate Project.</p>	<p>Failed passage pursuant to J.R. 61(b)(1).</p>	<p>Existing law establishes the Air Quality Improvement Program that is administered by the State Air Resources Board for the purposes of funding projects related to, among other things, the reduction of criteria air pollutants and improvement of air quality. Pursuant to its existing statutory authority, the state board has established the Clean Vehicle Rebate Project, as a part of the Air Quality Improvement Program, to promote the use of zero-emission vehicles by providing rebates for the purchase of new zero-emission vehicles. This bill would declare it is the policy of the state to place at least 5,000,000 zero-emission vehicles on state roads by 2030 and 10,000,000 zero-emission vehicles on state roads by 2035. The bill also would require the state board to limit vehicle eligibility for the Clean Vehicle Rebate Project to only those vehicles manufactured by companies that have entered into a specified agreement that has been adopted by the state board and to post that agreement on the state board's internet website.</p>	<p>Watch</p>
<p>AB 145 Frazier D</p> <p>High-Speed Rail Authority: Senate confirmation.</p>	<p>In Senate Rules Committee.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. The authority is composed of 11 members, including 5 voting members appointed by the Governor, 4 voting members appointed by the Legislature, and 2 nonvoting legislative members. This bill would provide that the members of the authority appointed by the Governor are subject to appointment with the advice and consent of the Senate.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 1/21/20

Bill ID/Topic	Location	Summary	Position
<p>AB 628 Bonta D</p> <p>Employment: victims of sexual harassment: protections.</p>	<p>Reconsideration pending on the Assembly Floor.</p>	<p>(1)Existing law prohibits an employer from discharging, or discriminating or retaliating against, an employee who is a victim of domestic violence, sexual assault, or stalking and who takes time off from work to obtain, or attempt to obtain, any relief to help ensure the health, safety, or welfare of the victim or their child. Existing law also prohibits an employer from discharging, or discriminating or retaliating against, an employee who is a victim of domestic violence, sexual assault, or stalking because of the employee’s status as a victim, if the employer has notice or knowledge of that status. Existing law additionally prohibits an employer with 25 or more employees from discharging, or discriminating or retaliating against, an employee who is a victim, in this regard, who takes time off to obtain specified services or counseling. Existing law requires the employee to give the employer reasonable advance notice of the employee’s intention to take time off, unless the advance notice is not feasible. Existing law, when an unscheduled absence occurs, prohibits the employer from taking any action against the employee if the employee, within a reasonable time after the absence, provides a specified certification to the employer. Existing law makes it a misdemeanor for an employer to refuse to rehire, promote, or restore an employee who has been determined to be so eligible by a grievance procedure or legal hearing. This bill would extend these employment protections to victims of sexual harassment, as defined. The bill would also extend these employment protections to specified family members, as defined, of the victims for taking time off from work to provide assistance to the victims when seeking relief or obtaining those services and counseling, as described above. The bill would, if the employee’s need for leave is foreseeable, require the employee to provide the employer with reasonable advance notice, unless the advance notice is not feasible. The bill would authorize the employer to require that the employee’s request for leave be supported by a specified certification. The bill would, if it is not feasible for the employee to provide certification prior to the leave, prohibit the employer from taking any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. The bill would apply these protections to state and local public employers and to the Legislature. By expanding the definition of a crime, this bill would impose a state-mandated local program. The bill would extend confidentiality protections provided to victims in this context, which existing law applies only to people employed by employers with 25 or more employees, to employers generally. The bill would make conforming changes. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 1/21/20

Bill ID/Topic	Location	Summary	Position
<p>AB 992 Mullin D</p> <p>Open meetings: local agencies: social media.</p>	<p>On the Assembly Floor.</p>	<p>The Ralph M. Brown Act generally requires that the meetings of legislative bodies of local agencies be conducted openly. That act defines “meeting” for purposes of the act and prohibits a majority of the members of a legislative body, outside a meeting authorized by the act, from using a series of communications of any kind to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. This bill would provide that the prohibition described above does not apply to the participation, as defined, in an internet-based social media platform, as defined, by a majority of the members of a legislative body, provided that a majority of the members do not discuss among themselves, as defined, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 1350 Gonzalez D</p> <p>Free youth transit passes: eligibility for state funding.</p>	<p>In the Assembly Appropriations 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 require transit agencies to offer free youth transit passes to persons 18 years of age or under in order to be eligible for state funding under the Mills-Deddeh Transit Development Act, the State Transit Assistance Program, or the Low Carbon Transit Operations Program. The bill would also require a free youth transit pass to count as a full price fare for purposes of calculating the ratio of fare revenues to operating costs.</p>	<p>Watch</p>
<p>AB 1839 Bonta D</p> <p>Climate change: California Green New Deal.</p>	<p>In the Assembly, pending referral to policy committee.</p>	<p>Existing law establishes various environmental and economic policies. This bill would create the California Green New Deal Council with a specified membership appointed by the Governor. The bill would require the California Green New Deal Council to submit a specified report to the Legislature no later than January 1, 2022. The bill also would make various findings and declarations.</p>	<p>Watch</p>

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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>On the Assembly Floor.</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 May 2019</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 50 Wiener D</p> <p>Planning and zoning: housing development: streamlined approval: incentives.</p>	<p>In the Senate Rules Committee.</p>	<p>(1)Existing law authorizes a development proponent to submit an application for a multifamily housing development that satisfies specified planning objective standards to be subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit. This bill would authorize a development proponent of a neighborhood multifamily 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 structure on vacant land, or to convert an existing structure that does not require substantial exterior alteration into a multifamily structure, consisting of up to 4 residential dwelling units and that meets local height, setback, and lot coverage zoning requirements as they existed on July 1, 2019. The bill would also define “eligible parcel” to mean a parcel that meets specified requirements, including requirements relating to the location of the parcel and restricting the demolition of certain housing development that may already exist on the site. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 278 Beall D</p> <p>Metropolitan Transportation Commission.</p>	<p>In the Assembly Appropriations 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>

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Bill ID/Topic	Location	Summary	Position
SCA 1 Allen D Public housing projects.	In the Assembly, pending referral to policy committee.	The California Constitution prohibits the development, construction, or acquisition of a low-rent housing project, as defined, in any manner by any state public body until a majority of the qualified electors of the city, town, or county in which the development, construction, or acquisition of the low-rent housing project is proposed approve the project by voting in favor at an election, as specified. This measure would repeal these provisions.	Watch