



BOARD OF DIRECTORS 2014

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GENERAL MANAGER/CEO

SamTrans Citizens Advisory Committee (CAC)
1250 San Carlos Avenue, San Carlos, CA 94070, Bacciocco Auditorium, 2nd Floor

AGENDA

October 29, 2014 - Wednesday

6:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
4. Approval of Meeting Minutes for September 24, 2014
5. Presentation – Update on SamTrans Strategic Plan – Doug Kim
6. SamTrans Service Plan Progress Update – Michael Eshleman
7. Discussion on Three-Unit Bicycle Racks
8. Report of the Chair
9. SamTrans Staff Update – Chester Patton
10. CAC Member Comments/Requests
11. Liaison Reports
 - a. SamTrans Board – Peter Ratto
 - b. SamTrans Accessibility Advisory Committee – Judy McKie
 - c. Caltrain Accessibility Advisory Committee – Peter Loranger
 - d. Peninsula Corridor Joint Powers Board – Bill Lock
 - e. Peninsula Corridor Joint Powers Board Citizens Advisory Committee – vacant
 - f. Senior Mobility Action Plan – vacant
12. Next Meeting: Wednesday, December 3, 2014 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
13. Adjournment

All items on this agenda are subject to action

CAC MEMBERS: N. Ballator, K. Gilbert, B. Gomez, K. Heatley, S. Koya, C. Laughon, B. Lock, P. Loranger, J. Manalo, J. McKie, T. Miller, H. Plischke, M. Pye, P. Ratto (Chair)

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at www.samtrans.com.

Date and Time of Boards and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: First Wednesday of the month, 2 PM. SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 PM. Date, time and location of meetings may be changed as needed.

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

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Nancy McKenna at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, or TTY 650.508.6448.

Availability of Public Records

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

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

**CITIZENS ADVISORY COMMITTEE
MINUTES OF MEETING – SEPTEMBER 24, 2014**

COMMITTEE MEMBERS PRESENT: N. Ballator, K. Gilbert, B. Gomez, S. Koya, C. Laughon, B. Lock, J. Manalo, J. McKie, H. Plischke, M. Pye, P. Ratto (Chair)

COMMITTEE MEMBERS ABSENT: K. Heatley, P. Loranger, T. Miller

SAMTRANS STAFF PRESENT: J. Averill, S. El-khatib, M. Eshleman, A. John, A. Rivas, E. Rivas, M. Senatore

Chair Peter Ratto called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

None

APPROVAL OF THE MINUTES OF AUGUST 27, 2014

Motion/Second: Koya/McKie

Ayes: Ballator, Gilbert, Gomez, Koya, Laughon, Lock, Manalo, McKie, Plischke, Ratto

Absent: Heatley, Loranger, Miller

Abstain: Pye

PRESENTATION: SUSTAINABILITY PROGRAM

Michelle Senatore, Principal Planner, Sustainability, presented:

- Sustainability is the development that meets the needs of the present without compromising the ability of future generations to meet their own needs.
- Transportation has the largest impact on Greenhouse Gas (GHG) emissions in California with most GHG coming from private cars and freight cars.
- Public transit promotes sustainability by:
 - Providing mobility options for sustainable communities
 - Reducing traffic congestion
 - Saving fuel
 - Improving regional air quality
 - Reducing GHGs
- The American Public Transportation Association (APTA) has its own sustainability definition of employing practices in design and capital construction to make facilities as green as possible, employ green practices in operations and maintenance, and encourage community-based strategies for transit-oriented developments.
- Why sustainability is important to the San Mateo County Transit District (District):
 - Reduces operational expenses by reusing and conserving resources
 - Understands climate change impacts on District assets and manages risks
 - Engages employees creatively in a worthwhile effort

- Attracts and retains talent
- Expands leadership profile
- Continues to help improve Bay Area's air quality
- Helps achieve State and regional GHG reduction goals
- Sustainability is a key in the 2008 Strategic Plan and will be continued in the pending 2014 Strategic Plan. The overarching sustainability policy includes:
 - Reducing waste and improving operational effectiveness
 - Improving long-term resource efficiency
 - Measuring and managing environmental impacts
 - Educating and incentivizing employees
 - Encouraging business partners
 - Encouraging the use of public transit
- Major Accomplishments:
 - Bus maintenance recycles refrigerants, anti-freeze, motor oil, wash water, scrap metals, plastics, and customer recyclables
 - Green cleaning products
 - Energy-efficient lighting
 - Office paper reduction
 - Environmental Procurement Policy
- Major milestones:
 - Developed a 2005-2009 GHG Emissions Inventory to help baseline resource consumption
 - In 2010 the District was one of the founding signatories to the APTA Sustainability Commitment
 - In 2011 the District was awarded APTA's Sustainability Commitment Bronze-level recognition
- Recent activities include:
 - New sustainability planner
 - Collaborative sustainability assessment
 - District facilities and departments
 - Janitorial and landscape service providers
 - Utilities: tracking resource usage
 - Waste management and collection system at Central administration office
 - Energy-efficient lighting
 - Looking into water conserving fixtures
 - Dump the Pump Day
 - Regional collaborations and forums
 - APTA Sustainability Conference and Committees
 - During Earth Week staff went on a tour of the Shoreway Environmental Center
- Next steps:
 - Reconvene internal sustainability committee
 - Begin developing a five-year District Sustainability Plan

Judy McKie asked if antifreeze, motor oil and scrap metal goes to recology.
Ms. Senatore said staff contracts with vendors to pick up industrial-level waste.

Ms. McKie asked if the District gets a rebate for items that are sent away. Ms. Senatore said it is part of the contract.

Sonny Koya said SamTrans is a trendsetter in the Bay Area when it comes to sustainability, and he is proud of SamTrans for that.

Mr. Koya asked when the diesel buses will get phased out and completely replaced by hybrids. Ms. Senatore said the 1998 buses are being phased out when the new Gillig diesel buses come on-line sometime this year. The newer buses will achieve a 90 percent reduction in nitrogen oxide emissions.

Bill Lock asked what percentage of waste products are recycled. Ms. Senatore said the Central and South Base diversion rate is 38 percent, but when the new composting program is introduced it will go up to 69 percent. She said the bus wash systems achieve a water recycle rate of 70 to 85 percent.

Mr. Lock asked if the District will be setting thresholds for the organization stating what it wants to achieve in five years. Ms. Senatore said the sustainability committee will look at that and it will be part of the sustainability plan.

Charlotte Laughon asked how green the janitorial landscape products are and if the landscapers use Round Up. Ms. Senatore said the products are Green Seal Certified, the gold standard of green cleaning products. She said landscapers use integrated pest management. She said SamTrans water use is low, and Caltrain uses smart water sensors that only water depending on the precipitation levels.

Ms. Laughon said asked if Green Seal products are animal tested. Ms. Senatore said she will look it up.

Nada Ballator asked how wash water gets recycled. Ms. Senatore said the bus goes through a tunnel and water is collected in a pit, then gets filtered for fuel or grease and recirculated back into the system.

Juslyn Manalo asked what materials go to Clean Harbors. Ms. Senatore said batteries, both from operations and employees' personal use. She said she will find out what else goes there.

Ms. Manalo asked where it Clean Harbors is and if mileage and time is calculated to move recycled materials and the emissions created from transporting them. Ms. Senatore said it goes to San Diego. Life cycle emissions are not calculated because they are not defined to be within operational control. That is not included in the inventory. She said the inventory is based on APTA guidelines so it is standard across all transit agencies. She said there may be a closer location that is used and she will check.

Ms. Manalo said it is commendable that SamTrans is at Bronze level for this program. Ms. Senatore the District is one out of only 23 in United States and Canada that have Bronze or higher level recognition.

Ms. Manalo asked what the difference would be if the District was using the quadruple bottom line. Ms. Senatore said she will have to look into it. She said the triple-bottom line includes economic, social, and environmental factors but she does not know the fourth portion is.

Kathy Gilbert asked if there is planning to deploy solar power. Ms. Senatore said staff is definitely looking into it. She said one great place to put solar is at the shade structures at the bus bases. In terms of planning, an initial smart strategy would be to look at how to reduce energy use, then look at alternative energies.

Ana Rivas, Superintendent, Bus Transportation, said the District is using solar energy for lighting at bus shelters.

Margaret Pye asked if shelters with solar lighting stay lit all night. Ms. Rivas said it doesn't work as well toward the morning and whenever reports come in that the shelters are not lit the power source is changed.

Heinz Plischke said San Mateo has a sustainability program and asked if SamTrans is working with it. Ms. Senatore said staff is working with Sustainable San Mateo County and has partners at the county. She said the county published a climate action plan, which is an energy plan. The District sustainability plan and policy will integrate the county's plan.

Bob Gomez asked how the District recycles tires and oil. Ms. Senatore said tires are taken back by the manufacturer who recycles them. Oil is taken off site by Clean Harbors.

Mr. Gomez asked if the oil is exported to other countries. Ms. Senatore said she would be surprised if it was.

REPORT OF THE CHAIR

Chair Ratto said Mike Scanlon, General Manager/CEO, will be retiring. After implementing the Baby Bullet service, Caltrain tripled its ridership and farebox recovery revenue. Mr. Scanlon stabilized the bus service during economic downturns, minimized service reductions, preserved the quality of service and the ability to expand.

SAMTRANS STAFF UPDATE

Ms. Rivas reported:

- August performance:
 - Average weekday ridership was 41,570.
 - On-time performance (OTP) was 84 percent.
 - Complaints were at 214.
 - Miles between road calls was 22,839.
 - Tokens were at 33,001 for adults and 18,441 for youth.
 - There were six missed schedules.

Mr. Koya said he is in favor of the tokens and is happy to see youth are using them. Some people use tokens because they are sure fare money instead of relying on Clipper or having to get cash and they do not lose value and will not be used for buying something else. He said he is happy SamTrans continues to offer tokens and hopes they will not be phased out.

Mr. Lock asked if the CAC could get a report next month on the OTP for Route 292.

CAC MEMBER COMMENTS/REQUESTS

Mr. Gomez said he is a veteran and thanked SamTrans staff on behalf of servicemen and women. He said he goes to the Menlo Park Veteran Affairs (VA) hospital and he is grateful SamTrans picks up veterans in front of the main building because some can't walk. He said Route 296 can take them to a different place to be picked up by the VA bus system. Without SamTrans it would be quite difficult for veterans to get around.

Mr. Gomez said the downtown Palo Alto Bus Center by the Caltrain station needs to have lightbulbs changed. He said he wishes Samtrans would take East Palo Alto more seriously. He said SamTrans is not doing too much with the items the community is concerned with, such as picking up senior citizens at the East Palo Alto Senior Center on Bell Street.

Ms. Pye said the Silicon Valley Bike Coalition's 4th Annual Bike Summit will be on September 30 to discuss ways the government, law enforcement and advocates can work together to create safe, welcoming environments for bicyclists. She said SamTrans provides good service for bicyclists.

Ms. Pye said she rode Route ECR from San Carlos to Daly City and it took more than two hours. She said she admires the bus operators for being able to drive that route.

Ms. Pye said she used the SamTrans website to make comments and she compliments SamTrans for their responsiveness to her comments. She said she commented that she found a bus stop sign that was mislabeled, and two days later the sign was fixed and she got a thank you from SamTrans. Chair Ratto said that is another experience for the CAC to engage with SamTrans and experience how the customer would interact with staff.

Ms. Ballator said last week she had an enjoyable educational time with a mobility ambassador. The ambassador knew all about the local transit and the ferry system. She said she learned a lot and encourages everyone to try them and recommend them.

Ms. Laughon asked if there is an update on the Clipper Cards at Half Moon Bay and putting in a Clipper Card system in their office. Ms. Rivas said will check and get back.

Mr. Lock said Grand Avenue was closed for repaving and the bus drivers on Route 131 took the time to tell passengers as they boarded that the route is rerouted.

Mr. Lock said the signage on 9th and Mission in San Francisco faces the street and the sign is crumpled and people have a hard time finding the bus stop. He said Route 292 is getting more passengers going to the airport looking for the stop.

Mr. Koya said Route 292 is running at its best. Nothing is broken or needs to be fixed. People are happy, lots of people are riding, and there is a marked increase in tourists. He said the schedule has been 99 percent fixed and he is pleased.

Ms. McKie said routes ECR and 292 are the two main bus lines. She said she would like Route 292 paper schedules on Route ECR and Route ECR paper schedules on Route 292 for people who transfer.

Ms. McKie said she rode the bus in Minnesota and they have different pay schedules throughout the day.

LIAISON REPORTS

a. SamTrans Board - Peter Ratto

- The mobility management report was postponed.
- Fixed-route bus ridership increased 4.2 percent, which is over 80,000 additional riders per month.
- The Board received presentations on active transportation and congestion.
- The Board received a progress report on the SamTrans Service Plan. Systemwide ridership is increasing. The use of the Day Pass increased significantly. Route FLX San Carlos is not doing as well as Route FLX Pacifica.
- Four employees from the maintenance staff were awarded safe worker awards.
- Ms. Rivas was selected for the 2015 APTA Leadership Program.
- Outgoing Board Member Jerry Deal is entering semi-retirement and relinquishing his seat on the Board and was presented with a certificate of appreciation.

b. SamTrans Accessibility Advisory Committee – Judy McKie – no meeting

c. Caltrain Accessibility Advisory Committee - Peter Loranger – no meeting

d. Peninsula Corridor Joint Powers Board – Bill Lock – no report

e. Peninsula Corridor Joint Powers Board CAC - vacant

f. Senior Mobility Action Plan - vacant

Chair Ratto said Kathryn Simon, wife of Mark Simon, Executive Officer, Public Affairs, passed away last week and he will be adjourning the meeting in her memory.

NEXT MEETING:

The next meeting will be held October 29, 2014, at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

Adjourned at 7:28 p.m. in memory of Kathryn Simon.