



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

June 25, 2014 - Wednesday

6:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
4. Approval of Meeting Minutes for May 28, 2014
5. Brown Act Training – Catherine Groves, Hanson Bridgett
6. Report of the Chair
7. SamTrans Staff Update – Chester Patton
8. CAC Member Comments/Requests
9. 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
10. Next Meeting: Wednesday, July 30, 2014 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
11. 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. Osborne, 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 – MAY 28, 2014**

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

COMMITTEE MEMBERS ABSENT: P. Loranger, J. Manalo, T. Miller, H. Osborne

SAMTRANS STAFF PRESENT: L. Bhuller, K. Cheema, M. Eshleman, E. Goode, K. Hollinger, A. John, N. McKenna, J. Murphy (MV Transportation), C. Patton, A. Sayone (MV Transportation), B. Tietjen

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

PUBLIC COMMENT

Michelle Lewis, South San Francisco, said she is concerned with the Route 292 schedule and all the stopping along the route. She would like the schedule to return to the way it was last year.

APPROVAL OF THE MINUTES

The Committee (Pye/Heatley) unanimously approved the minutes of May 28, 2014.

PRELIMINARY FISCAL YEAR (FY) 2015 OPERATING BUDGET

Ladi Bhuller, Director, Budgets, said:

- Preliminary FY2015 revenues are \$160.6 million, a decrease of \$80,000.
- Preliminary FY2015 operating expenses are \$131.6 million, an increase of \$3.2 million.
- Contracted bus service expenses increase by \$1.3 million.
- Americans with Disabilities Act (ADA) Program expenses increase by \$600,000.
- Multimodal Transit Program expenses increased by \$1 million.
- Debt service requirement is \$24.4 million.
- To balance the budget, \$1.3 million in reserves will be used.
- The FY2015 budget is built upon thoughtful expenses and prudent revenue assumptions.

Judy McKie asked how long it takes staff to develop the budget. Ms. Bhuller said the process starts in January.

Katie Heatley said since expenditures are projected to increase are service levels increasing. Ms. Bhuller said ridership is projected to increase 2 percent for both paratransit and fixed-route.

Ms. Heatley asked if the money for paratransit from the San Mateo County Board of Supervisor is for one year. Ms. Bhuller said it is for two years.

Bill Lock asked if the structural deficit is growing larger. Ms. Bhuller said the use of reserves is getting smaller.

Heinz Plischke asked what the Bay Area Rapid Transit (BART) expense is. Ms. Bhuller said it is for the the BART debt service.

Bob Gomez asked where repair costs are incorporated. Ms. Bhuller said maintenance costs for FY2015 is \$1.6 million.

Mr. Gomez asked what the cost is for insurance for the drivers. Ms. Bhuller said it is approximately \$2.7 million and there is \$3.4 million in workers compensation insurance.

PRELIMINARY FISCAL YEAR 2015 CAPITAL BUDGET

Eva Goode, Manager, Budgets, said:

- The FY2015 Capital Budget includes projects that sustain the District's existing service and infrastructure network, ensure facilities are maintained in a state of good repair, and invest in improvements that provide a safe and secure environment for customers and employees.
- The FY2015 budget is divided into seven categories:
 - Revenue Vehicle Replacement is \$48.1 million to replace 60 2003 Gillig Low Floor buses and 55 2002 North American Bus Industries buses.
 - Revenue Vehicles Support is \$1.9 million for procurement of bus parts, engines and transmissions and replacement of non-revenue support vehicles.
 - Information Technology is \$1.9 million to replace and upgrade information technology and funding for the PeopleSoft Business Optimization Program.
 - Development is \$900,000 for a Mobility Management Plan and annual funds to support the development and management of the capital program.
 - Facilities is \$800,000 to improve and maintain District facilities in a state of good repair.
 - Safety and Security is \$1.4 million for funding to upgrade the receptionist area at central offices and fencing along the Dumbarton right of way corridor.
 - Contingency costs for the Capital Program is \$300,000.
- The proposed budget is \$55.3 million.
- Funding sources include 74 percent Federal and 15 percent State.

Mr. Lock asked where the money from the disposal of the fleet goes. Ms. Goode said buses are usually bought with Federal funds and the money is used for future bus purchases.

Ms. Heatley asked what the process is for obtaining the disabled community's input when purchasing new buses. Chester Patton, Director, Bus Transportation, said input is received from the SamTrans Accessibility Advisory Committee.

Nada Ballator asked where the State funding sources come from. Ms. Goode said it is mostly Proposition 1B funds.

Sonny Koya said he is glad to see so much Federal funds being used to leverage the Capital Program. He asked where the other 1 percent of funds is coming from. Ms. Goode said most of the money comes from the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority for their share of the PeopleSoft implementation.

Mr. Koya asked when the articulated buses will be phased out. Ms. Goode said they have a 12-year life cycle.

Mr. Gomez asked if the District has any bonds on the ballot. Ms. Goode said no. Staff uses Federal Transit Administration funds, sales tax and State funds. There is no other dedicated funding.

REPORT OF THE CHAIR

Chair Ratto said BART has been displaying a mock-up of the new cars to replace their current aging fleet. The new cars will have three doors instead of two.

SAMTRANS STAFF UPDATE

Mr. Patton reported:

- April performance:
 - Average weekday ridership was 42,360, an increase of 2.2 percent.
 - On-time performance (OTP) was 83 percent.
 - Complaints were low at 152.
 - Miles between road calls was 24,000.
 - Tokens continue to be very popular.
 - There were four missed schedules.

Follow-up items:

- An Operational Notice was issued for Bike to Work Day.
- The branches were trimmed around the bus stop sign at Roosevelt Avenue and Alameda de las Pulgas.
- Sixty-foot buses have been added to the late afternoon Route ECR trips out of Palo Alto.
- Staff has addressed the southbound Route KX by ensuring on-time departures and revising the deadhead.
- A trash can was placed at Delaware and Second avenues. The request for a bench will have to wait until a concrete pad can be poured for ADA compatibility.
- The glass was replaced in the northbound shelter at Bayshore Boulevard and Old County Road and the graffiti was removed on the southbound shelter.

Michael Eshleman, Planner, reported on the SamTrans Service Plan:

- Total ridership is up 1.5 percent.
- OTP is up 2.3 percent.
- Higher frequency on routes is having a positive effect on ridership.

- In June trips are being added to the Pacifica Route FLX, Route KX service hours will be expanded, and Route 294 is being realigned in Half Moon Bay to serve the new senior housing development.

Mr. Koya said northbound Route 292 is no longer a problem, but the southbound trip is very long with all the stops. The bus was stopped at San Francisco General Hospital for six minutes and then at Old County Road in Brisbane for 10 minutes. He said too much time was added to the schedule. Mr. Eshleman said depending on the time of the day seven to 10 minutes was removed from the schedules in the June changes.

Mr. Koya said if the June changes don't work they need to be fixed in July. Mr. Patton said the June changes is an eight-week summer runbook and if staff finds issues and has adequate data to analyze further adjustments could be made in August. He said nothing will be changed in July.

Margaret Pye asked about the San Carlos FLX changes. Mr. Eshleman said the route will now serve the Redwood City Transit Center as well as local employers. Staff is trying to enhance the coverage of the route.

Ms. Pye asked if the buses on Route FLX buses have bike routes. John Murphy, MV Transportation, said there are no bike racks on the vehicles, but they can be added.

Ms. Ballator asked why the Pacifica FLX is more successful than San Carlos FLX. Mr. Eshleman said a lot of riders are from Route 14.

Ms. Ballator said the Route KX schedule looks very thin. Mr. Eshleman said some trips were redistributed to Route 398.

Charlotte Laughon asked about Coastside OTP. Mr. Eshleman said it is higher than 80 percent.

Ms. Laughon said she is glad the stop was added in front of the senior housing complex, but Kelly Avenue and Main Street is no longer served. Mr. Eshleman said staff went with a coverage solution and there was an issue with the Kelly Avenue and Main Street location.

Mr. Lock said overall ridership is up, but are there routes that declined. Mr. Eshleman said Route 280 lost some ridership.

Mr. Lock said he frequently rides Route 292 southbound and wants to know why the OTP is low. Mr. Eshleman said this is due to different time allocations along the route.

Mr. Lock said there is a lot of dwell time in front of San Francisco General Hospital in the afternoon and asked if dwell time is being adjusted for the entire day on the schedule. Mr. Eshleman said operators are not allowed to leave time points early.

Mr. Lock asked if southbound connections at Airport Boulevard and Linden Avenue will coordinate better with Routes 130 and 131. Mr. Eshleman said connections are being corrected for these routes in June.

Mr. Plischke said last month he spoke about the car wash at Hillsdale Boulevard and 37th Avenue. He has found out that the development will not affect the bus stop.

Mr. Gomez asked if any of the routes in East Palo Alto increased. Mr. Eshleman said Routes 296 and 281 have increased ridership, and staff is working with the city on the shuttle routes.

Chair Ratto said he appreciates staffs work on Route 292 and it is difficult to balance a long route and it may be a candidate to be split into two routes in the future to make it more manageable.

CAC MEMBER COMMENTS/REQUESTS

Mr. Gomez said most of the bus stops in East Palo Alto do not have lights, are not clean or kept up. He said the shelter at Woodland and University avenues is very messy.

Ms. Pye thanked staff for the prompt action on trimming trees and the Bike to Work Day memo. She said she took Route 398 from the San Francisco International Airport (SFO) to San Carlos and it was very fast and probably faster than taking a taxi. Ms. Pye said the signage at SFO was very poor and not very attractive.

Mr. Koya thanked staff for repairing the shelter so quickly. He said it might be a good idea to split Route 292 into two routes. One route would travel between downtown San Francisco to SFO and the other route from SFO to Hillsdale Boulevard. He asked if route specific OTP could be added to staff's monthly performance report. Mr. Koya said the poles with the two seats are very popular.

Ms. McKie thanked staff for the garbage can on Delaware and Second avenues, but the containers are still overflowing.

LIAISON REPORTS

a. SamTrans Board - Peter Ratto

- May as "Older Americans Month"
- Winners of Art Takes a Bus Ride were announced
- Received the presentations on preliminary budgets, Connect Redwood City and Senior Mobility Initiative

b. SamTrans Accessibility Advisory Committee – Judy McKie

- Presentation on new bus stop evaluation

c. Caltrain Accessibility Advisory Committee - Peter Loranger – absent

d. Peninsula Corridor Joint Powers Board – Bill Lock

- Reviewed preliminary FY2015 Operating and Capital budgets
- Triennial survey results were presented

e. Peninsula Corridor Joint Powers Board CAC - vacant

f. Senior Mobility Action Plan - vacant

NEXT MEETING:

The next meeting will be held June 25, 2014, at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

Adjourned at 8:00 p.m.