



BOARD OF DIRECTORS 2017

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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

**January 25, 2017 - Wednesday**

**6:30 PM**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Introduction of New CAC Member Michelle Buzbee
4. Report of the Nominating Committee(Nelson/Gamber)
  - a. Election of Officers
5. Public Comment
6. Approval of Meeting Minutes for November 30, 2016
7. Presentation – Strategic Plan Update – Doug Kim
8. Report of the Chair
9. SamTrans Staff Update – Margo Ross
10. CAC Member Comments/Requests
11. Liaison Reports
  - a. SamTrans Board – Juslyn Manalo
  - b. SamTrans Accessibility Advisory Committee – David Nelson
12. Next Meeting: Wednesday, February 22, 2017 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
13. Adjournment

**CAC MEMBERS:** J. Baker, A. Barrios, M. Bubee, Z. Fucini, J. Gamber, B. Gomez, A. Jones, S. Koya, J. Lee, F. Liu, J. Manalo (Chair), D. Nelson, G. Wilson

## INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6279. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at [www.samtrans.com](http://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](mailto: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 (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

Draft

**CITIZENS ADVISORY COMMITTEE (CAC)  
MINUTES OF MEETING – NOVEMBER 30, 2016**

**COMMITTEE MEMBERS PRESENT:** J. Baker, J. Gamber, B. Gomez, A. Jones, S. Koya, J. Lee, J. Manalo (Chair), D. Nelson, G. Wilson

**COMMITTEE MEMBERS ABSENT:** A. Barrios, Z. Fucini, A. Jones, F. Liu

**SAMTRANS STAFF PRESENT:** C. Derwin, T. Dumandon (MV Transportation), L. Kiner, N. McKenna, M. Ross, E. Silvas, B. Tietjen

Chair Juslyn Manalo called the meeting to order at 6:37 p.m. and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Director Peter Ratto wished everyone a joyous holiday season and thanked the CAC for their service. The Board listens to the CAC and the suggestions and comments offered. He congratulated John Baker on his election to the South San Francisco School Board and Chair Manalo to the Daly City City Council.

Director Shirley Harris said the Board appreciates what the CAC does and thanked them for their service. The CAC's input is very important when the Board makes policy decisions and values their opinions. Director Harris said she joined the SamTrans Board in 1995 and the December meeting will be her last meeting as a Board member.

**APPROVAL OF THE MINUTES OF OCTOBER 26, 2016**

Motion/Second: Baker/Gamber

Ayes: Baker, Gamber, Gomez, Koya, Lee, Wilson, Wilson, Manalo

Absent: Barrios, Fucini, Jones, Liu

**APPROVAL OF 2017 CAC MEETING CALENDAR**

Nancy McKenna, Assistant District Secretary, said no meetings were skipped in the proposed calendar.

Mr. Baker proposed the December meeting be the CAC's bye month as the meeting would be on December 27.

Motion/Second: Baker/Nelson

Ayes: Baker, Gamber, Gomez, Koya, Lee, Manalo, Wilson, Wilson,

Absent: Barrios, Fucini, Jones, Liu

**PRESENTATION: SAN MATEO COUNTY TRANSIT DISTRICT'S SHORT-RANGE TRANSIT PLAN (SRTP)**

Lindsey Kiner, Senior Planner, presented:

- Purpose:

- Bi-annual plan required by the Metropolitan Transportation Commission (MTC).
- Overview of transit system services and performance
- 10-year time frame (Fiscal Year (FY) 2017-FY2026)
- Basis for Regional Transportation Plan and Transportation Improvement Program
- Required to receive State and Federal funds.
- SRTP Key Elements:
  - Operating and Funding Plan (10-year)
  - Capital Improvement Program (CIP) and Funding Plan (1-year)
  - No significant service changes since inclusion of 2013 SamTrans Service Plan (SSP)
- 10-Year Operating Plan Assumptions
  - Fare Revenues
    - Assumes 10 percent increases in 2019, 2022, and 2025
    - Comprehensive Fare Study slated for 2017
  - Fixed Route
    - 1 percent annual growth in ridership
    - 1 percent annual growth in revenues
    - 3 percent growth in costs
  - Paratransit
    - 1 percent annual growth in ridership
    - 1 percent annual growth in revenues
    - 6 percent growth in costs
  - Shuttles
    - Service level to remain constant with seven routes
  - Other Revenue Sources
    - 2.5 percent annual growth in sales tax revenue
    - 1 percent growth in State Transit Assistance
  - Caltrain Contribution
    - SamTrans resumes contribution to Caltrain operating starting in FY2018
  - Structural Deficit
    - Strategies for reducing operational costs
- SRTP CIP
  - Key components
    - Bus replacement/Redi-Wheels vehicle expansion
    - Information technology/applications
    - Intelligent transportation systems/networks
    - Facility, systems, heavy maintenance equipment
    - Tools and equipment
    - Safety/security
    - Bus stops and stations
- Next Steps:
  - December 2016 – submit Draft SRTP to MTC
  - January/February 2017 – Finalize Final SRTP for Board approval and submit to MTC

Sonny Koya said his only concern is funding and obtaining the necessary State and Federal monies.

Joyce Gamber said she is concerned about a fare increase and the affect it will have on those passengers who need the service.

David Nelson said he doesn't want to price fares where people can't afford to ride and will use Uber or Lyft for a little more cost and a direct ride.

Mr. Baker said the ridership projections have been adjusted from the SSP. To help ridership Clipper needs to be promoted more. He asked if there will there be more outlets for people to fill their Clipper cards with Clipper 2.0. Mr. Baker hoped staff would reach out to MTC to find more outlets. Ms. Kiner said MTC did a survey last year on Clipper and the results will help formulate Clipper 2.0.

Julia Lee said mobile application is great, but knowing when a bus is going to arrive is more important.

Geraldine Wilson said she works with disabled people and the increase in fares would cause a hardship.

Bob Gomez asked where the new buses will be manufactured. Margo Ross, Director, Bus Transportation, said all buses have a Buy America policy and are built at the Gillig plant in Hayward.

Chair Manalo asked if there are any private/public partnerships. Ms. Kiner said yes with Facebook and there is a discussion about it on page 13 of the report.

## **REPORT OF THE CHAIR**

### **Appointment of Nominating Committee for 2017 Chair and Vice Chair**

Chair Manalo appointed Mr. Nelson and Ms. Gamber. It was announced if anyone is interested to email Ms. McKenna.

### **Cancellation of December 28 Meeting**

Motion/Second: Baker/Wilson

Ayes: Baker, Gamber, Gomez, Koya, Lee, Wilson, Wilson, Manalo

Absent: Barrios, Fucini, Jones, Liu

## **SAMTRANS STAFF UPDATE**

Ms. Ross reported:

- October performance:
  - Average weekday ridership was 42,500.
  - On-time performance was 83 percent, below the goal of 85 percent.
  - Complaints were 160.
  - Miles between road calls was 34,595, above the goal of 20,000 miles between road calls.
  - Tokens continue to be popular with 27,209 adults and youth 30,263.
  - There were four missed schedules.

Ms. Gamber said she is concerned with the drop in tokens and would like to see more marketing on them.

Mr. Nelson said kudos on the missed schedules. He asked if there is a reason for the 4,000 drop in ridership from last October. Ms. Ross said lower gas prices.

Mr. Baker said the drop in tokens could be an increase in Day Pass usage.

### **CAC MEMBER COMMENTS/REQUESTS**

Ms. Wilson said she has noticed a decrease in cell phone usage. Last week a rider was smoking on the bus and the operator turned on the automated announcement and the passenger got off at the next stop. Automated announcements were used more frequently than the past few years and she would like them to be used more.

Ms. Lee said she was glad to see Route 397 advertised for overnight service.

Mr. Nelson said southbound Route 292 is still averaging about 10 minutes late the further it gets on the route. He wanted to compliment the Customer Service Center operators for their help and being courteous.

Ms. Gamber said she does not want the paper schedules eliminated. Paper schedules are much easier to use than the mobile application.

Mr. Koya said overall the CAC had a good year. He and his fellow riders are very pleased with Route 292. He said there are some very critical departure times on Route 292. Mr. Koya said it would be nice to have the bus number larger and more visible. He was speaking to the customer service center and was asked the bus number he was on and he could only say where he was located and the time.

### **LIAISON REPORTS**

#### **a. SamTrans Board – Juslyn Manalo**

- The Board authorized executing an agreement with the Silicon Valley Community Foundation for a US-101 Express Bus Feasibility Study
- Contracts were awarded for mail courier services, physical inventory services and automotive repair for non-revenue and support service vehicles

#### **b. SamTrans Accessibility Advisory Committee – David Nelson – no report.**

### **NEXT MEETING:**

The next meeting will be held January 25, 2017 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2<sup>nd</sup> Floor, San Carlos, California 94070.

Chair Manalo thanked everyone for a great year and wished everyone a Happy Holiday.

Adjourned at 7:36 p.m.