AGENDA

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

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, JANUARY 11, 2012 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of December 14, 2011

INFORMATIONAL

3. Accessibility Update - Tina DuBost
4. Paratransit Coordinating Council (PCC) Update - Nancy Keegan
5. Citizens Advisory Committee Liaison Report - Peter Ratto

Committee Members: Rose Guilbault, Carole Groom, Shirley Harris

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.
Committee Members Present: R. Guilbault (Committee Chair), C. Groom, S. Harris

Other Board Members Present, Constituting Committee of the Whole: J. Deal, J. Gee
Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Staff Present: J. Cassman, T. DuBost, G. Harrington, C. Harvey, R. Haskin, A. Hughes,
M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Rose Guilbault called the meeting to order at 2:05 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of
November 9, 2011
The committee approved the minutes (Lloyd/Deal).

Accessibility Update
Accessibility Coordinator Tina DuBost said SamTrans eligibility contractor, Care Evaluators,
will be opening an office in Foster City.

Paratransit Coordinating Council (PCC) Update
PCC Chair Nancy Keegan reported:
• The PCC is happy SamTrans will exercise the option with MV Transportation for Redi-Wheels and RediCoast service.
• Several PCC members are participating in the Interactive Voice Response system testing.
• A group of PCC members will be going to six agencies throughout the county spreading holiday cheer.

Citizens Advisory Committee (CAC) Liaison Report
CAC Chair Peter Ratto reported:
• Thanked staff for the annual holiday reception in December and Chair Karyl Matsumoto and Director Art Lloyd for attending.
• Associate Operations Contract Administrator-Shuttles Mike Stevenson gave a presentation on shuttles at their last meeting.
• Appointed Sonny Koya, Kim Nobles and David Wilcox to the nominating committee to select candidates for chair and vice chair for 2012.
• CAC members have attended the SamTrans Service Plan (SSP) community meetings.
Mobility Management Report – Fixed-route Bus Service

Deputy CEO Chuck Harvey reported:

- Average weekday ridership is 46,000 which is below the Fiscal Year (FY) 2010 and FY2011 numbers.
- Monthly farebox revenue is up.
- Token usage is at 55,000, but down from FY2010.
- Missed schedules are very low with a total of 74 in FY2011.
- On-time performance is 73 percent, below the 85 percent goal. On-time performance is considered between 0-5 minutes. If the on-time standard was one minute more, 0-6 minutes, the on-time performance for the entire system, MV Transportation and SamTrans combined, rises to 86 percent. If the standard is raised to seven minutes the on-time performance rises to 86 percent.
- The new fareboxes were introduced in July and August and a lot of customers were not riding, i.e. school children, and this has caused an increase in dwell time.
- Operations staff will be looking to see if any adjustments need to be made in the runbook to correct the on-time performance.

Chair Matsumoto asked how this delay affects transfer times. Mr. Harvey said there could be issues and the scheduling department is looking at the issue.

- Fleet reliability remains well above goal of 19,000.
- Complaints are up with the combination of the Clipper card and new fareboxes.
- Investment capital continues with the Leadership Academy and the University of Pacific Transit and Paratransit Management Certificate Program.
- Recent promotions on the maintenance side include:
  - Three Mechanic Bs to Mechanic As on November 20.
  - Five Mechanic Cs to Mechanic Bs on November 20.
  - 1 Utility Worker to Mechanic B on November 27.
- A new class of bus operators will graduate on December 16.
- Sixty-eight new bus shelters have been installed and 15 are scheduled to be installed in 2012.
- The predictive arrival system has been installed at Millbrae Intermodal, Daly City and Colma BART and Redwood City Sequoia stations.
- December is the last month for monthly paper passes. Day Passes will commence on January 1, 2012.
- Bus Service Contracts:
  - An agreement was approved with MV Transportation to operate the Dumbarton Express service commencing December 19, 2011.
  - Contracted urban bus service is currently operating under an extension and staff is evaluating the contract beyond September 29, 2012.
  - Coastside service – Route 17 is in the final option year which ends June 30, 2012.
  - SamCoast service-Pescadero is a demand-response service and staff is analyzing contracting options.
- Base inspections were held on October 31.
- Financial stability:
  - New bargaining agreements were ratified recently.
Continuing discussions with the Board on financial capacity and long-term strategy to address structural deficit.

Involved in the Metropolitan Transportation Commission (MTC) Transit Sustainability Project.

Director Shirley Harris complimented the maintenance staff on the base inspections and keeping a good paper trail.

Committee Chair Guilbault said this was a very impressive list of accomplishments for the year with everything going on.

Multimodal Ridership Report – October 2011
- Bus ridership was 46,220, a decrease of 4.9 percent.
- Paratransit ridership was 1,082, a decrease of 3.7 percent.
- Caltrain ridership was 42,620, an increase of 0.4 percent.
- Caltrain shuttle ridership was 7,671, an increase of 31.9 percent.
- BART shuttle ridership was 2,053, a decrease of 1.4 percent.
- Overall ridership was 99,646, a decrease of 0.4 percent.

Adjourned: 2:39 p.m.
TO: Community Relations Committee

THROUGH: Michael J. Scanlon
          General Manager/CEO

FROM: C. H. (Chuck) Harvey
       Deputy CEO

SUBJECT: ACCESSIBILITY REPORT

ACTION
This report is for information only. No policy 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 Advocacy and Legislative Committee (AL-Com) is the advocacy arm of the PCC. The SamTrans Accessibility Advisory Committee (formerly the Americans with Disabilities Act Technical Advisory Committee or ATAC) is a SamTrans committee that advises on accessibility issues, particularly related to fixed-route service. Each group has requested that the Board be informed of the issues discussed at meetings.

The PCC meets monthly (except for August). The SamTrans Accessibility Advisory Committee (SAAC) meets every two months. The PCC Advocacy meetings are held on a quarterly basis.

The minutes from the November 8 PCC meeting are attached.

Prepared by: Bill Welch, Manager, Accessible Transit Services 650-508-6475
             Tina Dubost, Accessibility Coordinator 650-508-6247
SAN MATEO COUNTY
PARATRANSPORT COORDINATING COUNCIL
November 8, 2011
MEETING MINUTES

ATTENDANCE
Members Present: Nancy Keegan, Chair; May Nichols, Vice Chair; Mike Levinson, AL-Com Chair; James Asche, OES; Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Dale Edwards, Consumer; Aki Eejima, Consumer; Judy Garcia, Consumer; Diane Griffith, Consumer; Stephanie Hill, Consumer; Barbara Kalt, Rosener House; Benjamin McMullan, CID; Dan Mensing, Consumer; Sammi Riley, Consumer; Michal Settles, Coastside; Bill Welch, SamTrans.

Absentees: Marie Violet, Sequoia Hospital.

Guests: Dorothy and John Sorensen, CSL; Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; John Murphy, MV Transportation; Allan Newland, Commission on Disabilities; Linda Rhine, Nelson\Nygaard; Maxine Eastman, Consumer; Rose Berta, PCC Staff.

(Total Attendance: 27) Quorum--Yes

WELCOME/INTRODUCTION
Chair Nancy Keegan called the meeting to order at 1:30 p.m. and welcomed all to the November PCC meeting.

APPROVAL OF OCTOBER PCC MINUTES
Nancy asked for a vote of approval for the October minutes. Mike moved to approve the minutes and Dan seconded the motion. The motion was approved with May, Diane and Michal abstaining.

GUEST SPEAKERS
May, Vice Chair, introduced John and Dorothy Sorensen, Senior Assemblymember for the California Senior Legislature (CSL). John and Dorothy have just completed their 6th year with CSL and are residents of San Mateo County. The CSL was created in 1979 and had their first session in July 1981 and offers special opportunity for seniors—Adult Day and Health Care programs were a top priority. They exist through donations and represent 300,000 seniors in California statewide. AARP is now working together for successful lobbying for the protection of seniors.

The top 10 of 62 proposals:
- Senior Alert—working with the Commission on Aging (COA) to implement Silver Alert for seniors/patients with dementia in San Mateo County
- Emergency transportation for seniors in disaster
- Raise awareness for senior veterans and need for housing
- Provide stair case hand railing in building codes
- Dental care to be included in Medicare
- Increase allowable tax deductions for seniors for volunteer driving
Increase social security benefit from $250 to $495

Dorothy welcomes input for any proposals for seniors; May will be the contact person. Diane suggested “tactile mats” placed before the staircase to alert the visually impaired and anyone else that the stairs are ahead.

Nancy thanked Dorothy and John for their informative presentation and thanked May for bringing them to the PCC as guest speakers.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

Mike said there was no meeting this month. The only news is the Federal Transportation bill was rejected by the Republicans. The next AL-Com meeting is January 3, 2012; Seamus Murphy is scheduled to be the guest speaker.

B. GRANT/BUDGET REVIEW

Barbara reported that the 5310 grant scores include “high score” for two Redi-Wheels vehicles. The California Transportation Commission is scheduled to approve the 5310 grants in December. Bill provided an updated on the vehicle plan.

- Two vehicles (1 and 2) are large cut-aways and will replace two sedans, providing more capacity for wheelchairs and more flexibility
- Vehicles 3 and 4 are the same type of vehicles; Bill stated SamTrans is analyzing if there is a need for them. Grant money covers 80% of the cost and SamTrans has to pay the 20% local match. Bill will explore the possibility to use 5310 for minivans. Barbara said she is reluctant to forego these vehicles, and Nancy noted that ridership will increase due to the 10,000 “baby boomers” joining the seniors and disabled. Bill assures the PCC will be included in future discussions on vehicle replacements/expansion.
- In response to Maureen’s question, older vehicles are put out for auction and bring in very little money when they reach their useful life.

C. EDUCATION COMMITTEE

Maureen said they continue to discuss how to increase newsletter circulation. There is a meeting today at 3:45 p.m. Dale, Diane, Stephanie and Mike will be working the Jackie Speier’s Seniors on the Move outreach event on November 10 at the South San Francisco Convention Center, with 600 expected attendees.

D. EXECUTIVE COMMITTEE

Nancy reported on the November 2 conference call meeting. The discussions included the Interactive Voice Response System, PCC newsletter, Coupon Policy (finalize draft with Tina). There was a discussion on the PCC carryover funds (just under $8,000 with options for using these funds for give-aways). In the past, the carryover funds purchased tote bags, translation of Senior Mobility Guide, and the Regional Conference.

Nancy thanked John for his financial contribution for another successful MV Appreciation Party. There was a good turnout and good comments by staff.
Nancy shared that the Executive Committee members will serve on the ADA Eligibility Appeals Panel on a rotating. The Committee is working with Bill to explore a more formal process to make sure there is a regular schedule for the appeals panel.

**SAM TRANS/REDI-WHEELS REPORT**

**A. Operational Report**

Bill reported on a phone outage with Redi-Wheels this morning around 8:30-10:00 a.m. SamTrans is investigating the cause and will report at next PCC meeting.

Bill distributed the notice on the National Emergency Alert System Test for Wednesday, November 9 at 11:00 a.m. Jim explained that this is the first time in 60 years for a nationwide test. The IVR is still in testing mode; they are working with Eng House (the same contractor with a new name) to ramp up the progress on the system. Bill is also working with agency customers on arrival calls; SamTrans is having difficulties with this aspect and is working with Senior Focus.

There will be a series of public workshops later this month about the SamTrans service plan. Bill recommended going to SamTrans’ website and finding the link to review and respond to the specifics of the SamTrans service plan.

Redi-Wheels singers/carolers will entertain on December 19 & 20 once again at the ADHC centers.

**B. Performance Summary**

Tina reported total trips served is down 4% in September 2011 from 2010; average week day ridership is also down 5%; late cancels are about the same; no shows in September are better than August; good on-time performance; high productivity—the best ever with 1.86 passengers per hour.

Late cancels change went into effect in February 2010 from one hour to two hours. No shows for operators (passengers over-looked for over 90 minutes) were 4, within the normal range of 0-4. If the vehicle is late (outside the 20 minute window), and there is a no-show, the passenger is not sanctioned for it.

Aki asked if the performance reports on RediCoast are included in Tina’s report. John said the data is presented at the Coastside meeting. Nancy asked if Coastside data could be included in the PCC packet on a quarterly basis.

**C. Customer Comments**

Elly reported that total comments increased, comment cards have decreased; policy related complaints remain the same and service related complaints have gone up; compliments have gone down. Average overall response time still remains under the 7-day turn around limit, thanks to Sophie and Lynn. Comments by Type—pretty static overall, comment cards have decreased. All calls and comments are documented and are included in the report. Mike asked that definitions on comments by type be included in the packet. Bill explained this is a work in progress.

Tina thanked Dan for suggesting categories that are no longer in effect to be eliminated from the reports.
D. Safety Report
John reported 5 accidents this month—2 chargeable and 2 non-chargeable and one being argued. One injury required transportation to a hospital. It appears that the wheelchair may not have been secured or tied down properly. John said reviewing safety measures to make sure wheelchairs are tied down properly is mandatory for all drivers. MV takes this very seriously; modifications of safety procedures are being implemented—reviewing safety measures with drivers and road supervisors including checking to make sure seat belts are on before and after tie down; MV is looking for better fail-safe methods. Company policy when this type of accident occurs is immediate termination.

LIAISON REPORTS

A. MTC REPORT
No report.

B. AGENCY
No agency report.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)
Michal reported a potential new member, Lynette Vega, for the Coast side. The last meeting for this year is on December 20 at 9:30-11:00 a.m. The group will join Bill and John with the caroling after the meeting. The schedule for the year 2012 will be on the 3rd Wednesday of each quarter (January, April, July, and December); the location of the meetings will be rotated by each vendor site. Michal will send the new schedule to Rose to include in the December packet.

D. EFFICIENCY REVIEW COMMITTEE (ERC)
Mike said the meeting covered mostly the IVR and eligibility appeals panel.

E. COMMISSION ON AGING (COA) REPORT
May discussed the well-attended Fair Oaks meeting. The agency’s goal is to bring awareness to San Mateo County of COA meetings that will be held throughout the county. May is attending the November 13 meeting to select a liaison for the PCC.

F. COMMISSION ON DISABILITY (COD) REPORT
Allan reported their meeting discussed mostly the IVR and Serra Cab contract. There were concerns of not people having cell phones and missing IVR arrival calls. Nancy shared that anyone can opt out for imminent arrival calls. Bill thanked Allan for his comments and suggested he will be happy to attend a future meeting to explain how the IVR works and the options for using the system.

G. OFFICE OF EMERGENCY SERVICES (OES) REPORT
Jim discussed the emergency alert test tomorrow; nothing more to add from Bill’s report.

OTHER BUSINESS
Diane announced sadly that Joey has retired.
Everyone congratulated Diane on her nomination to the CID Board and her Presidency for the American Council of the Blind. Her Presidency will begin on January 2012.
MEETING ADJOURNED: 3:35 PM.
SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: MOBILITY MANAGEMENT REPORT: ADA PARATRANSIT SERVICE

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

SIGNIFICANCE
This presentation is part of this fiscal year’s series of detailed mobility management reports presented to the Board. Each of the District’s four transportation modes – SamTrans motor bus, ADA Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the SamTrans ADA Paratransit service.

BUDGET IMPACT
There is no impact on the budget.

BACKGROUND
Staff will report on Redi-Wheels and RediCoast operating statistics.

This month’s presentation will be presented via PowerPoint. A handout will be provided at the meeting.

Prepared by: Donald G. Esse, Senior Operations Financial Analyst 650-508-6329
SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: MULTIMODAL RIDERSHIP REPORT—NOVEMBER 2011

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

SIGNIFICANCE
Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year (FY) 2010 vs. FY2011 and year-to-date comparisons of FY2011 vs. FY2012.

Table “A” also provides the average weekday ridership of the BART SFO Extension as a separate line.

MONTHLY RIDERSHIP HIGHLIGHTS—NOVEMBER 2011 COMPARED TO NOVEMBER 2010

All Modes – AWR of 96,194, an increase of 2.1 percent.

Bus – AWR of 43,700, a decrease of 6.0 percent.

Paratransit - AWR of 1,051, a decrease of 1.9 percent.

Caltrain - AWR of 42,270, an increase of 8.3 percent.

Caltrain Shuttles - AWR of 7,300, an increase of 29.0 percent.

BART Shuttles - AWR of 1,873, a decrease of 6.7 percent.
El Camino Real – SamTrans concluded its two-month campaign to encourage people who live near El Camino Real to “Get Out and Ride.” One of the primary messages focused on service frequency on Routes 390 and 391. Campaign elements included mailing bilingual information with two free one-way tickets to nearly 27,000 residences along the corridor from Daly City to Redwood City, newspaper ads, bus shelter ads and social media postings. Customers were able to get schedule information in an easier format through a consolidated timetable, as well as through a special web page with handy maps.

Clipper – SamTrans staff continued to get the word out to customers that the Monthly passes would be transitioned to the Clipper card at the end of the year. Printed and electronic information was placed on buses, and ads were put on the sides of buses and in bus shelters. Staff handled more than 70 outreach events. SamTrans also offered Saturday hours to accept Clipper applications from youth and seniors. Use of Clipper on SamTrans has continued to climb.

Serramonte Center Holiday Shopping – SamTrans and the Serramonte Center joined forces again to offer additional service on Route 120, coinciding with expanded shopping hours for the holiday season. The extra service to the major Daly City shopping center started at the end of November and will run through Dec. 26. It was promoted through onboard notices, flyers at the shopping center and a web posting.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing  650-508-6248
Ted Yurek, Senior Planner  650-508-6471
### Table A
**Average Weekday Ridership**

#### November 2011

<table>
<thead>
<tr>
<th>Mode</th>
<th>FY2010^</th>
<th>FY2011</th>
<th>FY2012</th>
<th>%Change</th>
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<tbody>
<tr>
<td>Bus +</td>
<td>50,460</td>
<td>46,470</td>
<td>43,700</td>
<td>-6.0%</td>
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<tr>
<td>Paratransit</td>
<td>1,123</td>
<td>1,071</td>
<td>1,051</td>
<td>-1.9%</td>
</tr>
<tr>
<td>Caltrain # +</td>
<td>37,390</td>
<td>39,040</td>
<td>42,270</td>
<td>8.3%</td>
</tr>
<tr>
<td>Caltrain Shuttle #**</td>
<td>5,031</td>
<td>5,659</td>
<td>7,300</td>
<td>29.0%</td>
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<tr>
<td>BART Shuttle</td>
<td>1,956</td>
<td>2,007</td>
<td>1,873</td>
<td>-6.7%</td>
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</table>

**Total** 95,960 94,247 96,194 2.1%

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<th>FY2011</th>
<th>FY2012</th>
<th>%Change</th>
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</thead>
<tbody>
<tr>
<td>BART (Extension Only)*</td>
<td>36,321</td>
<td>39,799</td>
<td>42,067</td>
<td>5.7%</td>
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</table>

**Grand Total** 132,281 134,046 138,261 3.1%

#### Year to Date

<table>
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<th>Mode</th>
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<th>%Change</th>
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<tr>
<td>Bus +</td>
<td>48,840</td>
<td>44,750</td>
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<td>Paratransit</td>
<td>1,139</td>
<td>1,113</td>
<td>1,081</td>
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<td>Caltrain # +</td>
<td>39,270</td>
<td>40,880</td>
<td>43,920</td>
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<tr>
<td>Caltrain Shuttle #**</td>
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<td>5,453</td>
<td>7,027</td>
<td>28.9%</td>
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<tr>
<td>BART Shuttle</td>
<td>1,972</td>
<td>2,002</td>
<td>1,832</td>
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**Total** 96,792 94,198 96,710 2.7%

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<th>FY2011</th>
<th>FY2012</th>
<th>%Change</th>
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<tbody>
<tr>
<td>BART (Extension Only)*</td>
<td>36,906</td>
<td>39,014</td>
<td>42,607</td>
<td>9.2%</td>
</tr>
</tbody>
</table>

**Grand Total** 133,698 133,213 139,317 4.6%

# System
* Extension Only (No Daly City)
+ Rounded to nearest tens
^ Service cuts/reduced (12/09)
** FY11 & 12 Caltrain shuttle figures adjusted to remove North Burlingame shuttle that is not District funded.

### Chart A
**Average Weekday Ridership**

- **FY2010**: 128,399
- **FY2011**: 131,876
- **YTD2011**: 133,213
- **YTD2012**: 139,317
A G E N D A
FINANCE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, JANUARY 11, 2012 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION
1. Approval of Minutes of Finance Committee Meeting of December 14, 2011
2. Acceptance of Statement of Revenues and Expenses for November 2011

Committee Members: Shirley Harris, Jeff Gee, Adrienne Tissier

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 FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 14, 2011

Committee Members Present: S. Harris (Committee Chair), J. Gee, A. Tissier

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, R. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto


Committee Chair Shirley Harris called the meeting to order at 2:39 p.m.

Approval of Minutes of Finance Committee Meeting of November 9, 2011
The Committee approved the minutes (Lloyd/Guilbault).

Approval of Revenues and Expenses for October 2011
Deputy CEO Gigi Harrington said revenues are slightly under budget for the month and expenses are $2.5 million under budget. Last week fuel was $3.03 per gallon and year-to-date is $3.09 per gallon. The fuel hedge has been tripped every month this fiscal year and we have received about $40,000 from the bank.

The Committee (Tissier/Gee) unanimously recommended Board acceptance of the report.

Authorize the Amendment of the Fiscal Year 2012 Operating Budget by $589,848 from $128,453,259 to $129,043,107
Ms. Harrington said this is a companion piece to the next item, amendment of the Capital Budget. This item will increase reserves by $1.2 million, adjust Transportation Development Act revenue to the current estimates and adjust State Transit Assistance (STA) revenue down to reflect current estimates. The STA funds are a pass-through to Bay Area Rapid Transit District (BART) and some adjustments to grants are being made. The companion piece to this will be adjusting the San Mateo County Transportation Authority budget for sales tax since the SamTrans budget is being adjusted to FY2011 actuals. Ms. Harrington said one item that staff was not able to successfully achieve as part of the adopted budget was a capital swap that was included as part of the funding for the Caltrain share and it came up short by about $800,000. Staff worked with the Santa Clara Valley Transportation Authority (VTA), but we couldn’t achieve the full amount that was programmed in the budget.

The Committee (Tissier/Gee) unanimously recommended Board acceptance of the report.
Authorize the Amendment of the Fiscal Year 2012 Capital Budget by $8,916,965 from $19,507,313 to $28,424,278

Ms. Harrington gave an update on the Business Optimization Program (BOP). BOP is a re-implementation of PeopleSoft Applications with cradle to grave process re-engineering. Key transactions were prototyped so staff can see how they will work with the new system. There is a considerable change management track because as people’s jobs change they have to adjust to the changes in how they are going to conduct their business and there is a significant training component. Currently staff is not using the full capability of the system. The areas that are going to be changed and re-implemented are finance, contracts and procurement, project cost and grants and capital finance, human resources, payroll and time reporting and planning and budgeting. This contract was awarded in January 2011 and was a multi-phase contract. Phase 1 was completed December 2, 2011 and included a significant amount of planning, extensive design and build and a prototype involving people from across the company. Key deliverables that have been received include the prototype, change management plan, the training plan and the deployment plan. Part of the planning phase has caused staff to recommend a change in the deployment plan. The new proposed approach is an all-in-one approach with a design and build of all modules. Changes to the cost from the original baseline contract and the new one includes some Legacy System support, adding more training and change management scope and extends the timeline a bit. The all-in-one approach means we go once and is more efficient of District resources.

Ms. Harrington said $11.2 million was approved for BOP. A $6 million contract was issued to WiPro and staff is recommending a $3 million addition to the budget for some soft costs. The funding was originally approved by SamTrans in pieces with the next set of increments being funded by the Peninsula Corridor Joint Powers Board (JPB) and the TA as their proportional share of the project.

Director Jeff Gee asked what the split share in costs is. Ms. Harrington said approximately 60 percent is SamTrans and 40 percent JPB/TA.

Director Gee asked how the data conversion is being built into this. Ms. Harrington said staff has been cleaning the Legacy data for the last five years and staff feels confident there will be no issues.

Director Groom asked if currently there is a time management system. Ms. Harrington said no, but it will enable staff to capture, track and manage the charges into the various capital and operating projects.

Ms. Harrington said there are three requested adjustments in the FY2012 Capital Budget. They are to add a grant for the San Carlos Transit Center, the PeopleSoft project and a small grant for bus lift overhaul.

The Committee (Gee/Groom) unanimously recommended Board acceptance of the report.
Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of $60,000 for the Grand Boulevard Initiative
Manager, Strategic Development Corinne Goodrich said staff is proposing the Committee recommend the Board authorize a funding agreement with Silicon Valley Community Foundation for “Creating the Buzz” grant. This is the third year the Foundation is funding activities for the Grand Boulevard. Under the existing grant the focus is San Mateo County and is a partnership with County Health System and Greenbelt Alliance to create community and business support for the Grand Boulevard vision. Under the new grant VTA and Santa Clara Department of Public Health will be added to extend activities into Santa Clara County.

The Committee (Guilbault/Kersteen-Tucker) unanimously recommended Board acceptance of the report.

Authorize Approval to Tax Defer Member Contributions to California Public Employees’ Retirement System
Manager, Personnel Operations Juliet Nogales-DeGuzman said staff proposes the Committee recommend the Board approve tax defer member paid contributions to the California Public Employees’ Retirement System (CALPERS). Effective January 1, 2012, under the provisions of Section 414(h)(2) of the Internal Revenue Code, the employer paid member contributions to CALPERS will be reduced from 7 percent to 5 percent and employees will be required to contribute 2 percent of their salary for retirement benefits on a pre-tax basis.

The Committee (Lloyd/Gee) unanimously recommended Board acceptance of the report.

Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service
Manager, Grants and Fund Programming Joel Slavit said staff is asking the Committee to recommend the Board authorize the general manager to execute service contracts and any subsequent modifications with the City and County of San Francisco to receive funds to support Route 397 Owl Service. The District has historically received funding from San Francisco to help support operation of the service. Route 397 provides late night fixed-route service between downtown San Francisco and Palo Alto with a connection to the San Francisco International Airport. There is no budget impact from this action. Funding for this service is already part of the FY2012 Operating Budget and will continue to be proposed for inclusion in future budgets as long as service is provided.

The Committee (Tissier/Kersteen-Tucker) unanimously recommended Board acceptance of the report.

Adjourned: 2:59 p.m.
SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING NOVEMBER 30, 2011 AND SUPPLEMENTAL INFORMATION

ACTION
Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of November 2011 and supplemental information.

SIGNIFICANCE
Revenues: Total Revenues (page 1, line 13) are $22,186 or 0.04 percent better than revised budget. Passenger Fares (page 1, line 1) are better than budget by $50,890 or 0.7 percent, Investment Interest (page 1, line 9) is worse than budget by $6,515 or 0.6 percent and Other Interest, Rent & Other Income (page 1, line 10) are worse than budget by $21,032 or 1.1 percent.

Expenses: Total Expenses (page 4, line 73) are $3,354,247 or 6.1 percent better than revised budget. Within Total Expenses, Total Motor Bus (page 3, line 46) is better than budget by $2,798,995 or 6.7 percent, Total ADA Programs (page 4, line 55) are better than budget by $523,401 or 8.9 percent and Total Multimodal (page 4, line 71) is better than budget by $31,851 or 0.4 percent.

Budget Amendments: Budget amendments adopted at the November 9th board meeting are reflected in the Revised Budget. The amendment primarily accounts for an increase in the City/County Association of Governments (C/CAG) grant revenue for CBTP offsetting consultant expenses related to C/CAG grant.

Prepared by: Sheila Tioyao, Manager, Financial Services 650-508-7752
Jeannie Chen, Senior Accountant 650-508-6259
## Statement of Revenues and Expenses

### San Mateo County Transit District

**Summary of Revenues and Expenses**

**Fiscal Year 2012**

**November 2011**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>SOURCES OF FUNDS</th>
<th>USES OF FUNDS</th>
<th>NET SURPLUS / (DEFICIT)</th>
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<tbody>
<tr>
<td></td>
<td>Operating Revenues</td>
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<tr>
<td>1</td>
<td>Passenger Fares</td>
<td>Motor Bus</td>
<td>770,824</td>
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<td>2</td>
<td>Local TDA and STA Funds</td>
<td>A. D. A. Programs</td>
<td>3,578,877</td>
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<td>3</td>
<td>Pass through to Other Agencies</td>
<td>Caltrain</td>
<td>818,629</td>
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<td>4</td>
<td>State/Federal Operating Grants</td>
<td>Other Multimodal Programs</td>
<td>(2,557,804)</td>
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<tr>
<td>5</td>
<td>Measure A and AB434 Funds</td>
<td>Other Uses of Funds</td>
<td>(12,664,007)</td>
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<tr>
<td>6</td>
<td>Subtotal - Operating Revenues</td>
<td>Subtotal - Operating Costs</td>
<td>(6.5)</td>
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<td>7</td>
<td>Other Revenue Sources</td>
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<tr>
<td>8</td>
<td>District 1/2 Cent Sales Tax</td>
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<tr>
<td>9</td>
<td>Investment Interest</td>
<td></td>
<td></td>
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<td>10</td>
<td>Other Interest, Rent &amp; Other Income</td>
<td>Fiscal Agent Fees</td>
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<td>11</td>
<td>Other Sources</td>
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<td>12</td>
<td>Subtotal - Other Revenues</td>
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<tr>
<td>13</td>
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<tr>
<td>14</td>
<td>Capital Assistance</td>
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<td>15</td>
<td>Reserves Programmed for Capital</td>
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<td>Total Revenues - All Sources</td>
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<td>34</td>
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</tbody>
</table>

**% of Year Elapsed:**

41.7%

---

**Note A:** The Revised Budget includes the year end rollover of existing capital projects (unaudited).
## Statement of Revenues and Expenses

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**STATEMENT OF REVENUES**  
**FISCAL YEAR 2012**  
**NOVEMBER 2011**

### % OF YEAR ELAPSED: 41.7%

<table>
<thead>
<tr>
<th>MONTH</th>
<th>CURRENT ACTUAL</th>
<th>PRIOR ACTUAL</th>
<th>YEAR-TO-DATE</th>
<th>REVISED BUDGET</th>
<th>% REV BUDGET</th>
<th>% OF YEAR ELAPSED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OPERATING REVENUES - MOTOR BUS</td>
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<tr>
<td>General Operating Assistance</td>
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<td>19,034,740</td>
<td>19,034,740</td>
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<td>Local STA Operating Assistance</td>
<td>587,865</td>
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<td>2,939,325</td>
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<td>4,444,973</td>
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<td>OPERATING GRANTS</td>
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<td>DISTRICT 1/2 CENT SALES TAX:</td>
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<tr>
<td>General Operating Asst.</td>
<td>1,194,316</td>
<td>4,090,321</td>
<td>8,292,735</td>
<td>11,307,417</td>
<td>73.3</td>
<td>39,193,611</td>
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<td>438,607</td>
<td>458,418</td>
<td>274,963</td>
<td>166.7</td>
<td>659,919</td>
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<tr>
<td>TOTAL 1/2 CENT SALES TAX</td>
<td>1,280,982</td>
<td>4,528,928</td>
<td>8,751,153</td>
<td>11,582,380</td>
<td>75.6</td>
<td>39,853,530</td>
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<td>INVESTMENT INTEREST INCOME:</td>
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<td>28,574</td>
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<td>Passenger Fares Redi-Wheels</td>
<td>66,283</td>
<td>325,269</td>
<td>331,542</td>
<td>347,625</td>
<td>95.4</td>
<td>834,300</td>
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<tr>
<td>Local TDA 4.5 Redi-Wheels</td>
<td>200,366</td>
<td>1,001,830</td>
<td>347,625</td>
<td>1,001,830</td>
<td>100.0</td>
<td>4,090,321</td>
</tr>
<tr>
<td>Local STA - Paratransit</td>
<td>72,092</td>
<td>218,743</td>
<td>395,052</td>
<td>395,052</td>
<td>100.0</td>
<td>1,064,230</td>
</tr>
<tr>
<td>Operating Grants</td>
<td>91,251</td>
<td>308,360</td>
<td>303,090</td>
<td>303,090</td>
<td>100.0</td>
<td>274,963</td>
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<tr>
<td>TOTAL OTHER REVENUES</td>
<td>286,744</td>
<td>1,510,122</td>
<td>1,193,442</td>
<td>1,214,127</td>
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<td>2,881,604</td>
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<tr>
<td>TOTAL MOTOR BUS</td>
<td>7,435,145</td>
<td>37,015,552</td>
<td>39,057,146</td>
<td>41,856,141</td>
<td>93.3</td>
<td>99,414,897</td>
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<td>AMERICAN DISABILITIES ACT:</td>
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<tr>
<td>Passenger Fares Redi-Wheels</td>
<td>66,283</td>
<td>325,269</td>
<td>331,542</td>
<td>347,625</td>
<td>95.4</td>
<td>834,300</td>
</tr>
<tr>
<td>Local TDA 4.5 Redi-Wheels</td>
<td>200,366</td>
<td>1,001,830</td>
<td>347,625</td>
<td>1,001,830</td>
<td>100.0</td>
<td>4,090,321</td>
</tr>
<tr>
<td>Local STA - Paratransit</td>
<td>72,092</td>
<td>218,743</td>
<td>395,052</td>
<td>395,052</td>
<td>100.0</td>
<td>1,064,230</td>
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<tr>
<td>Operating Grants</td>
<td>91,251</td>
<td>308,360</td>
<td>303,090</td>
<td>303,090</td>
<td>100.0</td>
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<tr>
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<td>391,365</td>
<td>1,890,934</td>
<td>2,477,417</td>
<td>2,477,417</td>
<td>76.3</td>
<td>7,062,142</td>
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<td>Sales Tax - Paratransit Suppl. Coastside</td>
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<td>563,477</td>
<td>481,929</td>
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<td>Interest Income - Paratransit Fund</td>
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<td>180,299</td>
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<td>170,743</td>
<td>98.6</td>
<td>719,570</td>
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<td>Measure A Redi-Wheels</td>
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<td>995,077</td>
<td>1,019,819</td>
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<td>Measure M Paratransit</td>
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<td>TOTAL ADA PROGRAMS</td>
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<td>5,224,592</td>
<td>5,338,805</td>
<td>5,802,206</td>
<td>91.1</td>
<td>14,069,346</td>
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<td>MULTIMODAL TRANSIT PROGRAMS:</td>
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<td>Sales Tax - Caltrain</td>
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<td>Other Sources - Caltrain</td>
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<td>3,576,086</td>
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<td>TA Funded SM/Caltrain Shuttles</td>
<td>90,384</td>
<td>451,565</td>
<td>451,565</td>
<td>451,565</td>
<td>99.9</td>
<td>1,081,335</td>
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<td>Employer Share SM/Caltrain Shuttles</td>
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<td>229,850</td>
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<td>AB434 Funds - SamTrans Shuttle</td>
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<td>222,917</td>
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<td>99.7</td>
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<td>Employer SamTrans Shuttle Funds</td>
<td>139,450</td>
<td>599,750</td>
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<td>599,750</td>
<td>99.9</td>
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<td>133,954</td>
<td>133,954</td>
<td>133,954</td>
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<td>341,990</td>
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<td>Sales Tax - Gen. Operating Asst.</td>
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<td>TOTAL MULTIMODAL</td>
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<td>7,286,192</td>
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<td>51,537,589</td>
<td>51,650,292</td>
<td>55,004,539</td>
<td>93.9</td>
<td>128,071,469</td>
</tr>
</tbody>
</table>

% OF YEAR ELAPSED provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the % REV BUDGET column, please note that individual line items reflect variations due to seasonal activities during the year.
## SAN MATEO COUNTY TRANSIT DISTRICT
### OPERATING EXPENSES
#### FISCAL YEAR 2012
##### NOVEMBER 2011

% OF YEAR ELAPSED: 41.7%

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>MONTH</th>
<th>YEAR-TO-DATE</th>
<th>% OF YEAR ELAPSED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CURRENT ACTUAL</td>
<td>PRIOR ACTUAL</td>
<td>CURRENT REVISED</td>
</tr>
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<td>DISTRICT OPERATED BUSES</td>
<td>3,912,989</td>
<td>20,932,023</td>
<td>21,365,550</td>
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<td></td>
<td>2,220,000</td>
<td>5,936,521</td>
<td>6,093,085</td>
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<td></td>
<td>18,267</td>
<td>141,273</td>
<td>131,030</td>
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<td>8,786</td>
<td>387,621</td>
<td>431,254</td>
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<td></td>
<td>206,798</td>
<td>1,034,723</td>
<td>1,038,079</td>
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<td>2,231</td>
<td>28,658</td>
<td>22,413</td>
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<td>2,500</td>
<td>3,500</td>
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</table>

% OF YEAR ELAPSED* provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.
SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2012  
NOVEMBER 2011  

% OF YEAR ELAPSED: 41.7%  

<table>
<thead>
<tr>
<th>EXPENSES</th>
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<td>ACTUAL</td>
<td>REVISED</td>
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<td><strong>Elderly &amp; Disabled/Redi-Wheels</strong></td>
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<td>48</td>
<td>49</td>
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<tr>
<td><strong>Other Related Costs</strong></td>
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<tr>
<td><strong>Sedan Service</strong></td>
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<tr>
<td><strong>ADA Accessibility Support</strong></td>
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<td>51</td>
<td>51</td>
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<tr>
<td><strong>Coastside ADA Support</strong></td>
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<td><strong>Insurance Costs</strong></td>
<td>53</td>
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<tr>
<td><strong>TOTAL ADA PROGRAMS</strong></td>
<td>54</td>
<td>54</td>
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<td>54</td>
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<tr>
<td><strong>MULTIMODAL TRANSIT PROGRAMS</strong></td>
<td>55</td>
<td>55</td>
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</tr>
<tr>
<td><strong>CALTRAIN SERVICE</strong></td>
<td>56</td>
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<tr>
<td><strong>Peninsula Rail Service</strong></td>
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<tr>
<td><strong>Total Caltrain Service</strong></td>
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<td><strong>OTHER SUPPORT</strong></td>
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<td><strong>Dumbarton Express Service</strong></td>
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<td><strong>SamTrans Shuttle Service</strong></td>
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<td><strong>SM/Caltrain Shuttles</strong></td>
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<tr>
<td><strong>Maintenance Multimodal Facilities</strong></td>
<td>63</td>
<td>63</td>
<td>63</td>
<td>63</td>
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<tr>
<td><strong>Total Other Support</strong></td>
<td>64</td>
<td>64</td>
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<td>64</td>
</tr>
<tr>
<td><strong>TOTAL MULTI-MODAL PROGRAMS</strong></td>
<td>65</td>
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<td>65</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>66</td>
<td>66</td>
<td>66</td>
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</tbody>
</table>

% OF YEAR ELAPSED provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the % REV BUDGET column, please note that individual line items reflect variations due to seasonal activities during the year.
### MONTHLY EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Feb</th>
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<th>Apr</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Budget</td>
<td>1,172,441</td>
<td>1,172,441</td>
<td>1,172,441</td>
<td>1,172,441</td>
<td>1,172,441</td>
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<td>1,091,019</td>
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<td>1,073,695</td>
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### CUMULATIVE EXPENSES

<table>
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<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<tr>
<td>Budget</td>
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<tr>
<td>Actual</td>
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### Variance - F(U)

<table>
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<tr>
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<th>July</th>
<th>Aug</th>
<th>Sep</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Variance - F(U)</td>
<td>162,470</td>
<td>250,920</td>
<td>332,342</td>
<td>424,655</td>
<td>523,401</td>
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### Variance %

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Variance %</td>
<td>13.86%</td>
<td>10.70%</td>
<td>9.45%</td>
<td>9.05%</td>
<td>8.93%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MONTHLY EXPENSES</td>
<td>Jul</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
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<tr>
<td>Budget</td>
<td>3,086,529</td>
<td>1,043,291</td>
<td>1,046,191</td>
<td>1,046,891</td>
<td>1,061,291</td>
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<tr>
<td>Actual</td>
<td>3,068,088</td>
<td>1,047,363</td>
<td>1,035,517</td>
<td>1,038,003</td>
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<table>
<thead>
<tr>
<th>CUMULATIVE EXPENSES</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Budget</td>
<td>3,086,529</td>
<td>4,131,820</td>
<td>5,178,010</td>
<td>6,224,901</td>
<td>7,286,192</td>
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<td></td>
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<tr>
<td>Actual</td>
<td>3,068,088</td>
<td>4,115,451</td>
<td>5,150,969</td>
<td>6,188,972</td>
<td>7,254,341</td>
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<tr>
<td>Variance - F(U)</td>
<td>18,441</td>
<td>16,368</td>
<td>27,042</td>
<td>35,929</td>
<td>31,851</td>
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<tr>
<td>Variance %</td>
<td>0.60%</td>
<td>0.40%</td>
<td>0.52%</td>
<td>0.58%</td>
<td>0.44%</td>
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</table>
The transactions above represent the lines on the financial statement that changed, resulting from a budget amendment approved by the board on November 14, 2011 for additional CCAG funds for the Community Transportation Grant. The financial statement changed in four places, however, the amendment only added $30,000 in grant revenue and $30,000 in consultant expenses for a net zero impact on the financial statement in use of reserves.

### Budget Amendments

<table>
<thead>
<tr>
<th>Amount</th>
<th>Line Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Nov-11</td>
<td>$30,000 page 1, line 4</td>
<td>Federal operating grants revenue</td>
</tr>
<tr>
<td>Nov-11</td>
<td>$30,000 page 1, line 6</td>
<td>Motor bus expenses</td>
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<tr>
<td>Nov-11</td>
<td>$30,000 page 2, line 7</td>
<td>Total operating grants revenue</td>
</tr>
<tr>
<td>Nov-11</td>
<td>$30,000 page 3, line 7</td>
<td>Professional services expenses</td>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Line Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>$30,000</td>
<td>Total</td>
<td>Total grant revenue of $30,000 offset by consultant expenses of $30,000</td>
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### Budget Revisions

<table>
<thead>
<tr>
<th>Amount</th>
<th>Line Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Nov-11</td>
<td></td>
<td>No Budget Revisions in November 2011</td>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Line Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>$</td>
<td>Total</td>
<td>$</td>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Line Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<tr>
<td>Approved Budget</td>
<td>Receipts</td>
<td>Over/(Under) Current Budget/Projection</td>
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<tr>
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<td>--------------------------------------</td>
</tr>
<tr>
<td>Date</td>
<td>Amount</td>
<td>Date</td>
</tr>
<tr>
<td><strong>FY2011:</strong></td>
<td></td>
<td><strong>FY2011 Total</strong></td>
</tr>
<tr>
<td>1st Quarter</td>
<td>15,224,400</td>
<td>1st Quarter</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>15,910,800</td>
<td>2nd Quarter</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>13,855,400</td>
<td>3rd Quarter</td>
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<tr>
<td>4th Quarter</td>
<td>15,009,400</td>
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<td>FY2011 Total</td>
<td>60,000,000</td>
<td>FY2011 Total</td>
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<tr>
<td><strong>FY2021:</strong></td>
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<td>FY2012 Total</td>
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<tr>
<td>Jul. 11</td>
<td>4,225,700</td>
<td>Sep. 11</td>
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<tr>
<td>Aug. 11</td>
<td>4,225,700</td>
<td>Oct. 11</td>
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<tr>
<td>Sep. 11</td>
<td>5,634,300</td>
<td>Nov. 11</td>
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<tr>
<td>1st Qtr. Adjustment</td>
<td>1,594,300</td>
<td>Dec. 11</td>
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<tr>
<td>3 Months Total</td>
<td>15,680,000</td>
<td>14,391,900</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>4,368,400</td>
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<td>Nov. 11</td>
<td>4,368,400</td>
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<td>Dec. 11</td>
<td>5,903,400</td>
<td>Feb. 12</td>
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<tr>
<td>2nd Qtr. Adjustment</td>
<td>1,618,000</td>
<td>Mar. 12</td>
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<tr>
<td>6 Months Total</td>
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<td>14,391,900</td>
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<td>Jan. 12</td>
<td>3,813,400</td>
<td>Mar. 12</td>
</tr>
<tr>
<td>Feb. 12</td>
<td>3,813,400</td>
<td>Apr. 12</td>
</tr>
<tr>
<td>Mar. 12</td>
<td>5,197,600</td>
<td>May 12</td>
</tr>
<tr>
<td>3rd Qtr. Adjustment</td>
<td>1,412,300</td>
<td>Jun. 12</td>
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<tr>
<td>9 Months Total</td>
<td>46,174,900</td>
<td>14,391,900</td>
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<td>Apr. 12</td>
<td>4,137,800</td>
<td>Jun. 12</td>
</tr>
<tr>
<td>May 12</td>
<td>4,137,800</td>
<td>Jul. 12</td>
</tr>
<tr>
<td>Jun. 12</td>
<td>5,517,000</td>
<td>Aug. 12</td>
</tr>
<tr>
<td>4th Qtr. Adjustment</td>
<td>1,532,500</td>
<td>Sep. 12</td>
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<tr>
<td>FY2012 Total</td>
<td>61,500,000</td>
<td>FY2012 Total</td>
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15,680,000 1st Quarter
9,815,467 2nd Quarter
3rd Quarter
4th Quarter
25,495,467 YTD Actual Per Statement of Revenues & Expenses

(1) Accrued
A G E N D A
LEGISLATIVE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, JANUARY 11, 2012 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of December 14, 2011

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, 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.
Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, R. Guilbault

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, S. Harris, A. Lloyd, K. Matsumoto, A. Tissier

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:59 p.m.

Approval of Minutes of Legislative Committee Meeting of November 9, 2011
The committee approved the minutes (Deal/Lloyd).

Update on the State Legislative Program
Government Affairs Manager Seamus Murphy said the only State issue is the $4 billion that was not received in additional revenues that was projected in the current fiscal year budget. None of the cuts affect transportation programs. Staff will keep an eye on when the budget process starts next year because a portion of the State Transit Assistance funding in Proposition 22 that was passed last year is still vulnerable.

Mr. Murphy said on the Federal level, this morning another key senate committee passed its component of the Surface Transportation Reauthorization proposal that has already made its way unanimously through the Environment and Public Works Committee. The Commerce Committee took up most of the titles that they are responsible for including the Bus Safety Title and the Highway Safety Title. They approved the components of the bill, but they didn’t approve them unanimously. Two issues that Congress needs to deal with before the end of the year are the government programs that are part of the Continuing Resolution that expires on Friday, December 16 at midnight. Congress will either have to approve an appropriations bill to fund those programs through the remainder of the fiscal year or approve another Continuing Resolution.

Adjourned: 3:03 p.m.
TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: STATE AND FEDERAL LEGISLATIVE UPDATE

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

SIGNIFICANCE
Staff will provide regular updates to the Board in accordance with the approved Legislative Program.

STATE ISSUES
Nothing to report

FEDERAL ISSUES
Appropriations
Funding for most transportation programs had previously been approved by Congress and signed into law by President Obama, but funding for many other federal programs, including transit and rail security grants, was approved as part of an omnibus package on December 17, just hours after the expiration of the Continuing Resolution that has maintained funding for the last several weeks.

Funding for the Transit Security Grant Program will be determined by the Administration and will be included as a part of a larger package of discretionary grant programs serving local governments.

Tax Extenders
Congress continues to work to pass end of the year tax legislation that will extend tax benefits including the payroll tax credit. Staff has been working with regional and national stakeholder groups to include an extension of pre-tax transit commuter benefits levels that are equal to parking tax benefits. The House and Senate have no agreed on a final extenders package, but both chambers have approved bills and neither version includes the transit commuter benefit.

Prepared By: Seamus Murphy, Government Affairs Manager  650.508.6388
AGENDA

BOARD OF DIRECTORS

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, JANUARY 11, 2012 – 3:00 p.m.
or immediately following Committee meetings

1. CALL TO ORDER/ROLL CALL

2. REPORT OF THE NOMINATING COMMITTEE (GEE, HARRIS, LLOYD)
   a. Election of Officers for 2012

3. CONSENT CALENDAR
   MOTION
   a. Approval of Minutes of Board of Directors Meeting of December 14, 2011
   b. Acceptance of Statement of Revenues and Expenses for November 2011

4. PUBLIC COMMENT
   Public comment by each individual speaker shall be limited to one minute

5. REPORT OF THE CHAIR
   a. Resolution of Appreciation to Outgoing Chair, Karyl Matsumoto

6. REPORT OF THE GENERAL MANAGER/CEO

7. COMMUNITY RELATIONS COMMITTEE
   (Accessibility, Senior Services, and Community Issues)
   SUBJECTS DISCUSSED
   a. Accessibility Update
   b. Paratransit Coordinating Council (PCC) Update
   c. Citizens Advisory Committee Liaison Report
   d. Mobility Management – ADA Paratransit Service
   e. Multimodal Ridership Report – November 2011

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

9. LEGISLATIVE COMMITTEE
   SUBJECTS DISCUSSED
   a. State and Federal Legislative Update

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. GENERAL COUNSEL PROPOSAL

13. DATE, TIME AND PLACE OF NEXT MEETING – February 8, 2012 at 2 p.m.,
    San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
    2nd Floor, 1250 Carlos Ave., San Carlos 94070

14. ADJOURNMENT

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

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

**Date and Time of Board and Advisory Committee Meetings**
San Mateo County Transit District Committees and Board: Second Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be change as necessary.

**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 and accessible by SamTrans bus Routes 260, 295, 390, 391, KX. Map link Additional transit information can be obtained by calling 1-800-660-4287 or 511.

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

**Accessibility for Individuals with Disabilities**
Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number 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 the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or by phone at 650-508-6242, or TTY 650-508-6448.

**Availability of Public Records**
All public records relating to an open session item on this agenda, 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.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.
Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 3:16 p.m.

CONSENT CALENDAR
The Board approved the consent calendar (Lloyd/Deal).
   a. Approval of Minutes of Board of Directors Meeting of November 9, 2011
   b. Acceptance of Statement of Revenues and Expenses for October 2011

PUBLIC COMMENT
None

REPORT OF THE CHAIR
Appointment of Nominating Committee for 2012 Chair and Vice Chair
Chair Matsumoto appointed Directors Jeff Gee, Shirley Harris and Art Lloyd to the nominating committee.

Chair Matsumoto:
  • Commended staff and those involved with the SamTrans Service Plan (SSP) community meetings.
  • Attended the December CAC meeting. It was an excellent and well run meeting.
  • Thanked all the directors and staff for their work this past year.

REPORT OF THE GENERAL MANAGER/CEO
General Manager/CEO Michael Scanlon reported:
  • Thanked everyone for their involvement in the SSP and Chair Matsumoto, Directors Carole Groom, Gee and Zoe Kersteen-Tucker for their work on the SSP Advisory Committee.
  • Thanked Chair Matsumoto and Director Lloyd for attending CAC holiday reception.
  • Staff participated in an American Association of Retired Persons/California Highway Patrol Driver Safety Program in Burlingame.
  • Training in human capital was over 3,000 hours in November.

Deputy CEO Chuck Harvey said the American Public Transportation Association (APTA) has a Leadership Program which is very difficult and competitive to be accepted into. SamTrans has been very fortunate to have employees go through the program. This year Superintendent of Bus
Maintenance Elliot Rivas was a graduate of the Class of 2011. Manager of Programming and Monitoring Melanie Choy has been accepted into the Class of 2012.

Director Shirley Harris and Chair Matsumoto presented Mr. Rivas his APTA Leadership diploma.

Director Adrienne Tissier left at 3:29 p.m.

Mr. Rivas said Leadership APTA was very challenging but very rewarding and thanked the Board, Mr. Scanlon, Mr. Harvey and Director of Bus Maintenance David Olmeda for their support.

Mr. Scanlon continued:
- SamTrans service on New Year’s Eve will be free between 11 p.m. - 2 a.m.
- The holiday video card produced by Marketing Specialist James Namba and Graphic Designer Robert Casumbal was shown.
- In the reading file is the current issue of Riders Digest, a Clipper Take One and the quarterly exterior ad placement report.
- Photos from the Redwood City Hometown Holidays were shown and approximately 500 toys were collected.

COMMUNITY RELATIONS COMMITTEE
SUBJECTS DISCUSSED
a. Accessibility Update
b. Paratransit Coordinating Council (PCC) Update
c. Citizens Advisory Committee Liaison Report
d. Mobility Management Report – Fixed-route Bus Service
e. Multimodal Ridership Report – October 2011

FINANCE COMMITTEE
RESOLUTIONS
a. Authorize Amendment of the Fiscal Year 2012 Operating Budget by $589,848 from $128,453,259 to $129,043,107
b. Authorize Amendment of the Fiscal Year 2012 Capital Budget by $8,916,965 from $19,507,313 to $28,424,278
c. Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of $60,000 for the Grand Boulevard Initiative
d. Authorize Approval to Tax Defer Member Paid Contributions to California Public Employees’ Retirement System
e. Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service

A motion (Harris/Lloyd) to approve the resolutions was approved unanimously by roll call.
LEGISLATIVE COMMITTEE
SUBJECTS DISCUSSED
   a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE
SUBJECTS DISCUSSED
   a. Update on Transition from Paper Monthly Pass to Clipper

WRITTEN COMMUNICATIONS
In reading file

BOARD MEMBER COMMENTS
None

DATE AND TIME OF NEXT MEETING – January 11, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA  94070.

GENERAL COUNSEL PROPOSAL
   a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: San Mateo County Transit District v. City and County of San Francisco et al, San Mateo County Superior Court Case No. CIV 494013

Legal Counsel David Miller said this is an action that SamTrans has brought on behalf of the Peninsula Corridor Joint Powers Board (JPB) and is pending litigation that involves an imminent domain matter involving the Caltrain San Bruno Grade Separation Project.

   Adjourned to closed session at 3:40 p.m.

   Reconvened to open session at 3:51 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to consider a matter of pending litigation that SamTrans has initiated at the request of and on behalf of the JPB. It involves the acquisition of two parcels that are needed for the ongoing San Bruno Grade Separation Project that is being undertaken by the JPB. Summary of the transaction was presented by counsel and staff. The resolution before the Board summarizes the terms and staff is asking for approval of the resolution.

A motion (Lloyd/Harris) to approve the resolution was approved unanimously by roll call.

The meeting adjourned at 3:53 p.m.