

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

**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, 2nd 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.