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GENERAL MANAGER/CEO

AGENDA

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

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

WEDNESDAY, FEBRUARY 5, 2014 – 2:00 p.m.

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of January 8, 2014

INFORMATIONAL

2. Accessibility Update – Tina Dubost
3. PCC Update - Mike Levinson
4. Citizens Advisory Committee Liaison Report - Peter Ratto
5. Mobility Management Report – Fixed-route Bus Service
6. Multimodal Ridership Report – December 2013

Committee Members: Jerry Deal, Shirley Harris, Karyl Matsumoto

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 COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JANUARY 8, 2014

Committee Members Present: R. Guilbault (Committee Chair), A. Lloyd, K. Matsumoto

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Rose Guilbault called the meeting to order at 2:06 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of December 4, 2013

Director Jerry Deal said on page 3, the first paragraph should state Judge Kenny, not Judge Kelly.

The Committee unanimously approved the amended minutes (Lloyd/Deal).

Accessibility Update – Tina Dubost

Tina Dubost, Acting Manager, Accessible Transit Services, said last month there was a Coastside transportation meeting in Half Moon Bay where increased service on the coast was discussed.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, PCC Chair, said there will be a PCC update presented to the South San Francisco City Council.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said at its December 4 meeting the CAC had its annual holiday reception and viewed the Holiday Bus. Eric Harris, Manager, Operations Planning, gave an update on the SamTrans Service Plan Phase 2 changes.

Mobility Management Report – ADA Paratransit Service

Chester Patton, Director, Bus Transportation, reported:

- There are approximately 7,300 registered customers and 50 percent are Lifeline fare customers.
- Lifeline fare is \$1.75 per ride versus standard fare of \$3.75 per ride.
- Twenty-two percent of registered riders use a wheelchair or scooter and account for 46 percent of the trips.

- There are more than 1,000 average weekday paratransit trips and approximately 2,500 dialysis trips per month.
- Types of certifications:
 - Full eligibility – 68 percent of applicants
 - Temporary – 13 percent
 - Conditional/trip-by-trip - 17 percent
 - Approximately 2 percent are denied eligibility
- Trip denials remain at zero with an average of 27,000 requests per month.
- RediCoast on-time performance (OTP) is almost 100 percent and Redi-Wheels OTP is just below the goal of 90 percent.
- RediCoast productivity tends to fall below the 1.5 passengers per hour goal due to the challenge of scheduling shared rides in rural communities.
- Complaints are low at one complaint for every 1,000 trips.
- Average trip cost in Fiscal Year (FY) 2013 was \$44.90, a 6 percent farebox ratio.
- FY2014 paratransit budget is \$14.8 million.
- Cost containment strategies include:
 - Paratransit customers ride fixed-route free at all times
 - One-on-one travel training
 - California Highway Patrol and American Association of Retired Persons outreach events
 - Terra Nova student outreach
 - Enhanced in-person eligibility assessments
 - Matching vehicle inventory to ridership demand
 - Controlling no-shows, late cancels and fare evasions
 - Senior Mobility Program
- Cost containment challenges include:
 - Aging population
 - Three-quarter mile rule
 - Increasing ridership
 - Increasing dialysis trips
 - Service quality versus experimental cost reduction models
 - Federal mandate of zero denials
 - Economic Recovery
 - Labor shortage
 - Compensation package
 - Drives ridership
- Redi-Wheels contract expires December 2014. A Request for Proposal will be issued in spring 2014 with Board action in October 2014.
- The Redi-Wheels FY2014 budget is \$8.9 million.

Director Adrienne Tissier asked if the entire contract, including options, is expiring. Mr. Patton said the entire contract is up in December, including options.

Director Karyl Matsumoto asked if ridership numbers are available to compare shopping trips to medical appointments. Ms. Dubost said she believes approximately 40 percent of the trips are for medical appointments.

Director Jeff Gee asked if service is operated every day, including holidays. Mr. Patton said the service operates 365 days a year but operates a shorter schedule on holidays.

Director Gee asked if there is enough data to start forecasting service needs for the next three, five or 10 years in order to secure more funding. Michael Scanlon, General Manager/CEO, said there is only a 2 percent denial rate and staff continues to track this rate. Chuck Harvey, Deputy CEO, said there are no models to drive demand, but staff will continue to budget for the demand in financial models.

Public Comment

Jerry Grace, San Lorenzo, asked if there are still old buses. Mr. Scanlon said there are cutaway vans, smaller vans, sedans and taxis. Mr. Grace asked how many vans. Mr. Harvey said there are 70 vehicles and approximately 40 are vans.

Multimodal Ridership Report – November 2013 Compared to November 2012

Mr. Harvey reported:

- Bus average weekday ridership (AWR) was 42,880, an increase of 2.9 percent.
- Caltrain AWR was 51,990, an increase of 9.8 percent.
- Caltrain shuttle AWR was 12,330, an increase of 5.4 percent.

Year-to-date Total Ridership – November 2013

- Bus ridership was 5,403,920, an increase of 2.4 percent.
- Caltrain ridership was 7,115,410, an increase of 7.8 percent.
- Total ridership for all modes was 13,788,610, an increase of 3.9 percent.
- BART extension ridership was 5,803,370, a decrease of 4.7 percent, which is due to the BART strike.

Mr. Harvey said there have been a few stories in the news about private shuttle carriers in San Francisco using public bus stops and the announcement that San Francisco will charge these carriers for use of the stops. SamTrans does not have a problem with private shuttles using SamTrans stops. The provider of the 49ers service asked if they could use SamTrans bus stops and staff said yes. Mr. Harvey said even if a fee were to be charged, a public agency cannot charge more than the cost of recovery.

Public Comment

Jerry Grace, San Lorenzo, asked how many new people rode Caltrain to the 49ers game on December 23 and on New Year's. Mr. Scanlon said those numbers will be provided at the JPB meeting.

Adjourned: 2:41 p.m.

**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: **ACCESSIBILITY REPORT**

ACTION

This item is for information only. No 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 December 10 PCC meeting are attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: Tina Dubost, Acting Manager, Accessible Transit Services 650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL**

**MEETING MINUTES
Dec. 10, 2013**

ATTENDANCE: Members Present: Mike Levinson, Chair; Michal Settles, Vice-Chair; Dale Edwards, Consumer; Myria Barnes-Jackson, DOR; Aki Eejima, Consumer; Judy Garcia, Consumer; Dinae Cruise, Consumer; Stephanie Hill, Al-Com Chair; Barbara Kalt, Rosener House; Nancy Keegan, SC Adult Day Services; Marie Violet, Sequoia Hospital; Sandra Lang, COA.

ABSENTEES: Maureen Dunn, Senior Focus; Dan Mensing, Consumer; Allan Newlands, COD; Sammi (Wilhelmina) Riley, Consumer;

GUESTS: Tina Dubost, SamTrans; Ashish John, SamTrans; Linda Rhine, Nelson-Nygaard; Lynn Spicer, MV Transportation; Erin Swartz, PCC Staff; Maxine Eastman, Consumer; Jocelyn Feliciano, MV Transportation.

(Member Attendance: 12) Quorum—Yes.

WELCOME/INTRODUCTION

Chair Mike Levinson called the meeting to order at 1:30 p.m. and welcomed all to the December PCC meeting.

APPROVAL OF NOVEMBER PCC MINUTES

Mike asked for a vote of approval for the November PCC minutes. Dinae moved to approve the minutes, the motion was seconded by Stephanie and the minutes were approved with Myria and Michal abstaining.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Stephanie reported that she does not have an update. The last meeting was in October and the next meeting is scheduled for Jan. 7, 2014 at 1:00 p.m.

B. GRANT/BUDGET REVIEW

Barbara reported that there is no news to share with the PCC.

C. EDUCATION COMMITTEE

In Maureen's absence, Mike reported that a date has been finalized for the City of South San Francisco outreach presentation. It will be on Wednesday, January 22, 2014 at 7:00 p.m. at 33 Arroyo Drive in South San Francisco. The presentation should last approximately 10 minutes and will be broadcast on TV. A presentation for the Coastside meeting will be scheduled to take place later in 2014.

D. EXECUTIVE COMMITTEE

Mike reported that an Executive Committee met last week and discussed Marshall's participation from MTC and whether an alternate person was available for PCC meetings. Taxi service was also on the agenda. Beginning in January, Tina will be providing reports on taxi service. The Executive Committee reviewed an issue brought forward at the ERC meeting about the taxi service cost, as compared to the cost of Redi-Wheels. The status of the Nelson-Nygaard contract was covered during the meeting, as well. Tina reported that the contract runs through June 2014. Nancy confirmed with Tina that the contract had been sent to HNTB. Linda reported that Nelson-Nygaard had not yet received the new contract. Mike added that the SamTrans Board approved funding for a three year contract. Mike reported that the MV appreciation party is being discussed and will be held at one of the regularly scheduled MV Safety Meetings that are on Tuesdays from 6:00-8:00 p.m. and on Saturdays from 8:30-10:30 a.m. Michal confirmed with Lynn that the RediCoast drivers have their own safety meetings. Linda reported that Corinne will be submitting a one-page summary of the mobility management grant application and a sample support letter.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina reported that SamTrans is introducing two new Flex Routes, starting January 27, 2014. One route will be in Pacifica, where customers can request service by calling 24 hours in advance. The drivers can deviate up to ½ mile off of the route to pick up passengers. The other Flex Route will be in San Carlos. The buses will run from 7 a.m. to 6 p.m. on weekdays. Redi-Wheels customers can ride for free, if they show their Redi-Wheels identification card. All other riders will pay the standard fare. The number to call to request service will be a direct line. Tina will give out the number at a later date. Nancy asked if Tina could email this information to the PCC, once it has been finalized by the SamTrans Marketing Department. This is a demonstration project to see how it is received with the public.

Michal confirmed with Tina that additional weekend service on the Coast will begin in January 2014.

B. Performance Summary

Tina reported on pg. 10 of the packet. Ridership in October 2013 is up by 5% compared with October 2012. The number of same-day cancels and late cancels is down. On-Time Performance did not meet the standard. Productivity is very good, at 1.77! Taxis account for 18% of total ridership at 4,549 out of 25,183 trips.

C. Customer Comments

Tina reported on pg. 11 of the packet. In the Monthly Comment Statistics Report for the month of October, the total number of policy-related comments decreased. Average Response Time is 3.8, which is better than the standard. In the breakdown of comments

by type, there were more compliments and fewer complaints. Late vehicle complaints have gone up, however.

Tina confirmed with Mike that Trapeze v. 13 is undergoing internal testing right now. Linda thanked Tina for providing Taxi Service information, which is about 18% of total ridership.

D. Safety Report

Jocelyn reported that in November, RediCoast had 0 incidents. Redi-Wheels had 5 incidents; 0 were preventable and 5 were non-preventable.

LIAISON REPORTS

A. MTC REPORT

Marshall absent, no report available.

B. AGENCY

Barbara reported that there has not been a meeting since her last update for the PCC. All of the agency members have been very busy and are dealing with small issues individually.

Nancy asked if Lynn could provide more information from MV about the driver shortage. Lynn explained that many drivers are completing training and then leaving for work for high-tech companies and other agencies that are hiring like MUNI and AC Transit. Lynn briefly answered questions about salaries and benefits. Lynn added that it is a union shop. Tina pointed out that SamTrans does not interfere with MV management decisions.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that the meeting will be on December 11, a joint meeting with the caroling event. HOPE services representatives will be there, who have also been advocating for additional fixed-route weekend service on the coast.

She thanked Tina for following up with the RediCoast Comment Cards, which now bear a red "RediCoast" stamp.

Michal will make the Coastside master calendar available for review at tomorrow's meeting, in order for participants to provide feedback about selecting a new meeting day.

Michal will follow up on arranging an appreciation event for the MV riders who serve the Coastside. The 9:30 a.m. meeting time was originally selected to accommodate individuals who are trying to avoid commute traffic on Highway 92.

Michal also shared a story about a person who uses a wheelchair being stranded at a library during a heavy rainstorm. A man at the library volunteered to drive the stranded patron home. The librarian told Michal that she didn't know who to call or what to do for the patron who needed transportation home. Michal asked for information about

what protocols are in place to prevent riders from being stranded, especially in poor weather. She said that this issue will be discussed at tomorrow's Coastside meeting, in order to come up with some options for providing transportation in emergency situations. She wants to give the library something. Michal asked the PCC members what a person could do in this type of situation. She added that there should be a safety net, so that employees at public agencies and offices know what to do when a disabled person is present and needs to get home.

Stephanie and Judy noted that not all types of wheelchairs are collapsible, which can limit a rider's ability to be transported in certain vehicles. Nancy shared a photo of a private taxi, which was a van with a lift that had the capacity to transport several individuals. Mike noted that in emergencies, the police and fire department can provide transportation assistance for individuals that cannot get into their homes. Linda suggested that Michal share the "Senior Mobility Guide" with the librarian.

The PCC discussed transportation services for commuters in San Mateo County. Linda suggested requesting a speaker from commute.org for a future AI-Com meeting.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Aki reported that ERC discussed eligibility, taxi, and IVR. The ERC also discussed inviting an MV representative to join the ERC, to answer questions that arise during the meetings.

Aki confirmed that ERC will not be meeting in January 2014.

E. COMMISSION ON AGING (COA) REPORT

Sandra reported that the COA met on Nov. 18, 2013. Sandra noted that the last meeting was quite long and that her update from the PCC to the COA was too far down on the meeting agenda to provide a full update. Jean Frazier from Health System gave a report to the COA, when the question of transportation came up and how Aging and Adult services will address this issue. Jean told the COA about the SamTrans grant application.

Sandra reported that the COA is also focusing on elder abuse awareness. Transportation issues surfaced and members of the COA agreed that more information was needed to understand the issue. Linda reported that Corinne Goodrich at SamTrans is seeking letters of support from agencies. Sandra stated that the COA will be meeting on the second Monday of January 2014.

Nancy noted that Aging and Adult Services can also circulate a form letter, to share with a broader group of agencies. Barbara brought forward the idea that the Education Committee could give an outreach presentation to the members of COA. Sandra suggested drafting a proposal to present to the new Chair and Executive Committee of the COA. Sandra will let Linda know who to contact. Stephanie asked if a similar arrangement could be made with COD. Linda will follow up with Allan Newlands from COD.

F. COMMISSION ON DISABILITY (COD) REPORT

Allan absent, no report available.

G. CENTER FOR INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CID)

No representative or report available.

H. DEPARTMENT OF REHABILITATION (DOR)

Myria announced that she will be retiring at the end of December 2013, after 40 years with the Department of Rehabilitation. She recalled the many accomplishments that have been achieved by the PCC and DOR over the years.

Myria relayed a story about a DOR training session that was scheduled and a trainer who was sick that day. The trainer had scheduled a ride for a return trip and needed to make alternative arrangements to get home. She called Tina and Dispatch to try and get a ride back to her office. This is a reminder that there is still a lot of work to be done in paratransit services.

The PCC members thanked Myria for her many years of devoted service and will miss her! Myria wished the PCC well. She will talk with her supervisor about the possibility of appointing another Department of Rehabilitation representative for the PCC representative.

OTHER BUSINESS

Stephanie reported on a Will-Call ride experience that she had recently. She had a 2 ½ hour wait for a ride home, after a doctor's appointment ran longer than expected. Tina said that she was sorry to hear about the long wait and said that with increased ridership, some riders may experience longer wait times for Will-Call Rides. Mike asked Tina if Redi-Wheels could implement a maximum time limit for Will-Call Rides, so that a taxi could be used in situations where wait times are very long. Lynn reported that there are many challenges with Will-Call Rides and that there are limited vehicles available for riders using wheelchairs and mobility devices. Lynn said that some riders book many rides, creating a difficult situation. Lynn suggested that if a consumer is only going to be 15 minutes later than the scheduled ride, then the consumer should call dispatch to determine if an accommodation is available without changing the ride status to Will-Call.

Dinae reported that she also had a similar experience to Stephanie's recently where she had a two-hour delay on Will-Call and she does not use a wheelchair. Lynn said that there are many different scenarios and it is hard to deal with all of the variations, like driver shortages, the need for wheelchair-compatible vehicles, etc...

Aki asked when peak ridership time takes place and Lynn reported that 7:00 to 9:00 a.m. is especially busy, making OTP challenging to meet during that time. Lynn said that when making medical appointments, she would suggest early afternoon as the best time because there is more vehicle capacity at that time of the day.

Dinae reported that a new senior apartment complex, Half Moon Village, will be built on the Coastside. There is the potential for increased RediCoast ridership with the 115 new apartments being available. Dinae also mentioned that her dog, Joey, passed away over the Thanksgiving holiday.

Aki asked about the status of Section 8 housing through HUD in San Mateo County. Sandra said that there are waiting lists and suggested contacting Aging and Adult Services and the County Housing Authority for more information. Another suggestion was made to call Jackie Speier's office.

Mike announced the next PCC meeting will be on Tuesday, January 14, 2014. An Education Committee meeting will also take place that day from 12:00-1:00 p.m.

MEETING ADJOURNED: Mike adjourned the meeting at 3:10 p.m.

**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: FIXED-ROUTE BUS 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, Americans with Disabilities Act Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the SamTrans fixed-route bus service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, on-time performance, token usage, and other developments.

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

**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 – DECEMBER 2013**

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 and Table "B" summarizes the total ridership figures for all SamTrans transportation modes. Chart "A" features year-to-date comparisons of AWR for Fiscal Year (FY) 2012, FY2013, and FY2014. Chart "B" has figures for total ridership year-to-date for FY2012, FY2013, and FY2014.

Tables "A" and "B" also provide the corresponding data for the BART SFO Extension as a separate line.

AVERAGE WEEKDAY RIDERSHIP – DECEMBER 2013 COMPARED TO DECEMBER 2012

Total District Modes – 98,860, an increase of 8.8 percent.

Bus – 39,190, an increase of 2.5 percent.

Paratransit – 985, flat from last year.

Caltrain – 48,630, an increase of 13.9 percent.

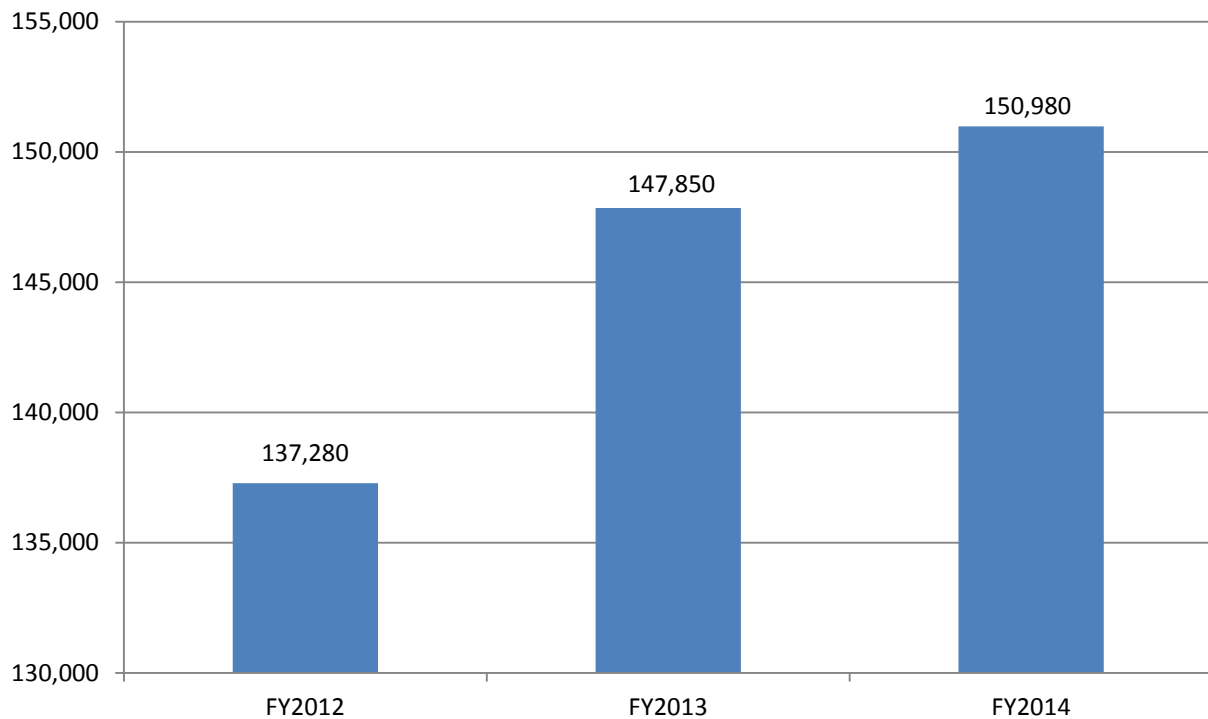
Shuttles – 10,060, an increase of 12 percent.

Table A
Average Weekday Ridership

December 2013 Average Weekday Ridership				Percent Change
Mode	FY2012	FY2013	FY2014	FY2013/FY2014
Bus	39,700	38,230	39,190	2.5%
Paratransit	985	988	985	0.0%
Caltrain	38,390	42,710	48,630	13.9%
Shuttles	7,400	8,980	10,060	12.0%
Total	86,480	90,900	98,860	8.8%
BART Extension (No Daly City)	40,640	44,530	45,760	2.8%
Grand Total	127,120	135,430	144,620	6.8%
Weekdays	21	20	21	5.0%

December 2013 Year-to-date				Percent Change
Mode	FY2012	FY2013	FY2014	FY2013/FY2014
Bus	42,330	40,940	41,660	1.8%
Paratransit	1,060	1,060	1,070	0.9%
Caltrain	43,000	48,300	52,580	8.9%
Shuttles	8,620	10,850	10,380	-4.3%
Total	95,000	101,150	105,690	4.5%
BART Extension (No Daly City)	42,280	46,700	45,290	-3.0%
Grand Total	137,280	147,850	150,980	2.1%

Chart A
Average Weekday Ridership (FYTD)



The following summary and exhibits include total ridership for all modes of transportation for which SamTrans is responsible. These numbers are a gross count of each boarding across all modes and all service days for the month of December for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – DECEMBER 2013 COMPARED TO DECEMBER 2012

All District Modes – 2,552,460, an increase of 12.5 percent.

Bus – 1,004,590, an increase of 6.6 percent.

Paratransit – 24,190, an increase of 3.3 percent.

Caltrain – 1,312,090, an increase of 16.5 percent.

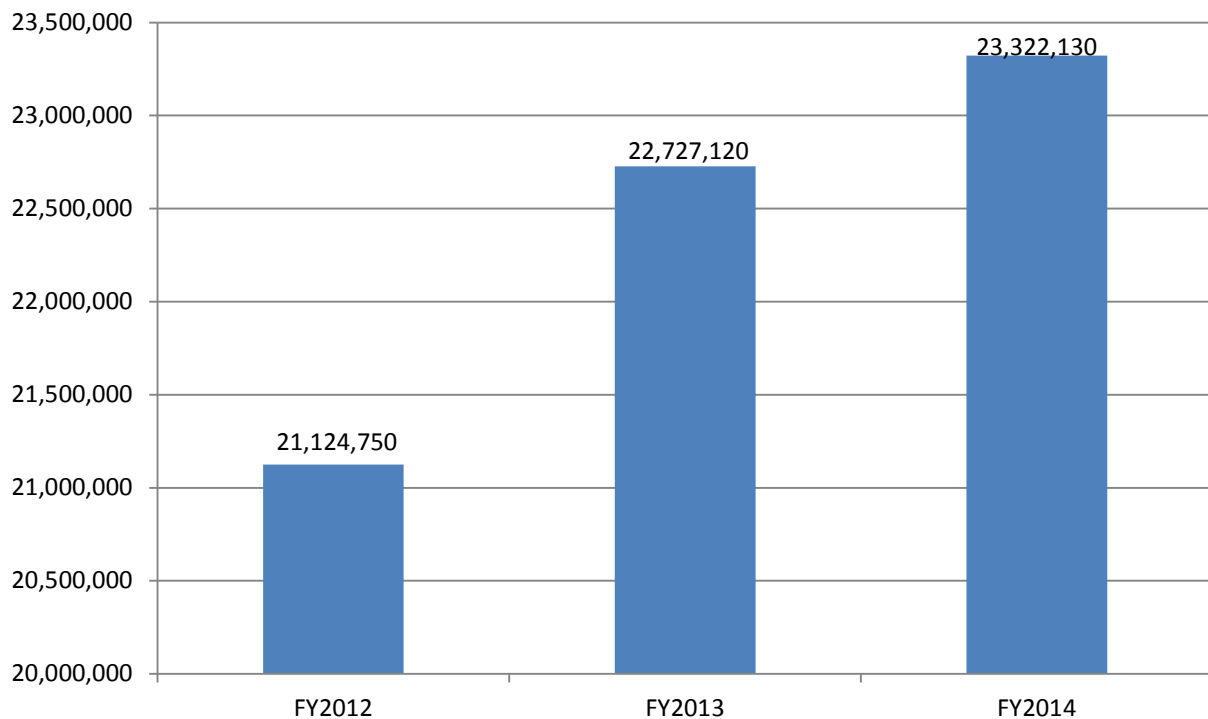
Shuttles – 211,600, an increase of 19.2 percent.

**Table B
Total Ridership**

December 2013 Total Monthly Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	1,008,250	942,270	1,004,590	6.6%
Paratransit	23,700	23,410	24,190	3.3%
Caltrain	1,036,830	1,126,170	1,312,090	16.5%
Shuttles	155,620	177,490	211,600	19.2%
Total	2,224,390	2,269,330	2,552,460	12.5%
BART Extension (No Daly City)	1,062,210	1,099,660	1,177,700	7.1%
Grand Total	3,286,590	3,368,990	3,730,160	10.7%
Weekdays	21	20	21	5.0%

December 2013 Year-to-date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	6,420,590	6,221,490	6,408,510	3.0%
Paratransit	154,430	153,080	157,150	2.7%
Caltrain	6,898,320	7,727,480	8,427,500	9.1%
Shuttles	1,100,140	1,438,820	1,347,910	-6.3%
Total	14,573,490	15,540,870	16,341,070	5.1%
BART Extension (No Daly City)	6,551,260	7,186,250	6,981,070	-2.9%
Grand Total	21,124,750	22,727,120	23,322,130	2.6%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – December 2013

SamTrans Service Plan Implementation – At the end of January, every route in the SamTrans system will undergo changes. Staff began disseminating information to customers and the community about the changes. Information was provided on the bus agency's website (summary of changes by route and new timetables) and through social media. Staff also provided flyers to the cities of Pacifica and San Carlos about the new pilot flex routes that will be offered.

Happy Holidays Video – The San Mateo County Transit District staff created a video holiday card that focused on a young boy's holiday journey. The video, titled "A Holiday Journey Begins", shows the boy and his mom wrapping a present and starting their journey on SamTrans. While riding the bus, they pass by a construction project funded by the San Mateo County Transportation Authority, and then the boy and his mom transfer to Caltrain to continue their trip. The video wrapped up with the following message: "Wherever your journey takes you, we're here to wish you Happy Holidays."

New Year's Eve – To ring in the New Year and provide celebrants with a safe way to travel, SamTrans coordinated with Caltrain, San Francisco Municipal Transportation Agency and Santa Clara Valley Transportation Authority to offer complimentary rides from 8 p.m. to 5 a.m. New Year's Day. The service was promoted through social media, onboard announcements, a news release and on the SamTrans website.

Transit Fun Guide – The winter issue of the *Transit Fun Guide* was released. The guide lists dozens of events and fun destinations that are served by SamTrans and includes information on which bus route to ride to get to the venue. Destinations include festivals, parades, theatres and farmers' markets.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Michael Eshleman, Planner 650-508-6227



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A G E N D A
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COMMITTEE OF THE WHOLE

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

WEDNESDAY, FEBRUARY 5, 2014 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of January 8, 2014
2. Acceptance of Statement of Revenues and Expenses for December 2013
3. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2013

CONTRACTS

4. Authorize Award of Contract to Vintage Elevator Services, Inc. for Elevator Maintenance Services for an Estimated Amount of \$266,298 for a Five-year Term

INFORMATIONAL

5. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2013

Committee Members: Zoe Kersteen-Tucker, Rose Guilbault, 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
JANUARY 8, 2014

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

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Shirley Harris called the meeting to order at 2:41 p.m.

Approval of Minutes of Finance Committee Meeting of December 4, 2013

The Committee unanimously approved the minutes (Guilbault/Tissier).

Acceptance of Statement of Revenues and Expenses for November 2013

Gigi Harrington, Deputy CEO, said November revenue was over budget by \$2.2 million and expenses are under budget. Last week fuel was \$3.08 per gallon and year to date is \$3.07 per gallon. The San Mateo County Transit District (District) received \$10,000 from the fuel hedge in December and year to date has received \$67,000.

The Committee (Deal/Guilbault) unanimously recommended Board acceptance of the report.

Authorize Amending the Fiscal Year (FY) 2014 Operating Budget by \$1,276,715 for a Total Budget of \$125,603,617

Ms. Harrington said changes include unused operating grants that need to be moved to next year, \$5 million in Measure A from the county, sales tax revenue that was significantly over budget last year, and minor changes to reflect shuttle adjustments. She said revenues over expenses are positive for FY2014.

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

Authorize the Submittal of Grant Applications and the Execution of Standard Agreements with the California State Department of Transportation (Caltrans) Pertaining to Federal Transit Administration (FTA) Section 5311 Funds

April Chan, Executive Officer, Planning and Development, said these funds have been used to fund the Coastside demand-response transportation services and Route 17. The District receives between \$160,000 and \$180,000 a year from the Metropolitan Transportation Commission (MTC), depending on the competition and the formula.

Ms. Chan said once approved, this will allow staff to apply for these funds for the next three years.

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

Authorize Filing an Allocation Request and Enter into a Funding Agreement with the California State Department of Transportation to Receive \$365,232 of Transportation, Community, and System Preservation (TCSP) Program Funds for the City of South San Francisco's Complete Streets Project

Ms. Chan said in 2010 the Board gave staff the authority to receive Federal planning funds for complete streets studies along El Camino Real in Daly City, South San Francisco, San Bruno and San Carlos. In 2011, staff applied for and received TCSP funding to complete the case study for one city. A panel reviewed submittals from the four cities and selected South San Francisco. This item will allow staff to receive the funding from Caltrans and enter into a cooperative agreement with South San Francisco to complete the project.

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

Authorize Award of Contract to Gillig LLC for the Purchase and Delivery of Heavy-Duty Buses Through the Central Contra Costa Transit Authority (CCCTA) Competitively Negotiated Contract for a Five-Year Term

Cheryl Cavitt, Director, Contracts and Procurement, said staff is requesting Board approval of a contract with Gillig for the purchase of a minimum of 42 buses and maximum of 60 buses. Each time buses are procured staff will be back to the Board to authorize the purchase. Ms. Cavitt said these buses will replace the 2003 buses that will reach the end of their useful life in 2015 and support the District's Emissions Reduction Program. CCCTA was the lead agency in the consortium purchase. There were 22 members purchasing more than 1,000 buses from Gillig. The consortium Request for Proposal (RFP) was approved by the FTA and requires each agency to have its own contract with Gillig. Only two proposals were received and only Gillig's was responsive to the RFP. CCCTA did an extensive review of Gillig's proposed price and determined it was very reasonable.

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

Authorize Rejection of all Proposals for Contracted Shuttle Services

Ms. Cavitt said staff is asking the Board to exercise its right to reject all proposals received for contracted shuttle services. This will allow staff to reissue the RFP in a way that ensures all proposers are being provided information on a level playing field. This was a jointly developed and published RFP with the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (Alliance). Ms. Cavitt said the solicitation proceeded through the normal process with responses reviewed by an evaluation committee composed of staff from the District, the Alliance and Santa Clara

Valley Transportation Authority. She said five proposals were received and the top three proposers were invited for an interview and site visits were conducted.

Ms. Cavitt said after the evaluations were completed, all proposers received notice of staff's intent to recommend award of contract to MV Transportation (MV). Parking Company of America (PCAM) submitted a protest. One of the key elements of their protest was that the highest-ranked proposer had proposed an inadequate staffing plan. PCAM asserted that MV would not be able to run the service with the staffing levels proposed. Early in the solicitation staff provided the number of employees currently working for PCAM to all the proposers so they could develop the staffing plans and the cost associated with them. Ms. Cavitt said staff requested this information from PCAM and it was submitted in an Excel spreadsheet with two tabs. One tab was labeled "employees by seniority" and the other tab was labeled "employees by location." Nothing in those descriptions led staff to believe that the two lists would be different. Staff took the first tab, "employees by seniority," and provided it to all proposers. When staff received PCAM's assertion that the staffing levels were inadequate they again requested current staffing be sent, along with certified payroll data attached. The information provided by PCAM on the second round did show a higher number of employees than originally provided to the proposers. This caused a situation of inconsistent data being provided and the proposers not having a fair and equal playing field on which to base their proposals.

Ms. Cavitt said without asking the Board to provide any ruling on the protest, staff is asking the Board to reject all proposals so the contract can be re-solicited utilizing data that is consistent, accurate and complete.

Director Jeff Gee asked if this rebidding will cause the competition to be less robust and what efforts staff will take to ensure that these firms pursue this contract again.

Ms. Cavitt said staff will be making enhanced outreach to the bidders.

Michael Scanlon, General Manager/CEO, said this is very sought-after work and the scoring was very close at six-tenths of a point between the number one and number two proposers.

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

Adjourned: 3:00 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
DECEMBER 31, 2013 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the month of December 2013 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$4,075,250 or 4.9 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$425,658 or 4.7 percent, *Measure A Fund* (page 1, line 4) is **better** than budget by \$69,769 or 1.7 percent, *Sales Tax* (page 1, line 8) is **better** than budget by \$3,353,464 or 9.8 percent and *Other Interest, Rent & Other Income* (page 1, line 11) are \$275,505 or 9.6 percent **better** than budget offset by *Investment Interest* (page 1, line 9) which is **worse** than budget by \$49,146 or 8.8 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$1,271,926 or 2 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$734,101 or 1.4 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$473,116 or 6.4 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$64,709 or 1.6 percent.

BUDGET IMPACT

There are no budget revisions for the month of December 2013.

Prepared By: Jeannie Chen, Senior Accountant 650-508-6259
Sheila Tioyao, Manager, General Ledger 650-508-7752

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2014
DECEMBER 2013**

% OF YEAR ELAPSED: **50.0%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,487,386	8,716,983	9,408,158	8,982,500	104.7	17,965,000	17,965,000	52.4
2 Local TDA and STA Funds	2,585,770	19,146,462	27,194,269	27,194,269	100.0	42,542,322	42,542,322	63.9
3 State/Federal Operating Grants	858,812	2,985,369	4,204,387	4,204,387	100.0	8,050,834	8,107,834	51.9
4 Measure A Funds	800,236	4,316,295	4,217,073	4,147,304	101.7	8,160,000	8,160,000	51.7
5 AB434 Funds	47,167	277,100	283,000	283,000	100.0	566,000	566,000	50.0
6 Subtotal - Operating Revenues	5,779,371	35,442,209	45,306,886	44,811,460	101.1	77,284,156	77,341,156	58.6
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	8,674,331	35,968,722	37,428,464	34,075,000	109.8	68,000,000	68,000,000	55.0
9 Investment Interest	84,158	1,058,392	509,579	558,725	91.2	1,056,160	1,056,160	48.2
10 Pass through to Other Agencies	25,347	5,850	152,084	152,084	100.0	379,169	379,169	40.1
11 Other Interest, Rent & Other Income	541,150	3,067,031	3,150,445	2,874,940	109.6	6,346,565	6,346,565	49.6
12 Other Sources	0	5,188,248	0	0	0	0	0	0.0
13 Subtotal - Other Revenues	9,324,986	45,288,243	41,240,572	37,660,748	109.5	75,781,894	75,781,894	54.4
14 Total Revenues	15,104,357	80,730,453	86,547,458	82,472,208	104.9	153,066,050	153,123,050	56.5
15 Capital Assistance	7,703,503	2,445,810	19,419,601	19,419,601	100.0	6,336,651	58,719,891 A	33.1
16 Reserves Programmed for Capital	1,026,718	2,797,119	4,801,014	4,801,014	100.0	74,000	18,236,805 A	26.3
17 Total Revenues - All Sources	23,834,578	85,973,382	110,768,073	106,692,823	103.8	159,476,701	230,079,746	48.1
USES OF FUNDS								
Operations								
21 Motor Bus	7,977,153	46,042,999	49,947,957	50,682,057	98.6	100,725,200	100,788,345	49.6
22 A. D. A. Programs	1,118,398	6,734,326	6,885,326	7,358,442	93.6	14,780,900	14,774,755	46.6
23 Caltrain	453,334	8,065,778	2,720,001	2,720,002	100.0	5,440,000	5,440,000	50.0
24 Other Multimodal Programs	215,222	1,481,581	1,284,533	1,349,242	95.2	2,880,681	2,880,681	44.6
25 Subtotal - Operating Costs	9,764,107	62,324,684	60,837,818	62,109,743	98.0	123,826,781	123,883,781	49.1
Other Uses of Funds								
27 Pass through to Other Agencies	25,347	5,850	152,084	152,084	100.0	383,742	383,742	39.6
28 Transfer Out to Debt Service	2,037,808	12,226,721	12,226,846	12,226,846	100.0	24,453,287	24,453,287	50.0
29 Fiscal Agent Fees	5,020	11,455	12,808	15,015	85.3	26,410	26,410	48.5
30 Land Transfer Interest Expense	0	0	0	0	0	59,379	59,379	0.0
31 Subtotal - Other Uses	2,068,175	12,244,026	12,391,738	12,393,945	100.0	24,922,818	24,922,818	49.7
32 Capital Programs	8,915,449	5,689,442	24,817,845	24,817,845	100.0	11,682,276	82,302,321 A	30.2
33 Total Uses of Funds	20,747,731	80,258,153	98,047,400	99,321,533	98.7	160,431,875	231,108,920	42.4
34 NET SURPLUS / (DEFICIT)	3,086,847	5,715,229	12,720,673	7,371,290	172.6	(955,174)	(1,029,174)	(1236.0)

% 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.

Note A - The Revised Budget includes the year end rollover of existing capital projects (unaudited).

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2014
DECEMBER 2013**

% OF YEAR ELAPSED: 50.0%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,422,204	8,330,327	9,000,072	8,578,000	104.9	17,156,000	17,156,000	52.5
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,033,394	15,901,138	22,304,816	22,304,816	100.0	34,505,186	34,505,186	64.6
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	358,359	2,207,876	3,719,083	3,719,083	100.0	5,633,670	5,633,670	66.0
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	794,890	2,724,555	3,908,442	3,908,442	100.0	7,051,491	7,108,491	55.0
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	2,937,997	13,996,808	8,297,823	9,769,392	84.9	31,475,368	31,481,513	26.4
10 Accessibility Fixed Route	64,300	514,548	572,172	517,572	110.5	1,035,143	1,035,143	55.3
11 TOTAL 1/2 CENT SALES TAX	3,002,297	14,511,356	8,869,995	10,286,964	86.2	32,510,511	32,516,656	27.3
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	48,417	833,265	296,048	348,265	85.0	697,450	697,450	42.4
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	0	42	0	0	0.0	0	0	0.0
16 Rental Income	97,357	534,891	583,304	543,720	107.3	1,087,440	1,087,440	53.6
17 Advertising Income	57,152	396,558	503,791	465,000	108.3	930,000	930,000	54.2
18 Other Income	163,083	602,990	762,405	527,768	144.5	1,153,452	1,153,452	66.1
19 TOTAL OTHER REVENUES	317,592	1,534,481	1,849,500	1,536,488	120.4	3,170,892	3,170,892	58.3
20								
21 TOTAL MOTOR BUS	7,977,153	46,042,999	49,947,956	50,682,057	98.6	100,725,200	100,788,345	49.6
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	65,182	386,657	408,086	404,500	100.9	809,000	809,000	50.4
25 Local TDA 4.5 Redi-Wheels	147,039	791,508	888,507	888,507	100.0	1,839,741	1,839,741	48.3
26 Local STA - Paratransit	46,977	245,940	281,862	281,862	100.0	563,725	563,725	50.0
27 Operating Grants	63,923	260,814	295,945	295,945	100.0	999,343	999,343	29.6
28 Sales Tax - District ADA Programs	282,096	2,139,964	2,193,654	2,691,583	81.5	4,846,042	4,839,897	45.3
29 Sales Tax - Paratransit Suppl. Coastside	110,375	627,576	656,756	622,170	105.6	1,244,339	1,244,339	52.8
30 Interest Income - Paratransit Fund	32,873	205,603	197,098	210,460	93.7	358,710	358,710	54.9
31 Measure A Redi-Wheels	346,902	1,438,765	1,497,071	1,427,302	104.9	2,720,000	2,720,000	55.0
32 Measure M Paratransit	92,800	637,500	536,114	536,114	100.0	1,400,000	1,400,000	38.3
33 TOTAL ADA PROGRAMS	1,188,166	6,734,326	6,955,095	7,358,442	94.5	14,780,900	14,774,755	47.1
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Other Sources - Caltrain	0	5,188,248	0	0	0.0	0	0	0.0
37 Transfer from TA for Caltrain	453,334	2,877,530	2,720,001	2,720,002	100.0	5,440,000	5,440,000	50.0
38 AB434 Funds - SamTrans Shuttle	47,167	277,100	283,000	283,000	100.0	566,000	566,000	50.0
39 Employer SamTrans Shuttle Funds	130,758	895,050	764,830	802,338	95.3	1,775,673	1,775,673	43.1
40 Sales Tax - SamTrans Shuttle Program	27,060	178,059	177,686	180,842	98.3	356,218	356,218	49.9
41 Sales Tax - Gen. Operating Asst.	10,237	131,372	59,017	83,062	71.1	182,790	182,790	32.3
42								
43 TOTAL MULTIMODAL	668,556	9,547,359	4,004,535	4,069,244	98.4	8,320,681	8,320,681	48.1
44								
45 TOTAL REVENUES	9,833,875	62,324,684	60,907,587	62,109,743	98.1	123,826,781	123,883,781	49.2

% 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 2014
DECEMBER 2013**

% OF YEAR ELAPSED: **50.0%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
Wages & Benefits	4,068,921	24,400,420	27,178,132	25,784,453	105.4	50,777,535	50,471,448	53.8
Services:								
Board of Directors	3,200	21,916	22,802	25,800	88.4	51,800	51,800	44.0
Contracted Vehicle Maintenance	28,561	204,402	200,578	352,839	56.8	696,080	705,678	28.4
Property Maintenance	97,354	575,855	593,449	618,500	95.9	1,273,500	1,233,500	48.1
Professional Services	293,500	1,407,651	1,517,415	2,145,377	70.7	4,173,153	4,271,589	35.5
Technical Services	512,195	2,126,216	2,578,832	2,776,771	92.9	5,280,779	5,561,725	46.4
Other Services	70,802	268,605	453,799	469,427	96.7	1,507,128	1,507,994	30.1
Materials & Supply:								
Fuel & Lubricants	428,508	2,723,266	2,759,978	3,245,830	85.0	6,491,659	6,491,659	42.5
Bus Parts & Materials	151,165	854,223	1,042,211	1,041,550	100.1	1,886,670	1,886,670	55.2
Uniforms & Driver Expense	13,891	67,819	90,333	129,424	69.8	443,122	443,122	20.4
Timetables & Tickets	1,289	65,594	52,191	86,000	60.7	172,000	172,000	30.3
Office Supplies / Printing	26,016	104,412	86,949	187,767	46.3	369,267	369,267	23.5
Other Materials & Supply	6,606	62,554	53,530	79,200	67.6	156,500	156,500	34.2
Utilities:								
Telephone	26,651	172,620	181,715	301,235	60.3	602,470	602,470	30.2
Other Utilities	79,605	498,713	554,042	494,500	112.0	989,000	989,000	56.0
Insurance Costs	343,141	1,323,249	1,649,307	1,320,880	124.9	2,640,150	2,640,150	62.5
Workers' Compensation	274,243	1,598,129	1,386,652	1,615,530	85.8	3,231,060	3,231,060	42.9
Taxes & License Fees	50,707	246,026	262,459	284,555	92.2	569,109	569,109	46.1
Fixed Route Accessibility	64,300	514,548	572,172	517,571	110.5	1,035,143	1,035,143	55.3
Leases & Rentals	9,328	54,764	56,209	62,242	90.3	124,483	124,483	45.2
Promotional & Legal Advertising	11,526	74,139	65,784	138,600	47.5	275,200	275,200	23.9
Training & Business Travel	5,801	76,025	79,066	115,958	68.2	207,765	227,085	34.8
Dues & Membership	7,978	42,499	45,060	46,863	96.2	91,652	91,652	49.2
Postage & Other	2,495	20,521	24,934	88,738	28.1	200,049	175,115	14.2
Total District Operated Buses	6,577,783	37,504,166	41,507,599	41,929,608	99.0	83,245,274	83,283,419	49.8
CONTRACTED BUS SERVICES								
Contracted Urban Bus Service	1,230,516	7,458,917	7,318,545	7,520,697	97.3	15,041,393	15,041,393	48.7
Other Related Costs	21,090	185,221	192,352	186,360	103.2	347,720	372,720	51.6
Insurance Costs	57,928	317,210	327,148	327,486	99.9	655,000	655,000	49.9
Coastside Services	63,511	337,512	372,127	428,777	86.8	857,553	857,553	43.4
Redi Coast Non-ADA	17,253	120,530	108,806	127,104	85.6	254,209	254,209	42.8
Other Related Costs	(624)	13,222	34,883	50,700	68.8	101,400	101,400	34.4
La Honda - Pescadero	3,938	25,200	28,088	27,563	101.9	55,125	55,125	51.0
SamCoast - Pescadero	5,757	70,248	57,517	80,448	71.5	160,896	160,896	35.7
Other Related Cost - SamCoast	0	10,773	894	3,315	27.0	6,630	6,630	13.5
Total Contracted Bus Service	1,399,370	8,538,833	8,440,358	8,752,449	96.4	17,479,926	17,504,926	48.2
TOTAL MOTOR BUS	7,977,153	46,042,999	49,947,957	50,682,057	98.6	100,725,200	100,788,345	49.6

"% 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 2014
DECEMBER 2013**

% OF YEAR ELAPSED: **50.0%**

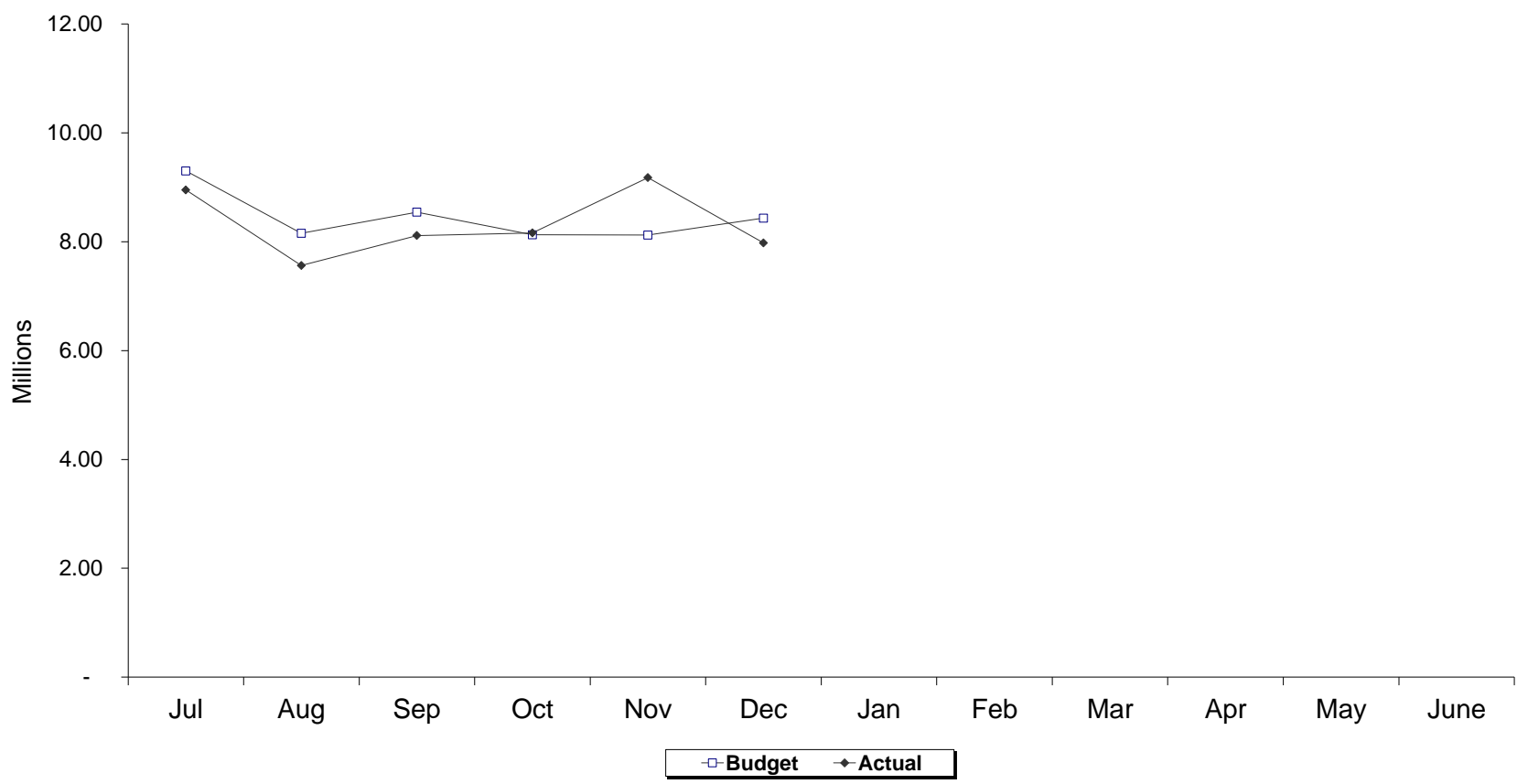
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	469,685	2,823,890	2,812,659	2,822,661	99.6	6,359,982	5,682,082	49.5
Other Related Costs	193,701	1,202,065	1,206,476	1,467,276	82.2	2,937,197	2,931,052	41.2
Sedan Service	256,857	1,437,921	1,594,601	1,610,733	99.0	2,534,802	3,212,702	49.6
ADA Accessibility Support	47,326	385,924	367,762	578,107	63.6	1,189,580	1,189,580	30.9
Coastside ADA Support	110,375	627,576	656,756	622,170	105.6	1,244,339	1,244,339	52.8
Insurance Costs	40,454	256,950	247,073	257,496	96.0	515,000	515,000	48.0
TOTAL ADA PROGRAMS	1,118,398	6,734,326	6,885,326	7,358,442	93.6	14,780,900	14,774,755	46.6
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	453,334	8,065,778	2,720,001	2,720,002	100.0	5,440,000	5,440,000	50.0
Total Caltrain Service	453,334	8,065,778	2,720,001	2,720,002	100.0	5,440,000	5,440,000	50.0
OTHER SUPPORT								
Dumbarton Express Service	0	73,814	-	-	0.0	0	0	0.0
SamTrans Shuttle Service	204,986	1,350,209	1,225,517	1,266,180	96.8	2,697,891	2,697,891	45.4
Bicycle Coordinating Activities	0	0	0	4,167	0.0	0	25,000	0.0
Maintenance Multimodal Facilities	10,237	57,558	59,017	78,895	74.8	182,790	157,790	37.4
Total Other Support	215,222	1,481,581	1,284,533	1,349,242	95.2	2,880,681	2,880,681	44.6
TOTAL MULTI-MODAL PROGRAMS	668,556	9,547,359	4,004,535	4,069,244	98.4	8,320,681	8,320,681	48.1
TOTAL EXPENSES	9,764,107	62,324,684	60,837,818	62,109,743	98.0	123,826,781	123,883,781	49.1

% 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

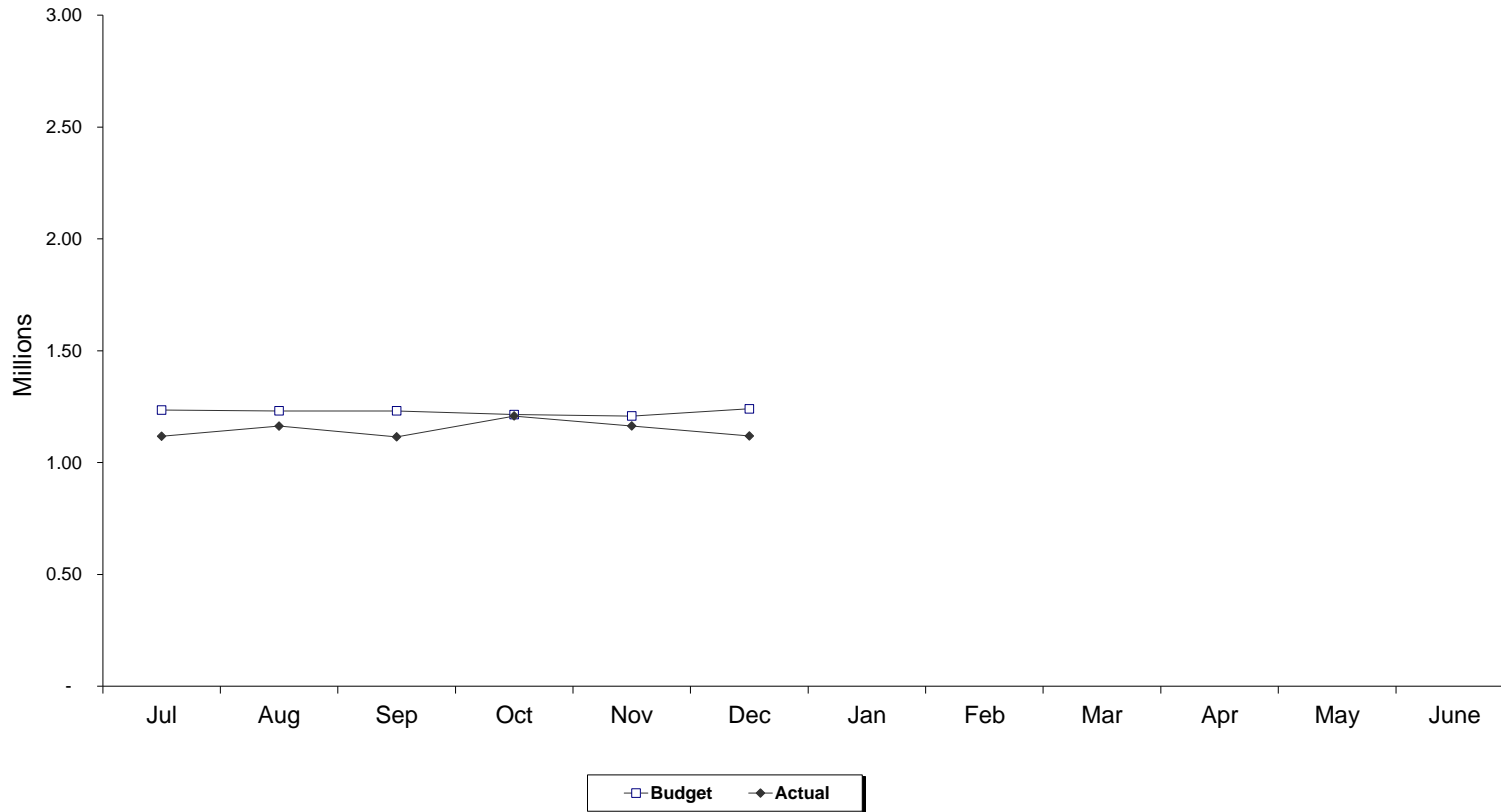
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	9,300,130	8,153,495	8,544,786	8,127,273	8,122,834	8,433,540							
Actual	8,951,662	7,563,066	8,115,120	8,162,116	9,178,840	7,977,153							
CUMULATIVE EXPENSES													
Budget	9,300,130	17,453,625	25,998,410	34,125,684	42,248,518	50,682,057							
Actual	8,951,662	16,514,728	24,629,848	32,791,963	41,970,804	49,947,957							
Variance - F(U)	348,468	938,897	1,368,563	1,333,720	277,714	734,101							
Variance %	3.75%	5.38%	5.26%	3.91%	0.66%	1.45%							

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2014

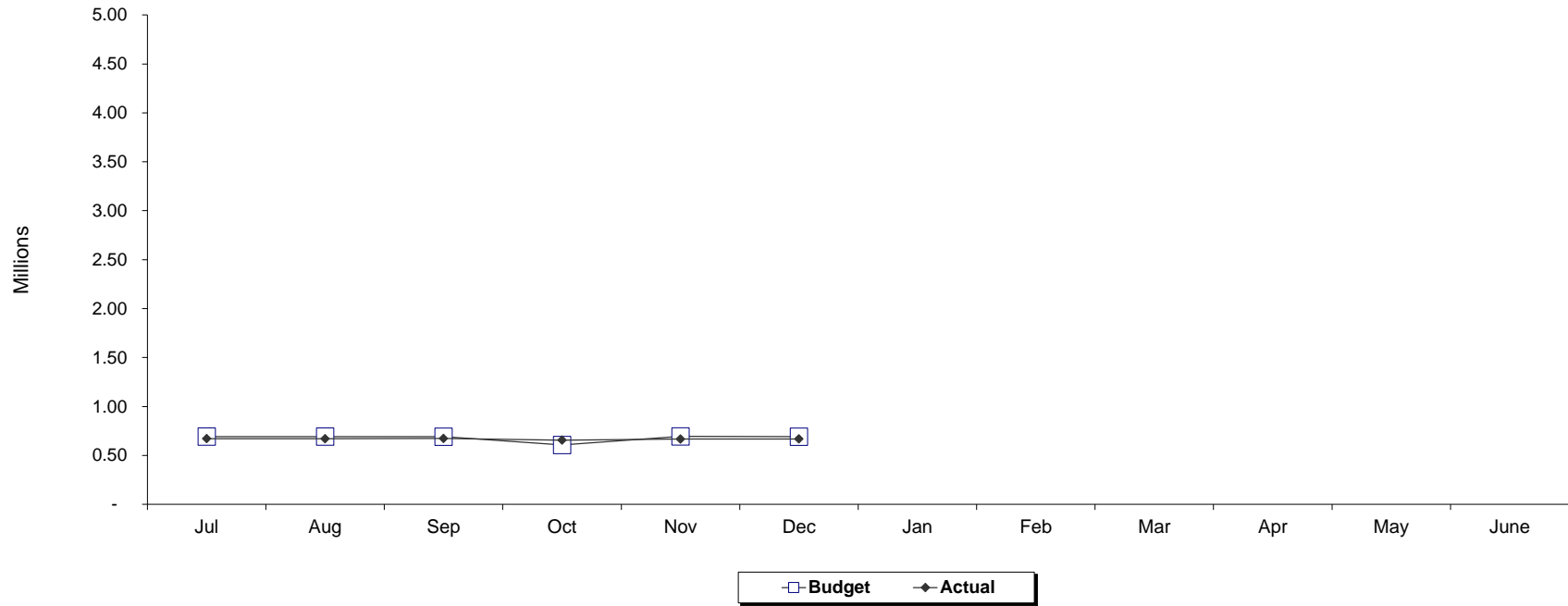


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,234,437	1,230,937	1,230,937	1,214,257	1,207,937	1,239,937						
Actual	1,117,158	1,163,018	1,115,023	1,208,337	1,163,393	1,118,398						
CUMULATIVE EXPENSES												
Budget	1,234,437	2,465,374	3,696,312	4,910,568	6,118,505	7,358,442						
Actual	1,117,158	2,280,176	3,395,198	4,603,535	5,766,929	6,885,326						
Variance - F(U)	117,279	185,199	301,113	307,033	351,577	473,116						
Variance %	9.50%	7.51%	8.15%	6.25%	5.75%	6.43%						

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	693,110	693,110	691,026	606,585	694,387	691,027						
Actual	671,817	670,256	672,440	655,465	666,001	668,556						
CUMULATIVE EXPENSES												
Budget	693,110	1,386,220	2,077,246	2,683,830	3,378,217	4,069,244						
Actual	671,817	1,342,073	2,014,513	2,669,977	3,335,979	4,004,535						
Variance - F(U)	21,293	44,147	62,733	13,853	42,238	64,709						
Variance %	3.07%	3.18%	3.02%	0.52%	1.25%	1.59%						

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

December 31, 2013

DESCRIPTION	TOTAL INVESTMENT 12-31-13	INTEREST RECEIVABLE 11-30-13	PREPAID INT RECEIVABLE 11-30-13	INTEREST EARNED 12-31-13	INTEREST RECEIVED 12-31-13	ADJ.	INTEREST RECEIVABLE 12-31-13
RESERVE FOR CAPITAL PROJ	8,042,680.00	3,954.00	1,627.75	988.50	0.00	217.03	6,787.28
LAIF -- CAPITAL PROJ	71,375.23	3,523.45	0.00	1,673.06	0.00	0.00	5,196.51
REIMB SECURITIES -- L76R	91,577,891.09	137,622.06	22,144.69	50,675.73	59,093.75	63.27	151,412.00
LAIF -- REIMB FUNDS L76R	6,903,199.51	8,384.40	0.00	3,623.67	0.00	0.00	12,008.07
PARATRANSIT FUNDS	24,984,986.64	113,698.40	0.00	34,702.45	0.00	(28.13)	148,372.72
LAIF -- PARATRANSIT	110,874.84	81.31	0.00	24.86	0.00	0.00	106.17
BANK OF AMERICA	12,881,297.57	0.00	0.00	1,630.22	1,630.22	0.00	0.00
WELLS FARGO	365,279.72	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	9,150,585.77	1,451.29	0.00	711.56	0.00	0.00	2,162.85
	<u>154,088,170.37</u>	<u>268,714.91</u>	<u>23,772.44</u>	<u>94,030.05</u>	<u>60,723.97</u>	<u>252.17</u>	<u>326,045.60</u>

DECEMBER 2013 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 12/31/13	94,282.22
Add:	
CEO Interest	0.00
Less:	
Commissions	(8,494.23)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>85,787.99</u>

YEAR TO DATE -- SUMMARY

Interest Earned	558,304.65
Add:	
CEO Interest	7,833.33
Less:	
Commissions	(50,965.45)
Capital Gain(Loss)	(3,952.90)
Total Interest & Capital Gain(Loss)	<u>511,219.63</u>
Balance Per Ledger as of 12/31/13	
Deferred Int Acct. 210852/3	1,630.22
Interest Acct. 409102	4,297.55
Interest Acct. 409101	509,244.76
Gain(Loss) Acct. 405210	(3,952.90)
	<u>511,219.63</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
December 31, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 12/31/13	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 11/30/13	PREPAID INT REC'VBLE 12/31/13	INTEREST EARNED 12/31/13	INTEREST RECEIVED 12/31/13	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 12/31/13	INT REC'VBLE LESS PREPAID 12/31/13	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,002,500.00	07-15-16	0.625%	34.7222	13	5,332.88	5,332.88	451.39			(9.81)	5,774.46	441.58	2,000,000
																	2.19%
<u>GOVERNMENT BONDS</u>																	
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,655,479.15	09-22-14	0.750%	200.3125	30	13,821.56		6,009.38				19,830.94	19,830.94	9,615,000
FHLMC	3134G3SD3	03-28-12	9,996,000.00	10,014,100.00	09-28-15	0.750%	208.3333	30	13,125.00		6,250.00				19,375.00	19,375.00	10,000,000
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,005,600.00	10-28-15	0.500%	69.4444	30	2,291.67		2,083.33				4,375.00	4,375.00	5,000,000
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,502,380.00	11-24-15	0.450%	106.2500	30	743.75		3,187.50				3,931.25	3,931.25	8,500,000
FFCB	31331H5L7	5-11-07	1,020,404.50	1,057,597.00	12-29-15	6.125%	161.6319	30	24,568.06		4,848.96	29,093.75		(0.01)	323.26	323.26	950,000
FNMA	3135G0UB7	12-23-13	5,000,000.00	4,991,850.00	02-22-16	0.520%	72.2222	8	8,738.89	8,738.89	577.78				9,316.67	577.78	5,000,000
FNMA	3135G0UM3	5-29-13	3,999,600.00	3,996,880.00	02-26-16	0.520%	57.7778	30	5,488.89		1,733.33				7,222.22	7,222.22	4,000,000
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,026,760.00	03-04-16	0.750%	125.0000	30	10,875.00		3,750.00				14,625.00	14,625.00	6,000,000
FHLMC	3134G3SE1	03-21-12	8,505,312.50	8,513,090.00	03-21-16	1.000%	236.1111	30	16,527.78		7,083.33				23,611.11	23,611.11	8,500,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	14,983,800.00	03-30-16	0.500%	208.3333	30	12,708.32		6,250.00			0.01	18,958.33	18,958.33	15,000,000
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,975,040.00	05-20-16	0.500%	111.1111	30	1,222.22		3,333.33			0.01	4,555.56	4,555.56	8,000,000
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,965,350.00	07-05-16	0.375%	52.0833	21	8,072.92	8,072.92	1,093.75				9,166.67	1,093.75	5,000,000
																	93.59%
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																	
TREAS INFLATION INDEX	912828KM1	01-21-10	3,737,186.68	3,887,464.94	04-15-14	1.250%	134.1217	30	6,249.81		4,023.65			73.07	10,346.53	10,346.53	3,862,705
																	4.22%
<u>CASH INVESTMENT</u>																	
CASH INVESTMENT FEDERATED FUNDS	3134G3Y20	12-28-12							12,500.00			12,500.00					
CASH INVESTMENT FEDERATED FUNDS	3135G0RX3	12-07-12							17,500.00			17,500.00					
LAIF			6,903,199.51	6,903,199.51					8,422.45		3,623.67	0.00		-	12,046.12	12,046.12	6,903,200
TOTAL LAIF			6,903,199.51	6,903,199.51													
TOTAL A/C 121100 & 112010			91,452,591.68	91,577,891.09													
<u>MATURED/CALLED</u>																	
TOTAL			<u>91,452,591.68</u>	<u>91,577,891.09</u>					<u>159,766.75</u>	<u>22,144.69</u>	<u>50,675.73</u>	<u>59,093.75</u>		<u>63.27</u>	<u>151,412.00</u>	<u>129,267.31</u>	<u>78,427,705</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
December 31, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 12-31-13	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 11-30-13	PREPAID INT REC'VBLE 12-31-13	INTEREST EARNED 12-31-13	INTEREST RECEIVED 12-31-13	ADJ.	INTEREST REC'VBLE 11-31-13	INT REC'VBLE LESS PREPAID 12-31-13	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,891,942.00	06-15-16	0.500%	109.7222	0	1,627.75	1,627.75	0.00		217.03	1,844.78	217.03	7,900,000
<u>GOVERNMENT BONDS</u>																
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,738.00	08-01-17	7.908%	32.9500	30	3,954.00		988.50			4,942.50	4,942.50	150,000
LAIF			71,375.23	71,375.23					3,523.45		1,673.06	0.00		5,196.51	5,196.51	71,375
MATURED/CALLED CALLED																
TOTAL LAIF			71,375.23	71,375.23												
TOTAL A/C 121100 & 112010			8,045,397.85	8,042,680.00												
TOTAL			<u>8,045,397.85</u>	<u>8,042,680.00</u>					<u>5,581.75</u>	<u>1,627.75</u>	<u>988.50</u>	<u>0.00</u>	<u>217.03</u>	<u>6,787.28</u>	<u>5,159.53</u>	<u>8,050,000</u>

17-Jan-14

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
December 31, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE	ORIGINAL	MARKET	MATURITY	INT	RATE/ DAY	APPL.	INTEREST	PP INTEREST	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR
		DATE	PURCHASE	VALUE					DATE	REC'VBLE	REC'VBLE	EARNED	RECEIVED		RECEIVED	REC'VBLE	
<u>GOVERNMENT BONDS</u>																	
FHLM	3137EABX6	1-30-09	4,583,892.80	4,571,508.10	01-07-14	2.500%	317.3611	30	45,700.00	0.00	9,520.83				55,220.83	55,220.83	4,570,000
FHLM	3137EACB3	3-26-10	2,510,690.00	2,518,500.00	04-23-14	2.500%	173.6111	30	6,597.22	0.00	5,208.33	0.01		11,805.56	11,805.56	2,500,000	
FNMA	31398AU34	2-15-12	5,299,150.00	5,158,050.00	07-28-15	2.375%	329.8611	30	40,572.92	0.00	9,895.83				50,468.75	50,468.75	5,000,000
FHMLC	3134G3SD3	03-28-12	4,998,000.00	5,007,050.00	09-28-15	0.750%	104.1667	30	6,562.50	0.00	3,125.00				9,687.50	9,687.50	5,000,000
FHMLC	3134G3SE1	03-21-12	5,503,437.50	5,508,470.00	03-21-16	1.000%	152.7778	30	10,694.44	0.00	4,583.33	0.01		15,277.78	15,277.78	5,500,000	
																	91.09%
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																	
TREAS INFLATION INDEX	912828KM1	03-26-10	2,111,329.89	2,221,408.54	04-15-14	1.288%	78.9709	30	3,571.32	0.00	2,369.13	(28.15)		5,912.30	5,912.30	2,207,260	
																	8.91%
<u>CASH INVESTMENT</u>																	
LAIF			110,874.84	110,874.84					43.26	0.00	24.86	0.00		68.12	68.12	110,875	
TOTAL LAIF			110,874.84	110,874.84													
TOTAL A/C 122010			25,006,500.19	24,984,986.64													
TOTAL			<u>25,006,500.19</u>	<u>24,984,986.64</u>					<u>113,698.40</u>	<u>0.00</u>	<u>34,702.45</u>	<u>0.00</u>	<u>0.00</u>	<u>(28.13)</u>	<u>148,372.72</u>	<u>148,372.72</u>	<u>24,777,261</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR DECEMBER 2013

BUDGET AMENDMENTS

	Amount	Line Item		Description
Dec-13				No Budget Amendments in December 2013.
	\$ -	Total	\$ -	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Dec-13				No Budget Revisions in December 2013.
	\$ -	Total	\$ -	Total

BUDGET TRANSFERS

	Amount	From	Amount	To	Justification
Dec-13					No Budget Transfers in December 2013.
	\$ -	Total	\$ -	Total	

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2013 & FY2014
 DECEMBER 2013

1/28/14 4:53 PM

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2013:					
1st Quarter	16,181,800	1st Quarter	18,855,582	2,673,782	18,855,582
2nd Quarter	17,084,000	2nd Quarter	18,954,017	1,870,017	18,954,017
3rd Quarter	17,782,200	3rd Quarter	17,437,422	(344,778)	17,437,422
4th Quarter	16,952,000	4th Quarter	18,612,162	1,660,162	18,612,162
FY2013 Total	68,000,000	FY2013 Total	73,859,183	5,859,183	73,859,183
FY2014					
Jul. 13	4,400,000	Sep. 13	5,504,500	1,104,500	5,504,500.00
Aug. 13	4,400,000	Oct. 13	5,504,500	1,104,500	5,504,500.00
Sep. 13	6,100,000	Nov. 13	7,339,300	1,239,300	7,339,300.00
1st Qtr. Adjustment	1,650,000	Dec. 13	735,964	(914,037)	735,963.50
3 Months Total	16,550,000		19,084,264	2,534,264	19,084,263.50
Oct. 13	4,700,000	Dec. 13	5,519,200	819,200	5,519,200.00
Nov. 13	4,700,000	Jan. 14			4,700,000.00 (1)
Dec. 13	6,330,000	Feb. 14			6,330,000.00 (1)
2nd Qtr. Adjustment	1,795,000	Mar. 14			1,795,000.00 (1)
6 Months Total	34,075,000		24,603,464	3,353,464	37,428,463.50
Jan. 14	5,140,000	Mar. 14			5,140,000.00
Feb. 14	5,140,000	Apr. 14			5,140,000.00
Mar. 14	5,600,000	May 14			5,600,000.00
3rd Qtr. Adjustment	1,500,000	Jun. 14			1,500,000.00
9 Months Total	51,455,000		24,603,464	3,353,464	54,808,463.50
Apr. 14	4,500,000	Jun. 14			4,500,000.00
May 14	4,500,000	Jul. 14			4,500,000.00
Jun. 14	5,900,000	Aug. 14			5,900,000.00
4th Qtr. Adjustment	1,645,000	Sep. 14			1,645,000.00
FY2014 Total	68,000,000	FY2014 Total	24,603,464	3,353,464	71,353,463.50
	19,084,264	1st Quarter			
	18,344,200	2nd Quarter			
	0	3rd Quarter			
	0	4th Quarter			
	<u>37,428,464</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Accrual

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **QUARTERLY INVESTMENT REPORT AND FIXED INCOME MARKET REVIEW AND
OUTLOOK**

ACTION

Staff proposes the Finance Committee recommend the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended December 31, 2013.

SIGNIFICANCE

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on January 15, 2014 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The District is required by state law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the local agency;
2. Description of any of the local agency's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the local agency or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund (LAIF), a current market value as of the date of the report and the source of this information;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and,
5. Statement that the local agency has the ability to meet its pool's expenditure requirements(cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 5 and 6. The schedule separates the investments into three groups: the Investment Portfolio which is managed by SunTrust Banks, doing business as CSI Capital a SunTrust Group (CSI); liquidity funds which are managed by District staff; and Trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds, while the bond covenants govern the management and reporting of the Trust funds.

CSI provides the District a current market valuation of all the assets under its management for each quarter. The valuation is provided by FT Interactive Data, the major operating division of Interactive Data Corporation, (IDC). IDC is a leading provider of global securities data. They offer one of the largest information databases with current and historical prices on securities traded in all major markets including daily evaluations for more than 2.5 million fixed income securities.

Due to the nature of securities which are bought and sold in a principal market, such as fixed income securities, multiple market values may exist for a given security at any given time. CSI has chosen IDC as an unbiased estimator of these prices based on their leading role as a provider of end of the day pricing, an evaluation of their methodology and the experience of their evaluation staff. Unfortunately, given the recent volatility in the markets, not every security is currently supported or accurately reflected by IDC. Therefore at the end of the quarter, CSI surveyed a number of Wall Street firms to get an accurate market value of the securities held in the District's portfolio. These surveys reflect the levels at which someone is actually willing to purchase the securities held by the District. In the case of money market instruments, which are not supported by IDC, CSI used adjusted cost.

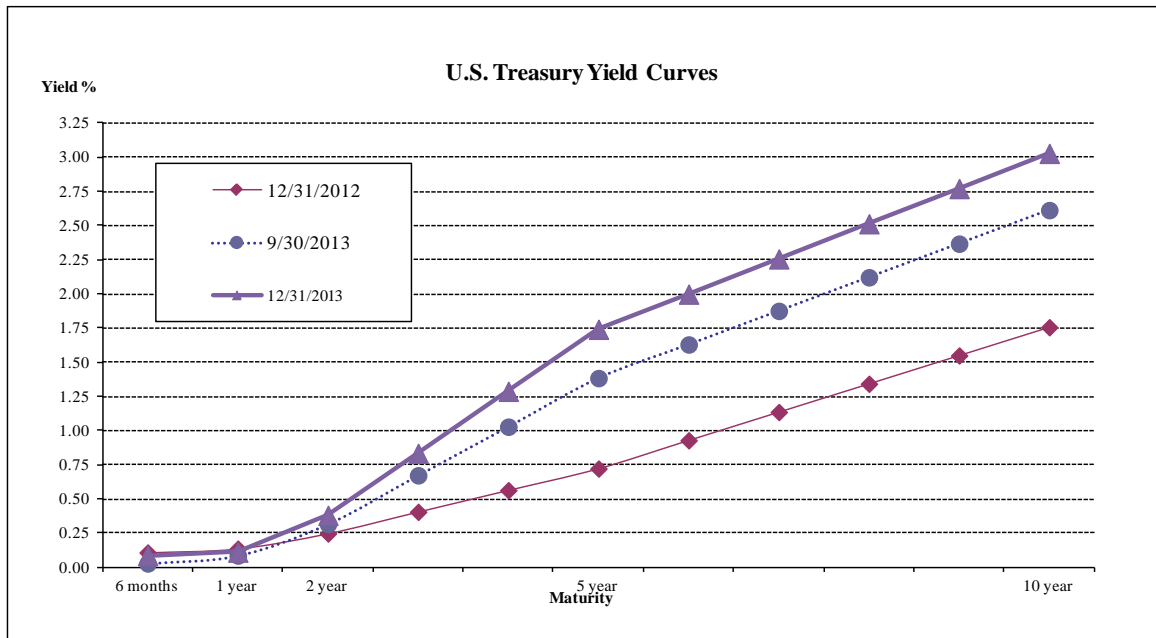
The Liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share. Because the Net Asset Value is fixed at a nominal value per share, book and market value are equal and rate of income is recalculated on a daily basis.

The portfolio and this Quarterly Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The District has the ability to meet its expenditure requirements for the next six months.

DISCUSSION

Fixed Income Market Review and Outlook

Stronger than expected news on the economy, a better than expected compromise on the Federal Budget Deficit and the announcement of a reduction in the pace of long-term bond purchases by the Federal Reserve drove interest rates higher in the fourth quarter of 2013. As can be seen in the graph below, for both the quarter and the year, the character of recent rate increases has been for long-term rates to move higher while short-term rates remain anchored.



Interest rates on long-term bonds are being driven primarily by expectations for the Federal Reserve Board's (Fed) tapering of its purchases of longer term Treasury bonds and mortgage backed securities. Late in the quarter, the Fed announced its intention to reduce the pace of its recent purchases from \$85 billion per month to \$75 billion per month beginning in January of 2014. This seemingly modest reduction is consistent with market expectations that the Fed's bond purchases will continue to decline throughout the year.

Interest rates on short-term bonds are being driven by expectations for the Fed's eventual increase in the level of the Federal Funds Rate. Earlier expectations had been for the Fed to begin to raise the Fed Funds rate by the middle of 2015, and, recent events have pushed these expectations out by a few months at most. The timing and pace of any increases in the Fed Funds rate will be highly influenced by the employment situation; most market participants believe the Fed will refrain from raising short term interest rates until the unemployment rate is near 6 percent. Currently the national rate is 7 percent.

Going forward, the direction of interest rates will continue to revolve around the changing expectations for monetary policy. Monetary policy, in turn, will hinge on the pace of economic growth and improvement in the labor market. CSI remains optimistic that growth will pick up and there will be continued modest employment

growth as we move through 2014. Barring some form of an external shock, stronger growth should lead to higher rates.

Strategy

Over the foreseeable future, CSI expects interest rates to move gradually higher. They continue to caution that the current low rates leave no room for a sudden rise in interest rates, which would result in negative returns.

Given CSI's outlook and the current level of uncertainty in the markets, CSI is comfortable with keeping the portfolio's exposure to a change in interest rates below that of the benchmark.

As of the end of the quarter, the District's consolidated portfolios consisted of approximately 87.2 percent Agency Securities and 12.8 percent US Treasury Securities; see Exhibit 5.

Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses). For the quarter ending December 31, the General Fund portfolio returned 0.14 percent. This compares to the benchmark return of -0.06 percent. Over this same time period, the Paratransit Fund portfolio returned 0.07 percent. This compares to the benchmark return of -0.91 percent.

The Performance graph in Exhibit 3 shows the relative performance of each fund for the trailing 24-month period. The "Growth of a Thousand Dollars" graph in Exhibit 4 shows the cumulative performance over this same time frame for each portfolio.

The consolidated portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending December 31, the portfolio's yield to maturity or call was 0.44 percent. The General Fund benchmark's yield to maturity was 0.90 percent.

Another method of measuring the consolidated portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and does not include any unrealized gains or losses as part of its computation. As of the end of the quarter the consolidated portfolio's rate of return on investments, at cost, was 0.89 percent.

Prepared by: Lori Snow, Manager Finance Treasury

650-508-6425

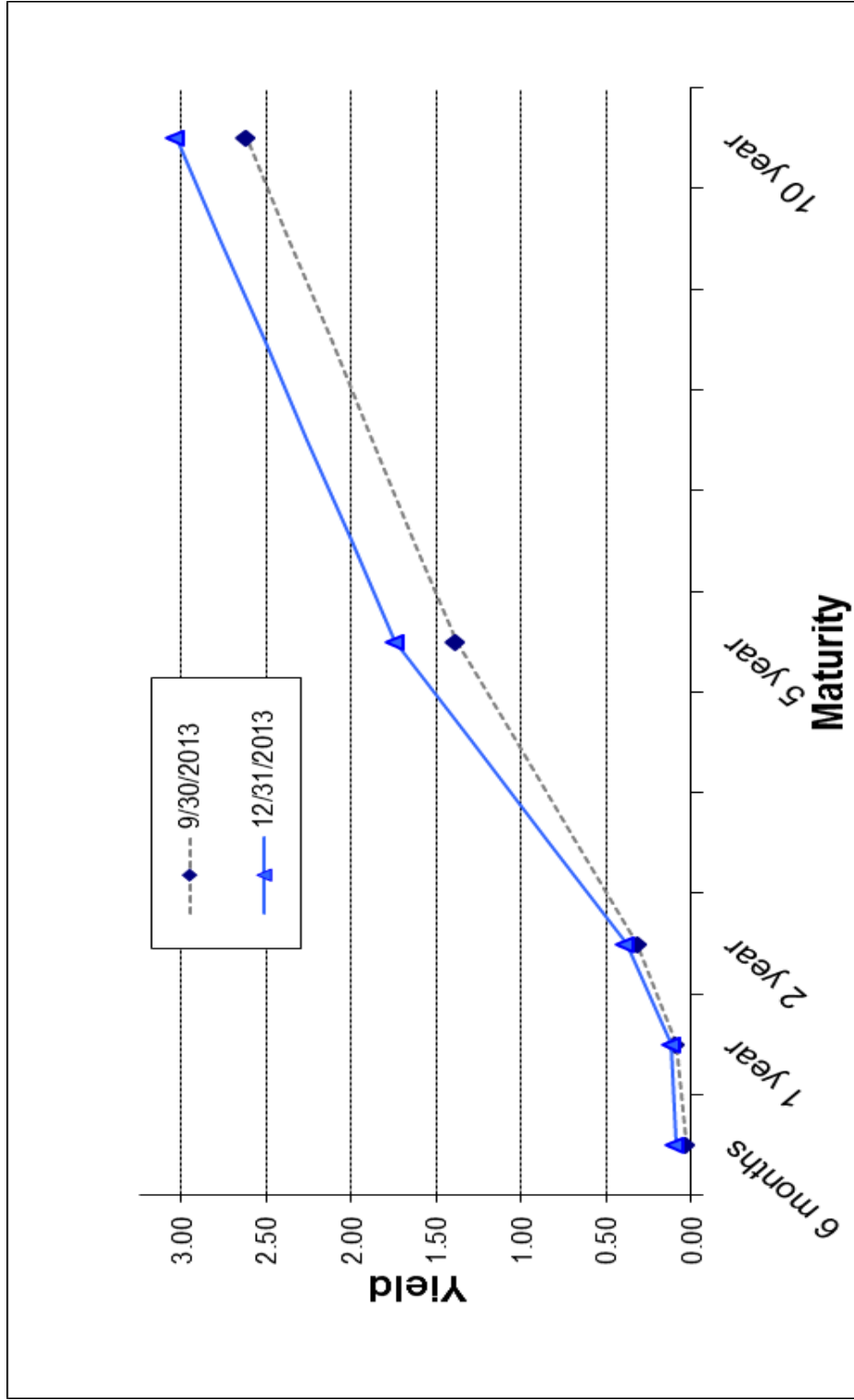
SAN MATEO COUNTY TRANSIT DISTRICT
 REPORT OF INVESTMENTS
 FOR QUARTER ENDED DECEMBER 31, 2013

TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
FUNDS MANAGED BY SUNTRUST BANK/CSI GROUP						
INVESTMENT PORTFOLIO:						
GOVERNMENT BONDS						
FHLMC	09-22-14	9,615,000	9,686,632	9,655,479	19,831	9,675,310
FHLMC	09-28-15	10,000,000	9,996,000	10,014,100	19,375	10,033,475
FHLMC	10-28-15	5,000,000	4,999,750	5,005,600	4,375	5,009,975
FHLMC	11-24-15	8,500,000	8,502,380	8,502,380	3,931	8,506,311
FFCB	12-29-15	950,000	1,020,405	1,057,597	323	1,057,920
FHLMC	02-22-16	5,000,000	5,000,000	4,991,850	9,317	5,001,167
FNMA	02-26-16	4,000,000	3,999,600	3,996,880	7,222	4,004,102
FNMA	03-04-16	6,000,000	6,031,500	6,026,760	14,625	6,041,385
FHLMC	03-21-16	8,500,000	8,505,313	8,513,090	23,611	8,536,701
FNMA	03-30-16	15,000,000	15,026,145	14,983,800	18,958	15,002,758
FNMA	05-20-16	8,000,000	7,962,000	7,975,040	4,556	7,979,596
FNMA	07-05-16	5,000,000	4,979,900	4,965,350	9,167	4,974,517
HUD	08-01-17	150,000	155,582	150,738	4,943	155,681
UNITED STATES TREASURY NOTES						
USTN	06-15-16	7,900,000	7,889,816	7,891,942	1,845	7,893,787
USTN	07-15-16	2,000,000	2,005,781	2,002,500	5,774	2,008,274
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	3,862,705	3,737,187	3,887,465	10,347	3,897,811
TOTAL INVESTMENT FUNDS PORTFOLIO						
MANAGED BY SUNTRUST BANK/CSI GROUP		99,477,705	99,497,990	99,620,571	158,199.28	99,778,770
PARATRANSIT TRUST FUND PORTFOLIO:						
GOVERNMENT BONDS						
FHLMC	01-07-14	4,570,000	4,583,893	4,571,508	55,221	4,626,729
FHLMC	04-23-14	2,500,000	2,510,690	2,518,500	11,806	2,530,306
FNMA Step Up	01-27-16	5,000,000	5,299,150	5,158,050	50,469	5,208,519
FHLMC	09-28-15	5,000,000	4,998,000	5,007,050	9,688	5,016,738
FHLMC	03-21-16	5,500,000	5,503,438	5,508,470	15,278	5,523,748

SAN MATEO COUNTY TRANSIT DISTRICT
 REPORT OF INVESTMENTS (Cont'd)
 FOR QUARTER ENDED DECEMBER 31, 2013

TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	2,207,260	2,111,330	2,221,409	5,912	2,227,321
TOTAL PARATRANSIT PORTFOLIO						
MANAGED BY SUNTRUST BANK/CSI GROUP						
		24,777,260	25,006,500	24,984,987	148,373	25,133,359
TOTAL DISTRICT PORTFOLIO						
MANAGED BY SUNTRUST BANK/CSI GROUP						
		124,254,965	124,504,490	124,605,558	306,572	124,912,130
LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:						
BANK OF AMERICA CHECKING						
			3,278,334	3,278,334	0	3,278,334
LAIF						
			7,085,450	7,085,450	17,368	7,102,818
TOTAL FUNDS MANAGED BY DISTRICT STAFF						
			10,363,784	10,363,784	17,368	10,381,152
TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:						
First American Gov't. Oblig. CID						
		7,145,641	7,145,641	7,145,641	0	7,145,641
Federal National Mortgage Assoc 03-16-2015						
		2,277,000	2,263,112	2,285,232	2,465	2,287,697
TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE						
		9,422,641	9,408,753	9,430,873	2,465	9,433,338
TOTAL AS OF DECEMBER 31, 2013						
		144,277,026	144,400,214	144,400,214	326,405	144,726,619

SamTrans Historical Yield Curve



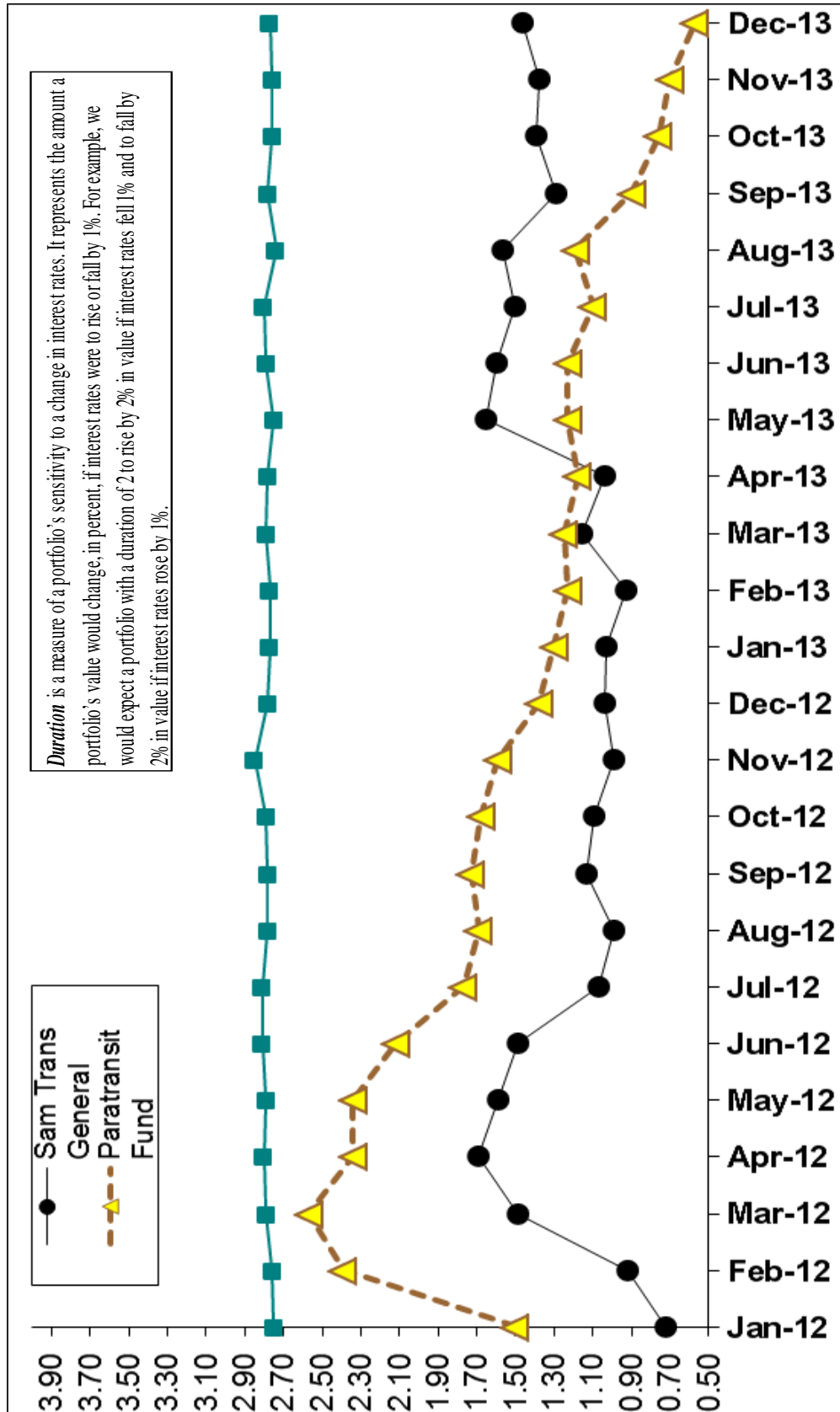
Data Source: Bloomberg

CSI Capital Management, Inc.

EXHIBIT 1

SamTrans Duration vs. Benchmark

EXHIBIT 2



CSI Capital Management, Inc.

SamTrans
Monthly Review – Account vs. Benchmark
 Rolling 24 Months

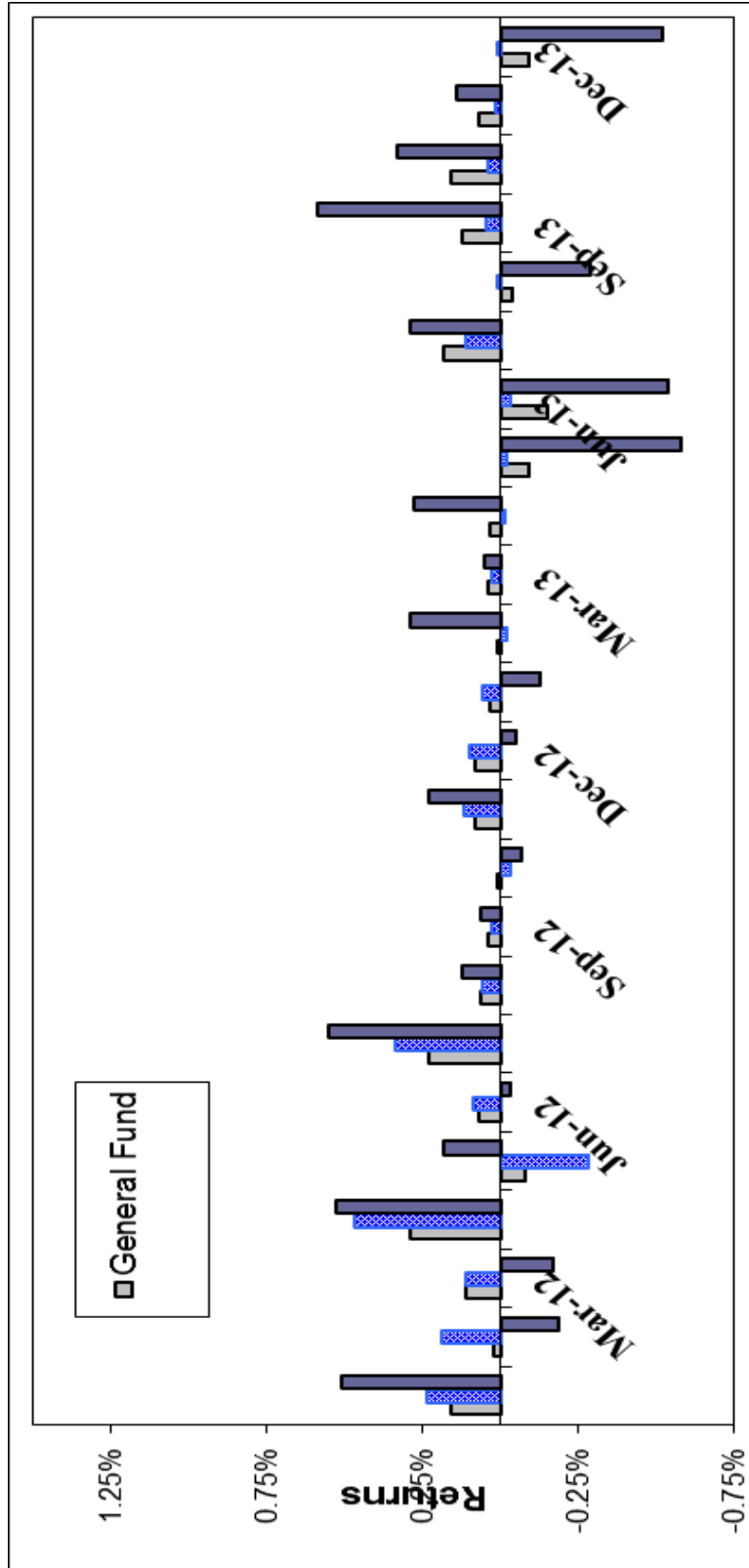


EXHIBIT 3

CSI Capital Management, Inc.

SamTrans Growth of a Thousand Dollars Rolling 24 Months

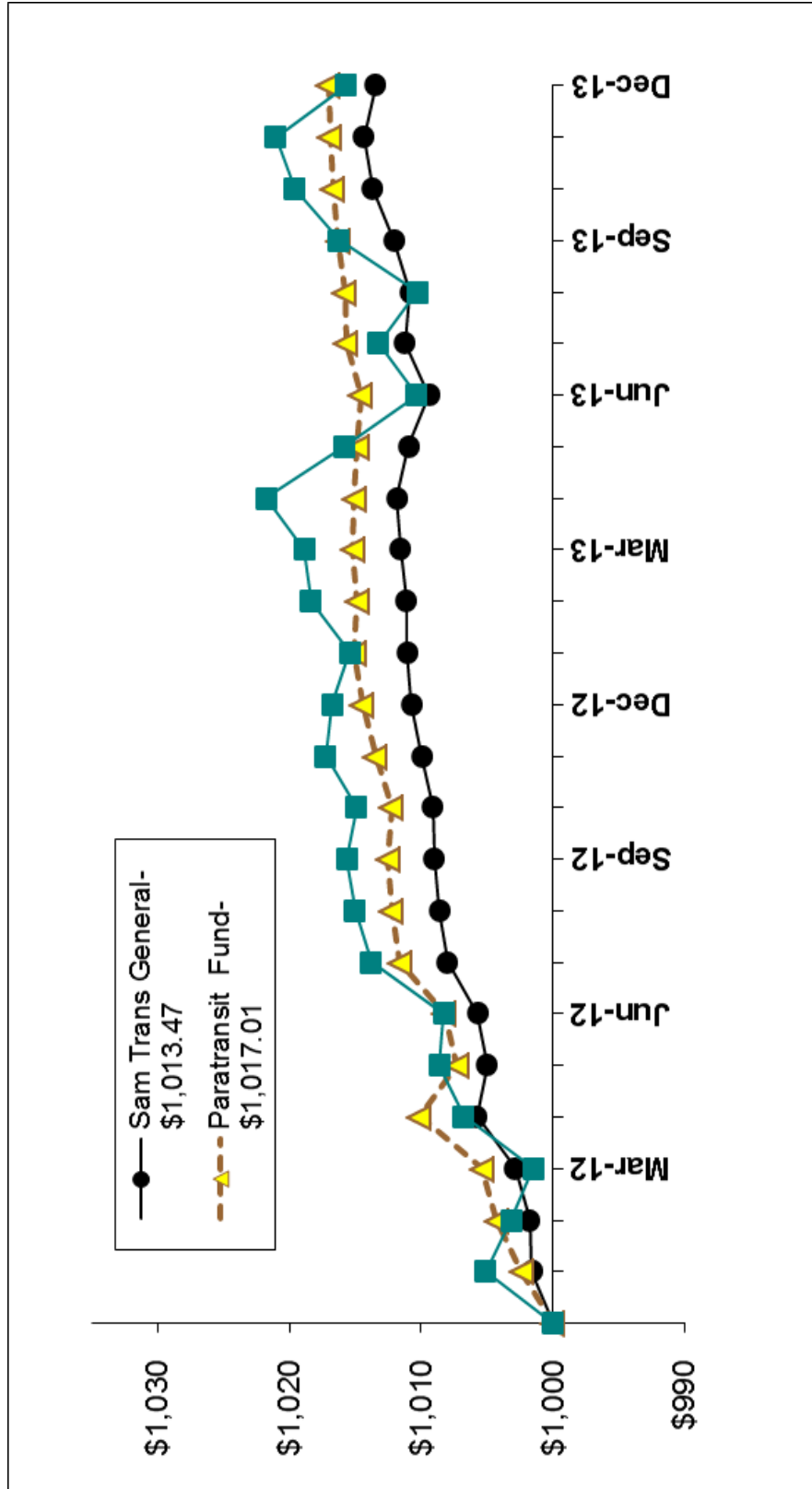


EXHIBIT 4

CSI Capital Management, Inc.

SamTrans Percent of Assets Held by Type

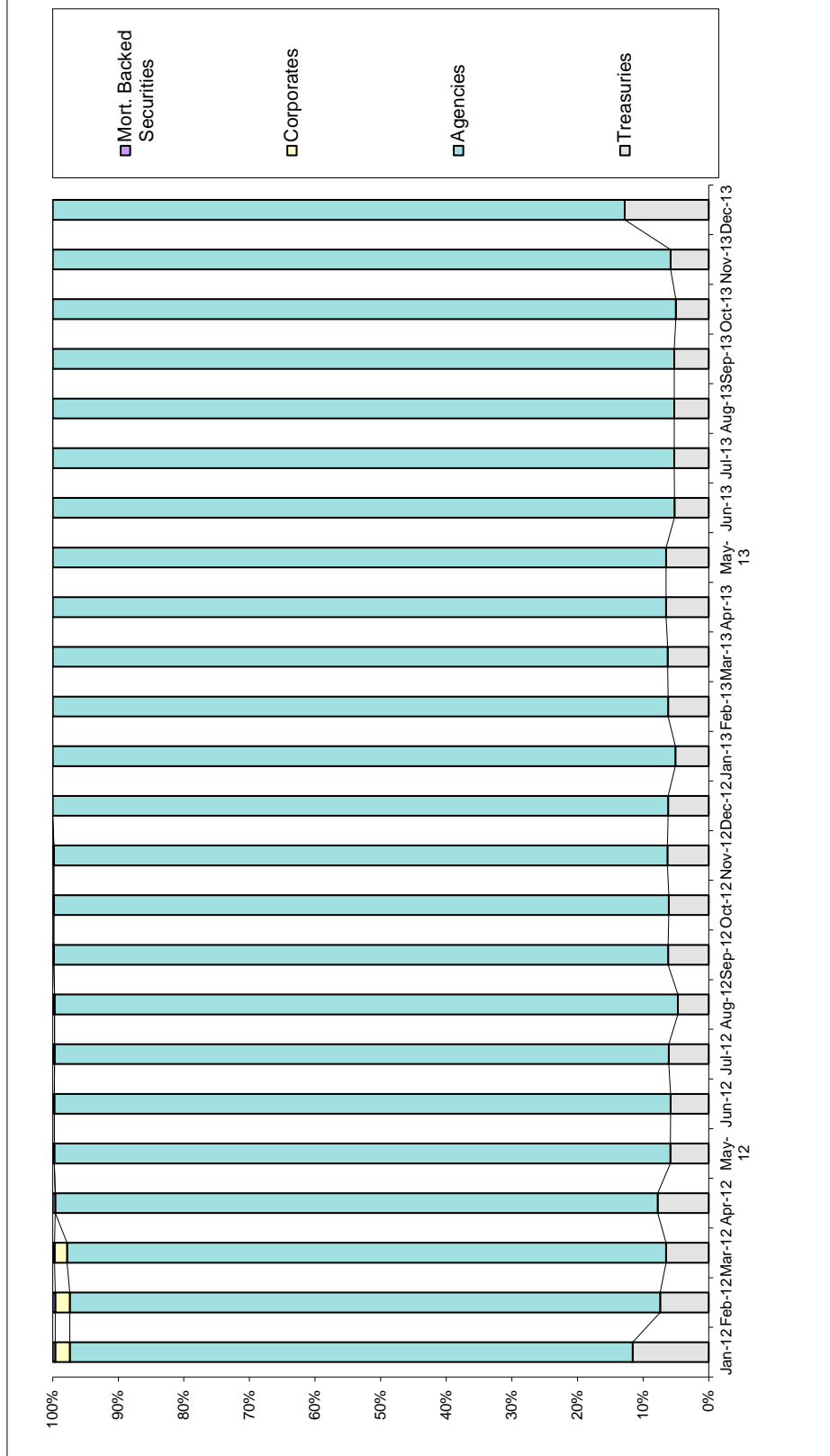


EXHIBIT 5

CSI Capital Management, Inc.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF AN ELEVATOR MAINTENANCE SERVICES CONTRACT**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Vintage Elevator Services, Inc. (Vintage) to furnish elevator maintenance services for an estimated amount of \$266,298 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with Vintage in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Approval of the above actions will provide the San Mateo County Transit District (District) with the continuance of preventative maintenance and emergency repairs on existing elevator equipment at District facilities. The contract documents provide for maintenance/repair services by a fully qualified contractor that meet or exceed generally accepted standards for the industry.

BUDGET IMPACT

Funding for these services will be available under approved and projected operating budgets.

BACKGROUND

An Invitation for Bids was posted to the District's website and advertised in a newspaper of general circulation. Solicitation notices were sent out to interested bidders, including Small and Disadvantaged Business Enterprises SBE/DBE). Three bids were received as listed below.

Company	Bid Amount
1. Vintage Elevator Services, Inc., Belmont, CA (an SBE firm and former DBE)	\$266,298
2. Kone, Inc., San Leandro, CA	\$299,272
3. Otis Elevator Co., Sunnyvale, CA	\$434,330

Vintage met all of the bid requirements and was determined to be the lowest, responsive and responsible bidder. Reference checking confirmed that Vintage is appropriately qualified to perform the work.

The District's current contractor is Kone, Inc., (formerly Ascent Elevator Services), which was awarded a three-year contract in 2009 with two one-year options for a total estimated cost of \$600,271. The major difference in pricing is due to a significant reduction in the level of effort described in the new solicitation, and in line item costs for specific services such as scheduled preventative maintenance services.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Greg Moyer, Superintendent, Maintenance
Technical Services

650-508-7987

RESOLUTION NO. 2014-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

* * *

**AUTHORIZING AWARD OF CONTRACT TO VINTAGE ELEVATOR SERVICES, INC. TO FURNISH
ELEVATOR MAINTENANCE SERVICES AT AN ESTIMATED COST OF \$266,298
FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids to furnish elevator maintenance services for the District; and

WHEREAS, in response to the District's Invitation for Bids, three firms submitted bids; and

WHEREAS, staff and legal counsel reviewed the bids and determined Vintage Elevator Services, Inc. (Vintage) of Belmont, CA, to be the lowest responsive, responsible bidder; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Vintage, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District awards a contract to Vintage to furnish elevator maintenance services for a five-year term at an estimated cost of \$266,2980 inclusive of all taxes, and other costs and expenses; and

BE IT FURTHER RESOLVED the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with Vintage in full conformity with the terms and conditions of the bid specification documents.

Regularly passed and adopted this 5th day of February, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR
ENDING JUNE 30, 2013**

ACTION

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

SIGNIFICANCE

The Comprehensive Annual Financial Report (CAFR) is prepared in accordance with the guidelines set forth by the Government Accounting Standards Board and is organized into four sections – Introductory, Financial, Statistical and Single Audit.

- The **Introductory** Section includes a Transmittal Letter and provides general information on the District's structure, personnel, economic outlook and finances.
- The **Financial** Section includes audited financial statements which provide detailed financial information as well as comparative financial data. The Management Discussion & Analysis (MD&A) is also found in the Financial Section. Along with the Transmittal Letter, the MD&A is of most interest to those looking for a narrative annual review of the District's finances.
- The **Statistical** Section provides a broad range of data covering key financial trends including revenue and debt capacity, economic and demographic data and operating information.
- The **Single Audit** Section provides the Independent Auditor's Report on Internal controls and compliance, and the Schedule of Expenditures of Federal Awards and Findings and Recommendations from the Auditors.

Together, all sections of the CAFR provide the detail as well as the perspective with which to assess the District's financial condition.

BUDGET IMPACT

There is no impact on the Budget.

BACKGROUND

The District contracts with an independent auditor to conduct yearly audits of the Financial Statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The introductory section and the statistical section presented in the CAFR are not required by California Government Code to be reported as part of the audited financial statements of the District but are required when producing a CAFR which the District chooses to do in order to provide detailed information about the financial condition of the District in a form that is understandable to the tax payers of San Mateo County.

The CAFR is prepared and presented to the Government Finance Officers Association (GFOA) for their review, evaluation and to apply for the certificate of Achievement for Excellence in Financial Reporting which the District has received consistently over the last 20 years.

The Fiscal Year 2013 Comprehensive Annual Financial Report is available online at http://www.samtrans.com/Assets/_Finance/CAFR/ST/SAMTR+CAFR+2013.pdf

Prepared by: Jeannie Chen, Senior Accountant

650-508-6274



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
JERRY DEAL
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A
LEGISLATIVE COMMITTEE
COMMITTEE OF THE WHOLE

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

WEDNESDAY, FEBRUARY 5, 2014 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of January 9, 2014
2. Approval of 2014 Legislative Program

INFORMATIONAL

3. State and Federal Legislative Update

Committee Members: Shirley Harris, Zoe Kersteen-Tucker, Art Lloyd

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 LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JANUARY 8, 2014

Committee Members Present: J. Deal (Committee Chair), R. Guilbault, A. Lloyd

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Jerry Deal called the meeting to order at 3:00 p.m.

Approval of Minutes of Legislative Committee Meeting of December 4, 2013

The Committee unanimously approved the minutes (Lloyd/Kersteen-Tucker).

Update on the State and Federal Legislative Program

State

Seamus Murphy, Director, Government and Community Affairs, said the governor's budget will be released on January 10 and an allocation of Cap and Trade funding is being proposed. In Fiscal Year (FY) 2015, the distribution of \$850 million will be proposed: \$600 million for clean transportation and \$100 million for Sustainable Communities Strategy implementation. The \$100 million is the regional funding that will flow through the Metropolitan Transportation Commission for allocation. Of the \$600 million for clean transportation, \$200 million will be for low carbon transportation including zero-emission vehicles, which staff hopes will include eligibility for transit vehicles. Rail modernization will receive approximately \$300 million, \$250 million of which will be for high-speed rail. Mr. Murphy said this is not nearly enough to remedy the deficiencies that the judge found in the lawsuit, but the governor will be proposing a 30-year plan for allocating Cap and Trade funding for the Legislature to consider. Of the \$300 million for rail modernization, \$50 million will be for connectivity projects. The other Cap and Trade funding will go towards energy efficiency, clean energy, natural resource, and waste diversion projects.

Federal Update

Mr. Murphy said the pre-tax commuter benefits expired at the end of 2013. There will be a period of time where commuters will see their benefits reduced by about \$115 per month until Congress restores parity for transit commuters and drivers.

Committee Chair Deal asked if the 15-cent increase in the Federal gas tax will happen. Mr. Murphy said it is a long-shot. It is a proposal and staff is glad the conversation is

happening. The Environment and Public Works Committee leadership also has proposed other ideas, including a vehicle miles traveled tax.

Committee Chair Deal asked if there is any discussion about electric vehicles not having to pay a gas tax. Mr. Murphy said this is an issue that has been raised. He said that such a good job is being done improving the fuel efficiency of vehicles that it is putting a dent in the gas tax revenues received every year.

Adjourned: 3:06 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **2014 LEGISLATIVE PROGRAM**

ACTION

Staff proposes the Committee recommend Board adoption of the attached Legislative Program (Program) to guide the San Mateo County Transit District's (District) policy advocacy efforts over the course of the 2014 calendar year.

SIGNIFICANCE

The 2014 Program establishes the principles that will guide the District's legislative and regulatory advocacy efforts through the 2014 calendar year, including the second half of the 2013-14 State legislative session and the 114th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the District to respond swiftly and effectively to unanticipated developments. Adoption of the Program provides our legislative delegation and our transportation partners with a clear statement of the District's priorities.

The 2014 Program is organized to guide the District's actions and positions in support of three primary objectives:

1. Maintain and enhance funding opportunities to support the District's programs and services
2. Seek a regulatory environment that streamlines project delivery and maximizes the District's ability to meet public transportation service demands
3. Reinforce and expand programs that build and incentivize public transportation ridership

The Program is structured to apply these core objectives to a series of issues, resulting in a set of policy strategies for each.

State Issues:

1. State Budget and Transportation Funding Opportunities
2. Caltrain Modernization and High-Speed Rail

3. Transportation Operations, Administration, Planning and Project Delivery Regulation

Federal Issues:

1. Surface Transportation and Rail Authorization
2. Map-21 Implementation and other Regulatory Issues
3. Fiscal Year 2015 Appropriations
4. Climate Change and Livability

Should other issues surface that require the District's attention, actions will be guided by the three policy objectives listed above. If needed, potential action on issues that are unrelated to these policy goals will be brought to the District's Board of Directors for consideration.

The District and its legislative consultants will employ a variety of advocacy tactics to support the 2014 Legislative Program, including:

1. Direct Advocacy
Engage policymakers directly and sponsor legislation, submit correspondence and provide public testimony that communicates and advances the District's legislative priorities and positions.
2. Coalition-based Advocacy
Engage local and regional stakeholders to build awareness about specific issues and foster the creation of local coalitions that will advocate on the District's behalf. Coordinate with local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2014 Legislative Program.
3. Media Advocacy
Build public awareness and communicate legislative priorities by issuing press releases, organizing media events, and submitting op-ed pieces; engage the broader public in advocacy efforts through the use of social media and other electronic media that facilitate the public's ability to communicate on the District's behalf.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff actively monitors legislative and regulatory activity and will seek Board positions on selected bills as appropriate to further the District's legislative objectives and to provide support for our advocacy efforts. Staff will supply updated reports summarizing relevant legislative and regulatory activities, allowing the Board to track legislative developments and providing opportunities to take appropriate action on pending legislation.

San Mateo County Transit District 2014 Legislative Program

Purpose

Legislative and regulatory actions have the potential for dramatic benefits to the San Mateo County Transit District's (District) programs and services. They also have potential to present serious challenges that threaten the District's ability to meet San Mateo County's most critical transportation demands.

The 2014 Legislative Program establishes the principles that will guide the District's legislative and regulatory advocacy efforts through the 2014 calendar year, including the second half of the 2013-14 State legislative session and the 114th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the District to respond swiftly and effectively to unanticipated developments.

Federal and State Policy Objectives

The 2014 Legislative Program is organized to guide the District's actions and positions in support of three primary objectives:

1. Maintain and enhance funding opportunities to support the District's programs and services.
2. Seek a regulatory environment that streamlines project delivery and maximizes the District's ability to meet transportation service demands.
3. Reinforce and expand programs that build and incentivize public transportation ridership.

Issues

The Legislative Program is structured to apply these core objectives to a series of issues, resulting in a set of policy strategies for each.

State and Regional Issues

1. State Budget and Transportation Funding Opportunities
2. Caltrain Modernization and High-speed Rail
3. Transportation Operations, Administration, Planning and Project Delivery Regulation

Federal Issues:

1. Surface Transportation and Rail Authorization
2. Map-21 Implementation and other Regulatory Issues
3. Fiscal Year 2015 Appropriations
4. Climate Change and Livability

San Mateo County Transit District 2014 Legislative Program

Should other issues surface that require the District's attention, actions will be guided by the four policy objectives listed above. If needed, potential action on issues that are unrelated to these policy goals will be brought to the District's Board of Directors for consideration.

Advocacy Tactics

District staff, led by the Government and Community Affairs group and its legislative consultants, will employ a variety of advocacy tactics to support the 2014 Legislative Program, including:

1. Direct Advocacy
Engage policymakers directly and sponsor legislation, submit correspondence and provide public testimony that communicates and advances the District's legislative priorities and positions.
2. Coalition-based Advocacy
Engage local and regional stakeholders to build awareness about specific issues and foster the creation of local coalitions that will advocate on the District's behalf. Coordinate with local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2014 Legislative Program.
3. Media Advocacy
Build public awareness and communicate legislative priorities by issuing press releases, organizing media events, and submitting op-ed pieces; engage the broader public in advocacy efforts through the use of social media and other electronic media that facilitate the public's ability to communicate on the District's behalf

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p>1. State Budget and Transportation Funding Opportunities</p> <p><u>General</u> State investment in transportation operations and infrastructure continues to be underfunded despite a rebounding economy and the stabilization of the State budget. While some existing revenues have been protected from diversion, other funds remain vulnerable, and although some State bond revenues are still available to fund specified transportation projects, an additional \$295 billion in new revenue will be required to meet the State's infrastructure needs over the next seven years.</p> <p><u>Existing Revenues</u> After years of diversion to support the State's General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on behalf of the transportation community. Still, a small increment of STA funding remains vulnerable to diversion under current law.</p> <p>Infrastructure investments are achieved primarily through the sale of voter-approved bonds. The appropriation of revenues from the sale of Proposition 1A and Proposition 1B bonds will be needed to ensure that the State's transportation needs are addressed.</p>	<p><u>General</u></p> <ul style="list-style-type: none"> • Protect against the elimination or diversion of any State-directed funds that support San Mateo County transportation needs • Support State funding allocation requests for investments that benefit San Mateo County transportation programs and services • Work with statewide transit coalitions to identify and advance opportunities for funding that would support San Mateo County transportation priorities <p><u>Existing Revenues</u></p> <ul style="list-style-type: none"> • Support the full funding of the STA program at levels called for in the 2011 reenactment of the 2010 gas-tax swap legislation • Advocate for the regularly scheduled issuance of State infrastructure bonds and the appropriation and equitable allocation of bond revenues to Proposition 1A and Proposition 1B programs that support San Mateo County's transportation services and programs

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p><u>Ballot Measures and Voter Threshold</u> With nearly \$300 billion in unfunded transportation needs and funding from existing infrastructure bond measures waning, proposals for new local, regional and statewide transportation revenues are being discussed.</p> <p>Despite broad-based majority support for dedicating additional revenue to transportation services and programs, efforts to generate new revenues are often unsuccessful due to the requirement that certain measures receive two-thirds supermajority support from voters.</p> <p>In 2014, legislation will likely be considered that provides a framework for lowering voter thresholds required for city, county, special district or regional public agency to impose a special tax.</p> <p><u>Cap-and-Trade Revenues</u> In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the Global Warming Solutions Act (AB 32). The State estimates that the system may yield billions of dollars per year in revenues that will be allocated to various emissions-reducing projects and programs. In 2014, cap-and-trade revenues will continue to be generated and legislation will likely be considered that provides a framework for the near-term and long-term investment of these funds.</p>	<p><u>Ballot Measures and Voter Threshold</u></p> <ul style="list-style-type: none"> • Engage in efforts to generate new local, regional or statewide transportation funding and support proposals that adequately benefit San Mateo County transportation needs • Support efforts to amend the State Constitution to reduce the voter threshold required for a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs • Oppose efforts to add burdensome restrictions on the expenditure of these revenues <p><u>Cap-and-Trade Revenues</u></p> <ul style="list-style-type: none"> • Work with the Administration and through like-minded transportation coalitions to secure the appropriation of cap-and-trade revenues in 2014 that are eligible to support San Mateo County transportation needs • Support Legislation and regional action that establishes a long-term framework for cap-and-trade expenditures and that makes a broad array of San Mateo County emissions-reducing transportation projects, programs and services eligible for investment

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p><u>Sustainable Communities Strategies Implementation</u> In conjunction with AB 32 Implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities Strategies (SCS) with integrated housing, land-use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2013, regional authorities in the Bay Area approved Plan Bay Area, which includes the region’s SCS.</p> <p><u>Other Local Financing Options</u> With the State’s regions working to implement SB 375 and the recent dissolution of redevelopment agencies, local governments continue to seek methods for funding new infrastructure around transit.</p>	<p><u>Sustainable Communities Strategies Implementation</u></p> <ul style="list-style-type: none"> • Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on San Mateo County’s transportation services associated with the implementation of SB 375 and Plan Bay Area <p><u>Other Local Financing Options</u></p> <ul style="list-style-type: none"> • Advocate for legislation that would create new local financing tools to support transportation infrastructure and services
<p>2. Caltrain Modernization and High-speed Rail</p> <p>In 2012, the State Legislature appropriated \$705 million in Proposition 1A high-speed rail funds to modernize the Caltrain corridor in preparation for eventual high-speed rail service. Under a multi-party regional funding agreement, this investment will be used to match a variety of local, regional, state and federal funding sources to electrify the corridor, install an advanced signaling system and replace Caltrain’s aging diesel trains with electric trains that will dramatically improve service between San Francisco and San Jose.</p> <p>In addition to planning these improvements, Caltrain is working to identify additional infrastructure necessary to support a modernized Caltrain service and the addition of high-speed operations to the corridor as part of a Blended System that requires Caltrain and high-speed rail to primarily share the corridor’s existing infrastructure.</p>	<ul style="list-style-type: none"> • Advocate for the sale and allocation of Proposition 1A funding to meet the commitments specified in SB 1029 with respect to the Caltrain corridor • Work with local and regional funding partners to advance policies and actions that will help secure funding needed to fulfill local and regional commitments to the Caltrain Modernization Program • Work to address regulatory challenges and identify and secure funding that will help advance additional improvements to support and maximize the benefits associated with an electrified Caltrain service and the eventual Blended System

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p>3. Transportation Operations, Administration, Planning and Project Delivery Regulation</p> <p><u>General</u> Every year a variety of legislation or regulatory action is pursued that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, opportunities exist to reform or update existing regulations that are outdated, or can be improved to address potential burdens on transportation agencies without affecting regulatory goals.</p> <p><u>Vehicle Weight Limits</u> Transit buses are subject to decades-old vehicle weight limits that do not reflect current operating realities. In 2012, legislation was passed that permanently exempts buses that are currently in operation or procurement. Buses purchased after 2012 will be subject to weight limits again starting in 2015.</p> <p><u>Zero Emission Bus Purchase Requirement</u> Implementation of the State’s zero emission bus purchase requirement has been delayed repeatedly, but will eventually be required to achieve the State’s mandated greenhouse gas reduction goals.</p> <p><u>California Environmental Quality Act (CEQA)</u> Several regional and statewide transportation advocates will be working to modernize CEQA and minimize unnecessary delays during the environmental review process.</p>	<p><u>General</u></p> <ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, efficient transportation operations, administration, planning and project delivery efforts • Oppose efforts to impose unjustified and burdensome regulations or restrictions on the District’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts <p><u>Vehicle Weight Limits</u></p> <ul style="list-style-type: none"> • Partner with statewide transportation agencies and coalitions to develop and support a long term solution to the State’s vehicle weight limit regulations that reflects current public transit operating realities and requirements <p><u>Zero Emission Bus Purchase Requirement</u></p> <ul style="list-style-type: none"> • Monitor California Air Resources Board action on the implementation of the State’s zero emission bus purchase requirement and support strategies that recognize and address the financial challenges associated with mandating the procurement of zero emission buses <p><u>California Environmental Quality Act (CEQA)</u></p> <ul style="list-style-type: none"> • Closely monitor efforts to modernize CEQA and support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects without compromising CEQA’s

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p><u>Project Delivery</u> In 2015, public transit agencies’ statutory authorization of the design-build project delivery approach will expire. Transit agencies have utilized design-build successfully in the past to control costs, minimize risk and accelerate project delivery. In 2013, design-build was selected as the project delivery approach for the Caltrain electrification project.</p> <p>In 2013, the District co-sponsored legislation with the Santa Clara Valley Transportation Authority that allows the District, and by extension, Caltrain, to utilize a Construction Management/General Contractor (CMGC) project delivery approach. The legislation included specified prevailing wage monitoring and enforcement provisions that do not encompass the full scope of monitoring and enforcement practices utilized by the District.</p>	<p style="text-align: center;">effectiveness as an environmental protection policy</p> <p><u>Project Delivery</u></p> <ul style="list-style-type: none"> • Pursue legislation to extend design-build authority for transit operators beyond January 1, 2015. • Pursue legislation to allow the District and Caltrain to utilize a full range of wage monitoring and enforcement practices under the CMGC project delivery approach.

2014 San Mateo County Transit District Legislative Program

FEDERAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p>1. Surface Transportation and Rail Authorization</p> <p>In 2012, Congress passed Moving Ahead for Progress in the 21st Century (MAP-21). While MAP-21 included significant benefits for transportation agencies, it expires in October 2014 and it did not address several critical issues including the long-term solvency of the Highway Trust Fund, the reauthorization of Federal rail programs, the permanent extension of transit-related tax benefits and the passage of a longer-term authorization that guarantees reliable funding for transportation programs and services.</p>	<ul style="list-style-type: none"> • Advocate for a dedicated source of revenue that ensures long-term solvency of the Highway Trust fund, allows for the expansion of Federal transportation funding and supports long-term surface transportation authorization • Support the reauthorization of Federal rail programs that includes significant funding eligible to support improvements associated with the Modernization of the Caltrain system and the addition of blended high-speed rail service
<p>2. MAP-21 Implementation and other Regulatory Issues</p> <p>MAP-21 simplifies the Federal transportation funding structure by consolidating several programs and includes several policy changes including eligibility expansion, the conversion of some discretionary programs to formula-based programs and policies designed to expedite project delivery.</p> <p>The United States Department of Transportation (USDOT) continues to issue guidance and conduct rulemaking to implement these changes.</p> <p>Transportation agencies have also sought to influence passage and implementation of other regulatory changes affecting pre-tax benefits for transit riders, safety requirements and other transportation issues.</p>	<ul style="list-style-type: none"> • Monitor and review guidance and rulemaking proposals affecting MAP-21 implementation and other transportation issues • Collaborate with local, regional, State and national transportation advocacy groups to coordinate comments and advocacy efforts that support regulation that maximizes benefits for transportation programs, services and users

2014 San Mateo County Transit District Legislative Program

STATE AND REGIONAL ISSUES	
<i>Issues and Background</i>	<i>Strategies</i>
<p>3. 2015 Federal Appropriations</p> <p>Every year, Congress adopts at least 12 separate appropriations bills, including the Transportation, Housing and Urban Development bill. These measures provide the authority for federal agencies to spend money during the upcoming fiscal year for the programs they administer. Fiscal Year 2015 will mark the second appropriations process under MAP-21. In recent years, Congress has essentially maintained existing funding levels, However, under MAP-21, authorized funding has been increased slightly over prior years.</p>	<ul style="list-style-type: none"> • Partner with local, regional, State and national coalitions to advocate appropriation of the maximum authorized amount for programs that benefit San Mateo County transportation services and needs • Work with local and regional coalitions to support the District’s requests for funding from discretionary programs
<p>4. Climate Change and Livability</p> <p>Despite several recent efforts, Congress has been unable to pass legislation that would address climate change by reducing greenhouse gas emissions. Previous versions of the legislation have included a cap and trade system with emissions allowances that would be traded in a market-based system. A portion of the revenues generated through the sale of these allowances could be used to fund clean transportation projects. The transportation sector produces approximately one-third of the greenhouse gas emissions in this country, primarily in the form of carbon dioxide (CO2) emissions generated by automobiles.</p> <p>States continue to enact transportation and land-use planning policies that encourage mixed-use, higher density, walkable development near transit. In addition, federal agencies have announced new partnerships intended to reduce vehicle miles traveled (VMT) by promoting these goals on a national scale.</p>	<ul style="list-style-type: none"> • Advocate that climate change legislation include a funding strategy that reflects the opportunity for greenhouse gas reduction through new investment in clean transportation alternatives • Support dedicated formula funding that promotes energy efficiency in transit operations • Support funding for planning and capital investment related to the promotion of transit oriented development opportunities and sustainable land use strategies that would result in VMT reduction • Advocate for the inclusion of funding that furthers coordinated integration of programs that support housing, transportation and land use planning and investment

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

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

State Budget

On January 9 the governor released his Fiscal Year 2015 State Budget. With new sales tax revenue and an improved economy, the governor's budget predicts a \$4 billion surplus.

The governor's proposal would begin early repayment of \$351 million in Highway Users Tax Account funds to fund improvements and maintenance for state highways and local streets and roads in addition to active transportation projects and traffic management improvements. The budget also recommends full appropriation of \$1.1 billion in Proposition 1B infrastructure bond funds including \$793 million for transit agencies, \$160 million for intercity rail and \$113 million for state highways.

The budget would also appropriate \$850 million in Cap-and-Trade revenues including \$100 million for Senate Bill 375 implementation, \$100 million for the purchase of low-emission vehicles and \$300 million for rail modernization. Of the rail modernization funding, \$250 million would be reserved for high-speed rail and \$50 million would be used for existing systems to enhance connectivity to the planned high-speed rail system.

Select Committee on Passenger Rail

The California State Senate formed a Select Committee on Passenger Rail that will meet to focus on the needs of the State's rail network. The committee will be chaired by Senator Hannah Beth-Jackson (D-Santa Barbara) and includes Bay Area legislators Senator Jerry Hill (D-San Mateo) and Senator Mark DeSaulnier (D-Contra Costa). The committee will hold its first meeting this Spring.

High-speed Rail

On January 24, the California High-speed Rail Authority filed a petition asking the California Supreme Court to reverse two lower court rulings that affect the sale and expenditure of Proposition 1A bonds.

Statewide Transportation Ballot Measure

The California Alliance for Jobs and Transportation California announced that they will not proceed with efforts to ask California voters to pass a new vehicle license fee in 2014. After assessing the political feasibility of the proposal, the groups will instead focus on re-directing California truck-weight fees to support transportation projects. In recent years, those fees have been diverted to help address the State's General Fund deficit.

FEDERAL ISSUES

FY 2014 Appropriations

On January 17, Congress approved an omnibus appropriations bill that funds Federal programs through September 30. The bill funds Federal transit programs at their fully authorized levels and also increases funding for the TIGER multi-modal grant program to \$600 million, which is \$126 million more than last year's program.

The bill did not include funding for high-speed rail or the implementation of positive train control on the country's passenger rail corridors, but it also excluded language from the House-passed bill that would have prohibited Federal funding for the California high-speed rail project.

The White House announced that the president will release his budget recommendations for the 2015 fiscal year on March 4.

Transportation Authorization

On January 14, the House Transportation and Infrastructure Committee held a hearing focused on the successor to the current surface transportation authorization legislation. The committee's chairman, Rep. Bill Schuster (R-PA) indicated that language could be available prior to the August Congressional recess.

Prepared By: Seamus Murphy, Director, Government and Community Affairs 650-508-6388



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
JERRY DEAL
CAROLE GROOM
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ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, FEBRUARY 5, 2014 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of January 8, 2014

INFORMATIONAL

2. Development of Next Generation of Clipper Fare Payment System

Committee Members: Carole Groom, Rose Guilbault, Art Lloyd

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 PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JANUARY 8, 2014**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, S. Harris

Other Board Members Present, Constituting Committee of the Whole: J. Deal, R. Guilbault, A. Lloyd, K. Matsumoto, A. Tissier

Other Board Members Absent, Constituting Committee of the Whole: C. Groom

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 3:06 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 4, 2013

The Committee approved the minutes (Lloyd/Gee).

SamTrans Service Plan (SSP) Performance Monitoring and Pilot Routes Update

Michael Eshleman, Planner, said:

- Phase 2 will be implemented on January 26 with the following changes:
 - Fourteen new routes
 - Frequency changes to 12 routes
 - Alignment changes to 12 routes
 - Elimination of five routes
 - Introduction of two new pilot services
- Adjustments of some kind will be made to every route.
- Starting in October, weekday Route ECR performance surpassed Routes 390/391 performance.
- Weekend Route ECR performance has improved over last year.
- Key elements of the SSP pilot services:
 - Pilot service launch in Pacifica and San Carlos
 - New way of delivering service
 - Developed in concert with communities
 - Evaluate to determine if appropriate for other communities
 - FLX Pacifica
 - Service on weekdays
 - Follows Route 14 alignment
 - Operates every 45 minutes between 7 a.m. and 6 p.m.

- Service can deviate half-a-mile from established route for curb-side service
- One deviation per trip will be allowed
- Customers can call one day in advance
- Vehicles will be 25-foot, carry up to 16 passengers and room for two wheelchairs
- Standard SamTrans fare structure
- FLX San Carlos
 - Hybrid service on weekdays
 - Fixed-route circulator during peak hours linking employment areas and residents with Caltrain between 6:45 a.m. to 9:30 a.m. and 3 p.m. to 6:30 p.m.
 - Between 9:30 a.m. and 3 p.m. the service will operate as a general public dial-a-ride operating only in San Carlos
 - The vehicle will be 25-foot, carry up to 16 passengers and room for two wheelchairs
 - Standard SamTrans fare structure
- SSP performance metrics are distinct from the overall metrics SamTrans uses to gauge the quality of service on a day-to-day basis. The SSP consists of distinct recommendations built around new service concepts.
- Purpose of metrics:
 - Do data-driven recommendations translate to real-world results?
 - Does enhancing frequency pay off?
 - Are customers willing/able to transfer between routes?
 - Are pilot services achieving their goals?
 - Where are growth markets?
 - What changes fell flat?
- The SSP performance metrics are: grow ridership, improve quality and increase efficiency.
- Tiered performance metrics are:
 - Trunk/high frequency
 - Local
 - Coastside
 - School-day only
 - Late night
 - FLX Pacifica/San Carlos
- Performance standards act as triggers for a route meeting or not meeting its goal.

Director Jeff Gee asked what the reception has been from San Carlos and Pacifica on the pilot shuttles. Mr. Eshleman said San Carlos staff is embracing this new service and marketing it to employers.

Committee Chair Kersteen-Tucker asked what will be done if there are requests for more than one deviation per trip on FLX Pacifica. Mr. Eshleman said staff would schedule the passenger on another trip.

Committee Chair Kersteen-Tucker asked about kids wanting to be picked up at their house to get them to Terra Nova High School. Chuck Harvey, Deputy CEO, said these flex services are designed to not replicate school service.

Director Jerry Deal asked if someone requests a pick-up on a trip that is already booked will they be directed to the location where the first trip is being picked up. Mr. Eshleman said that is something staff may consider.

Committee Chair Kersteen-Tucker asked when the performance metrics will be available. Mr. Eshleman said on a quarterly basis beginning in June.

Public Comment

Pat Penning, Menlo Park, said the loss of Route 295 in western Menlo Park is a disaster for her and the area needs a flex shuttle with a dial-a-bus.

Julie Fouts, Latino Commission located on Grand Avenue in South San Francisco, said she works in a recovery program and recently relocated to a house in Daly City. She said Route 130 is critical to transporting clients to their recovery program in South San Francisco. Ms. Fouts said when Route 130 is eliminated it will take three buses to get to their recovery program. She said clients need structure and stability in their program. She asked if it is possible to retain Route 130, but reduce the frequency to accommodate the riders. Ms. Fouts said that there are many people in South San Francisco who use and depend on SamTrans.

Mr. Eshleman said Route 130 is being split into two routes. Route 130 will be north of Colma Bay Area Rapid Transit (BART) Station and Route 131 is a new route that will go from Airport Boulevard and Linden Avenue to South San Francisco BART Station via Grand Avenue and then to Serramonte Shopping Center. Mr. Eshleman said there will be an area between South San Francisco BART and Colma BART that used to be covered by Route 130 that is now covered by Route ECR. Routes 130, 131 and ECR will all operate every 15 minutes. This is one of the cases that will require riders to transfer and the reason for the reduction in the Day Pass pricing.

Director Karyl Matsumoto said she will be reaching out to people in South San Francisco and maybe a shuttle could be considered.

Director Adrienne Tissier asked how many people are doing transfers and if this will cause a drop in ridership. Mr. Harvey said the number of people riding Route 130 end-to-end was very low and that was the reason to split into two routes with 15-minute service.

Michael Scanlon, General Manager/CEO, said the Day Pass was reduced from \$6 to \$5.

Comment cards were received from Marco Mariotti, Celso Silva and Francisco Ortiz who left the meeting and did not speak.

Jerry Grace, San Lorenzo, said AC Transit did the same thing with their Day Pass. He said Route ECR got him to San Carlos faster than taking Caltrain from Millbrae BART. He said the FLX shuttles are not going to work.

Committee Chair Kersteen-Tucker asked staff to work with Ms. Penning on her transit needs.

Update on Grand Boulevard Initiative: Economic and Housing Opportunities Assessment Phase II Final Report

Ronny Kraft, Planner, said Sujata Srivastava of Strategic Economics, will present the findings of Phase II of the Economic and Housing Opportunities Assessment under the Grand Boulevard Initiative. Ms. Kraft said this is one three studies that was funded by a TIGER II Planning Grant and matching funds were provided by the San Mateo County Transit District, the City/County Association of Governments and the Santa Clara Valley Transportation Authority. She said printed copies of the report that is already online will be distributed to the Board in February.

Ms. Srivastava reported:

- Phase 1 made the case for transformation of the corridor through infill development; Phase 2 removes the barriers to implementation.
- Case studies were selected in Daly City, South San Francisco, Belmont, and Mountain View through a competitive process that sought a diverse range of places and common challenges.
- Key implementation challenges:
 - Auto-oriented character
 - Lack of developable parcels
 - Changing retail landscape
 - Limited public resources
 - Mismatch between policies and market
- Moving from vision to implementation:
 - Adapt the vision to suit local conditions
 - Consider implementation from the beginning by considering potential for change
 - Build off of a pattern of market supportable activity nodes
- Strategies for Implementation:
 - Focus public investment and higher intensity development at activity nodes. Benefits include support of successful mixed-use districts, encouragement of pedestrian activity and transit use, and strategic use of public resources.
 - Concentrate retail development in key nodes by considering walking distance, proximity to transit, market momentum, and opportunity sites.
 - Align land use regulations with market and physical conditions.
 - Reduce on-site parking requirements with good transit service and/or a comprehensive parking management strategy.

- o Allow flexibility of ground floor uses by limiting demand for new retail space along the corridor and consider allowing ground floor residential, office, and community space outside of activity nodes.
- o Coordinate public and private investment by making El Camino Real attractive and functional for existing and new residents, encouraging developers to invest in the corridor, and facilitating walking, bicycling, and transit ridership.
- o Target public improvements to activity nodes by utilizing scarce resources efficiently.
- o Ensure new development supports walkability by implementing design guidelines and development standards to ensure development supports desired character.
- o Leverage private investment as new development in the corridor could result in \$35 billion in new assessed property values. Private development may be able to contribute to the public realm improvements.

Director Gee said to encourage and attract development, communities might want to consider developing a precise or specific plan in which the Environmental Impact Report could have already been dealt with. He asked if a strategy for implementation to identify precise or specific plans and to conduct early investment for those communities along the corridor has been done.

Erik Calloway of Freedman Tung and Sasaki said yes, but the most powerful way to align all the development regulations, private actions and capital improvements is to do some type of planning process that wraps them all into a single document.

Mr. Scanlon said this is an excellent report and encouraged the Board to read it because there are a lot of good things in it that could guide the vision within each local jurisdiction while this is accomplished from a regional look.

Director Tissier said in order to drive good retail, more residential areas must be developed.

Adjourned: 3:56 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Rita P. Haskin
Executive Officer, Customer Service and Marketing

SUBJECT: **DEVELOPMENT OF NEXT GENERATION OF CLIPPER FARE PAYMENT SYSTEM**

ACTION

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

SIGNIFICANCE

SamTrans staff is working with colleagues from the Metropolitan Transportation Commission and Bay Area transit agencies on developing the requirements for the next generation of the Clipper fare payment system. An update on the process will be presented via PowerPoint at the Board meeting.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

SamTrans began using the regional Clipper fare payment system in 2010, following its deployment on AC Transit, Bay Area Rapid Transit, Caltrain, Dumbarton Express, Golden Gate Transit & Ferry, and San Francisco Municipal Transportation Agency. Activation on the Santa Clara Valley Transportation Authority system followed SamTrans.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service
and Marketing

650-508-6248



JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
JERRY DEAL
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, FEBRUARY 5, 2014 – 3:20 p.m.
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
RESOLUTION
 - a. Approval of Minutes of Board of Directors Meeting of January 8, 2014
 - b. Acceptance of Statement of Revenues and Expenses for December 2013
 - c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2013
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
 - a. Resolution of Appreciation to Outgoing Board Chair, Carole Groom
5. **REPORT OF THE GENERAL MANAGER/CEO**
6. **COMMUNITY RELATIONS COMMITTEE**
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. PCC Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management Report – Fixed-route Bus Service
 - e. Multimodal Ridership Report – December 2013
7. **FINANCE COMMITTEE**
RESOLUTIONS
 - a. Authorize Award of Contract to Vintage Elevator Services, Inc. for Elevator Maintenance Services for an Estimated Amount of \$266,298 for a Five-year Term

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

INFORMATIONAL

- b. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2013

8. LEGISLATIVE COMMITTEE

MOTION

- a. Approval of 2014 Legislative Program

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTANABILITY

SUBJECT DISCUSSED

- a. Development of Next Generation of Clipper Fare Payment System

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** – March 5, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

14. ADJOURNMENT

INFORMATION FOR 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: First Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: Last 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, 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 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.

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 8, 2014**

Board Members Present: J. Deal, J. Gee, R. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Board Members Absent: C. Groom

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

Vice Chair Jeff Gee called the meeting to order at 3:56 p.m.

REPORT OF THE NOMINATING COMMITTEE (DEAL, GUILBAULT, TISSIER)

Director Jerry Deal said the committee is recommending Vice Chair Gee for Chair and Director Shirley Harris for Vice Chair for 2014.

A motion (Kersteen-Tucker/Lloyd) to nominate Vice Chair Gee for Chair and Director Harris for Vice Chair was unanimously approved.

Director Harris thanked the Board for their confidence in nominating her for Vice Chair.

Chair Gee said it is an honor and privilege to serve the Board. He recognized his dad, Dick Gee, in attendance. Mr. Gee was also recognized as the first engineer at the San Mateo County Transit District (District).

Michael Scanlon, General Manager/CEO, said Mr. Gee is still spoken of highly by his colleagues at the agency.

David Miller, Legal Counsel, said Mr. Gee designed the bus facilities and contributed greatly to the District and the culture of working as a team.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of December 4, 2013
- b. Acceptance of Statement of Revenues and Expenses for November 2013

A motion (Harris/Matsumoto) to approve the Consent Calendar was approved unanimously.

PUBLIC COMMENT

Jerry Grace, San Lorenzo, wished everyone a Happy New Year and wished Chair Gee a Happy Chinese New Year.

REPORT OF CHAIR

Resolution of Appreciation to Outgoing Board Chair, Carole Groom

Chair Gee said the Board will present the resolution to Director Carole Groom at the February meeting.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- Wished everyone a Happy New Year.
- Congratulated Chair Gee and Vice Chair Harris.
- A video of the Holiday Train was shown.
- In December, MV Transportation and Accessible Services staff sang holiday carols at the San Carlos Adult Day Care Center, Rosener House, Senior Focus and the Coastside Adult Day Care.
- In November:
 - Fixed routes averaged 30,000 miles between service calls and Redi-Wheels averaged more than 45,000 miles between service calls, both above the goal of 20,000 miles between calls.
 - There were 2,400 hours of investment in human capital.
 - Route ECR ridership was up 3.2 percent.
- On January 6, the Daly City Bayshore Shuttle was launched.
- On January 18 at 9 a.m., Caltrain's 150th Anniversary celebration will take place at the 4th & King Station with the dedication of a plaque from the Native Sons of the Golden West. After the ceremony, people will board a special train that will be stopping at the historic stations along the corridor and arriving in Santa Clara at 11 a.m. for an event at 11:30 a.m.
- On February 22, staff will be hosting an open house with tours of the South Base Maintenance Facility.
- The Reading File contains *Rider's Digest*, Flex Mailers for the Pacifica and San Carlos shuttles, and the *Transit Fun Guide*.
- Redi-Wheels received \$135,000 as an heir of a trust.

AUTHORIZE ADOPTION OF TICKET POLICY GOVERNING DISTRIBUTION OF TICKETS AND PASSES RECEIVED BY THE DISTRICT TO OFFICIALS AND EMPLOYEES

Martha Martinez, District Secretary, said the proposed policy complies with the regulations set forth by the California Fair Political Practices Commission (FPPC). The proposed policy would govern the distribution of tickets received by Board members and by employees designated in the Conflict of Interest Code. Ms. Martinez said under the current policy, if a ticket is provided to any officials or employees and is deemed a gift, it would be reported on their individual Form 700. The proposed policy would designate the General Manager/CEO or his designee to establish a process to distribute the tickets, including how and to whom the tickets are distributed. The value would be submitted on Form 802 which would be retained and made available to the public. Ms. Martinez said the proposed policy designates the type of tickets: tickets provided by an outside source at no cost to the District, tickets acquired by the District at a fair market value, tickets acquired by the District pursuant to a contract the District may have that provides free tickets, or tickets acquired as a sponsor to an event.

A motion (Lloyd/Tissier) to adopt the ticket policy governing distribution of tickets and passes was approved unanimously by roll call.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – ADA Paratransit
- e. Multimodal Ridership Report – November 2013

FINANCE COMMITTEE – S. Harris

RESOLUTIONS

- a. Authorize Amending the Fiscal Year 2014 Operating Budget by \$1,267,715 for a Total Budget of \$125,603,617
- b. Authorize the Submittal of Grant Applications and the Execution of Standard Agreements with the California State Department of Transportation Pertaining to Federal Transit Administration Section 5311 Funds
- c. Authorize Filing an Allocation Request and Enter into a Funding Agreement with the California State Department of Transportation to Receive \$365,232 of Transportation, Community, and System Preservation Program Funds for the City of South San Francisco's Complete Streets Project
- d. Authorize Award of Contract to Gillig LLC for the Purchase and Delivery of Heavy-Duty Buses Through the Central Contra Costa Transit Authority Competitively Negotiated Contract for a Five-Year term

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

MOTION

- e. Authorize Rejection of all Proposals for Contracted Shuttle Services

A motion (Harris/Lloyd) to reject all proposals for contracted shuttle services was approved unanimously.

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY – Z. Kersteen-Tucker

SUBJECT DISCUSSED

- a. SamTrans Service Plan Performance Monitoring and Pilot Routes Update
- b. Update on Grand Boulevard Initiative: Economic and Housing Opportunities Assessment Phase 11 Final Report

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Adrienne Tissier congratulated Chair Gee and Vice Chair Harris on their election.

Director Karyl Matsumoto asked that she be copied on any correspondence District staff sends to South San Francisco staff.

Chair Gee said the annual Redwood City Chinese New Year celebration will be on February 5.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING – February 5, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned at 4:18 p.m.