



BOARD OF DIRECTORS 2015

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SamTrans Citizens Advisory Committee (CAC)
1250 San Carlos Avenue, San Carlos, CA 94070, Bacciocco Auditorium, 2nd Floor

AGENDA

August 26, 2015 - Wednesday

6:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
4. Approval of Meeting Minutes for July 29, 2015
5. Presentation – SamTrans Service Plan Update (Michael Eshleman)
6. Report of the Chair
7. SamTrans Staff Update – Chester Patton
8. CAC Member Comments/Requests
9. Liaison Reports
 - a. SamTrans Board – Margaret Pye
 - b. SamTrans Accessibility Advisory Committee – Judy McKie
 - c. Caltrain Accessibility Advisory Committee – Peter Loranger
 - d. Peninsula Corridor Joint Powers Board – Bill Lock
 - e. Peninsula Corridor Joint Powers Board Citizens Advisory Committee – vacant
 - f. Senior Mobility Action Plan – vacant
10. Next Meeting: Wednesday, September 30, 2015 at 6:30 p.m.,
1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
11. Adjournment

CAC MEMBERS: J. Baker, K. Gilbert, B. Gomez, B. Hasten, K. Heatley, S. Koya, C. Laughon, B. Lock, P. Loranger, J. Manalo, J. McKie, A. Merriman, H. Plischke, M. Pye (Chair)

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at www.samtrans.com.

Date and Time of Boards and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: First Wednesday of the month, 2 PM. SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 PM. Date, time and location of meetings may be changed as needed.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 260, 295 and 398. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

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

Accessibility for Individuals with Disabilities

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Nancy McKenna at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, or TTY 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

**CITIZENS ADVISORY COMMITTEE
MINUTES OF MEETING – JULY 29, 2015**

COMMITTEE MEMBERS PRESENT: J. Baker, B. Gomez, K. Heatley, S. Koya, C. Laughon, B. Lock, J. Manalo, J. McKie, H. Plischke, M. Pye (Chair)

COMMITTEE MEMBERS ABSENT: K. Gilbert, B. Hasten, P. Loranger, A. Merriman

SAMTRANS STAFF PRESENT: K. Cheema, M. Eshleman, A. John, L. Lirano, N. McKenna, C. Patton, A. Sayong (MV Transportation), B. Tietjen

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

PUBLIC COMMENT

K. Dunmar, San Carlos, said she is a regular transit rider. She would like to suggest a pilot project for people to earn extra money by doing survey work on the bus or picking up trash near bus stops. She doesn't earn much money and would like this opportunity.

APPROVAL OF THE MINUTES OF JUNE 24, 2015

Motion/Second: Baker/Manalo

Ayes: Baker, Gomez, Heatley, Koya, Laughon, Lock, Manalo, McKie, Plischke, Pye

Absent: Gilbert, Hasten, Loranger, Merriman

PRESENTATION: MID-COASTSIDE BUS STOP ANALYSIS

Liria Larano, Director, Engineering and Construction, reported:

- Seven Coastside bus stops were evaluated in El Granada, Montara and Moss Beach.
- The seven stops had a high of 338 monthly boardings to a low of nine monthly boardings.
- Scope of work:
 - Site preparation and concrete pad would cost between \$27,000 to \$30,000.
 - The cost to install a shelter, bench and trash receptacle is \$31,000.
 - The cost to install a bench and trash receptacle is \$5,000.
 - Items not included in the above estimated costs are permits, right of way fees and the maintenance of the bus shelter at a cost of \$900 per year per shelter.
- The costs are in 2015 numbers and will escalate about 3 percent per year.
- Project cost estimates for site preparation and furniture range from \$32,000 to \$60,000.

Bob Gomez asked if the cost is per stop. Ms. Larano said yes.

Mr. Gomez asked how the contracts are awarded. Ms. Larano said it goes through the District's contracts and procurement process. Staff will advertise the contract through the District's website, bidders have four to six weeks to submit their proposal, staff reviews all the proposals and the contract is awarded to the lowest responsive and responsible bidder.

Mr. Gomez asked if minority businesses are encouraged to apply. Ms. Larano said yes, the District has a Disadvantaged Business Enterprise goal.

John Baker said bus shelters are an expensive amenity, but climate is a concern. He asked if there is any way to share costs with a partner. Chester Patton, Director, Bus Transportation, said it can be discussed, but has never occurred. He said it has to be decided if the investment is worth it with the low ridership of one person per day at some stops.

Mr. Baker asked if the county would pay. Mr. Patton said the county already contributes to the District for paratransit services.

Bill Lock asked if there was funding how long would it take to install a shelter. Mr. Patton said there is no line item for this improvement in the Fiscal Year (FY) 2016 Capital Budget. The soonest it could happen is FY2017. Ms. Larano said if the funds were available it is about a six-month period to install a shelter.

Katie Heatley asked if dial-a-ride has every been considered, and what the District's strategic investment is on the Coastside. Mr. Patton said there is a dial-a-ride 5311 demand-response service on the Coastside. He said there have been extensive improvements on the Coastside. In January 2014, Route 17 was expanded and over-the-hill service was implemented. Mr. Patton said the District also acquired new 29-foot Gillig buses for this specific service.

Ms. Heatley said putting shelters on the Coastside would encourage ridership and this would be a great opportunity to invest in the area.

Charlotte Laughon said a comment was made in the presentation that costs would go up with sidewalks, but there are no sidewalks on the Coast. Ms. Larano said the varying costs presented do not include installing sidewalks.

Ms. Laughon said on Highway 1 the stop in front of the nursery has a shelter with no sidewalk. She said she is concerned about having no shelters with the forecasted wet weather this year. She said the public needs shelters and shelters would increase ridership. She asked why the cost is more for the shelters on the Coastside than those installed in San Mateo. Mr. Patton said the study from Connect the Coastside has nothing to do with SamTrans. Staff didn't contract for the study, the County did. He said this is a consultant's work not SamTrans's staff.

Ms. Laughon said the Coastside is being totally ignored. Mr. Patton said Ms. Larano is just here to report on the technical study that was done. The political decision to install a shelter to serve one person every other day occurs at another level.

Ms. Laughon said all she is asking for is shelters installed at Alhambra Avenue and Vallejo Street in El Granada, Main Street and Seventh Street in Montara and Airport Street and La Granada Lane in Moss Beach.

Chair Pye asked how staff decided that two locations were only having a bench and the locations need a shelter. Ms. Pye clarified the Board needs to decide funding. Mr. Patton said yes and the information will be given to executive management and they will make a decision of whether this is a logical investment. There are a lot of people who want things from SamTrans. The capital budget is competitive and all projects are ranked and presented to the Board for approval. He said comments can be relayed to the Board during the CAC report at the meeting on August 5. Mr. Patton said if executive management thinks this is a good investment this project will be reviewed and ranked in the FY2017 Capital Budget process.

Chair Pye asked if the FY2016 Capital Budget already approved has been allocated. Mr. Patton said yes.

Mr. Baker said this is a tremendous expense with the ongoing structural deficit, but if it is built riders will come. In the future staff needs to think of shelters as a tool to increase ridership.

Ms. Heatley asked if the top three shelter locations could be put in the queue and staggered one shelter per year. Mr. Patton said this resides at the executive level to decide if this is project is a good use of taxpayers dollars.

Mr. Gomez said these costs are for the coastside, but the same issue exists in East Palo Alto. There are other locations that need shelters such as by schools for the children.

REPORT OF THE CHAIR

Chair Pye reported:

- She will be attending the August Board meeting and will update the Board on the CAC's June and July meetings.
- Nada Ballator has resigned from the CAC.

SAMTRANS STAFF UPDATE

Mr. Patton reported:

- At the June meeting Kathy Gilbert asked about the installation of a simme-seat at Park Plaza and Eastmoor Avenue in Daly City. Staff looked at the location, but the sidewalk is too narrow and would not allow for an adequate accessible pathway.
- June performance:
 - Average weekday ridership was 39,050, down 0.5 percent.
 - On-time performance was 86.1 percent.
 - Complaints were low at 164.
 - Miles between road calls was 26,427.
 - Tokens continue to be popular.

- o There were 49 missed schedules. Most all of these are due to congestion on University Avenue.

CAC MEMBER COMMENTS/REQUESTS

Judy McKie said she was recently in Minnesota and their transit system celebrated their Roadeo and invited mayors and those interested in participating. It offered people the opportunity to see the challenges of driving a bus.

Mr. Patton said the SamTrans Roadeo is on August 30 at North Base and the CAC is invited to attend.

Mr. Koya said a politician in South San Francisco told him that SamTrans has not done enough to connect people from the South San Francisco Bay Area Rapid Transit Station to the East Grand area where the biotechnology companies are. Mr. Koya told the politician that most of the companies have their own shuttle buses and don't need SamTrans to duplicate the service.

Mr. Koya said on a given day Route 292 runs very well and the contractor is doing an outstanding job in the morning. He said on a game day or special events the contractor ensures the buses coming into San Francisco arrive on time, but if on these same days the southbound bus is 15 or 20 minutes late he tells people to be happy and not complain, at least the route is still available.

Ms. Laughon asked how much the Roadeo costs. Mr. Patton said he doesn't know, but will find out. He said it has been on a seven year hiatus and is an industry-wide event.

Ms. Laughon asked if the Board is discussing shuttles on weekends for the Coast. Mr. Patton said he has not heard anything, but staff would be happy to sit down and speak with a corporation who is willing to fund the shuttle.

Ms. Heatley asked if a Last Mile and shuttles presentation can be given at a future meeting.

Mr. Lock said recently northbound Route 292 was standing room only. In San Francisco along the southbound stops between First Street and Third Street, trucks are parked in the bus stop area and asked if anything can be done. Mr. Patton said staff can speak to colleagues at San Francisco Municipal Transportation Agency.

Mr. Lock said he likes the smaller buses on Route 131. He asked if they are more efficient. Mr. Patton said the smaller buses were originally for Route 17. They use slightly less fuel and are less obtrusive in the neighborhoods. Mr. Lock said he would like to see some of the smaller buses on Route 133.

Mr. Baker said he was on the San Mateo County Transportation Authority CAC and they received the shuttle presentation and it was very informative. He is glad to see the Roadeo is coming back as it helps build morale for the drivers and mechanics.

Heinz Plischke asked if Route 17 operated over Devil's Slide before the tunnel opened. Mr. Patton said yes.

Mr. Gomez said over the next couple of years East Palo Alto is going to be transforming the area around University Avenue and Willow Road.

LIAISON REPORTS

- a. SamTrans Board** – no report
- b. SamTrans Accessibility Advisory Committee – Judy McKie** – no report
- c. Caltrain Accessibility Advisory Committee - Peter Loranger** – absent
- d. Peninsula Corridor Joint Powers Board (JPB) – Bill Lock**
 - Presentation on Electrification
 - Board approved issuing a Draft Request for Proposal for the new vehicles.
- e. Peninsula Corridor Joint Powers Board CAC** - vacant
- f. Senior Mobility Action Plan** - vacant

NEXT MEETING:

The next meeting will be held August 26, 2015 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

Adjourned at 7:45 p.m.