



BOARD OF DIRECTORS 2012

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MICHAEL J. SCANLON  
GENERAL MANAGER/CEO

## A G E N D A

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

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

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

1. Pledge of Allegiance

#### **ACTION**

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

#### **INFORMATIONAL**

3. Accessibility Update - Tina DuBost
4. Paratransit Coordinating Council (PCC) Update - Nancy Keegan
5. Citizens Advisory Committee Liaison Report - Peter Ratto
6. Mobility Management Report – ADA Paratransit Service
7. Multimodal Ridership Report – November 2011

Committee Members: Rose Guilbault, Carole Groom, Shirley Harris

#### NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
DECEMBER 14, 2011**

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

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

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

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

**Approval of Minutes of Community Relations Committee (CRC) Meeting of  
November 9, 2011**

The committee approved the minutes (Lloyd/Deal).

**Accessibility Update**

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

**Paratransit Coordinating Council (PCC) Update**

PCC Chair Nancy Keegan reported:

- The PCC is happy SamTrans will exercise the option with MV Transportation for Redi-Wheels and RediCoast service.
- Several PCC members are participating in the Interactive Voice Response system testing.
- A group of PCC members will be going to six agencies throughout the county spreading holiday cheer.

**Citizens Advisory Committee (CAC) Liaison Report**

CAC Chair Peter Ratto reported:

- Thanked staff for the annual holiday reception in December and Chair Karyl Matsumoto and Director Art Lloyd for attending.
- Associate Operations Contract Administrator-Shuttles Mike Stevenson gave a presentation on shuttles at their last meeting.
- Appointed Sonny Koya, Kim Nobles and David Wilcox to the nominating committee to select candidates for chair and vice chair for 2012.
- CAC members have attended the SamTrans Service Plan (SSP) community meetings.

### **Mobility Management Report – Fixed-route Bus Service**

Deputy CEO Chuck Harvey reported:

- Average weekday ridership is 46,000 which is below the Fiscal Year (FY) 2010 and FY2011 numbers.
- Monthly farebox revenue is up.
- Token usage is at 55,000, but down from FY2010.
- Missed schedules are very low with a total of 74 in FY2011.
- On-time performance is 73 percent, below the 85 percent goal. On-time performance is considered between 0-5 minutes. If the on-time standard was one minute more, 0-6 minutes, the on-time performance for the entire system, MV Transportation and SamTrans combined, rises to 83 percent. If the standard is raised to seven minutes the on-time performance rises to 86 percent.
- The new fareboxes were introduced in July and August and a lot of customers were not riding, i.e. school children, and this has caused an increase in dwell time.
- Operations staff will be looking to see if any adjustments need to be made in the runbook to correct the on-time performance.

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

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

- Continuing discussions with the Board on financial capacity and long-term strategy to address structural deficit.
- Involved in the Metropolitan Transportation Commission (MTC) Transit Sustainability Project.

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

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

**Multimodal Ridership Report – October 2011**

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

Adjourned: 2:39 p.m.

**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 report is for information only. No policy action is required.

**SIGNIFICANCE**

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Advocacy and Legislative Committee (AL-Com) is the advocacy arm of the PCC. The SamTrans Accessibility Advisory Committee (formerly the Americans with Disabilities Act Technical Advisory Committee or ATAC) is a SamTrans committee that advises on accessibility issues, particularly related to fixed-route service. Each group has requested that the Board be informed of the issues discussed at meetings.

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

The minutes from the November 8 PCC meeting are attached.

Prepared by: Bill Welch, Manager, Accessible Transit Services  
Tina Dubost, Accessibility Coordinator

650-508-6475  
650-508-6247

**SAN MATEO COUNTY  
PARATRANSIT COORDINATING COUNCIL  
November 8, 2011  
MEETING MINUTES**

**ATTENDANCE**

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

Absentees: Marie Violet, Sequoia Hospital.

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

(Total Attendance: 27) Quorum--Yes

**WELCOME/INTRODUCTION**

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

**APPROVAL OF OCTOBER PCC MINUTES**

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

**GUEST SPEAKERS**

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

The top 10 of 62 proposals:

- Senior Alert—working with the Commission on Aging (COA) to implement Silver Alert for seniors/patients with dementia in San Mateo County
- Emergency transportation for seniors in disaster
- Raise awareness for senior veterans and need for housing
- Provide stair case hand railing in building codes
- Dental care to be included in Medicare
- Increase allowable tax deductions for seniors for volunteer driving

- Increase social security benefit from \$250 to \$495

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

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

## **COMMITTEE REPORTS**

### **A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)**

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

### **B. GRANT/BUDGET REVIEW**

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

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

### **C. EDUCATION COMMITTEE**

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

### **D. EXECUTIVE COMMITTEE**

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

Nancy thanked John for his financial contribution for another successful MV Appreciation Party. There was a good turnout and good comments by staff.

Nancy shared that the Executive Committee members will serve on the ADA Eligibility Appeals Panel on a rotating. The Committee is working with Bill to explore a more formal process to make sure there is a regular schedule for the appeals panel.

## **SAM TRANS/REDI-WHEELS REPORT**

### **A. Operational Report**

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

Bill distributed the notice on the National Emergency Alert System Test for Wednesday, November 9 at 11:00 a.m. Jim explained that this is the first time in 60 years for a nationwide test.

The IVR is still in testing mode; they are working with Eng House (the same contractor with a new name) to ramp up the progress on the system. Bill is also working with agency customers on arrival calls; SamTrans is having difficulties with this aspect and is working with Senior Focus.

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

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

### **B. Performance Summary**

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

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

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

### **C. Customer Comments**

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

Tina thanked Dan for suggesting categories that are no longer in effect to be eliminated from the reports.



#### **D. Safety Report**

John reported 5 accidents this month—2 chargeable and 2 non-chargeable and one being argued. One injury required transportation to a hospital. It appears that the wheelchair may not have been secured or tied down properly. John said reviewing safety measures to make sure wheelchairs are tied down properly is mandatory for all drivers. MV takes this very seriously; modifications of safety procedures are being implemented—reviewing safety measures with drivers and road supervisors including checking to make sure seat belts are on before and after tie down; MV is looking for better fail-safe methods. Company policy when this type of accident occurs is immediate termination.

#### **LIAISON REPORTS**

##### **A. MTC REPORT**

No report.

##### **B. AGENCY**

No agency report.

##### **C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)**

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

##### **D. EFFICIENCY REVIEW COMMITTEE (ERC)**

Mike said the meeting covered mostly the IVR and eligibility appeals panel.

##### **E. COMMISSION ON AGING (COA) REPORT**

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

##### **F. COMMISSION ON DISABILITY (COD) REPORT**

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

##### **G. OFFICE OF EMERGENCY SERVICES (OES) REPORT**

Jim discussed the emergency alert test tomorrow; nothing more to add from Bill's report.

#### **OTHER BUSINESS**

Diane announced sadly that Joey has retired.

Everyone congratulated Diane on her nomination to the CID Board and her Presidency for the American Council of the Blind. Her Presidency will begin on January 2012.

MEETING ADJOURNED: 3:35 PM.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

**TO:** Community Relations Committee

**THROUGH:** Michael J. Scanlon  
General Manager/CEO

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

**SUBJECT: MOBILITY MANAGEMENT REPORT: ADA PARATRANSIT SERVICE**

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT—NOVEMBER 2011**

**ACTION**

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

**SIGNIFICANCE**

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

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

**MONTHLY RIDERSHIP HIGHLIGHTS—NOVEMBER 2011 COMPARED TO  
NOVEMBER 2010**

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

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

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

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

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

**BART Shuttles** - AWR of 1,873, a decrease of 6.7 percent.

## **SamTrans Promotions – November 2011**

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

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

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

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248  
Ted Yurek, Senior Planner 650-508-6471

**Table A**  
**Average Weekday Ridership**

<b>November 2011</b>				<b><u>FY2011/FY2012</u></b>
<b><u>Mode</u></b>	<b><u>FY2010<sup>^</sup></u></b>	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>%Change</u></b>
Bus +	50,460	46,470	43,700	-6.0%
Paratransit	1,123	1,071	1,051	-1.9%
Caltrain # +	37,390	39,040	42,270	8.3%
Caltrain Shuttle #**	5,031	5,659	7,300	29.0%
BART Shuttle	1,956	2,007	1,873	-6.7%
<b>Total</b>	95,960	94,247	96,194	2.1%
BART (Extension Only)*	36,321	39,799	42,067	5.7%
<b>Grand Total</b>	132,281	134,046	138,261	3.1%

<b>Year to Date</b>				<b><u>FY2011/FY2012</u></b>
<b><u>Mode</u></b>	<b><u>FY2010<sup>^</sup></u></b>	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>%Change</u></b>
Bus +	48,840	44,750	42,850	-4.2%
Paratransit	1,139	1,113	1,081	-2.9%
Caltrain # +	39,270	40,880	43,920	7.4%
Caltrain Shuttle #**	5,571	5,453	7,027	28.9%
BART Shuttle	1,972	2,002	1,832	-8.5%
<b>Total</b>	96,792	94,198	96,710	2.7%
BART (Extension Only)*	36,906	39,014	42,607	9.2%
<b>Grand Total</b>	133,698	133,213	139,317	4.6%

# System

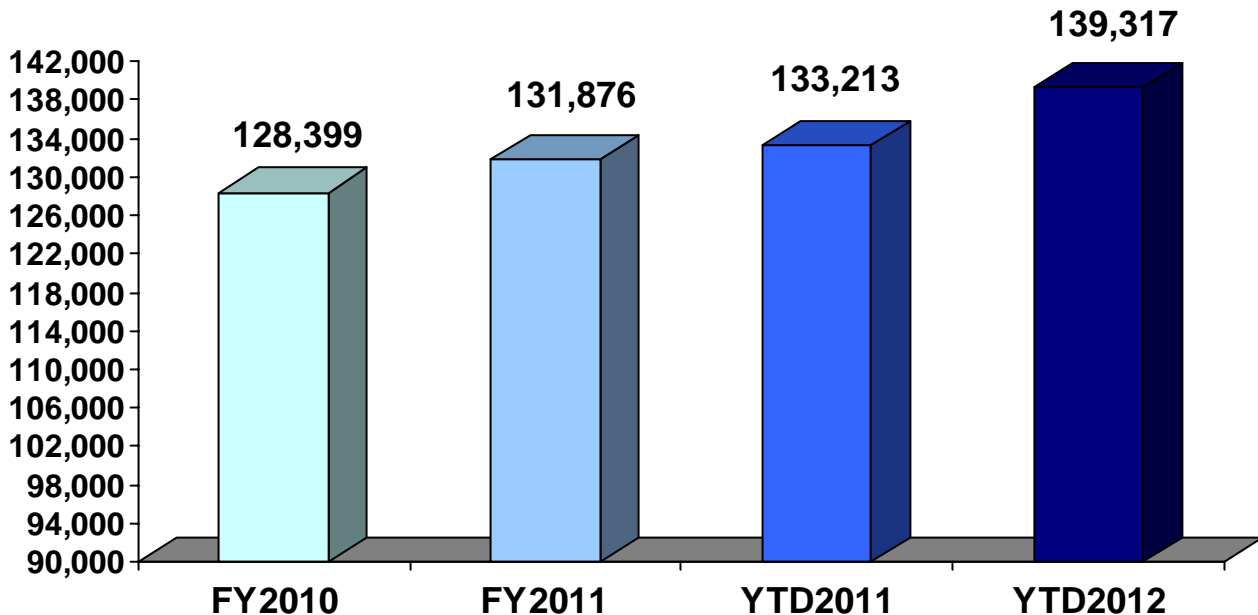
\* Extension Only (No Daly City)

+ Rounded to nearest tens

<sup>^</sup> Service cuts/reduced (12/09)

\*\* FY11 & 12 Caltrain shuttle figures adjusted to remove North Burlingame shuttle that is not District funded.

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





BOARD OF DIRECTORS 2012

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GENERAL MANAGER/CEO

**A G E N D A**  
**FINANCE COMMITTEE**  
**COMMITTEE OF THE WHOLE**

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

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

**ACTION**

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

Committee Members: Shirley Harris, Jeff Gee, Adrienne Tissier

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
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Draft

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

**MINUTES OF FINANCE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
DECEMBER 14, 2011**

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

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

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

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

**Approval of Minutes of Finance Committee Meeting of November 9, 2011**

The Committee approved the minutes (Lloyd/Guilbault).

**Approval of Revenues and Expenses for October 2011**

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

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

**Authorize the Amendment of the Fiscal Year 2012 Operating Budget by \$589,848 from \$128,453,259 to \$129,043,107**

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

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

**Authorize the Amendment of the Fiscal Year 2012 Capital Budget by \$8,916,965 from \$19,507,313 to \$28,424,278**

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

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

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

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

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

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

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



**Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$60,000 for the Grand Boulevard Initiative**

Manager, Strategic Development Corinne Goodrich said staff is proposing the Committee recommend the Board authorize a funding agreement with Silicon Valley Community Foundation for “Creating the Buzz” grant. This is the third year the Foundation is funding activities for the Grand Boulevard. Under the existing grant the focus is San Mateo County and is a partnership with County Health System and Greenbelt Alliance to create community and business support for the Grand Boulevard vision. Under the new grant VTA and Santa Clara Department of Public Health will be added to extend activities into Santa Clara County.

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

**Authorize Approval to Tax Defer Member Contributions to California Public Employees’ Retirement System**

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

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

**Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service**

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

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

**Adjourned:** 2:59 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO

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

**ACTION**

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

**SIGNIFICANCE**

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

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

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

Prepared by: Sheila Tioyao, Manager, Financial Services  
Jeannie Chen, Senior Accountant

650-508-7752  
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF REVENUES AND EXPENSES  
FISCAL YEAR 2012  
NOVEMBER 2011**

% OF YEAR ELAPSED: **41.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	1,503,925	7,166,173	7,318,932	7,268,042	100.7	17,443,300	17,443,300	42.0
2 Local TDA and STA Funds	4,667,271	25,589,543	23,336,355	23,336,355	100.0	33,000,814	33,000,814	70.7
3 Pass through to Other Agencies	0	406,372	181,790	181,790	100.0	281,790	281,790	64.5
4 State/Federal Operating Grants	29,974	141,836	122,523	122,523	100.0	10,202,857	10,232,857	1.2
5 Measure A and AB434 Funds	723,228	3,658,190	3,732,771	3,733,928	100.0	8,996,335	8,996,335	41.5
6 <b>Subtotal - Operating Revenues</b>	<b>6,924,398</b>	<b>36,962,114</b>	<b>34,692,371</b>	<b>34,642,638</b>	<b>100.1</b>	<b>69,925,096</b>	<b>69,955,096</b>	<b>49.6</b>
<b>Other Revenue Sources</b>								
8 District 1/2 Cent Sales Tax	4,907,734	24,876,933	25,495,467	25,495,467	100.0	61,500,000	61,500,000	41.5
9 Investment Interest	210,365	1,651,878	1,092,670	1,099,185	99.4	2,150,620	2,150,620	50.8
10 Other Interest, Rent & Other Income	452,211	2,446,321	1,922,541	1,943,573	98.9	5,972,275	5,972,275	32.2
11 Other Sources	0	0	0	0	0.0	5,700,000	5,700,000	0.0
12 <b>Subtotal - Other Revenues</b>	<b>5,570,311</b>	<b>28,975,132</b>	<b>28,510,678</b>	<b>28,538,225</b>	<b>99.9</b>	<b>75,322,895</b>	<b>75,322,895</b>	<b>37.9</b>
13 <b>Total Revenues</b>	<b>12,494,708</b>	<b>65,937,246</b>	<b>63,203,049</b>	<b>63,180,863</b>	<b>100.0</b>	<b>145,247,991</b>	<b>145,277,991</b>	<b>43.5</b>
14 <b>Capital Assistance</b>	<b>179,926</b>	<b>1,618,556</b>	<b>392,487</b>	<b>392,487</b>	<b>100.0</b>	<b>14,194,614</b>	<b>25,982,954 A</b>	<b>1.5</b>
15 <b>Reserves Programmed for Capital</b>	<b>488,825</b>	<b>1,345,876</b>	<b>1,703,024</b>	<b>1,703,024</b>	<b>100.0</b>	<b>0</b>	<b>13,559,868 A</b>	<b>0.0</b>
16 <b>Total Revenues - All Sources</b>	<b>13,163,459</b>	<b>68,901,678</b>	<b>65,298,560</b>	<b>65,276,374</b>	<b>100.0</b>	<b>159,442,605</b>	<b>184,820,813</b>	<b>35.3</b>
<b>USES OF FUNDS</b>								
<b>Operations</b>								
20 Motor Bus	7,435,134	37,015,552	39,057,146	41,856,141	93.3	99,414,897	99,444,897	39.3
21 A. D. A. Programs	1,073,695	5,242,592	5,338,805	5,862,206	91.1	14,069,346	14,069,346	37.9
22 Caltrain	714,897	7,319,004	5,615,723	5,615,723	100.0	10,620,000	10,620,000	52.9
23 Other Multimodal Programs	350,472	1,960,441	1,638,618	1,670,469	98.1	3,967,226	3,967,226	41.3
24 <b>Subtotal - Operating Costs</b>	<b>9,574,198</b>	<b>51,537,590</b>	<b>51,650,292</b>	<b>55,004,539</b>	<b>93.9</b>	<b>128,071,469</b>	<b>128,101,469</b>	<b>40.3</b>
<b>Other Uses of Funds</b>								
26 Pass through to Other Agencies	0	406,372	181,790	181,790	100.0	281,790	281,790	64.5
27 Transfer Out to Debt Service	2,037,499	10,188,390	10,187,495	10,187,495	100.0	24,477,279	24,477,279	41.6
28 Fiscal Agent Fees	4,650	5,055	7,825	7,825	100.0	25,080	25,080	31.2
29 Land Transfer Interest Expense	0	0	0	0	0.0	70,000	70,000	0.0
30 <b>Subtotal - Other Uses</b>	<b>2,042,149</b>	<b>10,599,817</b>	<b>10,377,110</b>	<b>10,377,110</b>	<b>100.0</b>	<b>24,854,149</b>	<b>24,854,149</b>	<b>41.8</b>
31 <b>Capital Programs</b>	<b>776,289</b>	<b>3,185,394</b>	<b>2,452,529</b>	<b>2,452,529</b>	<b>100.0</b>	<b>19,180,994</b>	<b>44,529,202 A</b>	<b>5.5</b>
32 <b>Total Uses of Funds</b>	<b>12,392,636</b>	<b>65,322,801</b>	<b>64,479,931</b>	<b>67,834,178</b>	<b>95.1</b>	<b>172,106,612</b>	<b>197,484,820</b>	<b>32.7</b>
34 <b>NET SURPLUS / (DEFICIT)</b>	<b>770,824</b>	<b>3,578,877</b>	<b>818,629</b>	<b>(2,557,804)</b>	<b>(32.0)</b>	<b>(12,664,007)</b>	<b>(12,664,007)</b>	<b>(6.5)</b>

"% 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 2012  
NOVEMBER 2011**

% OF YEAR ELAPSED: 41.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	1,437,642	6,840,904	6,987,390	6,920,417	101.0	16,609,000	16,609,000	42.1
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,806,948	19,586,565	19,034,740	19,034,740	100.0	26,648,636	26,648,636	71.4
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	587,865	4,464,908	2,939,325	2,939,325	100.0	4,444,973	4,444,973	66.1
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	29,974	31,999	122,523	122,523	100.0	8,813,584	8,843,584	1.4
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	1,194,316	4,090,321	8,292,735	11,307,417	73.3	39,193,611	39,273,011	21.1
10 Accessibility Fixed Route	86,666	438,607	458,418	274,963	166.7	659,919	659,919	69.5
11 TOTAL 1/2 CENT SALES TAX	1,280,982	4,528,928	8,751,153	11,582,380	75.6	39,853,530	39,932,930	21.9
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	4,990	52,125	28,574	42,630	67.0	163,570	84,170	33.9
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	59	589	218	650	33.6	1,580	1,580	13.8
16 Rental Income	87,935	433,705	438,929	443,425	99.0	1,064,230	1,064,230	41.2
17 Advertising Income	107,500	621,265	320,160	375,000	85.4	900,000	900,000	35.6
18 Other Income	91,251	454,563	434,135	395,052	109.9	915,794	915,794	47.4
19 TOTAL OTHER REVENUES	286,744	1,510,122	1,193,442	1,214,127	98.3	2,881,604	2,881,604	41.4
20								
21 TOTAL MOTOR BUS	7,435,145	37,015,552	39,057,146	41,856,141	93.3	99,414,897	99,444,897	39.3
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	66,283	325,269	331,542	347,625	95.4	834,300	834,300	39.7
25 Local TDA 4.5 Redi-Wheels	200,366	1,030,870	1,001,830	1,001,830	100.0	1,402,560	1,402,560	71.4
26 Local STA - Paratransit	72,092	507,200	360,460	360,460	100.0	504,645	504,645	71.4
27 Operating Grants	0	0	0	0	0.0	1,389,273	1,389,273	0.0
28 Sales Tax - District ADA Programs	391,365	1,730,198	1,890,934	2,477,417	76.3	4,786,142	4,706,742	40.2
29 Sales Tax - Paratransit Suppl. Coastside	114,076	473,679	563,477	481,929	116.9	1,156,636	1,156,636	48.7
30 Interest Income - Paratransit Fund	33,203	180,299	170,743	173,125	98.6	135,790	215,190	79.3
31 Measure A Redi-Wheels	196,309	995,077	1,019,819	1,019,820	100.0	2,460,000	2,460,000	41.5
32 Measure M Paratransit	0	0	0	0	0.0	1,400,000	1,400,000	0.0
33 TOTAL ADA PROGRAMS	1,073,695	5,242,592	5,338,805	5,862,206	91.1	14,069,346	14,069,346	37.9
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Sales Tax - Caltrain	0	5,328,849	0	0	0.0	0	0	0.0
37 Other Sources - Caltrain	322,279	0	3,576,086	3,576,088	100.0	5,700,000	5,700,000	62.7
38 Transfer from TA for Caltrain	392,619	1,990,155	2,039,637	2,039,635	100.0	4,920,000	4,920,000	41.5
39 TA Funded SM/Caltrain Shuttles	90,384	449,624	451,065	451,556	99.9	1,081,335	1,081,335	41.7
40 Employer Share SM/Caltrain Shuttles	26,017	253,765	129,850	129,696	100.1	311,271	311,271	41.7
41 AB434 Funds - SamTrans Shuttle	43,917	223,333	222,250	222,917	99.7	535,000	535,000	41.5
42 Employer SamTrans Shuttle Funds	139,450	682,434	599,250	599,750	99.9	1,379,400	1,379,400	43.4
43 Sales Tax - SamTrans Shuttle Program	28,456	133,948	132,769	133,954	99.1	341,990	341,990	38.8
44 Operating Grants	0	109,837	0	0	0.0	0	0	0.0
45 Sales Tax - Gen. Operating Asst.	22,247	107,501	103,434	132,596	78.0	318,230	318,230	32.5
46								
47 TOTAL MULTIMODAL	1,065,368	9,279,446	7,254,341	7,286,192	99.6	14,587,226	14,587,226	49.7
48								
49 TOTAL REVENUES	9,574,208	51,537,589	51,650,292	55,004,539	93.9	128,071,469	128,101,469	40.3

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2012  
NOVEMBER 2011**

**% OF YEAR ELAPSED: 41.7%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	3,912,989	20,932,023	21,365,550	22,619,519	94.5	53,344,734	53,178,508	40.2
2								
3 Services:								
4 Board of Directors	5,494	18,718	21,152	23,242	91.0	53,100	53,100	39.8
5 Contracted Vehicle Maintenance	82,724	319,759	409,773	417,247	98.2	785,250	785,250	52.2
6 Property Maintenance	104,106	409,818	462,208	531,500	87.0	1,278,500	1,278,500	36.2
7 Professional Services	264,929	943,305	1,243,129	1,741,435	71.4	4,299,827	4,440,098	28.0
8 Technical Services	307,900	1,342,703	1,597,448	1,740,051	91.8	4,008,902	4,079,857	39.2
9 Other Services	23,713	116,464	121,095	230,026	52.6	490,500	490,500	24.7
10								
11 Materials & Supply:								
12 Fuel & Lubricants	452,132	1,698,599	2,319,917	2,348,482	98.8	5,636,357	5,636,357	41.2
13 Bus Parts & Materials	104,364	449,624	610,007	755,642	80.7	1,765,700	1,765,700	34.5
14 Uniforms & Driver Expense	27,055	40,186	62,156	100,657	61.8	391,130	403,130	15.4
15 Timetables & Tickets	10,994	70,424	38,958	63,792	61.1	153,100	153,100	25.4
16 Office Supplies / Printing	15,290	94,837	69,688	136,036	51.2	334,874	334,874	20.8
17 Other Materials & Supply	10,058	43,907	47,012	70,000	67.2	166,250	166,250	28.3
18								
19 Utilities:								
20 Telephone	18,267	141,273	131,030	200,208	65.4	480,500	480,500	27.3
21 Other Utilities	87,866	387,621	431,254	409,000	105.4	981,600	981,600	43.9
22 Insurance Costs	206,798	1,034,723	1,038,079	1,039,820	99.8	2,493,500	2,493,500	41.6
23 Workers' Compensation	254,039	1,305,998	1,273,056	1,273,915	99.9	3,183,888	3,183,888	40.0
24 Taxes & License Fees	40,475	171,323	205,571	206,792	99.4	496,300	496,300	41.4
25 Fixed Route Accessibility	86,666	438,607	458,418	274,963	166.7	659,919	659,919	69.5
26 Leases & Rentals	8,652	42,585	44,724	48,429	92.3	116,229	116,229	38.5
27 Promotional & Legal Advertising	8,640	58,711	41,889	96,292	43.5	230,700	215,700	19.4
28 Training & Business Travel	5,514	48,292	50,944	79,747	63.9	181,085	181,085	28.1
29 Dues & Membership	5,948	38,243	38,532	43,108	89.4	83,785	83,785	46.0
30 Postage & Other	2,231	28,658	22,413	132,144	17.0	346,646	334,646	6.7
31								
32 <b>Total District Operated Buses</b>	<b>6,046,845</b>	<b>30,176,401</b>	<b>32,104,003</b>	<b>34,582,046</b>	<b>92.8</b>	<b>81,962,376</b>	<b>81,992,376</b>	<b>39.2</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,211,298	5,936,521	6,093,085	6,400,370	95.2	15,360,895	15,360,895	39.7
36 Other Related Costs	21,400	141,333	132,979	135,822	97.9	339,820	339,820	39.1
37 Insurance Costs	57,546	329,005	272,522	272,905	99.9	655,000	655,000	41.6
38 Coastside Services	52,844	249,597	266,813	270,760	98.5	630,630	630,630	42.3
39 Redi Coast Non-ADA	18,862	95,969	86,934	99,255	87.6	238,216	238,216	36.5
40 Other Related Costs	3,601	3,975	8,293	17,300	47.9	41,520	41,520	20.0
41 La Honda - Pescadero	10,500	17,588	28,150	21,875	128.7	52,500	52,500	53.6
42 SamCoast - Pescadero	11,000	61,430	58,048	50,000	116.1	120,000	120,000	48.4
43 Other Related Cost - SamCoast	1,238	3,734	6,319	5,808	108.8	13,940	13,940	45.3
44 <b>Total Contracted Bus Service</b>	<b>1,388,289</b>	<b>6,839,151</b>	<b>6,953,143</b>	<b>7,274,095</b>	<b>95.6</b>	<b>17,452,521</b>	<b>17,452,521</b>	<b>39.8</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>7,435,134</b>	<b>37,015,552</b>	<b>39,057,146</b>	<b>41,856,141</b>	<b>93.3</b>	<b>99,414,897</b>	<b>99,444,897</b>	<b>39.3</b>

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2012  
NOVEMBER 2011**

% OF YEAR ELAPSED: **41.7%**

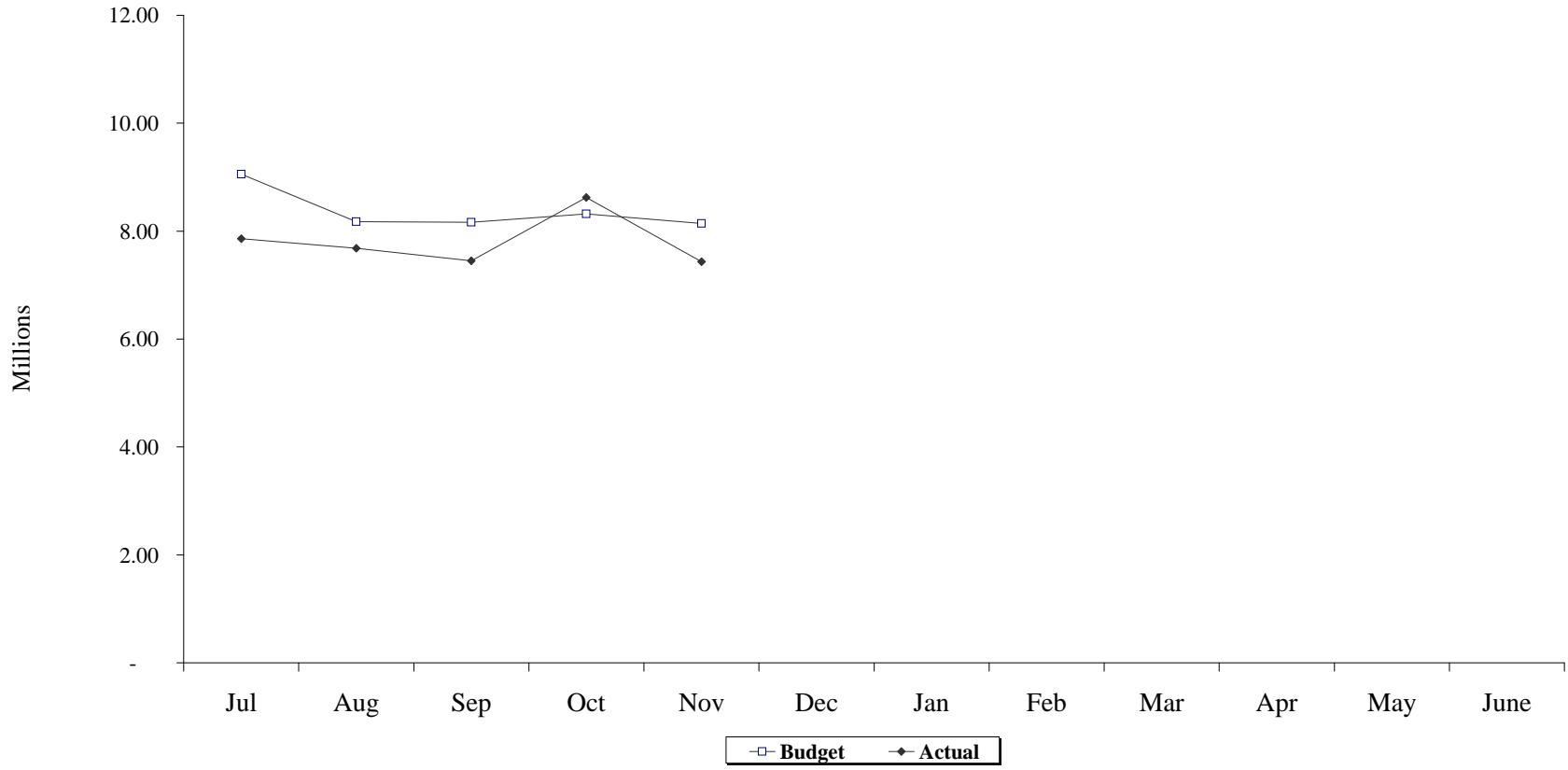
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	411,173	2,309,039	2,116,762	2,881,910	73.4	6,916,605	6,916,605	30.6
Other Related Costs	184,331	823,310	882,040	1,133,750	77.8	2,721,005	2,721,005	32.4
Sedan Service	261,211	1,154,648	1,242,819	726,666	171.0	1,744,010	1,744,010	71.3
ADA Accessibility Support	60,995	267,764	324,423	423,371	76.6	1,016,090	1,016,090	31.9
Coastside ADA Support	114,076	473,679	563,477	481,928	116.9	1,156,636	1,156,636	48.7
Insurance Costs	41,909	214,153	209,284	214,580	97.5	515,000	515,000	40.6
<b>TOTAL ADA PROGRAMS</b>	<b>1,073,695</b>	<b>5,242,592</b>	<b>5,338,805</b>	<b>5,862,206</b>	<b>91.1</b>	<b>14,069,346</b>	<b>14,069,346</b>	<b>37.9</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	714,897	7,319,004	5,615,723	5,615,723	100.0	10,620,000	10,620,000	52.9
<b>Total Caltrain Service</b>	<b>714,897</b>	<b>7,319,004</b>	<b>5,615,723</b>	<b>5,615,723</b>	<b>100.0</b>	<b>10,620,000</b>	<b>10,620,000</b>	<b>52.9</b>
<b>OTHER SUPPORT</b>								
Dumbarton Express Service	10,430	51,736	50,921	52,554	96.9	126,130	126,130	40.4
SamTrans Shuttle Service	211,823	1,039,715	954,269	956,621	99.8	2,256,390	2,256,390	42.3
SM/Caltrain Shuttles	116,401	813,226	580,914	581,253	99.9	1,392,606	1,392,606	41.7
Maintenance Multimodal Facilities	11,818	55,764	52,513	80,042	65.6	192,100	192,100	27.3
<b>Total Other Support</b>	<b>350,472</b>	<b>1,960,441</b>	<b>1,638,618</b>	<b>1,670,469</b>	<b>98.1</b>	<b>3,967,226</b>	<b>3,967,226</b>	<b>41.3</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>1,065,369</b>	<b>9,279,445</b>	<b>7,254,341</b>	<b>7,286,192</b>	<b>99.6</b>	<b>14,587,226</b>	<b>14,587,226</b>	<b>49.7</b>
<b>TOTAL EXPENSES</b>	<b>9,574,198</b>	<b>51,537,590</b>	<b>51,650,292</b>	<b>55,004,539</b>	<b>93.9</b>	<b>128,071,469</b>	<b>128,101,469</b>	<b>40.3</b>

% 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

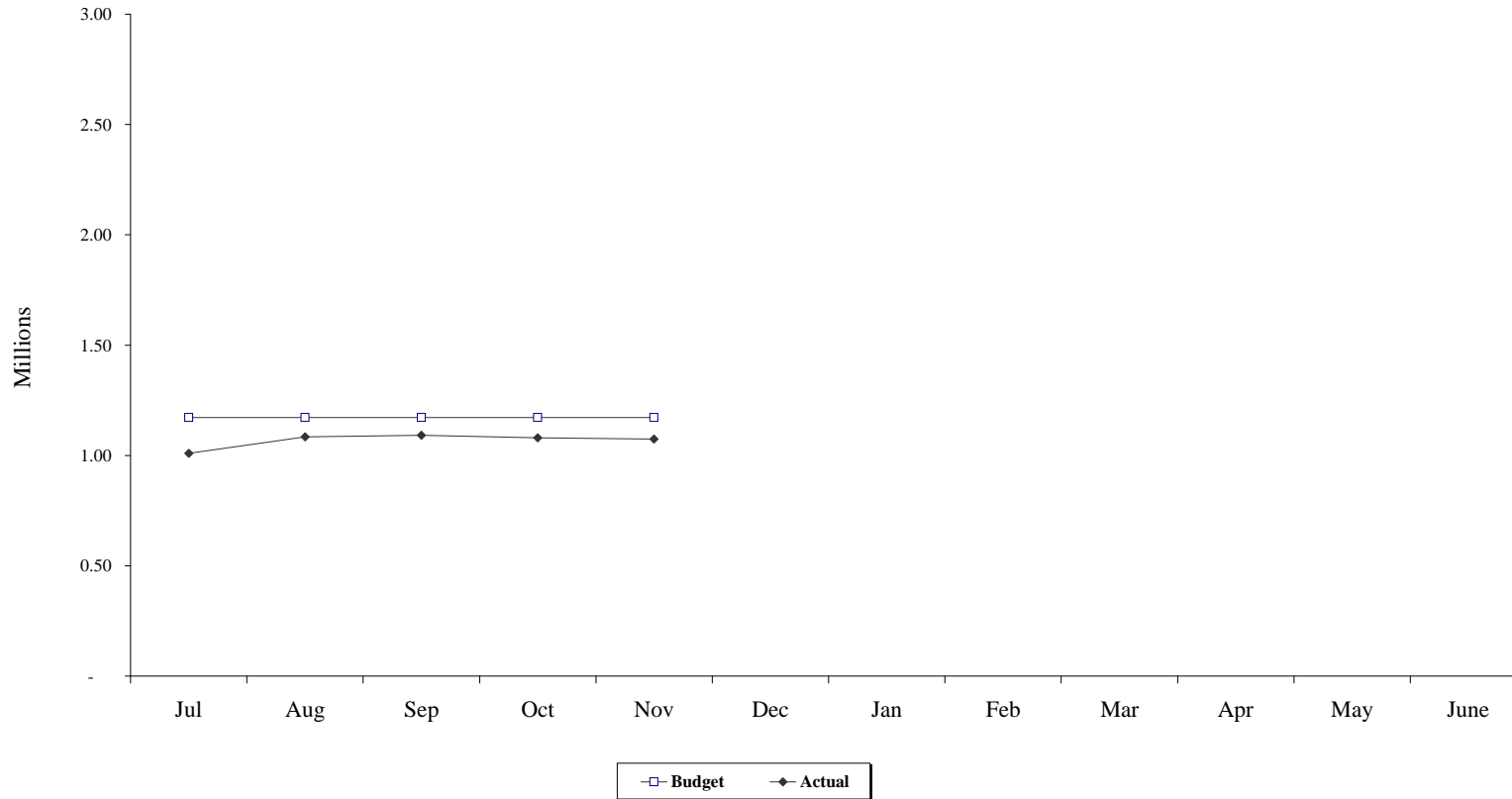
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	9,056,867	8,173,381	8,165,523	8,319,077	8,141,293								
<b>Actual</b>	7,861,175	7,685,322	7,451,351	8,624,165	7,435,134								
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	9,056,867	17,230,248	25,395,771	33,714,848	41,856,141								
<b>Actual</b>	7,861,175	15,546,497	22,997,848	31,622,012	39,057,146								
<b>Variance - F(U)</b>	1,195,692	1,683,751	2,397,923	2,092,836	2,798,995								
<b>Variance %</b>	13.20%	9.77%	9.44%	6.21%	6.69%								

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2012**



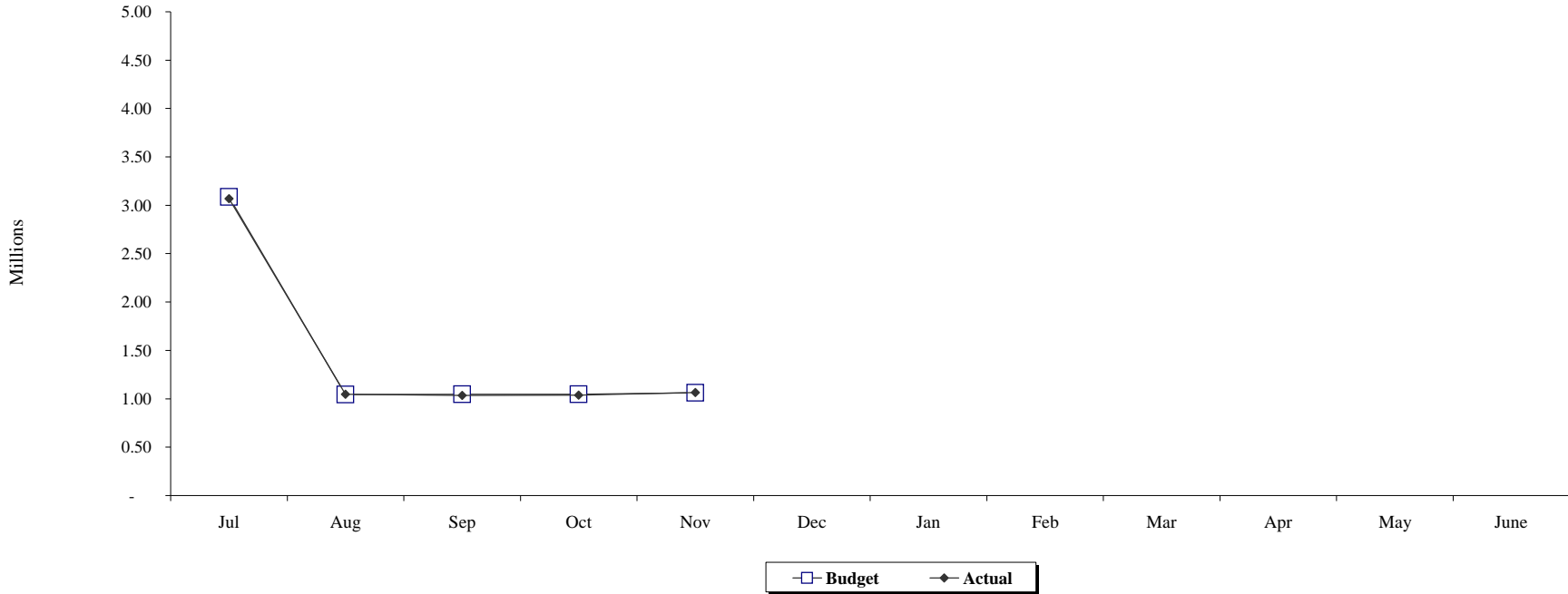
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	1,172,441	1,172,441	1,172,441	1,172,441	1,172,441							
Actual	1,009,971	1,083,991	1,091,019	1,080,128	1,073,695							
<b>CUMULATIVE EXPENSES</b>												
Budget	1,172,441	2,344,882	3,517,323	4,689,764	5,862,206							
Actual	1,009,971	2,093,962	3,184,981	4,265,110	5,338,805							
Variance - F(U)	162,470	250,920	332,342	424,655	523,401							
Variance %	13.86%	10.70%	9.45%	9.05%	8.93%							



## SAN MATEO COUNTY TRANSIT DISTRICT

### MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	3,086,529	1,045,291	1,046,191	1,046,891	1,061,291							
Actual	3,068,088	1,047,363	1,035,517	1,038,003	1,065,369							
<b>CUMULATIVE EXPENSES</b>												
Budget	3,086,529	4,131,820	5,178,010	6,224,901	7,286,192							
Actual	3,068,088	4,115,451	5,150,969	6,188,972	7,254,341							
Variance - F(U)	18,441	16,368	27,042	35,929	31,851							
Variance %	0.60%	0.40%	0.52%	0.58%	0.44%							

SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF BUDGET ACTIVITY FOR NOVEMBER 2011

BUDGET AMENDMENTS

	Amount	Line Item	Description
Nov-11	\$ 30,000	page 1, line 4-state/federal operating grants revenue	CCAG grant revenue for community based transportation plan accepted at November 2011 board
Nov-11	\$ 30,000	page 1, line 20-motor bus expenses	offsetting consultant expenses related to CCAG grant
Nov-11	\$ 30,000	page 2, line 7-total operating grants revenue	CCAG grant revenue for community based transportation plan accepted at November 2011 board
Nov-11	\$ 30,000	page 3, line 7-professional services expenses	offsetting consultant expenses related to CCAG grant
	<u>\$ -</u>	<b>Total</b>	<b>total grant revenue of \$30,000 offset by consultant expenses of \$30,000</b>

The transactions above represent the lines on the financial statement that changed, resulting from a budget amendment approved by the board on November 14, 2011 for additional CCAG funds for the Community Transportation Grant. The financial statement changed in four places, however, the amendment only added \$30,000 in grant revenue and \$30,000 in consultant expenses for a net zero impact on the financial statement to use of reserves.

BUDGET REVISIONS

	Amount	Line Item	Description
Nov-11			No Budget Revisions in November 2011.
	<u>\$ -</u>	<b>Total</b>	

SAN MATEO COUNTY TRANSIT DISTRICT  
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS  
FY2011 & FY2012  
NOVEMBER 2011

1/4/12 1:16 PM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection																														
Date	Amount	Date	Amount																																
<b>FY2011:</b>																																			
1st Quarter	15,224,400	1st Quarter	15,365,997	141,597	15,365,997																														
2nd Quarter	15,910,800	2nd Quarter	16,917,979	1,007,179	16,917,979																														
3rd Quarter	13,855,400	3rd Quarter	14,737,296	881,896	14,737,296																														
4th Quarter	15,009,400	4th Quarter	16,492,475	1,227,200	16,492,475 (1)																														
<b>FY2011 Total</b>	<b>60,000,000</b>	<b>FY2011 Total</b>	<b>63,513,748</b>	<b>3,257,873</b>	<b>63,513,748</b>																														
<b>FY2012</b>																																			
Jul. 11	4,225,700	Sep. 11	4,224,900	(800)	4,224,900																														
Aug. 11	4,225,700	Oct. 11	4,533,800	308,100	4,533,800																														
Sep. 11	5,634,300	Nov. 11	5,633,200	(1,100)	5,633,200																														
1st Qtr. Adjustment	1,594,300	Dec. 11		(306,200)	1,288,100 (1)																														
3 Months Total	15,680,000		14,391,900	0	15,680,000																														
Oct. 11	4,368,400	Dec. 11		0	4,368,400 (1)																														
Nov. 11	4,368,400	Jan. 12		0	4,368,400 (1)																														
Dec. 11	5,903,400	Feb. 12		0	5,903,400																														
2nd Qtr. Adjustment	1,618,000	Mar. 12		0	1,618,000 (1) 2/3																														
6 Months Total	31,938,200		14,391,900	0	31,938,200																														
Jan. 12	3,813,400	Mar. 12		0	3,813,400																														
Feb. 12	3,813,400	Apr. 12		0	3,813,400																														
Mar. 12	5,197,600	May 12		0	5,197,600																														
3rd Qtr. Adjustment	1,412,300	Jun. 12		0	1,412,300																														
9 Months Total	46,174,900		14,391,900	0	46,174,900																														
Apr. 12	4,137,800	Jun. 12		0	4,137,800																														
May 12	4,137,800	Jul. 12		0	4,137,800																														
Jun. 12	5,517,000	Aug. 12		0	5,517,000																														
4th Qtr. Adjustment	1,532,500	Sep. 12		0	1,532,500																														
<b>FY2012 Total</b>	<b>61,500,000</b>	<b>FY2012 Total</b>	<b>14,391,900</b>	<b>0</b>	<b>61,500,000</b>																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 15%;">15,680,000</td> <td style="width: 15%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>9,815,467</td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td><u>25,495,467</u></td> <td>YTD Actual Per Statement of Revenues &amp; Expenses</td> <td colspan="3"></td> </tr> </table>							15,680,000	1st Quarter					9,815,467	2nd Quarter						3rd Quarter						4th Quarter					<u>25,495,467</u>	YTD Actual Per Statement of Revenues & Expenses			
	15,680,000	1st Quarter																																	
	9,815,467	2nd Quarter																																	
		3rd Quarter																																	
		4th Quarter																																	
	<u>25,495,467</u>	YTD Actual Per Statement of Revenues & Expenses																																	

(1) Accrued



BOARD OF DIRECTORS 2012

JERRY DEAL  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
SHIRLEY HARRIS  
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 Administrative Building**  
**Bacciocco Auditorium - Second Floor**  
**1250 San Carlos Ave., San Carlos, CA**

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

**ACTION**

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

**INFORMATIONAL**

2. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Rose Guilbault

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Draft

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
NOVEMBER 9, 2011**

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

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

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

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

**Approval of Minutes of Legislative Committee Meeting of November 9, 2011**

The committee approved the minutes (Deal/Lloyd).

**Update on the State Legislative Program**

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

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

**Adjourned:** 3:03 p.m.

**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**

Nothing to report

**FEDERAL ISSUES**

Appropriations

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

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

Tax Extenders

Congress continues to work to pass end of the year tax legislation that will extend tax benefits including the payroll tax credit. Staff has been working with regional and national stakeholder groups to include an extension of pre-tax transit commuter benefits levels that are equal to parking tax benefits. The House and Senate have not agreed on a final extenders package, but both chambers have approved bills and neither version includes the transit commuter benefit.



JERRY DEAL  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
SHIRLEY HARRIS  
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, JANUARY 11, 2012 – 3:00 p.m.**  
or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
- 2. REPORT OF THE NOMINATING COMMITTEE (GEE, HARRIS, LLOYD)**
  - a. Election of Officers for 2012
- 3. CONSENT CALENDAR MOTION**
  - a. Approval of Minutes of Board of Directors Meeting of December 14, 2011
  - b. Acceptance of Statement of Revenues and Expenses for November 2011
- 4. PUBLIC COMMENT**

Public comment by each individual speaker shall be limited to one minute
- 5. REPORT OF THE CHAIR**
  - a. Resolution of Appreciation to Outgoing Chair, Karyl Matsumoto
- 6. REPORT OF THE GENERAL MANAGER/CEO**
- 7. COMMUNITY RELATIONS COMMITTEE**

*(Accessibility, Senior Services, and Community Issues)*  
SUBJECTS DISCUSSED

  - a. Accessibility Update
  - b. Paratransit Coordinating Council (PCC) Update
  - c. Citizens Advisory Committee Liaison Report
  - d. Mobility Management – ADA Paratransit Service
  - e. Multimodal Ridership Report – November 2011

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

**8. FINANCE COMMITTEE**

**9. LEGISLATIVE COMMITTEE**  
SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

**10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

**11. BOARD MEMBER REQUESTS/COMMENTS**

**12. GENERAL COUNSEL PROPOSAL**

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

**14. ADJOURNMENT**



## **INFORMATION TO THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

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

### **Date and Time of Board and Advisory Committee Meetings**

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

### **Location of Meeting**

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real and accessible by SamTrans bus Routes 260, 295, 390, 391, KX. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

### **Public Comment**

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

### **Accessibility for Individuals with Disabilities**

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

Draft

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
DECEMBER 14, 2011, 2011**

Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

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

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

**CONSENT CALENDAR**

The Board approved the consent calendar (Lloyd/Deal).

- a. Approval of Minutes of Board of Directors Meeting of November 9, 2011
- b. Acceptance of Statement of Revenues and Expenses for October 2011

**PUBLIC COMMENT**

None

**REPORT OF THE CHAIR**

**Appointment of Nominating Committee for 2012 Chair and Vice Chair**

Chair Matsumoto appointed Directors Jeff Gee, Shirley Harris and Art Lloyd to the nominating committee.

Chair Matsumoto:

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

**REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon reported:

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

Deputy CEO Chuck Harvey said the American Public Transportation Association (APTA) has a Leadership Program which is very difficult and competitive to be accepted into. SamTrans has been very fortunate to have employees go through the program. This year Superintendent of Bus

Maintenance Elliot Rivas was a graduate of the Class of 2011. Manager of Programming and Monitoring Melanie Choy has been accepted into the Class of 2012.

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

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

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

Mr. Scanlon continued:

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

## **COMMUNITY RELATIONS COMMITTEE**

### **SUBJECTS DISCUSSED**

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

## **FINANCE COMMITTEE**

### **RESOLUTIONS**

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

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

**LEGISLATIVE COMMITTEE**

**SUBJECTS DISCUSSED**

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE**

**SUBJECTS DISCUSSED**

- a. Update on Transition from Paper Monthly Pass to Clipper
- b. Capital Projects Quarterly Status Report – First Quarter Fiscal Year 2012

**WRITTEN COMMUNICATIONS**

In reading file

**BOARD MEMBER COMMENTS**

None

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

**GENERAL COUNSEL PROPOSAL**

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

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

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

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

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

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

The meeting adjourned at 3:53 p.m.