

# **MARCH 11, 2015 SAMTRANS BOARD MEETING**

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- FINANCE COMMITTEE LINK
- LEGISLATIVE COMMITTEE LINK
- PLANNING, DEVELOPMENT AND SUSTAINABILITY LINK
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BOARD OF DIRECTORS 2015

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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, MARCH 11, 2015 – 2 P.M.**

1. Pledge of Allegiance
2. Swearing in of Peter Ratto (Representing Board of Supervisors - Transit Expert)
3. Call to Order (Committee of the Whole)

#### **ACTION**

4. Approval of Minutes of Community Relations Committee Meeting of February 4, 2015

#### **INFORMATIONAL**

5. Accessibility Update – Tina Dubost
6. Paratransit Coordinating Council Update - Mike Levinson
7. Citizens Advisory Committee Liaison Report
8. Mobility Management Report – Shuttles
9. Multimodal Ridership Report – January 2015

Committee Members: Zoe Kersteen-Tucker, Peter Ratto, Charles Stone

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 (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
FEBRUARY 4, 2015**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), C. Stone

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

Staff Present: J. Averill, J. Cassman, T. Dubost, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, M. Scanlon, M. Simon, S. van Hoften

Committee Chair Zoe Kersteen-Tucker called the meeting to order 2:04 at p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of  
January 7, 2015**

Motion/Second: Guilbault/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Accessibility Update – Tina Dubost**

Tina Dubost, Manager, Accessible Transit Services, said the transition for the Redi-Wheels contract is continuing to go smoothly and on-time performance has improved.

**Paratransit Coordinating Council (PCC) Update – Mike Levinson**

Mike Levinson, PCC Chair, said May Nichols, former PCC member, passed away in January. The PCC's Education Committee will be making several presentations regarding feedback received on the PCC's outreach efforts.

Committee Chair Kersteen-Tucker announced the Citizens Advisory Committee (CAC) recruitment opens on February 6 to fill five seats on the committee. Applications are available online and are due March 6. She said the Board will appoint selected CAC members at the April 1 Board meeting.

**CAC Liaison Report - Peter Ratto**

Peter Ratto, CAC Chair, said he was reelected chair and Margaret Pye was reelected vice chair. The CAC welcomed new member John Baker. The CAC received a presentation on Clipper 2.0 and the SamTrans Service Plan quarterly update.

**Mobility Management Report – Caltrain**

Chuck Harvey, Deputy CEO, reported:

- December 2014 statistics:
  - Total monthly ridership was 1.4 million passengers.
  - Average weekday ridership (AWR) was over 50,000.
  - Fare revenue was just over \$6 million.
  - On-time performance (OTP) was 92 percent, below the goal of 95 percent.

- Projects:
  - San Mateo Bridge Project replaces railroad bridges at Popular, Santa Inez, Monte Diablo and Tilton avenues.
  - Quint Street Bridge Project replaces Quint Street Bridge with a berm.
  - Caltrain Modernization:
    - The Early Investment Program includes the Advanced Signal System: Communications-based Overlay Signal System Positive Train Control (CBOSS/PTC) and the Peninsula Corridor Electrification Project (PCEP).
    - CBOSS/PTC is a \$231 million project and expected to be in revenue service by the end of 2015.
    - PCEP is a \$1.47 to \$1.53 billion project with expected revenue service in 2020 to 2021. The Peninsula Corridor Joint Powers Board certified the project Environmental Impact Report (EIR) at the January 8, 2015 meeting. Requests for Proposals will be issued in February for the design/build contractor for the electrification portion of the project and in summer for vehicles.
- Metrolink car purchase:
  - Purchased 16 used Bombardier rail cars from Metrolink.
  - Five railcars to undergo immediate minor rehabilitation and be placed into revenue service.
  - Cars will be used to lengthen all Bombardier trains from five to six cars, and create one additional six-car Bombardier consist.
  - Six-car Bombardier trains will each have three bike cars with a total capacity of 72 bikes per train.
- Critical infrastructure and State of Good Repair projects must be completed prior to electrification construction.
- Caltrain is working with regional business and government partners on long-term strategies to support the continuing growth of Caltrain.

Chair Kersteen-Tucker asked how many more bikes will be carried now. Mr. Harvey said this will be about a five to 10 percent increase.

### **Multimodal Ridership Report – December 2014**

Mr. Harvey reported:

- AWR December 2014 compared to December 2013
  - Bus was 37,860, a decrease of 3.4 percent. The record rain in December caused this decrease.
  - Paratransit was 1,030, an increase of 4 percent.
  - Caltrain was 51,570, an increase of 6 percent.
  - Caltrain shuttle was 9,610, a decrease of 4.5 percent.
- Total year to date December 2014 compared to December 2013
  - Bus ridership was 6,614,950, an increase of 3.2 percent.
  - Paratransit ridership was 163,650, an increase of 4.1 percent.
  - Caltrain ridership was 9,313,900, an increase of 10.5 percent.
  - Shuttles ridership was 1,503,190, an increase of 11.5 percent.
  - Total ridership on all modes was 17,595,690, an increase of 7.7 percent.

Adjourned: 2:31 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 AL-Com meetings are held on a quarterly basis.

Minutes from the January 13, 2015 PCC meeting are attached. Minutes from the most recent SAAC meeting are not yet available.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

No additional information.

Prepared by: John Sanderson, Accessibility Coordinator, Accessible  
Transit Services

650-508-6475

**SAN MATEO COUNTY  
PARATRANSIT COORDINATING COUNCIL (PCC)**

**MEETING MINUTES  
January 13, 2015**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Dr. Michal Settles, Vice-Chair; Maureen Dunn, Senior Focus; Dr. Aki Eejima, Consumer; Nancy Keegan, San Carlos Adult Day Services; Judy Garcia, Consumer; Sammi (Wilhelmina) Riley; Barbara Kalt, Rosener House; Sandra Lang, COA; Tina Dubost, SamTrans; Vincent Merola, CiD.

**GUESTS:** Patti Smith, Consumer; Jim Lange, City of Pacifica; Dave Daley, First Transit; Talib Salamin, Serra Taxi Cab; John Sanderson, SamTrans; Lynn Spicer, First Transit; Coli Bertucelli, Community Gatepath; Elly Colwell, SamTrans; Ashish John, SamTrans; Erin Swartz, PCC Staff; Linda Rhine, Nelson-Nygaard.

**ABSENTEES:** Dinae Cruise, Consumer; Dale Edwards, Consumer; Susan Capeloto, DOR; Jim Engvall, COD; Marie Violet, Sequoia Hospital.

(Member Attendance: 11, Quorum—YES.)

**WELCOME/INTRODUCTION**

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

**APPROVAL OF THE DECEMBER PCC MINUTES**

Vincent motioned and Sandra seconded the approval of the December minutes. Maureen, Michal, and Aki abstained from voting to approve the minutes and no corrections were noted.

**COMMITTEE REPORTS**

**A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)**

Sandra reported that the last meeting was on January 6, 2015. A presentation was given by Seamus Murphy, Director of Legislative Affairs at SamTrans. Seamus discussed the various funding streams that reach paratransit services at SamTrans. The funding is divided, so that 60% is allocated (25% from Cap and Trade) and 40% is discretionary. Measure A funds in San Mateo County provide funding for paratransit services. Meetings will be held about future allocations and PCC members are encouraged to attend. Mike added that advocacy opportunities include upcoming legislation for infrastructure bonds. Linda suggested that the PCC stay in touch with Seamus.

Sandra added that the opportunities for reviewing Redi-Wheels comments were brought forward by John Sanderson at the AL-Com meeting, as well. Linda commented that she appreciated John's work to create the Ad-hoc committee to work on this issue.

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

Barbara reported that there are no updates on the 5310 grants. She also noted that more information is needed about the Measure A program passed in 2010 in San Mateo County. In the past two years, SamTrans has received \$10,000,000 for paratransit and services for youth, seniors and people with disabilities. Barbara asked for an accounting of the funding that was received by SamTrans. Tina noted that \$5 million each year went toward operations at Redi-Wheels, for more than 200,000 trips provided over the past year. Nancy noted that the Measure A website did not provide complete information. Tina offered to provide a report at the February PCC meeting.

## **C. EDUCATION COMMITTEE**

Maureen reported that the Education Committee met before today's PCC meeting. The PCC has lost two members in the last year. New Education Committee members are needed, who can also serve on the PCC. Educating users and prospective Redi-Wheels users are a large part of the help needed. Maureen invited people to contact her if they are interested or have questions.

Venues for 2015 outreach presentations were brainstormed in today's meeting, along with creating contacts to reach target groups. Prospective users would be of interest to reach, along with educating current Redi-Wheels riders.

Outreach for the past year was reviewed and will be presented at the February PCC meeting. The report will include a graph of feedback from the presentation attendees, which has been overwhelmingly positive. Michal asked if the Education Committee was able to discuss the outreach done at the Coastside. An event takes place in the fall where several Coastside agencies have booths and facilities exist for a presentation that day. Nancy congratulated Maureen on her leadership of the committee through this outreach effort. Maureen thanked the volunteers for their excellent effort. The next meeting is on March 10.

## **D. EXECUTIVE COMMITTEE**

Mike reported that the Executive Committee has not yet met this month. Mike invited anyone with agenda items to contact him, Linda, or Erin. Patti Smith, a Redi-Wheels rider, asked Mike to describe the different types of topics that are discussed by the Executive Committee. Mike noted that the Executive Committee discusses issues that are not ready to be discussed in a public forum and items for planning purposes.

Jim Lange asked about how to submit requests to Redi-Wheels for a service enhancement. Mike used the example of a recent issue brought to the PCC that has been taken to the ERC. Mike suggesting following up with Linda and Erin. Tina commented that service requests should be brought directly to SamTrans, to explore solutions that can be implemented immediately.

Erin provided the Consumer Corps Quarterly Report for the months of October to December 2014. In that time period, 186 reports were submitted. In about 73% of the reports, Redi-Wheels Comment Cards were observed in Redi-Wheels vehicles by riders. Approximately 75% of the ride evaluations submitted showed pickup times within the 20-minute window. The longest wait time this quarter was 40 minutes, although one

Corps member reported a no-show ride on a scheduled pickup. Most Corps members continue to opt-in for Night Before call reminders. Only 17 incomplete and/or inaccurate calls were reported. Callers were placed on hold in about 21% of the reports submitted this quarter. The longest hold time was six minutes, although most hold times were one minute or less. Driver assistance continues to reach high levels of rider satisfaction. Nearly three-quarters of Consumer Corps members rode in Redi-Wheels vehicles. All other rides reported were from riders in taxis. No reports were provided for trips taken on RediCoast vehicles. In Comments and Trends, Erin noted that more than two-thirds of trips reported on this quarter were less than 20 miles and on a Redi-Wheels vehicle. The reported availability of Redi-Wheels Comment Cards on taxis continues to increase.

Maureen asked about the drop in ride evaluations for the month of December. Erin noted that Consumer Corps members typically submit fewer ride evaluations between the holidays in November and December.

Sandra asked about the number of Corps members. Erin did not have that number available for today's meeting, but noted that some Corps members are located throughout all of San Mateo County. Linda confirmed that the Consumer Corps functions like a secret shopper program. Erin will send Sandra an electronic copy of the Consumer Corps ride evaluation form.

Vincent observed that more comments are available through the Quarterly Consumer Corps report than in the monthly Redi-Wheels Comments reports. He is hoping that more people will comment outside of the Consumer Corps. He also commented on OTP and hoped that this issue can be addressed with John's Ad hoc committee.

Michal shared an experience receiving a Night Before Call at her home and shared how useful the service is for riders. Mike shared that if any segment of a person's ride is on the bayside of San Mateo County, they will receive a Night Before Call for that segment.

Vincent commented on two points that would be helpful for the Ad hoc committee to follow 1.) On-time performance 2.) Detailed information in the monthly reports.

Tina reported that the Customer Survey will be conducted by the Marketing Department in 2015, but that the details of the survey design/methodology have not yet been determined. Linda asked about how the PCC could participate in the development of questions for the SamTrans customer service survey.

Maureen asked if the survey would target all riders, or a sample of the riders who are registered. Nancy asked if the survey would be conducted by telephone or paper form. Sandra commented that the responses received through Comment Cards, Consumer Corps ride evaluations, and the SamTrans customer survey will all be evaluated differently. Dave Daley pointed out that one survey would provide only a snapshot in time, as compared to a series of surveys completed over time.

## **SAMTRANS/REDI-WHEELS REPORT**

### **E. Operational Report**

Tina reported that the transition to First Transit took place on January 1. Tina thanked Mike for his work on the contractor selection committee. Tina reported that the agencies have been contacted and the service has been going well, with on-time performance improving. Dave commented that the field supervisory staff is at an appropriate level, with three people now working in that capacity. Tina thanked Lynn and Dave for their work during the transition. Sammi asked about planning meetings that might be scheduled to give the drivers an update on all of the changes that are taking place. Dave reported that there are differences in the way the benefits have been put into place. Patti Smith suggested having a welcome meeting would be helpful for driver morale. Tina commented that First Transit met with the drivers at the beginning of the transition. Dave pointed out that face-to-face meetings with the drivers will be needed to engage drivers in a discussion about service, safety, etc... Dave said that one unique challenge is to reach drivers in the field who work out of remote locations. Dave also stated that the drivers are a strong group of people who are highly self-motivated. Nancy commented that the PCC hosts an appreciation party for the drivers, staff, and supervisors. Linda commented that the last one was held in April, but one could be planned for March.

Tina reported on the Coastside meeting that was held on Dec. 17. Statistics, Consumer Corps, and First Transit were discussed, among other topics. Tina commented that a search for replacement for Mike Scanlon is still underway.

Tina noted that there were disruptions to the IVR service on Dec. 15 and 17, due to region-wide issues with the internet service provider.

John provided an update for a concern raised by a customer at the December PCC meeting. After researching the rider's complaint, the incident was found to have occurred in the following month. Therefore, it would not have been included in the monthly comments report. He explained that the complaint was handled properly. The Redi-Wheels staff followed up with Serra taxicab and the problem was resolved. John continued to explain that this complaint was not documented with the complaints submitted. However, the Redi-Wheels staff have entered this complaint into the system retroactively, so that it can be tracked along with all other comments submitted by riders. John apologized for oversight of tracking, but emphasized that the complaint was handled appropriately. John added that he followed up with the consumer.

### **F. Performance Summary**

Tina provided the Performance Measures Report. In November 2014, total trips requested was 27,258. This is an increase of more than 500 rides when compared to November 2013. Total trips served was 22,101, which is also an increase over the same time period. Tina noted that Average weekday riders were 975 and average weekday ridership increased by a larger percentage than total ridership. The total number of Redi-Wheels riders has increased, to 2,086. Inter-County Transfer Trips have decreased again to 283, which may be due to a few riders making different travel arrangements. On-time performance was 87.6% and productivity was 1.64 passengers per hours; both did not meet the standard in November. Average phone wait time was 1.4, which met

the standard of 1.5 minutes or less. Tina pointed out that there were big swings in the performance data between October and November 2014.

John provided the Monthly Comment Statistics Report. Policy related comments decreased significantly from October to November. Compliments increased, although the total comments received in both months were very similar. Average Response Time to Customer was 4.8 days for Complaints and 3.6 days for Compliments. Overall, the time was 4.2 days, which meets the standard of 7 business days.

In the Monthly Comment Statistics Report, John reported that Compliments were higher in November, while the total number of Complaints were steady. John noted that Customer error comments originate from other comment categories and were found to be lower in November than October. Redi-Wheels received 2 Driver conduct and 4 late vehicle complaints.

John reported on a new initiative that he is undertaking. An Ad-hoc committee is being formed to review customer comments. The first meeting will be held on Tuesday, January 20, 2015. Sammi, Vincent, Erin/Linda, Sophie Sanchez (First Transit), and Maria Kozak will be working on the Committee. The group will report back to AL-Com in April. Barbara said that we need to better understand customer error comment, especially because there are so many different types. We also need to understand how the PCC can participate in an effort to reduce them, whether it is through consumer education, informational phone messages or other means. John noted that Redi-Wheels has received 86 Customer Comment Cards in this month alone. The good news is that 62 of the comments were compliments.

Patti Smith observed that having to provide postage sometimes impedes people from providing feedback. Tina and Linda noted that the Redi-Wheels 1-800 number is found in several locations, such as; the Rider's Guide, Redi-Wheels ID card, Redi-Wheels vehicles and on the PCC and SamTrans websites. The PCC website also provides a portal for providing comments online. John will look into the costs associated with postage paid comment cards.

## **G. Safety Report**

Lynn reported that RediCoast reported 1 preventable incident in December. Redi-Wheels had two incidents reported in the same month.

## **LIAISON REPORTS**

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

Michal reported that the final quarterly meeting took place on December 17, 2014. She confirmed that interest in outreach given by the PCC Education Committee. Michal also presented a chart for the Coastside meetings in 2015. In the first two quarters, the group will be meeting on Thursdays (February 19 and April 16), and the last two meetings will be on Fridays (July 17 and December 18). The meeting time from 9:30-11:00 a.m. will remain the same and take place at 925 Main Street in Half Moon Bay. Michal pointed out that MV is still the service provider on the Coast. Michal added that Santos has done an excellent job of addressing any issues that come up with service on

the Coastside. Issues with telephone service will be addressed between SamTrans, an agency representative, and others. Christmas caroling was missed this year!

## **B. AGENCY**

Barbara reported that agencies have not yet met with SamTrans since the transition to First Transit. Things are going well with the agencies so far.

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

Aki reported that the last ERC meeting focused on addressing the transition from MV to First Transit. One point of interest was the change from several part-time drivers to a group largely made up of full-time drivers. Some changes in responsibilities among staff members will take place.

## **D. COMMISSION ON AGING (COA)**

Sandra reported that the COA last met on January 12. Chris Rodriguez from Aging and Adult services gave a presentation to the COA. An increase in elder financial abuse has been noted and the COA is working to address this issue. Sandra noted that the COA is restructuring and updating the format of their agenda. At the last COA meeting, it was reported that May Nichols passed away unexpectedly. Maureen noted that a service for her will be on Saturday, January 24 at the Senior Center on Alameda de Las Pulgas. Linda and Mike noted that the PCC members will send a card to her family. In February, the COA will have a retreat at Coyote Point. Sandra will provide an update to the PCC afterward.

## **E. COMMISSION ON DISABILITIES (COD)**

Vincent reported that on January 27, COD will hold a networking social from 3:00 to 5:00 p.m. in Room 100 of the Health System Building at 225 - 37th Avenue in San Mateo. RSVP by contacting Craig McCulloh at (650) 573-2480 or [cmculloh@smcgov.org](mailto:cmculloh@smcgov.org).

## **F. CENTER FOR THE INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CiD)**

Vincent reported that no update is available.

## **G. DEPARTMENT OF REHABILITATION (DOR)**

Susan absent, no report available.

## **H. METROPOLITAN TRANSPORTATION COMMISSION (MTC)**

No report available.

## **OTHER BUSINESS**

Mike noted that the PCC should be tracking attendance and should send a follow-up letter to liaisons who do not attend meetings regularly. Linda said that she would remind liaisons that alternates can attend and provide updates when members are unable to attend PCC meetings.

On Tuesday, January 27, 2015, the New Beginnings Coalition will be holding their quarterly meeting. This event will take place from 9:00 - 11:00 a.m. in Room 100 of the Health System Building at 225 - 37th Avenue in San Mateo. A panel of neighboring Bay Area coalitions will discuss their coalitions and projects, among other topics, will also be taking place. Please RSVP by emailing Cristina Ugaitafa [cugaitafa@smcgov.org](mailto:cugaitafa@smcgov.org) for this event, as light breakfast snacks will be provided.

On Tuesday, February 10, 2015 from 6:00-7:30 p.m., Rosener House and the Alzheimer's Association are hosting, "Know the 10 signs of Alzheimer's - Early Detection Matters." This workshop will take place at Peninsula Volunteers Rosener House Adult Day Services, 500 Arbor Road in Menlo Park. For more information or to RSVP, please contact Florence Marchick at (650) 322-0126 or email [fmarkchick@peninsulavolunteers.org](mailto:fmarkchick@peninsulavolunteers.org)

On Thursday, February 12, 2015 from 3:00-5:00 p.m., Catholic Charities Adult Day Services - San Mateo County and the Alzheimer's Association are hosting, "Compassionate Communication: Connecting with Memory Impaired Individuals." This workshop will take place at 787 Walnut Street in San Carlos. To RSVP, contact Trish Hurst at (650) 592-9325

Nancy also said Catholic Charities is re-branding the organization to reflect its work throughout in San Mateo County, so the San Carlos Adult Day Center will have a new name and logo soon.

The next PCC meeting is scheduled for February 10, 2015 from 1:30-3:30 p.m.

**MEETING ADJOURNED:** 3:32 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: SHUTTLES**

**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. The District's four transportation modes – SamTrans motor bus, Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the Shuttles program.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will report on ridership, performance metrics, and the new Route FLX service in San Carlos and Pacifica.

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 – JANUARY 2015**

**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) 2013, FY2014, and FY2015. Chart "B" has figures for total ridership year-to-date for FY2013, FY2014, and FY2015.

Tables "A" and "B" also provide the corresponding data for the Bay Area Rapid Transit San Francisco International Airport Extension as a separate line.

**AVERAGE WEEKDAY RIDERSHIP – JANUARY 2015 COMPARED TO JANUARY 2014**

**Total District Modes** – 151,830, an increase of 3 percent.

**Bus** – 42,010, an increase of 1.9 percent.

**Paratransit** – 1,040, an increase of 4 percent.

**Caltrain** – 51,010, an increase of 3.3 percent.

**Shuttles** – 11,730, a decrease of 4.8 percent.

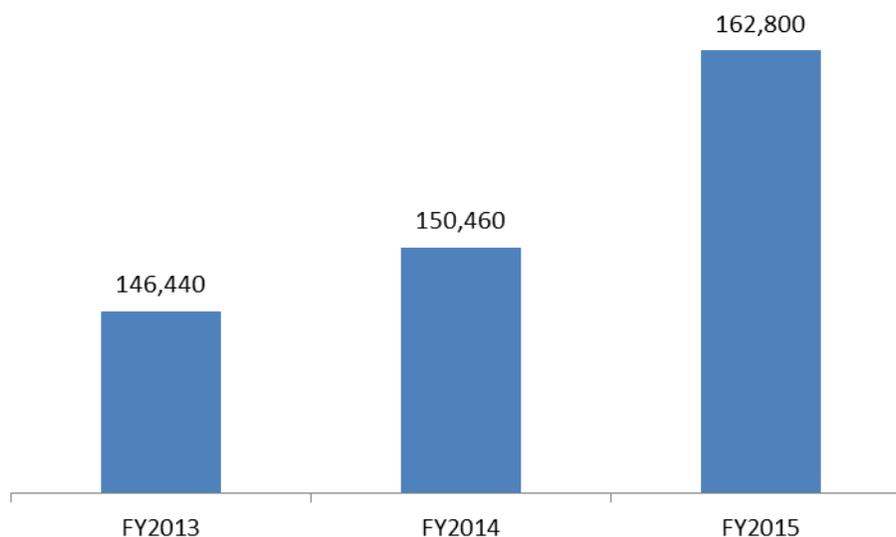
**Table A  
Average Weekday Ridership**

January 2015 Average Weekday Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	39,620	41,210	42,010	1.9%
Paratransit	1,000	1,000	1,040	4.0%
Caltrain	45,110	49,400	51,010	3.3%
Shuttles	9,930	12,320	11,730	-4.8%
<b>Total</b>	95,650	103,930	105,800	1.8%
BART Extension (No Daly City)	42,340	43,470	46,030	5.9%
<b>Grand Total</b>	137,990	147,400	151,830	3.0%
<b>Weekdays</b>	22	22	21	

January 2015 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	40,750	41,590	42,690	2.6%
Paratransit	1,050	1,060	1,110	4.7%
Caltrain	47,850	52,130	57,410	10.1%
Shuttles	10,720	10,660	11,640	9.2%
<b>Total</b>	100,360	105,440	112,840	7.0%
BART Extension (No Daly City)	46,070	45,030	49,960	10.9%
<b>Grand Total</b>	146,440	150,460	162,800	8.2%

\*BART experienced 8 total days of strikes in FY2014, during which time no trains operated.

**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 January for the past three fiscal years.

**MONTHLY TOTAL RIDERSHIP – JANUARY 2015 COMPARED TO JANUARY 2014**

**All District Modes** – 3,859,550, an increase of 0.7 percent.

**Bus** – 1,075,730, an increase of 0.6 percent.

**Paratransit** – 25,870, an increase of 2.9 percent.

**Caltrain** – 1,361,940, an increase of 0.9 percent.

**Shuttles** – 252,780, a decrease of 9 percent.

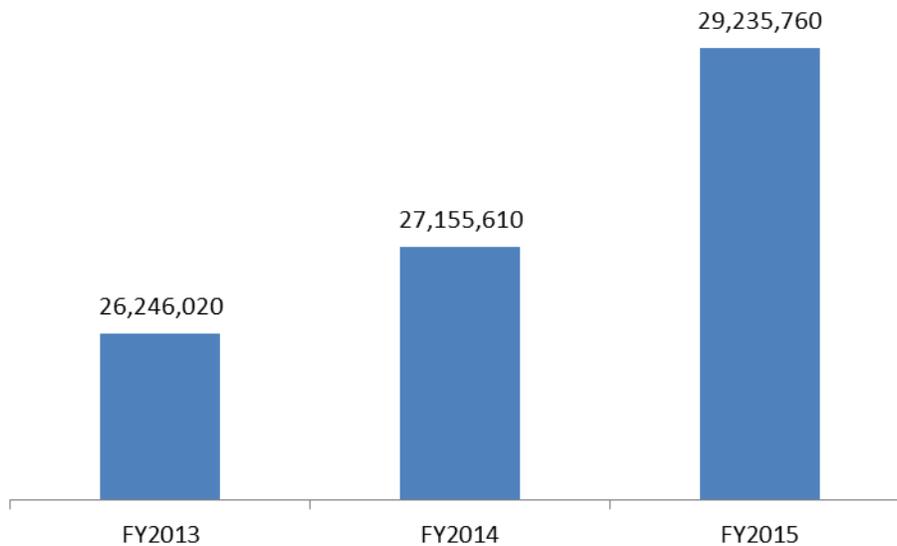
**Table B  
Total Ridership**

January 2015 Total Monthly Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	1,022,200	1,069,480	1,075,730	0.6%
Paratransit	25,030	25,150	25,870	2.9%
Caltrain	1,232,310	1,349,940	1,361,940	0.9%
Shuttles	217,630	277,690	252,780	-9.0%
<b>Total</b>	<b>2,497,170</b>	<b>2,722,260</b>	<b>2,716,310</b>	<b>-0.2%</b>
BART Extension (No Daly City)	1,078,580	1,111,220	1,143,240	2.9%
<b>Grand Total</b>	<b>3,575,750</b>	<b>3,833,480</b>	<b>3,859,550</b>	<b>0.7%</b>
<b>Weekdays</b>	<b>22</b>	<b>22</b>	<b>21</b>	

January 2015 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	7,243,690	7,477,990	7,690,680	2.8%
Paratransit	178,110	182,300	189,520	4.0%
Caltrain	8,959,790	9,777,440	10,675,840	9.2%
Shuttles	1,656,440	1,625,600	1,755,970	8.0%
<b>Total</b>	<b>18,038,040</b>	<b>19,063,330</b>	<b>20,312,000</b>	<b>6.6%</b>
BART Extension (No Daly City)	8,207,980	8,092,290	8,923,760	10.3%
<b>Grand Total</b>	<b>26,246,020</b>	<b>27,155,610</b>	<b>29,235,760</b>	<b>7.7%</b>

\*BART experienced eight total days of strikes in FY2014, during which time no trains operated.

**Chart B  
Total Ridership (FYTD)**



## SamTrans Promotions – January 2015

**Clipper 2.0** – SamTrans partnered with the Metropolitan Transportation Commission and other Bay Area transit agencies to seek public input regarding Clipper as we move forward with designing the next generation of the fare collection system. The SamTrans communications plan included a multilingual onboard take one, message on its Customer Service telephone line, social media postings, web button, communications to community-based organizations, presentations to the Commute.org Board of Directors, and a presentation to the SamTrans Citizens Advisory Committee.

**Partnership** – Market Research & Development staff works with a number of event organizers to co-promote events that will generate bus ridership and also provide added value to current SamTrans customers. In January, SamTrans partnered with the Bay Area Travel & Adventure Show, which provided \$5 off general admission for SamTrans customers.

**Publications** – The winter edition of *Transit Fun Guide* was released and stocked onboard buses and posted to the SamTrans website. The guide lists fun destinations that people can access via SamTrans, such as festivals, events, Lunar New Year celebrations, theaters, and farmers' markets.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248  
Tracey Lin, Associate Scheduler/Planner 650-508-6457



BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR  
ZOE KERSTEEN-TUCKER, VICE CHAIR  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
KARYL MATSUMOTO  
PETER RAITO  
CHARLES STONE  
ADRIENNE TISSIER

MICHAEL J. SCANLON  
GENERAL MANAGER/CEO

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

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

**WEDNESDAY, MARCH 11, 2015 – 2:20 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Finance Committee Meeting of February 4, 2015
2. Acceptance of Statement of Revenues and Expenses for January 2015
3. Authorize Approval of Debt Refinancing Structure and Financing Documents and Post-Issuance Tax Compliance Procedures
4. Authorize Entering into a Memorandum of Understanding with the Peninsula Jewish Community Center to Pass Through \$52,000 of Federal Transit Administration New Freedom Funds
5. Authorize the Disposition of 74 Surplus Rolling Stock

**CONTRACTS**

6. Authorize Award of Contract to Kimball Midwest for Furnishing and Servicing Bolts, Nuts, Fasteners and Related Items for a Total Estimated Cost of \$141,799 for a Five-Year Term

Committee Members: Rose Guilbault, Jeff Gee, Carole Groom

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 (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF FINANCE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
FEBRUARY 4, 2015**

Committee Members Present: R. Guilbault (Committee Chair), J. Gee, C. Groom

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

Staff Present: J. Averill, J. Cassman, G. Harrington, C. Harvey, R. Haskin, M. Martinez,  
N. McKenna, L. Millard, M. Scanlon, M. Simon, S. van Hoften

Committee Chair Rose Guilbault called the meeting to order at 2:31 p.m.

**Approval of Minutes of Finance Committee Meeting of January 7, 2015**

Motion/Second: Kersteen-Tucker/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Acceptance of Statement of Revenues and Expenses for December 2014**

Gigi Harrington, Deputy CEO, said December revenue is better than budget by \$5 million. Expenses are \$2.3 million below budget. Fuel was \$1.67 per gallon last week and year to date is \$2.53 per gallon. The fuel hedge has not been tripped.

Motion/Second: Tissier/Stone

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended December 30, 2014**

Bill Osher, CSI Investment, said he has been coming before the Board since 1992 and the District has been great to work with.

He said it was another nice quarter for the portfolio. Mr. Osher said there is a tug-of-war going on between the United States and international markets. He said the United States has a healthy economy and strong labor markets and in the past this has always driven interest rates up. He said towards the end of last year many people were thinking the Federal Reserve was going to raise rates in March because of the strength in the labor markets. Mr. Osher said interest rates in the rest of the world are exceptionally low and currencies are falling relative to the dollar. He said the important thing is to understand global factors are overwhelming the domestic markets.

Chair Shirley Harris thanked Mr. Osher for all his service.

Motion/Second: Gee/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Authorize Amendment of Fiscal Year (FY) 2015 Operating Revenues in the Amount of \$3 Million for Total Operating Revenues of \$163,561,129 and Total Operating Expenses of \$133,090,358**

Ladi Millard, Director, Budgets, said as of November sales tax was over budget by \$2.7 million. She said if this trend continues staff may come back in the spring to request another amendment.

Director Karyl Matsumoto asked why a resolution has to be sent to the Metropolitan Transportation Commission. Ms. Millard said staff annually submits an application for State Transit Assistance funds and Transit Development Act funds.

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Shuttle Services for a Base Term of Five Years and Four Months at an Estimated Cost of \$1,487,097**

Ms. Harrington said this is a request to award a shuttle contract to MV Transportation (MV) and to authorize the General Manager to execute up to five additional one-year extensions. This was a competitive solicitation. Ms. Harrington said this solicitation was undertaken last year and at that time staff asked the Board to reject the bids so that a resolicitation could be done, leading to today's recommendation. She said a bid evaluation committee was comprised of internal and external people. Ms. Harrington said this is a contract for three agencies: Peninsula Traffic Congestion Relief Alliance (Alliance), Caltrain, and SamTrans. The Alliance approved this action at its January meeting. Ms. Harrington said staff is in receipt of two letters of protest from Parking Company of America (PCAM), but staff believes they have supplied all items requested by PCAM and there are no irregularities in the procurement process.

Public Comment

Alex Chaves, CEO, PCAM, said they are a minority- and women-owned company. They have been running this contract since the early 1990s. Mr. Chaves said they are not happy with the numbers and there was some discrepancy on the points. He said if all three contracts are looked at, PCAM is \$3.2 million cheaper than MV. Mr. Chaves said item five in the Request for Proposal (RFP) had to recognize the union representation of current employees. The proposed awarding company has not spoken to the union and has no interest in keeping the current employees. Mr. Chaves said item six in the RFP specifically stated there had to be three years of California Highway Patrol (CHP) inspection records and MV only provided two years because the third year was unsigned, undated, and for a different facility. He said item seven stated there had to be an assigned site under contract and PCAM went to the Burlingame Planning Department and found there is no application for a facility on Rollins Road, so this is a non-valid site.

Rafael Sweet, Legal Counsel, PCAM, said PCAM has made numerous requests for documents regarding the process and has not received them. He said the only thing PCAM received was a sheet with the final composite scores once and then a revised score sheet. Mr. Sweet said PCAM has never received any back-up for how the scores

were calculated. He said he feels it is the Board's duty to make sure these issues have been properly investigated and there is no need to move this contract ahead today until due diligence is completed.

Ms. Harrington said MV has a lease for a site and is waiting to execute the documents until this item is approved by all three agencies. She said MV did submit three years of CHP forms and the unsigned copy is how it was received from the CHP.

Joan Cassman, Legal Counsel, said MV does have the intention to lease a site. She said PCAM's proposal over the 10-year period was \$3.2 million less. Ms. Cassman said this was not a low-bid situation, but a service contract with a best-value approach to determine the highest-ranked proposer. She said cost within the six criteria was given 20 percent, but overall MV came out the highest proposer for a second time. Ms. Cassman said PCAM seems to suggest that MV, even before the award of contract, should be contacting the union that represents its employees. She said the labor code requirement that pertains to this contract calls for protection for the existing employees and 10 points are awarded to any proposer who commits in the proposal to retain the existing employees. Ms. Cassman said both MV and PCAM made that commitment and both were awarded the 10 points.

Ms. Cassman said legal counsel has looked at the way the procurement was conducted and believes it was done in a fair, objective, and open manner. She said this is a contract that is considering qualitative criteria and cost. Ms. Cassman said this is the second solicitation for this contract and the first process was aborted because there was inconsistent information from PCAM, which made it very difficult for staff to administer the 10 points on the labor code protection requirement. She said it wasn't clear to staff, based on information given at different times by PCAM, exactly what workforce they had that deserved protection under the labor code requirement.

Ms. Cassman said staff has a basic disagreement with PCAM about what is allowed in a Public Records Act (PRA) request. The District worked at length during the holidays to provide the requested records. Ms. Cassman said there are numerous exemptions under the PRA and PCAM was told staff would not provide individual scoring sheets, but would provide the composite sheets. She said individual scores are not viewed as public records because they are preliminary drafts and are not retained; only the composite scoring sheet is kept. Ms. Cassman said all other documents PCAM requested were provided except the individual scoring sheets. She said MV has recently requested PCAM's proposal and every sheet was marked "confidential" and this is not allowed in a PRA and staff had to contact PCAM to have "confidential" removed.

Ms. Cassman said she believes it has been a fair process and cost was only one of many criteria. She said one proposer clearly won the contract and presented a superior proposal in other ways that outweighed the cost factor. She said she would support staff's recommendation to award the contract.

Director Jeff Gee said this item came before the Alliance and the Board approved moving forward with MV by a unanimous vote.

Motion/Second: Gee/Tissier

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Authorize Award of Contract to Anthem Builders, Inc. to Provide Security Upgrades at Three District Facilities for a Total Amount of \$1,299,781, Amend the FY2015 Capital Budget by \$230,000, and Authorize Delegation of Approval of Authority for All Aspects of the Project, Including Design, Construction, Phasing, and Schedule to the General Manager/CEO**

Ms. Harrington said the source of the \$230,000 will be State Proposition 1B funds. She said there will be upgrades at the building entrance and a new reception area in the lobby of the building.

Director Gee said the bid is a reflection of the current economy. He said construction bids are coming in five to 15 percent over engineer's estimates.

Motion/Second: Kersteen-Tucker/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

Director Carole Groom left at 3:06 p.m.

**Authorize Award of Contract to New Flyer Industries Canada ULC for the Provision of Brake Parts and Related Items for an Estimated Cost of \$156,496 for a Three-Year Base Term**

Ms. Harrington said this contract is for brake parts and related items.

Motion/Second: Gee/Tissier

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

Absent: Groom

**Authorize the Amendment to Extend the Contract with C.A.R.E. Evaluators, LLC for ADA Paratransit Eligibility Assessment Services for up to Five and One-Half Months for a Not-to-Exceed Amount of \$257,515**

Ms. Harrington said this is to extend, on a month-to-month basis, the current paratransit eligibility assessment contract. She said staff requires additional time to negotiate the final contract. Ms. Harrington said if staff is unsuccessful in the negotiations the services can be reverted back to doing this in-house.

Motion/Second: Tissier/Gee

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

Absent: Groom

**Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2014**

Ms. Harrington said the auditors conducted additional review based on the past year and found no areas of concerns.

Director Gee said in the future he would like to see notes on how the District plans to maintain and depreciate the physical assets, in particular, the buildings.

Adjourned: 3:09 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  
JANUARY 31, 2015 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 January 2015 and supplemental information.

**SIGNIFICANCE**

**Revenues:** *Total Revenues* (page 1, line 14) are \$5,995,030 or 6.4 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$233,185 or 2.2 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$5,441,425 or 13.3 percent, and *Other Interest, Rent & Other Income* (page 1, line 12) are \$445,979 or 11.4 percent **better** than budget.

**Expenses:** *Total Expenses* (page 4, line 72) are \$3,569,394 or 4.7 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$2,934,896 or 4.8 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$666,851 or 7.4 percent.

**BUDGET IMPACT**

There are no budget revisions for the month of January 2015.

Prepared By: Jeannie Chen, Senior Accountant  
Sheila Tioyao, Manager, General Ledger

650-508-6259  
650-508-7752

**SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF REVENUES AND EXPENSES  
FISCAL YEAR 2015  
JANUARY 2015**

% OF YEAR ELAPSED: **58.3%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	1,548,315	10,954,010	10,948,027	10,714,842	102.2	18,368,300	18,368,300	59.6
2 Local TDA and STA Funds	3,360,301	29,740,776	23,522,108	23,522,108	100.0	40,323,614	40,323,614	58.3
3 Operating Grants	669,028	4,731,010	4,646,679	4,646,679	100.0	6,892,643	6,892,643	67.4
4 SMCTA Measure A	668,139	4,947,486	5,186,404	5,289,867	98.0	9,140,000	9,140,000 (B)	56.7
5 SM County Measure A	416,667	3,167,522	2,959,206	2,959,206	100.0	5,000,000	5,000,000	59.2
6 AB434 Funds	48,500	330,167	339,500	339,500	100.0	582,000	582,000	58.3
7 <b>Subtotal - Operating Revenues</b>	<b>6,710,949</b>	<b>53,870,970</b>	<b>47,601,924</b>	<b>47,472,202</b>	<b>100.3</b>	<b>80,306,558</b>	<b>80,306,558</b>	<b>59.3</b>
<b>Other Revenue Sources</b>								
8 District 1/2 Cent Sales Tax	6,185,400	44,006,364	46,396,425	40,955,000	113.3	72,000,000	72,000,000	64.4
9 Investment Interest	79,092	589,808	530,814	552,910	96.0	948,840	948,840	55.9
10 Pass through to Other Agencies	30,436	177,431	215,043	215,043	100.0	383,948	383,948	56.0
11 Other Interest, Rent & Other Income	697,420	3,869,816	4,368,674	3,922,695	111.4	6,921,784	6,921,784	63.1
12 <b>Subtotal - Other Revenues</b>	<b>6,992,348</b>	<b>48,643,419</b>	<b>51,510,955</b>	<b>45,645,647</b>	<b>112.8</b>	<b>80,254,572</b>	<b>80,254,572</b>	<b>64.2</b>
13 <b>Total Revenues</b>	<b>13,703,297</b>	<b>102,514,389</b>	<b>99,112,879</b>	<b>93,117,849</b>	<b>106.4</b>	<b>160,561,130</b>	<b>160,561,130</b>	<b>61.7</b>
14 <b>Capital Assistance</b>	<b>50,996</b>	<b>20,955,748</b>	<b>16,958,668</b>	<b>16,958,668</b>	<b>100.0</b>	<b>49,474,302</b>	<b>85,875,511 (A)</b>	<b>19.7</b>
15 <b>Reserves Programmed for Capital</b>	<b>235,298</b>	<b>5,477,018</b>	<b>16,157,449</b>	<b>16,157,449</b>	<b>100.0</b>	<b>0</b>	<b>12,619,744 (A)</b>	<b>128.0</b>
16 <b>Total Sources of Funds</b>	<b>13,989,591</b>	<b>128,947,155</b>	<b>132,228,996</b>	<b>126,233,966</b>	<b>104.7</b>	<b>210,035,432</b>	<b>259,056,384</b>	<b>51.0</b>
<b>USES OF FUNDS</b>								
<b>Operations</b>								
17 Motor Bus	8,125,253	57,536,213	58,836,880	61,771,776	95.2	106,595,744	108,095,744	54.4
18 A. D. A. Programs	1,080,903	8,016,466	8,309,513	8,976,364	92.6	15,386,631	15,386,631	54.0
19 Caltrain	521,667	3,173,335	3,651,667	3,651,667	100.0	6,260,000	6,260,000	58.3
20 Other Multi-modal Programs	255,833	1,637,613	1,730,564	1,698,212	101.9	2,913,140	2,913,140	59.4
21 <b>Subtotal - Operating Costs</b>	<b>9,983,657</b>	<b>70,363,626</b>	<b>72,528,624</b>	<b>76,098,017</b>	<b>95.3</b>	<b>131,155,515</b>	<b>132,655,515</b>	<b>54.7</b>
<b>Other Uses of Funds</b>								
22 Pass through to Other Agencies	30,436	177,431	215,043	215,043	100.0	388,948	388,948	55.3
23 Debt Service	2,037,402	14,264,654	14,261,818	14,261,818	100.0	24,449,078	24,449,078	58.3
24 Fiscal Agent Fees	7,465	12,808	14,755	16,120	91.5	27,635	27,635	53.4
25 Land Transfer Interest Expense	0	0	0	0	0	45,895	45,895	0.0
26 <b>Subtotal - Other Uses of Funds</b>	<b>2,075,303</b>	<b>14,454,893</b>	<b>14,491,616</b>	<b>14,492,982</b>	<b>100.0</b>	<b>24,911,556</b>	<b>24,911,556</b>	<b>58.2</b>
27 <b>Capital Programs</b>	<b>446,258</b>	<b>27,125,977</b>	<b>33,319,294</b>	<b>33,319,294</b>	<b>100.0</b>	<b>55,331,570</b>	<b>104,352,522 (A)</b>	<b>31.9</b>
28 <b>Total Uses of Funds</b>	<b>12,505,217</b>	<b>111,944,496</b>	<b>120,339,534</b>	<b>123,910,293</b>	<b>97.1</b>	<b>211,398,641</b>	<b>261,919,593</b>	<b>45.9</b>
29 <b>NET SURPLUS / (DEFICIT)</b>	<b>1,484,373</b>	<b>17,002,659</b>	<b>11,889,462</b>	<b>2,323,673</b>	<b>511.7</b>	<b>(1,363,210)</b>	<b>(2,863,210)</b>	<b>(415.2)</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.

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

(B) - The Budget includes \$500K TA funds from prior year.

(C) - Staff has reallocated year to date budget due to timing of expenditures

**SAN MATEO COUNTY TRANSIT DISTRICT  
STATEMENT OF REVENUES  
FISCAL YEAR 2015  
JANUARY 2015**

% OF YEAR ELAPSED: **58.3%**

	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	1,502,205	10,481,051	10,476,361	10,229,333	102.4	17,536,000	17,536,000	59.7
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,871,551	24,338,210	20,100,859	20,100,859	100.0	34,458,615	34,458,615	58.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	307,843	4,038,180	2,154,903	2,154,903	100.0	3,694,119	3,694,119	58.3
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	628,350	4,394,876	4,332,323	4,332,323	100.0	6,504,231	6,504,231	66.6
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	2,237,543	11,058,247	18,225,766	21,879,661	83.3	38,991,765	40,491,765	45.0
10 Accessibility Fixed Route	98,753	666,671	688,658	594,148	115.9	1,018,540	1,018,540	67.6
11 TOTAL 1/2 CENT SALES TAX	2,336,296	11,724,918	18,914,424	22,473,809	84.2	40,010,305	41,510,305	45.6
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	60,131	366,593	385,686	361,240	106.8	620,090	620,090	62.2
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	18	0	93	0	0.0	0	0	0.0
16 Rental Income	139,024	680,661	892,599	754,600	118.3	1,293,600	1,293,600	69.0
17 Advertising Income	150,579	648,482	590,114	603,750	97.7	1,035,000	1,035,000	57.0
18 Other Income	129,257	863,241	989,519	760,958	130.0	1,443,784	1,443,784	66.5
19 TOTAL OTHER REVENUES	418,877	2,192,384	2,472,325	2,119,308	116.7	3,772,384	3,772,384	65.5
20								
21 TOTAL MOTOR BUS	8,125,253	57,536,213	58,836,880	61,771,776	95.2	106,595,744	108,095,744	54.4
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	46,110	472,959	471,666	485,508	97.1	832,300	832,300	56.7
25 Local TDA 4.5 Redi-Wheels	144,468	1,035,546	1,011,275	1,011,275	100.0	1,733,614	1,733,614	58.3
26 Local STA - Paratransit	36,439	328,840	255,072	255,072	100.0	437,266	437,266	58.3
27 Operating Grants	40,678	336,134	314,356	314,356	100.0	388,412	388,412	80.9
28 Sales Tax - District ADA Programs	0	0	0	559,929	0.0	1,050,989	1,050,989	0.0
29 Sales Tax - Paratransit Suppl. Coastside	121,309	767,590	835,852	778,925	107.3	1,335,300	1,335,300	62.6
30 Interest Income - Paratransit Fund	18,961	223,215	145,128	191,670	75.7	328,750	328,750	44.1
31 SMCTA Measure A Redi-Wheels	146,472	1,774,151	1,534,737	1,638,200	93.7	2,880,000	2,880,000	53.3
32 SM County Measure A	416,667	3,167,522	2,959,206	2,959,206	100.0	5,000,000	5,000,000	59.2
33 Measure M Paratransit	109,802	637,425	782,223	782,223	100.0	1,400,000	1,400,000	55.9
34 TOTAL ADA PROGRAMS	1,080,903	8,743,380	8,309,513	8,976,364	92.6	15,386,631	15,386,631	54.0
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	521,667	3,173,335	3,651,667	3,651,667	100.0	6,260,000	6,260,000	58.3
38 AB434 Funds - SamTrans Shuttle	48,500	330,167	339,500	339,500	100.0	582,000	582,000	58.3
39 Employer SamTrans Shuttle Funds	168,741	1,040,007	1,114,125	1,021,164	109.1	1,749,400	1,749,400	63.7
40 Sales Tax - SamTrans Shuttle Program	25,672	200,143	191,664	218,490	87.7	377,640	377,640	50.8
41 Sales Tax - Gen. Operating Asst.	12,921	67,296	85,275	119,058	71.6	204,100	204,100	41.8
42								
43 TOTAL MULTIMODAL	777,500	4,810,948	5,382,231	5,349,879	100.6	9,173,140	9,173,140	58.7
44								
45 TOTAL REVENUES	9,983,657	71,090,542	72,528,624	76,098,018	95.3	131,155,515	132,655,515	54.7

% 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 2015  
JANUARY 2015**

**% OF YEAR ELAPSED: 58.3%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	4,066,077	30,611,125	30,606,378	30,975,283	98.8	52,325,457	53,011,178	57.7
2 Services:								
3 Board of Directors	10,359	26,435	123,025	137,875	89.2	51,750	192,748	63.8
4 Contracted Vehicle Maintenance	98,559	235,176	667,512	851,445	78.4	1,625,280	1,625,280	41.1
5 Property Maintenance	77,498	685,964	554,264	722,208	76.7	1,242,000	1,242,000	44.6
6 Professional Services	188,190	1,774,323	1,517,489	2,046,997	74.1	4,720,740	4,746,015	32.0
7 Technical Services	376,201	3,123,440	3,392,991	3,404,240	99.7	5,704,354	5,859,244	57.9
8 Other Services	133,786	525,761	798,028	991,619	80.5	2,447,741	2,921,376	27.3
9 Materials & Supply:								
10 Fuel & Lubricants	291,264	3,192,374	2,798,054	3,665,521	76.3	6,333,750	6,158,750	45.4
11 Bus Parts & Materials	144,013	1,224,991	1,099,234	1,133,408	97.0	1,911,257	1,911,257	57.5
12 Uniforms & Driver Expense	154,711	257,928	283,586	341,682	83.0	444,235	444,235	63.8
13 Timetables & Tickets	4,116	52,290	79,980	117,775	67.9	201,900	201,900	39.6
14 Office Supplies / Printing	66,125	109,024	182,470	212,918	85.7	339,062	354,818	51.4
15 Other Materials & Supply	6,761	60,092	70,051	94,833	73.9	159,500	159,500	43.9
16 Utilities:								
17 Telecommunications	40,010	211,736	207,003	388,602	53.3	666,174	666,174	31.1
18 Other Utilities	89,499	662,664	654,707	657,333	99.6	1,084,000	1,084,000	60.4
19 Insurance Costs	236,274	1,933,137	1,457,915	1,458,023	100.0	2,681,400	2,681,400	54.4
20 Workers' Compensation	383,512	1,678,737	2,103,870	2,119,900	99.2	3,443,160	3,443,160	61.1
21 Taxes & License Fees	49,669	297,575	261,534	351,688	74.4	552,894	727,894	35.9
22 Fixed Route Accessibility	98,753	666,671	688,658	594,148	115.9	1,018,540	1,018,540	67.6
23 Leases & Rentals	10,987	65,876	76,904	78,218	98.3	134,631	134,631	57.1
24 Promotional & Legal Advertising	8,472	82,742	105,988	169,650	62.5	289,400	289,400	36.6
25 Training & Business Travel	81,721	93,172	212,308	215,081	98.7	292,075	292,075	72.7
26 Dues & Membership	9,412	52,702	50,745	51,623	98.3	87,624	87,624	57.9
27 Postage & Other	14,736	29,300	41,513	62,014	66.9	102,180	105,905	39.2
28 <b>Total District Operated Buses</b>	<b>6,640,706</b>	<b>47,653,234</b>	<b>48,034,207</b>	<b>50,842,085</b>	<b>94.5</b>	<b>87,859,104</b>	<b>89,359,104</b>	<b>53.8</b>
29 <b>CONTRACTED BUS SERVICES</b>								
30 Contracted Urban Bus Service	1,184,720	8,567,799	8,951,454	8,963,226	99.9	15,365,530	15,365,530	58.3
31 Other Related Costs	35,719	236,094	227,743	221,684	102.7	380,030	380,030	59.9
32 Insurance Costs	83,979	362,010	335,628	382,067	87.8	655,000	655,000	51.2
33 Coastside Services	137,107	453,325	966,973	1,083,513	89.2	1,857,450	1,857,450	52.1
34 Redi Coast Non-ADA	18,824	127,473	134,620	129,628	103.9	222,220	222,220	60.6
35 Other Related Costs	7,386	38,850	44,055	44,608	98.8	76,470	76,470	57.6
36 La Honda - Pescadero	4,000	32,813	30,250	32,159	94.1	55,130	55,130	54.9
37 SamCoast - Pescadero	12,469	63,720	108,964	68,921	158.1	118,150	118,150	92.2
38 Other Related Cost - SamCoast	344	894	2,987	3,885	76.9	6,660	6,660	44.8
39 <b>Total Contracted Bus Service</b>	<b>1,484,548</b>	<b>9,882,979</b>	<b>10,802,673</b>	<b>10,929,690</b>	<b>98.8</b>	<b>18,736,640</b>	<b>18,736,640</b>	<b>57.7</b>
40 <b>TOTAL MOTOR BUS</b>	<b>8,125,253</b>	<b>57,536,213</b>	<b>58,836,880</b>	<b>61,771,776</b>	<b>95.2</b>	<b>106,595,744</b>	<b>108,095,744</b>	<b>54.4</b>

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(C) - Staff has reallocated year to date budget due to timing of expenditures

**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2015  
JANUARY 2015**

% OF YEAR ELAPSED: **58.3%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	494,238	3,290,990	3,560,281	3,671,885	97.0	6,294,660	6,294,660	56.6
Other Related Costs	166,763	1,392,545	1,397,938	1,786,157	78.3	3,060,554	3,060,554	45.7
ADA Sedan/Taxi Service	202,307	1,841,632	1,831,084	1,828,003	100.2	3,133,720	3,133,720	58.4
ADA Accessibility Support	68,442	448,710	521,153	610,982	85.3	1,047,397	1,047,397	49.8
Coastside ADA Support	121,309	767,590	835,852	778,925	107.3	1,335,300	1,335,300	62.6
Insurance Costs	27,844	275,000	163,206	300,412	54.3	515,000	515,000	31.7
<b>TOTAL ADA PROGRAMS</b>	<b>1,080,903</b>	<b>8,016,466</b>	<b>8,309,513</b>	<b>8,976,364</b>	<b>92.6</b>	<b>15,386,631</b>	<b>15,386,631</b>	<b>54.0</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	521,667	3,173,335	3,651,667	3,651,667	100.0	6,260,000	6,260,000	58.3
<b>Total Caltrain Service</b>	<b>521,667</b>	<b>3,173,335</b>	<b>3,651,667</b>	<b>3,651,667</b>	<b>100.0</b>	<b>6,260,000</b>	<b>6,260,000</b>	<b>58.3</b>
<b>OTHER SUPPORT</b>								
SamTrans Shuttle Service	242,913	1,570,317	1,645,290	1,579,153	104.2	2,709,040	2,709,040	60.7
Bicycle Coordinating Activities	0	0	0	14,583	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	12,921	67,296	85,274	104,475	81.6	179,100	179,100	47.6
<b>Total Other Support</b>	<b>255,833</b>	<b>1,637,613</b>	<b>1,730,564</b>	<b>1,698,212</b>	<b>101.9</b>	<b>2,913,140</b>	<b>2,913,140</b>	<b>59.4</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>777,500</b>	<b>4,810,948</b>	<b>5,382,231</b>	<b>5,349,879</b>	<b>100.6</b>	<b>9,173,140</b>	<b>9,173,140</b>	<b>58.7</b>
<b>TOTAL EXPENSES</b>	<b>9,983,657</b>	<b>70,363,626</b>	<b>72,528,624</b>	<b>76,098,018</b>	<b>95.3</b>	<b>131,155,515</b>	<b>132,655,515</b>	<b>54.7</b>

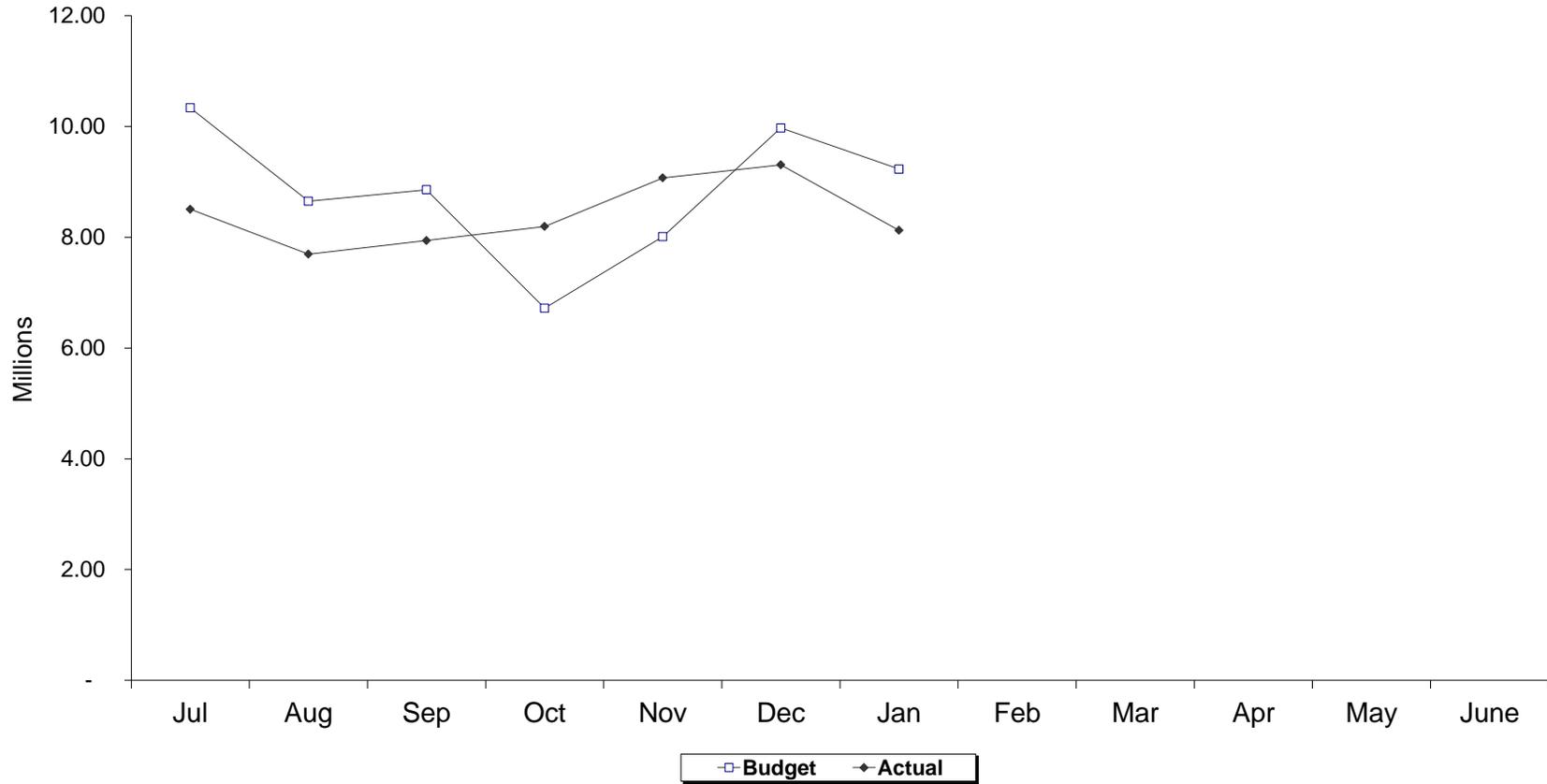
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(C) - Staff has reallocated year to date budget due to timing of expenditures

## SAN MATEO COUNTY TRANSIT DISTRICT

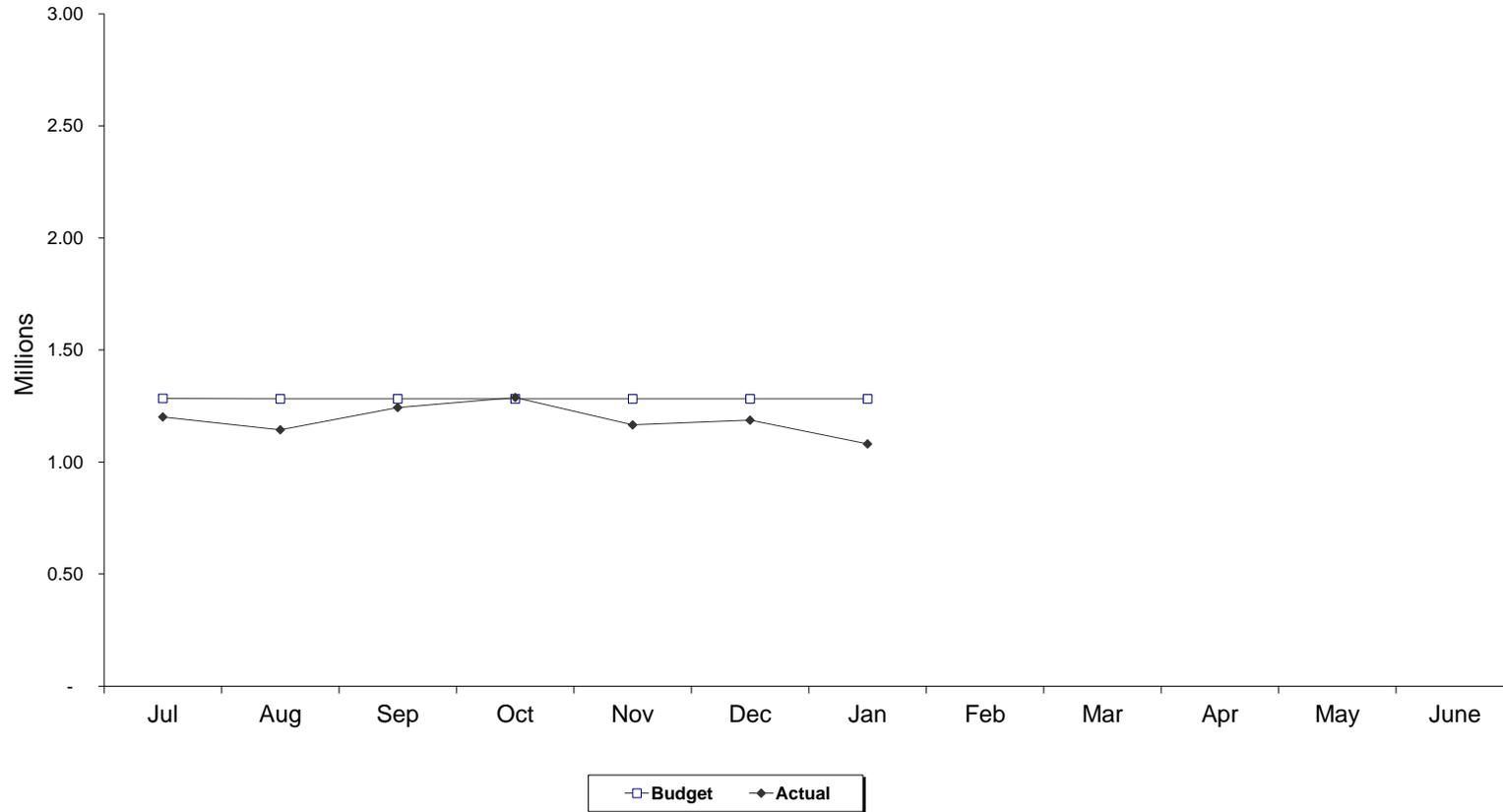
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2015



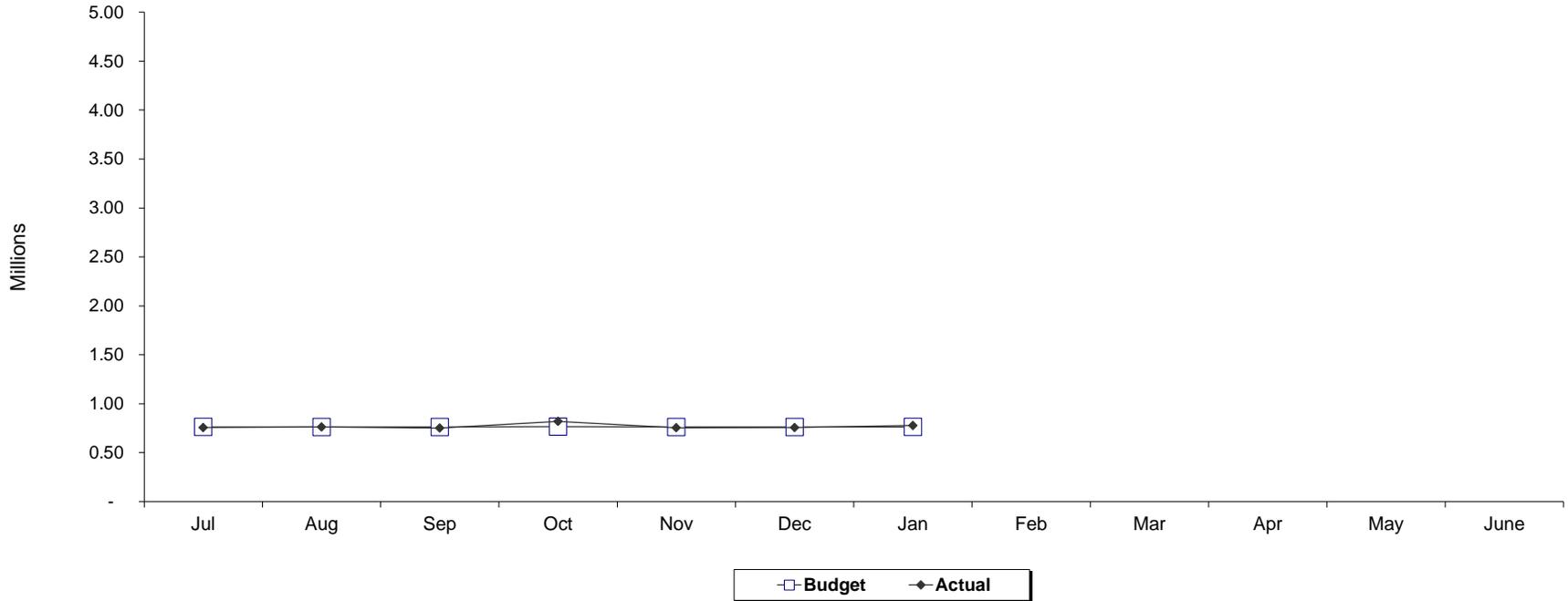
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	10,335,340	8,648,809	8,857,293	6,717,493	8,011,046	9,971,673	9,230,121						
<b>Actual</b>	8,504,261	7,693,790	7,938,461	8,196,033	9,071,238	9,307,843	8,125,253						
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	10,335,340	18,984,149	27,841,442	34,558,935	42,569,981	52,541,654	61,771,776						
<b>Actual</b>	8,504,261	16,198,051	24,136,512	32,332,545	41,403,784	50,711,627	58,836,880						
<b>Variance - F(U)</b>	1,831,080	2,786,098	3,704,930	2,226,390	1,166,197	1,830,027	2,934,895						
<b>Variance %</b>	17.72%	14.68%	13.31%	6.44%	2.74%	3.48%	4.75%						

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2015**



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	1,284,052	1,282,052	1,282,052	1,282,052	1,282,052	1,282,052	1,282,052					
<b>Actual</b>	1,201,166	1,143,821	1,243,330	1,287,912	1,165,721	1,186,659	1,080,903					
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	1,284,052	2,566,104	3,848,156	5,130,208	6,412,260	7,694,312	8,976,364					
<b>Actual</b>	1,201,166	2,344,988	3,588,317	4,876,229	6,041,951	7,228,610	8,309,513					
<b>Variance - F(U)</b>	82,886	221,117	259,839	253,979	370,309	465,702	666,850					
<b>Variance %</b>	6.46%	8.62%	6.75%	4.95%	5.78%	6.05%	7.43%					

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2015**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	764,108	763,418	763,408	767,019	763,408	763,408	765,108					
<b>Actual</b>	756,768	762,497	752,414	819,808	755,657	757,587	777,500					
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	764,108	1,527,527	2,290,935	3,057,954	3,821,362	4,584,770	5,349,879					
<b>Actual</b>	756,768	1,519,264	2,271,678	3,091,486	3,847,143	4,604,731	5,382,231					
<b>Variance - F(U)</b>	7,341	8,263	19,257	(33,533)	(25,781)	(19,960)	(32,352)					
<b>Variance %</b>	0.96%	0.54%	0.84%	-1.10%	-0.67%	-0.44%	-0.60%					

## SAN MATEO COUNTY TRANSIT DISTRICT

## INTEREST ON INVESTMENTS

January 31, 2015

DESCRIPTION	TOTAL	INTEREST	PREPAID INT	INTEREST	INTEREST	ADJ.	INTEREST
	INVESTMENT	RECEIVABLE	RECEIVABLE	EARNED	RECEIVED		RECEIVABLE
	1-31-15	12-31-14	12-31-14	1-31-15	1-31-15		1-31-15
RESERVE FOR CAPITAL PROJ	8,072,974.50	6,787.28	0.00	4,280.17	0.00	72.34	11,139.79
LAIF -- CAPITAL PROJ	76,563.99	58.32	0.00	17.58	32.03	(26.29)	17.58
REIMB SECURITIES -- L76R	84,202,022.00	121,790.69	0.00	39,891.34	15,625.01	1,724.78	147,781.80
LAIF -- REIMB FUNDS L76R	44,603,567.13	21,048.22	0.00	9,891.91	18,658.54	(2,389.68) Note 1	9,891.91
PARATRANSIT FUNDS	24,989,970.00	88,674.76	0.00	20,697.93	59,375.00	195.75	50,193.44
LAIF -- PARATRANSIT	5,069,923.48	3,774.83	0.00	1,164.36	2,120.85	(1,653.98) Note 2	1,164.36
BANK OF AMERICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO	281,079.57	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	50,858,192.37	2,134.68	0.00	711.56	0.00	0.00	2,846.24
	<u>218,154,293.04</u>	<u>244,268.78</u>	<u>0.00</u>	<u>76,654.85</u>	<u>95,811.43</u>	<u>(2,077.08)</u>	<u>223,035.12</u>

## JAN 2015 -- SUMMARY OF INTEREST &amp; CAPITAL GAIN

Interest Earned 01/31/15	77,231.83	Note 5
<b>Add:</b>		
CEO Interest	0.00	
<b>Less:</b>		
Commissions	(5,824.31)	
Capital Gain(Loss)	0.00	
Total Interest & Capital Gain(Loss)	<u>71,407.52</u>	

## YEAR TO DATE -- SUMMARY

Interest Earned	536,114.53	Note 3
<b>Add:</b>		
CEO Interest	0.00	
<b>Less:</b>		
Commissions	(56,517.41)	Note 4
Capital Gain(Loss)	0.00	
Total Interest & Capital Gain(Loss)	<u>479,597.12</u>	
<b>Balance Per Ledger as of 01/31/15</b>		
Deferred Int Acct. 210852/3	7,224.75	
Interest Acct. 409102	4,990.74	
Interest Acct. 409101	525,822.89	
Less Bank Fees 530040	(58,441.30)	Note 4
Gain(Loss) Acct. 405210	0.00	
	<u>479,597.08</u>	

## Note:

1) Included adjustment of \$870.97 for correcting the beginning balance carried over from the previous statements

2) Included adjustment of \$73.05 for correcting the beginning balance carried over from the previous statements

3) This amount includes the total adjustment of \$2,619.06 for interest earned has been recorded in General ledger but is not reflected in the previous Summary worksheets (\$64.04 from December 2014, and \$2,555.02 from July to Oct, 2014)

Also, This amount is adjusted by an additional \$77,225.16 to reflect the un-reported December 2014 interest earned.

Nov YTD interest earned stated Summary worksheet	\$ 380,929.30
Dec 2014 un-reported interest	\$ 77,225.16
Jan 2015 interest	\$ 75,341.05
Additional Adjustment for Jan 2015 interest	\$ 2,619.06
	<u>536,114.57</u>

4) This amount includes adjustment of the December commission of \$8,509.22, which is not reported on the December statement

Nov Commissions	\$ 42,183.83
Dec commissions (not include in report)	\$ 8,509.22
Jan 2015 commission	\$ 5,824.36
	<u>56,517.41</u>

The total commission \$56,517.41 is \$1,923.89 different from the total of bank fees account (\$58,441.30). The variance is existed because we have inadvertently posted \$1,923.89 to the interest account #409101 instead of to account # 530040.

5) The 1/31/2015 interest earned amount is calculated as follows:

Interest earned	77,383.10
<b>Adjustment:</b>	<b>(2,077.08)</b>
Add back: July interest amount not reported in worksheet	1,332.46
Oct interest amount not reported in worksheet	1,257.56
Variance between GL and worksheet on Oct interest	64.04
	<u>77,960.08</u>

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
January 31, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	APPL. DAYS	INTEREST REC'VBLE 12/31/14	PREPAID INT REC'VBLE 1/31/15	INTEREST EARNED 1/31/15	INTEREST RECEIVED 1/31/15	PP INTEREST	INTEREST REC'VBLE 1/31/15	INT REC'VBLE LESS PREPAID 1/31/15	PAR VALUE		
			PURCHASE PRICE	ADJUSTED 06-30-14	VALUE 1/31/15								RECEIVED DATE				ADJ.	
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,008,760.00	07-15-16	0.625%	34.7222	30	5,774.46		1,041.67	6,250.00		20.89	587.02	587.02	2,000,000
US TREASURY NOTE	912828WX4	08-27-14	5,999,531.25	6,003,300.00	6,015,960.00	07-31-16	0.500%	83.3333	30	12,554.35		2,500.00			28.52	15,082.87	15,082.87	6,000,000
US TREASURY NOTE	912828VR8	12-11-2014	8,018,125.00	8,034,157.61	8,033,760.00	08-15-16	0.625%	138.8889	20	18,885.87		2,777.78		1,434.18	23,097.83	23,097.83	8,000,000	
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,486,060.00	8,531,195.00	10-15-16	0.625%	147.5694	30	11,383.93		4,427.08		97.30	15,908.31	15,908.31	8,500,000	
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	9,971,900.00	10,036,700.00	11-15-16	0.625%	173.6111	30	8,114.64		5,208.33		143.88	13,466.85	13,466.85	10,000,000	
																		43.70%
<u>GOVERNMENT BONDS</u>																		
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,514,535.00	8,514,790.00	11-24-15	0.450%	106.2500	30	3,931.25		3,187.50		-	7,118.75	7,118.75	8,500,000	
FFCB	31331H5L7	5-11-07	1,020,404.50	1,032,327.00	1,001,167.00	12-29-15	6.125%	161.6319	30	323.26		4,848.96		-	5,172.22	5,172.22	950,000	
FNMA	3135G0UM3	5-29-13	3,999,600.00	4,002,840.00	4,000,520.00	02-26-16	0.520%	57.7778	30	7,222.22		1,733.33		0.01	8,955.56	8,955.56	4,000,000	
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,017,280.00	6,003,120.00	03-04-16	0.750%	125.0000	30	14,625.00		3,750.00		-	18,375.00	18,375.00	6,000,000	
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,041,850.00	03-30-16	0.500%	208.3333	30	18,958.33		6,250.00		-	25,208.33	25,208.33	15,000,000	
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	5,000,950.00	07-05-16	0.375%	52.0833	30	9,166.67		1,562.50	9,375.01	-	1,354.16	1,354.16	5,000,000	
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,016,200.00	08-26-16	0.625%	86.8056	30	10,850.69		2,604.17			13,454.86	13,454.86	5,000,000	
FNMA	313396LD3	1/13/15	4,996,150.00	5,000,000.00	4,997,050.00	09-01-15	0.000%	0.0000	18	0.00		0.00			0.00	0.00	5,000,000	
																		56.30%
<u>CASH AND CASH EQUIVALENTS</u>																		
FEDERATED US TREASURY MMF		12-4-14	0.00	0.00	0.00						0.02	0.02			0.04	0.04	0	
LAIF			44,603,567.13	44,603,567.13	44,603,567.13					20,177.25		9,891.91	18,658.54		(1,518.72)	9,891.91	9,891.91	44,603,567
TOTAL LAIF			<u>44,603,567.13</u>	<u>44,603,567.13</u>	<u>44,603,567.13</u>													
TOTAL A/C 121100 & 112010			<u>84,040,820.91</u>	<u>84,073,449.61</u>	<u>84,202,022.00</u>													
MATURED/CALLED																		
TOTAL			<u>84,040,820.91</u>	<u>84,073,449.61</u>	<u>84,202,022.00</u>					<u>121,790.69</u>	<u>0.00</u>	<u>39,891.34</u>	<u>15,625.01</u>		<u>1,724.78</u>	<u>147,781.80</u>	<u>147,781.80</u>	<u>123,553,567</u>

19-Feb-15

**SAN MATEO COUNTY TRANSIT DISTRICT  
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
January 31, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED	MARKET VALUE 1/31/15	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 12/31/14	PREPAID INT REC'VBLE 1/31/15	INTEREST EARNED 1/31/15	INTEREST RECEIVED 1/31/15	ADJ.	INTEREST REC'VBLE 1/31/15	INT REC'VBLE LESS PREPAID 1/31/15	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																	
US TREASURY NOTE	912828VVG2	12-30-13	7,889,816.35	7,909,875.00	7,922,199.00	06-15-16	0.500%	109.7222	30	1,844.78		3,291.67		72.34	5,208.79	5,208.79	7,900,000
<b>GOVERNMENT BONDS</b>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,760.50	150,775.50	08-01-17	7.908%	32.9500	30	4,942.50		988.50		0.00	5,931.00	5,931.00	150,000
LAIF			76,563.99	76,563.99	76,563.99					58.32		17.58	32.03	(26.29)	17.58	17.58	76,564
<b>MATURED/CALLED CALLED</b>																	
TOTAL LAIF			76,563.99	76,563.99	76,563.99												
TOTAL A/C 121100 & 112010			8,045,397.85	8,060,635.50	8,072,974.50												
<b>TOTAL</b>			<u>8,045,397.85</u>	<u>8,060,635.50</u>	<u>8,072,974.50</u>					<u>6,787.28</u>	<u>0.00</u>	<u>4,280.17</u>	<u>0.00</u>	<u>72.34</u>	<u>11,139.79</u>	<u>11,139.79</u>	<u>8,050,000</u>

19-Feb-15

**SAN MATEO COUNTY TRANSIT DISTRICT  
PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
January 31, 2015**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED	MARKET VALUE 1/31/15	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 12/31/14	PP INTEREST REC'VBLE 1/31/15	INTEREST EARNED 1/31/15	INTEREST RECEIVED 1/31/15	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1/31/15	INT REC'VBLE LESS PREPAID 1/31/15	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																		
US TREASURY NOTE	912828WX4	08-27-14	4,749,628.91	4,752,612.50	4,762,635.00	07-31-16	0.500%	65.9722	30	9,938.86		1,979.17			22.58	11,940.61	11,940.61	4,750,000
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,520,185.00	10-15-16	0.625%	95.4861	30	7,366.07		2,864.58			62.96	10,293.61	10,293.61	5,500,000
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	5,018,350.00	11-15-16	0.625%	86.8056	30	4,057.32		2,604.17			71.94	6,733.43	6,733.43	5,000,000
US TREASURY NOTE	912828SC5	03-19-14	4,619,960.72	4,620,470.00	4,634,500.00	01-31-17	0.875%	111.8056	30	16,843.75		3,354.17			38.27	20,236.19	20,236.19	4,600,000
																		79.88%
<b>GOVERNMENT BONDS</b>																		
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,054,300.00	07-28-15	2.375%	329.8611	30	50,468.75	0.00	9,895.83	59,375.00			989.58	989.58	5,000,000
																		20.12%
<b>CASH INVESTMENT</b>																		
LAIF			5,069,923.48	5,069,923.48	5,069,923.48					3,701.78	0.00	1,164.36	2,120.85		(1,580.93)	1,164.36	1,164.36	5,069,923
<b>MATURED/CALLED</b>																		
TOTAL LAIF			5,069,923.48	5,069,923.48	5,069,923.48													
TOTAL A/C 122010			5,299,150.00	5,117,150.00	5,054,300.00													
<b>TOTAL</b>			<u>25,141,610.73</u>	<u>24,996,992.50</u>	<u>24,989,970.00</u>					<u>88,674.76</u>	<u>0.00</u>	<u>20,697.93</u>	<u>59,375.00</u>	<u>0.00</u>	<u>195.75</u>	<u>50,193.44</u>	<u>50,193.44</u>	<u>24,850,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF BUDGET ACTIVITY FOR JANUARY 2015

BUDGET AMENDMENTS

	Amount	Line Item		Description
Jan-15				No Budget Revisions in January 2015.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Jan-15				No Budget Revisions in January 2015.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT  
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS  
 FY2014 & FY2015  
 JANUARY 2015

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
<b>FY2014:</b>					
1st Quarter	16,550,000		19,084,264	2,534,264	19,084,264
2nd Quarter	17,525,000		20,581,648	3,056,648	20,581,648
3rd Quarter	18,132,500		18,012,945	(119,556)	18,012,945
4th Quarter	17,792,500	4th Quarter	19,927,940	2,135,440	19,927,940
<b>FY2014 Total</b>	<b>70,000,000</b>	<b>FY2014 Total</b>	<b>77,606,796</b>	<b>7,606,796</b>	<b>77,606,796</b>
<b>FY2015</b>					
Jul. 14	5,250,000	Sep. 14	6,020,700	770,700	6,020,700
Aug. 14	5,250,000	Oct. 14	6,020,700	770,700	6,020,700
Sep. 14	6,650,000	Nov. 14	7,844,200	1,194,200	7,844,200
3 Months Total	17,150,000		19,885,600	2,735,600	19,885,600
Oct. 14	5,725,000	Dec. 14	7,645,425	1,920,425	7,645,425 (1)
Nov. 14	5,725,000	Jan. 15	6,510,400	785,400	6,510,400 (1)
Dec. 14	6,955,000	Feb. 15			6,955,000 (1)
6 Months Total	35,555,000		34,041,425	5,441,425	40,996,425
Jan. 15	5,400,000	Mar. 15			5,400,000 (1)
Feb. 15	5,400,000	Apr. 15			5,400,000
Mar. 15	6,700,000	May 15			6,700,000
9 Months Total	53,055,000		34,041,425	5,441,425	58,496,425
Apr. 15	6,115,000	Jun. 15			6,115,000
May 15	6,215,000	Jul. 15			6,215,000
Jun. 15	6,615,000	Aug. 15			6,615,000
<b>FY2015 Total</b>	<b>72,000,000</b>	<b>FY2015 Total</b>	<b>34,041,425</b>	<b>5,441,425</b>	<b>77,441,425</b>
	19,885,600	1st Quarter			
	21,110,825	2nd Quarter			
	5,400,000	3rd Quarter			
	0	4th Quarter			
	<u>46,396,425</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Includes Accrual for Quarterly Adjustment

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO, Finance and Administration

SUBJECT: **APPROVAL OF DEBT REFINANCING STRUCTURE AND FINANCING  
DOCUMENTS AND POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Approve the 2015 Debt Refinancing structure recommended by staff;
2. Approve the substantially final forms of financing documents provided with this staff report, including the Indenture, First Supplemental Indenture, the Escrow Agreement, the Bond Purchase Agreement, the Continuing Disclosure Agreement, and the Preliminary Official Statement; and Authorize the General Manager/CEO or the Chief Financial Officer to execute these financing documents at the appropriate time; and
3. Adopt Post-Issuance Compliance Procedures.

**SIGNIFICANCE**

The 2015 Debt Refinancing is expected to result in total cash flow savings of approximately \$53.1 million from Fiscal Year (FY) 2015 through FY2034 and net present value savings of approximately \$41.4 million. These savings estimates are based on current interest rates.

**BUDGET IMPACT**

Execution of the 2015 Debt Refinancing is expected to result in aggregate debt service reductions (also known as "cash flow savings") from FY2015 through FY2034 in the amount of approximately \$53.1 million, based on current interest rate levels. On a net present value basis, the savings are within the approximate range of \$39.8 to \$41.4 million. These estimates are subject to change based on changes in interest rates between now and when the 2015 Debt Refinancing is priced in mid-March 2015.

## **BACKGROUND**

### **Existing Bonds**

The San Mateo County Transit District (District) currently has \$285,915,000 in outstanding sales tax revenue bonds resulting from bond sales that occurred in 1993, 2005 and 2009 (collectively referred to as "Existing Bonds" and, individually as the "1993 Bonds," "2005 Bonds" and "2009 Bonds"). The interest rates on the long-term maturities associated with the Existing Bonds generally are in the mid-four to mid-five percent range. The District's debt service expense (principal and interest) with respect to the Existing Bonds is approximately \$24.4 million per year in FY2015 through FY2018 and \$22.2 million per year in FY2019 through FY2034. Unless the Existing Bonds are refinanced, annual debt service will remain at these levels.

Based on an analysis of the economic considerations affecting each series of Existing Bonds, staff is proposing to refinance (also known as "refund") all of the Existing Bonds.

### **Objectives in Structuring 2015 Debt Refinancing**

In designing the structure of the 2015 Debt Refinancing, staff and the District's financing team had the following objectives:

- Design a refinancing structure that can be executed as quickly as possible to take advantage of historically low interest rates;
- Provide cash flow savings in each year FY2015 through FY 2034;
- Utilize a traditional fixed rate financing structure;
- Maintain generally level annual debt service to facilitate annual budgeting and long-term financial planning;
- Achieve the highest bond ratings (currently, the Existing Bonds are rated Aa2 from Moody's and AA from Standard & Poor's).

## **Recommended 2015 Debt Refinancing Structure**

The majority of the cash flow savings produced by the 2015 Debt Refinancing will come from refinancing the 2005 Bonds, which are callable beginning on June 1, 2015. The refinancing of the 1993 Bonds and the 2009 Bonds, neither of which can be redeemed prior to their final maturities, allows the District to shape overall debt service savings in a manner best suited to its long-term financial plans..

Staff, the District's financial advisor and the investment banks serving as the District's co-senior managers, reviewed several options for how the 2015 Debt Refinancing could be structured utilizing a traditional fixed rate approach. The 2015 Debt Refinancing structure recommended by staff has the following major elements:

- The issuance of an estimated \$240 million of bonds (the "2015 Refunding Bonds") to refund the District's 1993 Bonds, 2005 Bonds and 2009 Bonds. Following the 2015 Debt Refinancing, the District will have outstanding only the 2015 Refunding Bonds.
- The 2015 Refunding Bonds will be issued in two series: (1) a tax-exempt series of approximately \$205.3 million in par and (2) a taxable series of approximately \$39.7million in par<sup>1</sup>.
- The final maturity of the 2015 Refunding Bonds will not extend beyond the final maturity of the Existing Bonds;
- The Indenture governing the 2015 Refunding Bonds will not permit the future issuance of obligations on a parity with the 2015 Refunding Bonds, except for future refinancing purposes<sup>2</sup>;
- The 2015 Refunding Bonds will be issued without a debt service reserve fund;
- Based on current interest rates, the District will experience aggregate debt service savings of approximately \$53.1 million and net present value savings of approximately \$41.4 million.

These savings estimates may change due to changes in interest rates between now and the time the 2015 Refunding Bonds priced, which is expected to occur in mid-March 2015.

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<sup>1</sup> The taxable series is needed to refund that portion of the 1993 Bonds attributable to an advance refunding of District bonds issued in 1990. Federal tax law limits issuers to only one advance refunding. As the 1993 Bonds are non-callable, a refunding prior to their maturity would be considered an advance refunding.

<sup>2</sup> The District does not anticipate the need to finance capital projects in the future. If such need does arise, the District could issue bonds that are subordinate the 2015 Refunding Bonds.

Staff, the District's financial advisors, and the investment banks serving as co-senior managers, believe that the recommended 2015 Debt Refinancing structure meets the objectives for the refinancing outlined above.

### **Mechanics of the Refinancing**

Currently, the District pays the debt service on its Existing Bonds from its annual operating budget.

- The refinancing of the Existing Bonds involves issuing 2015 Refunding Bonds, the proceeds of which will be used to pay transaction costs and to purchase "escrow securities" (i.e. U.S. government securities) to be held in an Escrow Fund.
- The principal and interest earnings from the escrow securities will be used to repay the outstanding principal (\$218,990,000) of the 2005 Bonds, plus accrued interest, on the redemption date of June 1, 2015 and principal and interest on the 1993 and 2009 Bonds until their final maturity (June 1, 2020 and 2019, respectively). Upon the issuance of the 2015 Refunding Bonds and the deposit of the escrow securities in the Escrow Fund, the Existing Bonds will be considered "legally defeased" and will no longer be treated as outstanding debt of the District. The District will pay only the debt service on the 2015 Refunding Bonds.

### **Overview of Financing Documents**

Staff is requesting Committee and Board approval of the substantially final forms of several financing documents required to execute the 2015 Debt Refinancing. Each financing document either has been prepared by the District's bond counsel, Orrick, Herrington & Sutcliffe, LLP, or has been reviewed by Orrick. All financing documents also have been reviewed by the District's General Counsel. Each financing document is described briefly below.

#### Indenture

The Indenture, between the District and U.S. Bank National Association ("U.S. Bank") as Trustee, sets forth the basic terms governing the 2015 Refunding Bonds, Parity Bonds, Subordinate Obligations and other obligations of the District that may be secured by and payable from sales tax revenues. The Indenture contains provisions relating to the flow of funds, creation of funds and accounts, covenants of the District, requirements of the Trustee and other matters. The Indenture restricts the District from issuing additional bonds on a parity with the 2015 Refunding Bonds, except for the purpose of refunding the 2015 Refunding Bonds at a later date.

### First Supplemental Indenture

The First Supplemental Indenture is between the District and the Trustee sets forth the terms of the 2015 Refunding Bonds and authorizes their issuance.

### Preliminary Official Statement

The Preliminary Official Statement is the document that will be distributed to potential investors to solicit their interest in purchasing the 2015 Refunding Bonds. It provides the information concerning the bond issue and background information concerning the District. As required by the U.S. Securities and Exchange Commission, the document must be true and correct in all material respects, and may not contain any untrue statement of material fact or omit any material fact.

### Escrow Agreement

This is an Agreement between the District and U.S. Bank as Escrow Agent regarding the creation and administration of the escrow fund that will hold the Treasury Securities used to pay debt service on the Existing Bonds until those Bonds are redeemed or are paid at maturity.

### Bond Purchase Agreement

This is an Agreement between the District and the Underwriters of the 2015 Refunding Bonds, under which the Underwriters will purchase the 2015 Refunding Bonds from the District and resell those bonds to investors. Under this Agreement, the Underwriters will receive compensation based on a formula of \$1.25 per \$1,000 of 2015 Refunding Bonds issued, plus actual expenses for legal counsel and other costs directly related to the transaction. This level of compensation is consistent with other comparable bond transactions that recently have been completed and represents the midpoint of compensation proposed by underwriting firms that submitted responses to the District's Request for Proposal for Underwriting Services in December. For a \$240 million bond issue, based on this formula, the underwriters' discount would be \$300,000, excluding expenses. The compensation and expense reimbursement is contingent upon the closing of the transaction.

### Continuing Disclosure Agreement

This is an Agreement between the District and U.S. Bank, serving as Dissemination Agent, under which the District agrees to provide certain financial and operating information on an annual basis and agrees to provide notices of certain specified events to the marketplace for the life of the 2015 Refunding Bonds.

### **Costs of Issuance Associated With 2015 Debt Refinancing**

The District will incur an estimated \$590,000 in costs associated with the 2015 Debt Refinancing, which are known as "costs of issuance." These expenses will be paid from the proceeds of the 2015 Refunding Bonds and include:

- Up to \$275,000 for Orrick, Herrington & Sutcliffe, LLP, to serve as the District's bond counsel for this transaction.

- \$90,000 plus expenses will be paid to the District's financial advisor, Ross Financial, contingent upon the closing of the transaction.
- An estimated \$225,000 will be needed for rating agency fees, trustee/escrow agent fees, bond printer, verification agent and other miscellaneous costs. The rating fees are not contingent on the closing of the 2015 Refunding Bonds.

The savings estimates identified in this Staff Report are inclusive of these expenses.

### **Remaining Steps in 2015 Debt Refinancing**

In anticipation of the issuance of the 2015 Refunding Bonds, District staff and the District's financial advisor and underwriters presented the 2015 Debt Refinancing structure to Standard & Poor's Financial Services and Fitch Rating Services, who are expected to provide their ratings before the March 4<sup>th</sup> Board meeting.

If the Committee and Board approve the staff recommendation, staff and its financing team will proceed as quickly as possible to take the 2015 Refunding Bonds to market. The following steps will occur prior to the closing of the 2015 Refunding Bonds, which is currently scheduled for mid to late April 2015 (subject to change based on market conditions):

- Finalization of the Preliminary Official Statement, and distribution of the document to potential investors;
- Pricing of the Refunding Bonds;
- Purchase of the Escrow Securities;
- Closing of the financing.

Staff expects to report back to the Board on the final results of the 2015 Debt Refinancing at the April 2015 Board meeting.

### **Post-Issuance Compliance Procedures**

Staff is also recommending the Committee and Board approve the form of Post-Issuance Compliance Procedures. The purpose of these procedures is to ensure that the District complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the 2015 Refunding Bonds. The procedures cover arbitrage rebate, investment of bond proceeds and record keeping.

Project Manager: Gigi Harrington, Deputy CEO

650-508-7950

**RESOLUTION NO. 2015-**

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

**\*\*\***

**AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$285,000,000 AGGREGATE PRINCIPAL AMOUNT OF SAN MATEO COUNTY TRANSIT DISTRICT LIMITED TAX BONDS TO BE ISSUED IN ONE OR MORE SERIES, APPROVING THE FORMS OF AN INDENTURE, A FIRST SUPPLEMENTAL INDENTURE, AN ESCROW AGREEMENT, A BOND PURCHASE AGREEMENT, AN OFFICIAL STATEMENT AND A CONTINUING DISCLOSURE AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY THEREOF, AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF SAID LIMITED TAX BONDS, INCLUDING ADOPTION OF POST-ISSUANCE TAX COMPLIANCE PROCEDURES, AND THE REFUNDING AND DEFEASANCE CERTAIN OUTSTANDING OTHER LIMITED TAX BONDS.**

**WHEREAS**, pursuant to the San Mateo County Transit District Act (constituting Part 15 of Division 10 of the Public Utilities Code of the State of California) and Chapter 6 of Part I of Division 2 of Title 5 of the Government Code of the State of California, as referenced in the San Mateo County Transit District Act (hereinafter collectively referred to as the "Law"), the Board of Directors (Board of Directors) of the San Mateo County Transit District (District) is authorized to issue limited tax bonds payable from the proceeds of the retail transactions and use tax levied by the District;

**WHEREAS**, the District has heretofore issued \$150,555,000 aggregate principal amount of San Mateo County Transit District Limited Tax Bonds, 1993 Series A (the "1993 Series A Bonds"), \$56,420,000 of which are outstanding, \$218,990,000 aggregate principal amount of San Mateo County Transit District Limited Tax Bonds, Refunding 2005 Series A (the "2005 Series A Bonds"), all of which are outstanding, and \$19,040,000 aggregate principal amount of San Mateo County Transit District Limited Tax Bonds, 2009 Series A (the "2009 Series A Bonds"), \$10,505,000 of which are outstanding, pursuant to an Indenture, dated as of December 1, 1990 (as supplemented and amended, the "Existing Indenture"), between the District and U.S. Bank National Association ("U.S. Bank"), successor by merger to U.S. Bank Trust National Association, formerly known as

First Trust of California, National Association, successor trustee to Bank of America National Trust and Savings Association, as trustee (U.S. Bank acting in such capacity being hereinafter referred to as the "Existing Trustee");

**WHEREAS**, in order to take advantage of favorable market conditions to reduce debt service, the District desires to refund and defease the 1993 Series A Bonds, the 2005 Series A Bonds and the 2009 Series A Bonds (hereinafter collectively referred to as the "Existing Bonds");

**WHEREAS**, in order to provide the funds necessary to refund and defease the Existing Bonds, the District hereby determines to issue certain additional limited tax bonds, such limited tax bonds to be designated as San Mateo County Transit District Limited Tax Bonds (hereinafter referred to as the "Bonds"), such Bonds to be issued in one or more series (each a "Series") in an aggregate principal amount not to exceed \$285,000,000, which is the estimated cost of accomplishing the purposes for which such Bonds are being issued and which amount does not exceed the amount of limited tax bonds which the District is authorized to issue pursuant to the Law;

**WHEREAS**, the Bonds shall be issued pursuant to an Indenture (the "Master Indenture"), and a First Supplemental Indenture thereto (the "Supplemental Indenture"), each of which is proposed to be entered into between the District and U.S. Bank, as trustee (U.S. Bank acting in such capacity being hereinafter referred to as the "Trustee"), for the purpose of providing funds to refund and defease the Existing Bonds;

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Master Indenture and a proposed form of Supplemental Indenture (hereinafter collectively referred to as the "Indenture"); and

**WHEREAS**, in order to facilitate the refunding and defeasance of the Existing Bonds, the District proposes to enter into an Escrow Agreement (the "Escrow

Agreement") with U.S. Bank, as Existing Trustee and as escrow agent (U.S. Bank acting in such capacity being hereinafter referred to as the "Escrow Agent");

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Escrow Agreement;

**WHEREAS**, in order to provide for the purchase and public offering of the Bonds, the District proposes to enter into a Bond Purchase Agreement (the "Bond Purchase Agreement") with J.P. Morgan Securities LLC (JPMorgan), acting on behalf of itself and as representative of Barclays Capital Inc., Citigroup Global Markets Inc., RBC Capital Markets, LLC and Morgan Stanley & Co. LLC (hereinafter collectively referred to as the "Underwriters");

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Bond Purchase Agreement;

**WHEREAS**, in order to facilitate the public offering of the Bonds, the District proposes to approve, execute and deliver an Official Statement (the "Official Statement") describing the Bonds and certain related matters;

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Official Statement describing the Bonds and certain related matters;

**WHEREAS**, in order to assist the Underwriters in complying with Securities and Exchange Commission Rule 15c2-12 ("Rule 15c2-12"), the District proposes to enter into a Continuing Disclosure Agreement (the "Continuing Disclosure Agreement") with U.S. Bank, acting as Trustee and as dissemination agent (U.S. Bank acting in such capacity, being hereinafter referred to as the "Dissemination Agent");

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Continuing Disclosure Agreement;

**WHEREAS**, in order to comply with requirements established by the Internal Revenue Service applicable to issuers of tax-exempt bonds, the District proposes to

adopt post-issuance tax compliance policies and procedures (hereinafter referred to as the "Post-Issuance Compliance Procedures");

**WHEREAS**, there has been prepared and presented to the Board of Directors a proposed form of Post-Issuance Compliance Procedures and the Board of Directors desires to approve and adopt the Post-Issuance Compliance Procedures;

**WHEREAS**, it is now necessary for the Board of Directors to approve the forms of and to authorize the execution and delivery of the Master Indenture, the Supplemental Indenture, the Escrow Agreement, the Bond Purchase Agreement, the Official Statement and the Continuing Disclosure Agreement, to authorize the distribution of the Official Statement in preliminary form, to authorize the issuance and sale of the Bonds pursuant to the Indenture and the Bond Purchase Agreement, to adopt the Post-Issuance Compliance Procedures and to authorize the taking of such other actions as shall be necessary to complete the refunding and defeasance described in the above-identified documents, instruments and agreements and herein (hereinafter referred to as the "Refunding") and to authorize the taking of various actions in connection therewith;

**WHEREAS**, the form of the Master Indenture, the Supplemental Indenture, the Escrow Agreement, the Bond Purchase Agreement, the Official Statement, and the Continuing Disclosure Agreement (hereinafter collectively referred to as the "Financing Documents"), each of such documents relating to the Refunding described herein, has been made available to the Board of Directors and the Board of Directors desires to authorize and direct the distribution of the Official Statement in preliminary form, to authorize and direct the execution and delivery of each of the Financing Documents and such other documents as are necessary or advisable in connection with the Refunding, and to authorize and direct the completion of the Refunding;

**WHEREAS**, the Board of Directors has been presented with a proposed form of Post-Issuance Compliance Procedures and the Board of Directors desires to approve and adopt the Post-Issuance Compliance Procedures; and

**WHEREAS**, all acts, conditions and things required by the Law and the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the Refunding authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to authorize the Refunding, to authorize the distribution of the Official Statement in preliminary form, to authorize the execution and delivery of each of the Financing Documents, to authorize adoption of the Post-Issuance Compliance Procedures, and to issue the Bonds pursuant to the Indenture and to sell the Bonds pursuant to the Bond Purchase Agreement, for the purposes, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Mateo County Transit District as follows:

Section 1.     **Findings.** The Board of Directors hereby finds and determines that the foregoing recitals are true and correct.

Section 2.     **Authorization of Issuance of Bonds.** The issuance by the District of not to exceed \$285,000,000 aggregate principal amount of San Mateo County Transit District Limited Tax Bonds, such Bonds to be issued in one or more Series, is hereby authorized and approved.

Section 3.     **Approval of Master Indenture and Supplemental Indenture.**  
The proposed form of Master Indenture and the proposed form of Supplemental Indenture, each between the District and U.S. Bank, as Trustee, presented to this

meeting, and the terms and conditions thereof, which are hereby incorporated by reference, are hereby approved.

The dates, maturity date or dates (not to exceed forty (40) years), interest rate or rates (not to exceed 5.0% true interest cost on the Bonds), interest payment dates, forms, denominations, registration and exchange privileges, place or places of payment, terms of redemption and other terms of the Bonds shall be (subject to the Indenture and the foregoing limitations) as provided in the Indenture as finally executed and delivered.

The Chair of the Board of Directors (the "Chair"), the Vice Chair of the Board of Directors (the "Vice Chair"), the General Manager/CEO of the District (the "General Manager/CEO") or the Deputy CEO, Finance and Administration of the District (the "Deputy CEO, Finance and Administration") is authorized and directed to execute and deliver and the Secretary of the Board of Directors is authorized and directed to attest and deliver the Master Indenture and the Supplemental Indenture to U.S. Bank, as Trustee, each in substantially such form as presented to this meeting, with such additions thereto or changes therein, as such officer of the District executing the same may require or approve, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Master Indenture and the Supplemental Indenture.

Section 4.     **Application of Proceeds.** The proceeds of the Bonds shall be applied to refund and redeem the Existing Bonds and to pay certain costs incurred in connection with the issuance of the Bond, all in accordance with the provisions of the Indenture as finally executed and delivered.

Section 5.     **Approval of Escrow Agreement.** The proposed form of Escrow Agreement, between the District and U.S. Bank, as Existing Trustee and as Escrow Agent, presented to this meeting, and the terms and conditions thereof, which

are hereby incorporated by reference, are hereby approved. The Chair, the Vice Chair, the General Manager/CEO or the Deputy CEO, Finance and Administration is authorized and directed to execute and deliver the Escrow Agreement to U.S. Bank, as Existing Trustee and as Escrow Agent, in substantially the form of the Escrow Agreement presented to this meeting, with such additions thereto or changes therein, as such officer executing the same may require or approve, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Escrow Agreement.

Section 6.     **Approval of Bond Purchase Agreement.** The proposed form of Bond Purchase Agreement, between the District and JP Morgan, acting as representative of the Underwriters, presented to this meeting, and the terms and provisions thereof, which are hereby incorporated by reference, are hereby approved. The sale of the Bonds to the Underwriters at the principal amount thereof, less an Underwriters' discount of not to exceed 0.25% of such principal amount, less any original issue discount, which original issue discount shall not exceed ten percent (10%) of such principal amount, plus any original issue premium, which original issue premium shall not exceed twenty-six percent (26%) of such principal amount, in accordance with the form of Bond Purchase Agreement, is hereby approved. The General Manager/CEO or the Deputy CEO, Finance and Administration, is hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver the Bond Purchase Agreement to the Underwriters, in connection with the sale by the District and the purchase by the Underwriters of the Bonds, such Bond Purchase Agreement to be in substantially the form presented to this meeting, with such additions thereto or changes therein, as such officer of the District executing the same may require or approve, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Bond Purchase Agreement.

Section 7.     **Approval of Official Statement.** The proposed form of Official Statement describing the Bonds and related matters, presented to this meeting, the terms and provisions of which are hereby incorporated by reference, is hereby approved. The Chair, the Vice Chair, the General Manager/CEO or the Deputy CEO, Finance and Administration, is hereby authorized and directed to execute and deliver an Official Statement in substantially the form of the Official Statement presented to this meeting, with such additions thereto or changes therein as such officer of the District executing the same may require or approve, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Official Statement.

The execution by either the General Manager/CEO or the Deputy CEO, Finance and Administration, of a certificate deeming the Official Statement in preliminary form final on behalf of the District, for purposes of Rule 15c2-12, and the distribution of the Official Statement, in such preliminary form as shall be deemed final by either the General Manager/CEO or the Deputy CEO, Finance and Administration, is hereby authorized and approved.

The Underwriters are hereby authorized and directed to distribute copies of the Official Statement in final form to persons purchasing the Bonds.

Section 8.     **Approval of Continuing Disclosure Agreement.** The proposed form of Continuing Disclosure Agreement, between the District and U.S. Bank, as Trustee and Dissemination Agent, presented to this meeting, and the terms and provisions thereof, which are hereby incorporated by reference, are hereby approved. The General Manager/CEO or the Deputy CEO, Finance and Administration, is hereby authorized and directed to execute and deliver a Continuing Disclosure Agreement to U.S. Bank, as Trustee and as Dissemination Agent, in substantially the form of the Continuing Disclosure Agreement presented to this meeting, with such additions thereto

or changes therein as such officer of the District executing the same may require or approve, the approval of such additions or changes to be conclusively evidenced by the execution and delivery of the Continuing Disclosure Agreement.

Section 9.     **Approval and Adoption of Post-Issuance Compliance**

**Procedures.** The proposed form of Post-Issuance Compliance Procedures presented to this meeting is hereby approved and adopted.

Section 10.   **Authorized Representatives; Completion of Refunding.** The

Chair, the Vice Chair, the General Manager/CEO, the Deputy CEO, Finance and Administration, and the Director of Finance of the District (each, an "Authorized Representative of the District"), each acting alone, is hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver any and all agreements, certificates, documents, instructions and instruments, including, without limitation, documents necessary to amend the agreement with the State Board of Equalization relating to administration of the retail transactions and use tax levied by the District (hereinafter referred to as the "SBOE Agreement"), documents necessary to amend or terminate the debt service fund agreement entered into in connection with investment of certain amounts held on deposit in the funds and accounts established under the Existing Indenture, tax certificates, certificates concerning representations and warranties set forth in the Financing Documents, instructions concerning investment of the proceeds of the Bonds, any investment or reinvestment of the amounts held on deposit in any of the funds or accounts established under the Indenture, the securities to be deposited in the escrow fund or funds to be established pursuant to the provisions of the Escrow Agreement (the "Escrow Securities") and the substitution of Escrow Securities, and contracts for rebate services or other post-issuance compliance services, and to do and cause to be done any and all acts and things necessary or advisable to

effectuate the actions which the Board of Directors has approved in this Resolution and the transactions contemplated hereby.

Section 11. **Subsequent Actions.** All approvals, consents, directions, notices, orders, requests and other actions permitted or required by any of the documents authorized by this Resolution, including, without limitation, any amendment of the SBOE Agreement, the Financing Documents, any other documents executed in connection with issuance of the Bonds or the Post-Issuance Compliance Procedures, or the refunding, defeasance or redemption of the Existing Bonds or all or any portion of the Bonds, may be given or taken by any Authorized Representatives of the District without further authorization or direction by the Board of Directors, and each Authorized Representative of the District is hereby authorized and directed to give any such approval, consent, direction, notice, order or request and to take any such action which such Authorized Representative of the District may deem necessary or desirable to further the purposes of this Resolution.

Section 12. **Ratification of Actions.** All actions heretofore taken by the members of the Board of Directors, each Authorized Representative of the District, staff of the District and agents of the District with respect to the Refunding and the issuance, sale and delivery of the Bonds are hereby ratified, confirmed and approved.

Section 13. **Severability of Invalid Provisions.** If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution which shall continue in full force and effect.

Section 14. **Effective Date.** This Resolution shall take effect immediately upon its passage.

Regularly passed and adopted this 11<sup>th</sup> day of March, 2015 by the following

vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: April Chan  
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH THE PENINSULA JEWISH COMMUNITY CENTER TO PASS THROUGH \$52,000 IN FTA NEW FREEDOM FUNDS FOR A VOLUNTEER DRIVER PROGRAM**

**ACTION**

Staff proposes the Committee recommend the Board authorize the General Manager/CEO, or his designee, to enter into a Memorandum of Understanding (MOU) with the Peninsula Jewish Community Center (PJCC) to pass-through a total of \$52,000 of Federal Transit Administration (FTA) New Freedom funds (Cycle 5) for a volunteer driver component of the PJCC's Get Up and Go Program, and to take other actions that may be necessary to facilitate this pass-through.

**SIGNIFICANCE**

The Metropolitan Transportation Commission (MTC) administers the New Freedom Program grants, for which the San Mateo County Transit District (District) is an eligible grantee. As a grantee, the District can apply for funds to use for its own programs or to pass-through to other project sponsors, such as the PJCC. In March 2014, MTC awarded the District \$102,746 in FTA New Freedom funds (Cycle 5) to expand the District-managed Peninsula Rides Program (\$50,746) and provide funding for a volunteer driver component of the PJCC's Get Up and Go Program (\$52,000). The Get Up and Go Program provides transportation services for seniors who do not drive, facilitating a greater level of independence and providing opportunities to participate in engaging activities with others. The District and the PJCC desire to enter into an MOU to govern the pass-through for the volunteer driver component of the Get Up and Go Program. Receipt of the New Freedom funds by the District was authorized by Board Resolution No. 2010-08, which authorizes actions required to receive FTA funds.

**BUDGET IMPACT**

New Freedom funds for the volunteer driver component of the Get Up and Go Program will be considered in the Fiscal Year (FY) 2016 Operating Budget. The PJCC will be responsible for providing \$144,475 in matching funds.

**BACKGROUND**

The FTA's New Freedom Program provides grants for capital and operating projects aimed at reducing transportation barriers faced by individuals with disabilities beyond the requirements of the Americans with Disabilities Act of 1990. The MTC is the administrator of the funds and awarded \$102,746 to the District and the PJCC. The District was awarded \$50,746 for the Peninsula Rides Program, and will be included in the FY2016 Operating Budget. The remaining \$52,000 will support the volunteer driver component of the PJCC's successful Get Up and Go Program. The volunteer driver program addresses a long-standing goal of creating a cost-effective way of serving people who need escorted service that cannot be provided on Redi-Wheels or other programs using paid drivers and shared-ride vehicles. The PJCC has committed \$144,475 in local matching funds.

Prepared By:	Rebecca Arthur, Senior Grants Analyst	650-508-6368
Project Manager:	Melissa Reggiardo, Planner	650-508-6283

**RESOLUTION NO. 2015 –**

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

**\* \* \***

**AUTHORIZE ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH THE PENINSULA  
JEWISH COMMUNITY CENTER TO PASS THROUGH \$52,000 IN FEDERAL TRANSIT  
ADMINISTRATION NEW FREEDOM FUNDS FOR A VOLUNTEER DRIVER PROGRAM**

**WHEREAS**, the Federal Transit Administration's (FTA) New Freedom Program provides grants for capital and operating projects aimed at reducing transportation barriers faced by individuals with disabilities beyond the requirements of the Americans with Disabilities Act of 1990; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) administers the New Freedom Program grants and the San Mateo County Transit District (District) is eligible to apply for funds pursuant to this grant; and

**WHEREAS**, the District applied for and MTC awarded \$102,746 in FTA New Freedom (Cycle 5) funds to expand the District's Peninsula Rides Program and provide funding for the Peninsula Jewish Community Center's (PJCC) volunteer driver component of the Get Up and Go Program; and

**WHEREAS**, the District and the PJCC desire to enter into a Memorandum of Understanding (MOU) to govern the pass-through of funds from the District to the PJCC for the volunteer driver component of the Get Up and Go Program; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board authorize the General Manager/CEO, or his designee, to enter into a MOU with the PJCC to pass-through \$52,000 in FTA

New Freedom (Cycle 5) funds for the volunteer driver component of the Get Up and Go Program and to take such further actions as may be necessary to give effect to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO, or his designee, to enter into a MOU with the PJCC to facilitate the pass-through of \$52,000 in FTA

New Freedom (Cycle 5) funds for the volunteer driver component of the PJCC's Get Up and Go Program, and take such further actions as may be necessary to give effect to this resolution

Regularly passed and adopted this 11<sup>th</sup> day of March, 2015 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**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 THE DISPOSITION OF 74 SURPLUS ROLLING STOCK**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Approve the disposition of the following rolling stock:
  - Fourteen 2008 Chevy Uplander Minivans
  - Nineteen 2007 Aerotech Cutaways
  - Two 1977 35-foot AMG buses
  - Thirty-Nine 1998 40-foot Gillig buses; and
2. Authorize the General Manager/CEO to dispose of the above-listed rolling stock in accordance with the San Mateo County Transit District (District) Procurement Policy.

**SIGNIFICANCE**

The District routinely disposes of minivans, cutaways, and buses (rolling stock), equipment and other property that has reached the end of its useful life. Disposition of the rolling stock listed above is in keeping with this practice and will be carried out in full compliance with the District's Procurement Policy and applicable Federal Transit Administration (FTA) regulations. District-approved methods of disposition are by sealed bid, public auction, sale, negotiation, or transfer to another public agency, or by discarding as scrap.

**BUDGET IMPACT**

The rolling stock originally was purchased with a mix of Federal and State funds. Any proceeds gained from the disposition of the rolling stock, less auctioneer's fees and any proceeds due to the FTA or other granting agencies, to the extent required, can be used to fund the District's capital projects, subject to FTA and Metropolitan Transportation Commission approval.

**BACKGROUND**

The District purchased the rolling stock listed in the years specified above, and the vehicles have now reached the end of their useful lives. In order to reduce the District's surplus, staff recommends disposal through a public auction.

Contract Officer: Brian Geiger  
Project Manager: Greg Moyer, Superintendent, Maintenance  
Technical Services

650-508-7973  
650-508-7987

**RESOLUTION NO. 2015-**

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

\* \* \*

**AUTHORIZE THE DISPOSITION OF 74 SURPLUS ROLLING STOCK**

**WHEREAS**, the San Mateo County Transit District (District) has a policy to routinely dispose of used surplus rolling stock; and

**WHEREAS**, District staff has identified the following as surplus and eligible for disposal:

- Fourteen 2008 Chevy Uplander Minivans
- Nineteen 2007 Aerotech Cutaways
- Two 1977 35-foot AMG buses
- Thirty-Nine 1998 40-foot Gillig buses; and

**WHEREAS**, the District's Procurement Policy provides for disposition of surplus assets by various means, including through sealed bid procedure, auction, sale, negotiation, transfer to another public agency, or by discarding items as scrap; and

**WHEREAS**, the surplus rolling stock will be disposed of by public auction with the net proceeds, if any, to be deposited in the District's General Fund, less auctioneer's fees and any proceeds due the Federal Transit Administration or other granting agencies, if applicable; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors authorize the disposition of the surplus rolling stock identified according the process outlined above.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the District hereby authorizes the disposition of the surplus rolling stock identified above by public auction, in accordance with the District's Procurement Policy; and

**BE IT FURTHER RESOLVED** the General Manager/CEO or his designee is authorized to dispose of the surplus rolling stock in the manner specified.

Regularly passed and adopted this 11<sup>th</sup> day of March, 2015 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

C. H. (Chuck) Harvey  
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF CONTRACT TO KIMBALL MIDWEST FOR FURNISHING AND SERVICING BOLTS, NUTS, FASTENERS AND RELATED ITEMS**

**ACTION**

Staff proposes the Committee recommend the Board of Directors:

1. Award a contract to Kimball Midwest (Kimball) of Columbus, OH, to furnish and service bolts, nuts, fasteners and related items for a total estimated cost of \$141,799 for a five-year term.
2. Authorize the General Manager/CEO or his designee to execute a contract with Kimball in full conformity with the terms and conditions specified in the Invitation for Bids (IFB).

**SIGNIFICANCE**

Approval of the above action will provide the San Mateo County Transit District (District) with a continued dedicated supplier that will deliver and service industrial-grade bolts, nuts, fasteners and related items that support repair and maintenance work to revenue vehicles. Although Kimball's headquarters is located in Columbus, OH, it intends to service this contract out of its Reno, NV distribution warehouse.

**BUDGET IMPACT**

The total cost of this contract is included in the approved and projected operating budgets.

**BACKGROUND**

The IFB was a scheduled re-procurement for furnishing and servicing bolts, nuts, fasteners and related items over a five-year term. Staff advertised the IFB on the procurement website and in local newspapers. Two bids were received, as follows:

1.	ACF Component, Hayward, CA	\$159,770
2.	Kimball Midwest, Columbus, OH	\$141,799

Kimball is the lowest, responsive, and responsible bidder. Its bid fully complies with the solicitation documents.

The District's current contractor is Kimball at a five-year estimated cost of \$143,912. That contract expires March 31, 2015.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Detra Dillon, Bus Maintenance Contract  
Administrator

650-508-6418

RESOLUTION NO. 2015-

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

\* \* \*

**AUTHORIZE AWARD OF CONTRACT TO KIMBALL MIDWEST FOR FURNISHING AND  
SERVICING BOLTS, NUTS, FASTENERS AND RELATED ITEMS  
AT A TOTAL ESTIMATED COST OF \$141,799.75**

**WHEREAS**, the San Mateo County Transit District (District) solicited competitive bids for the furnishing and servicing bolts, nuts, fasteners, and related items; and

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

**WHEREAS**, staff and legal counsel reviewed the bids and determined Kimball Midwest (Kimball) of Columbus, OH, 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 Kimball, whose bid meets the requirements of the solicitation documents.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the District awards a contract for furnishing and servicing bolts, nuts, fasteners, and related items to Kimball for a five-year term at an estimated cost of \$141,799.75 inclusive of delivery cost, stocking, and keeping inventory; and

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

Regularly passed and adopted this 11<sup>th</sup> day of March, 2015 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
District Secretary



BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR  
ZOE KERSTEEN-TUCKER, VICE CHAIR  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
KARYL MATSUMOTO  
PETER RATIO  
CHARLES STONE  
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, MARCH 11, 2015 – 2:40 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Legislative Committee Meeting of February 4, 2015

**INFORMATIONAL**

2. State and Federal Legislative Update

Committee Members: Adrienne Tissier, Zoe Kersteen-Tucker, Charles Stone

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 (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
FEBRUARY 4, 2015**

Committee Members Present: K. Matsumoto (Committee Chair), A. Tissier

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, R. Guilbault, S. Harris, Z. Kersteen-Tucker, C. Stone

Staff Present: J. Averill, J. Cassman, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, S. Murphy, M. Scanlon, M. Simon, S. van Hoften

Committee Chair Karyl Matsumoto called the meeting to order at 3:09 p.m.

**Approval of Minutes of Legislative Committee Meeting of January 7, 2015**

Motion/Second: Kersteen-Tucker/Harris

Ayes: Gee, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

Absent: Groom

**Approval of the 2015 Legislative Program**

Seamus Murphy, Director, Government and Community Affairs, said the 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 public transportation service demands, and 3) reinforce and expand programs that build and incentivize public transportation ridership.

Mr. Murphy said the objectives are applied to three State and regional issues and three Federal issues.

The State issues:

- Budget and transportation funding opportunities
- Caltrain modernization and capacity improvements
- High-speed rail; and three transportation, operations, administration planning and project delivery regulations.

The Federal issues:

- Surface transportation and rail authorization
- Regulatory issues
- Fiscal Year 2016 appropriations and tax extenders

Mr. Murphy said the issues are adjusted slightly from last year. The strategies applied to the issues are covered in the Program.

Director Carole Groom arrived at 3:12 p.m.

Mr. Murphy said new issues at the State level include the effort approved in 2013 to pursue a pilot program that would potentially replace the State's gasoline excise tax with a vehicle-miles-travel-based revenue charge. He said the State is making progress on the issue and has formed a technical advisory committee. Mr. Murphy said there is \$10 million suggested for appropriation in the governor's budget for this group to approve the framework for a pilot program.

He said there are new developments on Cap and Trade. Mr. Murphy said there is a long-term allocation of most of the Cap and Trade funding. He said 40 percent of these funds on a year-to-year basis haven't been allocated in the long-term. He said there is a specific Cap and Trade funding effort to make bus projects eligible for the capital program. It allows bus agencies to be eligible applicants for the program, but it fails to mention that bus transit projects are eligible expenditures.

Mr. Murphy said there is an effort related to sales tax at the county level. Staff is in the early stages of looking at whether pursuing an additional sales tax for transportation would be appropriate in 2016. Mr. Murphy said there are some challenges including a 2 percent threshold for the local sales tax that can be applied in any jurisdiction. There are some communities in San Mateo County that are close to the threshold.

Mr. Murphy said there are changes to the penal code as it relates to transportation that are being proposed by the California Transit Association. The changes would decriminalize youth fare evasion and institute penalties for individuals who fail to yield reserve seating for the elderly or disabled.

Mr. Murphy said the vehicle weight limit issue is back again. There were a couple of one-year exemptions on the limits of how heavy per axle the buses can be and those exemptions expire at the end of 2015 and will limit what buses can be operated and procured.

Mr. Murphy said the Federal issues are the same. The cycle continues of getting extensions to existing authorizations and appropriations on a year-to-year basis. He said staff has emphasized the urgency for the pre-tax commuter benefits getting a permanent extension and parity on par with the benefit drivers receive in this program. Mr. Murphy said the part of the program that will receive extra emphasis this year from a strategy and advocacy standpoint is partnering with coalitions of employers to help advocate for some of these issues.

Mark Simon, Executive Officer, Public Affairs, said staff is in the very early stages of the tax increase and doesn't know if anything will be done. He said there are other counties also looking at ballot measures and staff needs to see how this possible tax fits in.

Mike Scanlon, General Manager/CEO, said the Legislative Program is an overall guide and is very general. A lot of issues that may be important in other parts of the State may not be important to the District, such as criminalization of sitting in the wrong seat. He is

not inclined to ask for an increase in the sales tax. Mr. Scanlon said any big item, such as a sales tax, would come before the Board to take a position.

Director Zoe Kersteen-Tucker asked how staff will be working with the Caltrain Commuter Coalition on the Legislative Program. Mr. Murphy said staff is playing a support role for the group. It is being spearheaded by the three business coalitions in the region, the San Mateo County Economic Development Association, Bay Area Council, and Silicon Valley Leadership Group. He said they have done a great job bringing this group together to focus exclusively on Caltrain issues and improvements to the commute on the Highway 101 corridor. Mr. Murphy said he anticipates this group will be writing letters, testifying in support of actions that would help advance Caltrain improvements, and making advocacy trips to Sacramento and Washington D.C.

Director Kersteen-Tucker said it is important to emphasize the need to continue to energize the bus side of the District with the coalition. Mr. Murphy said the coalition recognizes the need to not only support Caltrain improvements, but support all the improvements that would help relieve congestion on the Highway 101 corridor and bus operations would be a central piece of that.

Mr. Scanlon said Anthony Foxx, Secretary, U.S. Department of Transportation, chose the Google campus to unveil the administration's 30-year plan for transportation. Google is very involved in the Caltrain coalition.

Director Rose Guilbault asked how big the coalition is. Mr. Murphy said there are about 12 companies and most of the members are large technology companies that offer large private shuttles on Highway 101.

Director Jeff Gee said he was at the fireside chat at Google. He said Secretary Foxx is very impressive. Director Gee said it was impressive listening to the ideas of employees at Google on transit.

Motion/Second: Kersteen-Tucker/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

## **Update on the State and Federal Legislative Program**

### State Update

Mr. Murphy said there was a ruling in favor of the State to implement the Public Employees' Pension Reform Act with respect to transit employees. The Department of Labor is going to appeal the decision and they do not plan on certifying a grant for SamTrans until this issue gets resolved.

### Federal Update

Mr. Murphy said the president released his budget request and it includes a six-year reauthorization proposal called Grow America. The proposal includes \$1.25 billion a year for the TIGER Program, \$28.6 billion for rail, including Positive Train Control, and a 76 percent increase in transit formula funding, compared to a 29 percent increase in highway funding.

**Adjourned:** 3:30 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**

Legislation

The deadline to introduce legislation for consideration in the first half of the 2015-2016 Legislative Session is February 27. Staff is monitoring several bills that have already been introduced including:

Assembly Bill (AB) 194 (Frazier)

This bill would expand the authority of regional transportation agencies to apply for the conversion of high-occupancy vehicle (HOV) lanes to high-occupancy toll (HOT) lanes. The revenue generated by HOT lanes is eligible to be spent on transit operations and improvements.

AB 318 (Chau)

This bill would change the amount of time that a transit agency is required to hold lost property from 90 days to 30 days. After that time, it would allow the agency to donate the property to a charitable organization.

AB 378 (Mullin)

This bill is a spot bill that declares the intent of the Legislature to pass legislation to address growing congestion on the Highway 101 corridor.

AB 464 (Mullin)

This bill would increase the maximum sales tax rate that cities and counties are permitted to levy from 2 percent to 3 percent.

Senate Bill (SB) 9 (Beall)

This bill would modify the State's plan to award funds from the Cap-and-Trade Program. It would limit grants from the Transit and Intercity Rail Capital Program to projects with a total cost over \$100 million. The bill would also authorize the State to enter into multiyear funding agreements for projects funded through this program.

SB 32 (Pavley)

This bill would establish new statewide greenhouse gas limits beyond the existing 2020 emissions reduction requirements. The new limits would reduce emissions to 80 percent below 1990 levels by 2050.

SB 321 (Beall)

This bill would allow the State Board of Equalization to spread required fuel tax adjustments over three consecutive years.

**FEDERAL ISSUES**

Nothing to report.

Prepared By: Seamus Murphy, Director, Government and Community Affairs 650.508.6388

## San Mateo County Transit District State Legislative Matrix 2/24/15

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2</a> <a href="#">Alejo D</a></p> <p>Community revitalization authority.</p>	<p>ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.</p>	<p>The Community Redevelopment Law authorizes the establishment of redevelopment agencies in communities to address the effects of blight, as defined by means of redevelopment projects financed by the issuance of bonds serviced by tax increment revenues derived from the project area. Existing law dissolved redevelopment agencies and community development agencies, as of February 1, 2012, and provides for the designation of successor agencies to wind down the affairs of the dissolved agencies and to fulfill the enforceable obligations of those agencies. Existing law also provides for various economic development programs that foster community sustainability and community and economic development initiatives throughout the state.</p> <p>This bill would state the intent of the Legislature to enact legislation that would authorize certain local agencies to form a community revitalization authority within a community revitalization and investment area, as defined, to carry out provisions of the Community Redevelopment Law in that area for purposes related to, among other things, infrastructure, affordable housing, and economic revitalization, and to provide for the financing of these activities by, among other things, the issuance of bonds serviced by tax increment revenues.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 4</a> <a href="#">Linder R</a></p> <p>Vehicle weight fees: transportation bond debt service.</p>	<p>ASSEMBLY TRANS. 1/16/2015 - Referred to Com. on TRANS.</p>	<p>Existing law imposes weight fees on the registration of commercial motor vehicles and provides for the deposit of net weight fee revenues into the State Highway Account. Existing law provides for the transfer of certain weight fee revenues from the State Highway Account to the Transportation Debt Service Fund to reimburse the General Fund for payment of debt service on general obligation bonds issued for transportation purposes. Existing law also provides for the transfer of certain weight fee revenues to the Transportation Bond Direct Payment Account for direct payment of debt service on designated bonds, which are defined to be certain transportation general obligation bonds issued pursuant to Proposition 1B of 2006. Existing law also provides for loans of weight fee revenues to the General Fund to the extent the revenues are not needed for bond debt service purposes, with the loans to be repaid when the revenues are later needed for those purposes, as specified.</p> <p>This bill, notwithstanding these provisions or any other law, until January 1, 2020, would prohibit weight fee revenues from being transferred from the State Highway Account to the Transportation Debt Service Fund, the Transportation Bond Direct Payment Account, or any other fund or account for the purpose of payment of the debt service on transportation general obligation bonds, and would also prohibit loans of weight fee revenues to the General Fund.</p>	
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## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 6</a> <a href="#">Wilk R</a></p> <p>Bonds: transportation: school facilities.</p>	<p>ASSEMBLY TRANS. 1/16/2015 - Referred to Coms. on TRANS. and ED.</p>	<p>Existing law, the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9 billion in general obligation bonds for high-speed rail purposes and \$950 million for other related rail purposes. Article XVI of the California Constitution requires measures authorizing general obligation bonds to specify the single object or work to be funded by the bonds and further requires a bond act to be approved by a two-thirds vote of each house of the Legislature and a majority of the voters.</p> <p>This bill would provide that no further bonds shall be sold for high-speed rail purposes pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, except as specifically provided with respect to an existing appropriation for high-speed rail purposes for early improvement projects in the Phase 1 blended system. The bill, subject to the above exception, would require redirection of the unspent proceeds received from outstanding bonds issued and sold for other high-speed rail purposes prior to the effective date of these provisions, upon appropriation, for use in retiring the debt incurred from the issuance and sale of those outstanding bonds. The bill, subject to the above exception, would also require the net proceeds of other bonds subsequently issued and sold under the high-speed rail portion of the bond act to be made available, upon appropriation, to fund construction of school facilities for K-12 and higher education. The bill would make no changes to the authorization under the bond act for issuance of \$950 million for rail purposes other than high-speed rail. These provisions would become effective only upon approval by the voters at the next statewide election.</p>	
<p><a href="#">AB 21</a> <a href="#">Perea D</a></p> <p>California Global Warming Solutions Act of 2006: emissions limit: scoping plan.</p>	<p>ASSEMBLY NAT. RES. 1/16/2015 - Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act requires the state board to adopt a statewide greenhouse gas emissions limit, as defined, to be achieved by 2020, equivalent to the statewide greenhouse gas emissions levels in 1990. The act requires the state board to make recommendations to the Governor and the Legislature on how to continue the reduction of greenhouse gas emissions beyond 2020.</p> <p>This bill would require the state board, no later than January 1, 2018, to recommend to the Governor and the Legislature a specific target of statewide emissions reductions for 2030 to be accomplished in a cost-effective manner. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 23</a> <a href="#">Patterson R</a></p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>ASSEMBLY NAT. RES. 1/16/2015 - Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015.</p> <p>This bill would instead exempt those categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism through December 31, 2020. This bill contains other related provisions.</p>	
<p><a href="#">AB 33</a> <a href="#">Quirk D</a></p> <p>California Global Warming Solutions Act of 2006: scoping plan.</p>	<p>ASSEMBLY NAT. RES. 1/22/2015 - Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act requires the state board to adopt a statewide greenhouse gas emissions limit, as defined, to be achieved by 2020 equivalent to the statewide greenhouse gas emissions levels in 1990. The act requires the state board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions. The act requires the scoping plan to be updated at least once every 5 years.</p> <p>This bill, until January 1, 2020, would require, for purposes of advising the update of the next scoping plan, the state board to develop specified information by July 1, 2016. The bill would require the state board on or before January 1, 2017, to submit a report to the appropriate committees of the Legislature on the specified information. The bill would provide that the specified information is intended to assist in establishing state policy and does not change any statute, regulation, or regulatory decision.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#"><u>AB 61</u></a> <a href="#"><u>Allen, Travis R</u></a></p> <p>Shuttle services: loading and unloading of passengers.</p>	<p>ASSEMBLY TRANS. 1/22/2015 - Referred to Com. on TRANS.</p>	<p>Under existing law, a person may not stop, park, or leave a vehicle standing alongside a curb space authorized for the loading or unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb, except that existing law allows local authorities to permit schoolbuses to stop alongside these curb spaces upon agreement between a transit system operating buses as common carriers in local transportation and a public school district or private school.</p> <p>This bill would also allow local authorities to permit shuttle service vehicles, as defined, to stop for the loading or unloading of passengers alongside these curb spaces upon agreement between a transit system operating buses engaged as common carriers in local transportation and a shuttle service provider, as defined.</p>	
<p><a href="#"><u>AB 156</u></a> <a href="#"><u>Perea D</u></a></p> <p>California Global Warming Solutions Act of 2006: investment plan.</p>	<p>ASSEMBLY NAT. RES. 2/2/2015 - Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law requires the California Environmental Protection Agency to identify disadvantaged communities and requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would require the department to include in the 3-year investment plan an allocation to provide technical assistance to disadvantaged communities to assist them in proposing specified projects for inclusion in the 3-year investment plan.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 194</a> <a href="#">Frazier D</a></p> <p>High-occupancy toll lanes.</p>	<p>ASSEMBLY TRANS. 2/9/2015 - Referred to Com. on TRANS.</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law authorizes the department to construct exclusive or preferential lanes for buses only or for buses and other high-occupancy vehicles.</p> <p>This bill would delete the requirement that the above-described facilities be consistent with the established standards, requirements, and limitations that apply to specified facilities and would instead require the commission to establish guidelines for the development and operation of the facilities approved by the commission on or after January 1, 2016, subject to specified minimum requirements. The bill would provide that these provisions do not authorize the conversion of any existing nontoll or nonuser-fee lanes into tolled or user-fee lanes, except that a high-occupancy vehicle lane may be converted into a high-occupancy toll lane pursuant to its provisions. The bill would authorize a regional transportation agency to issue bonds, refunding bonds, or bond anticipation notes backed by revenues generated from the facilities. The bill would additionally authorize the Santa Clara Valley Transportation Authority to apply to the commission for purposes of the above-described provisions. The bill would remove the limitations on the number of approved facilities and would delete the January 1, 2012, deadline for HOT lane applications. The bill would provide that each application is subject to the review and approval of the commission and would require a regional transportation agency that applies to the commission to reimburse the commission for all of the commission's cost and expense incurred in processing the application. Before submitting an application to the commission, the bill would require a regional transportation agency to consult with a local transportation authority whose jurisdiction includes the facility that the regional transportation agency proposes to develop and operate pursuant to the above-described provisions. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#">AB 227</a> <a href="#">Alejo D</a></p> <p>Transportation funding.</p>	<p>ASSEMBLY TRANS. 2/17/2015 - Referred to Coms. on TRANS. and BUDGET.</p>	<p>Existing law provides for loans of revenues from various transportation funds and accounts to the General Fund, with various repayment dates specified.</p> <p>This bill, with respect to any loans made to the General Fund from specified transportation funds and accounts with a repayment date of January 1, 2019, or later, would require the loans to be repaid by December 31, 2018. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 318</a> <a href="#">Chau D</a></p> <p>Lost money and goods: restoration to owner.</p>	<p>ASSEMBLY JUD. 2/23/2015 - Referred to Com. on JUD.</p>	<p>Existing law requires a person who finds and takes possession of property that is lost to try and return it to the rightful owner. If the owner of the lost property cannot be determined and the item is worth \$100 or more, the finder is required to turn the item over to the police or sheriff, as specified. Existing law provides 90 days for the owner to return and claim the property and to pay any reasonable fee for its bailment.</p> <p>This bill would provide that if that lost property is found on a vehicle of public conveyance or on public transit property that it instead turned in to the public transit agency. The bill would provide 30 days for the owner to return and claim the property under specified rules and if the property is not claimed within 30 days, the public transit agency would be authorized to dispose of the property to a charitable organization. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#">AB 326</a> <a href="#">Frazier D</a></p> <p>Public works: prevailing wage rates: wage and penalty assessments.</p>	<p>ASSEMBLY L. &amp; E. 2/23/2015 - Referred to Com. on L. &amp; E.</p>	<p>Existing law requires the Labor Commissioner to issue a civil wage and penalty assessment to a contractor or subcontractor, or both, if the Labor Commissioner determines, after investigation, that the contractor or subcontractor, or both, violated the laws regulating public works contracts, including the payment of prevailing wages. Existing law also requires the awarding body, as defined, to withhold from payments due under a contract for public work an amount sufficient to satisfy the civil wage and penalty assessment issued by the Labor Commissioner, and to give notice of the withholding to the affected contractor or subcontractor.</p> <p>This bill would make technical, nonsubstantive changes to the latter provisions and delete obsolete provisions. This bill contains other existing laws.</p>	
<p><a href="#">AB 378</a> <a href="#">Mullin D</a></p> <p>State Highway 101 corridor.</p>	<p>ASSEMBLY PRINT 2/19/2015 - From printer. May be heard in committee March 21.</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law imposes various requirements for the development and implementation of transportation projects.</p> <p>This bill would declare the intent of the Legislature to enact legislation that will enable responsible local, regional, and state agencies to substantially improve mobility in the State Highway 101 corridor. The bill would make findings and declarations in that regard.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">AB 464</a> <a href="#">Mullin D</a></p> <p>Transactions and use taxes: maximum combined rate.</p>	<p>ASSEMBLY PRINT 2/23/2015 - Read first time. To print.</p>	<p>Existing law authorizes cities and counties, subject to certain limitations and approval requirements, to levy a transactions and use tax for general purposes, in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law, including a requirement that the combined rate of all taxes imposed in accordance with that law in the county not exceed 2%.</p> <p>This bill would increase that maximum combined rate to 3%.</p>	
<p><a href="#">AB 471</a> <a href="#">Harper R</a></p> <p>Employment.</p>	<p>ASSEMBLY PRINT 2/23/2015 - Read first time. To print.</p>	<p>Existing law prohibits, subject to certain exceptions, an employer from requiring an employee to work more than 5 hours per day without providing a meal period.</p> <p>This bill would make a nonsubstantive change to those provisions.</p>	
<p><a href="#">AB 528</a> <a href="#">Baker R</a></p> <p>San Francisco Bay Area Rapid Transit District: strikes: prohibition.</p>	<p>ASSEMBLY PRINT 2/23/2015 - Read first time. To print.</p>	<p>Existing law creates the San Francisco Bay Area Rapid Transit District and establishes provisions regulating the collective bargaining of the employees and the board of directors of that district. Existing law prescribes procedures specifically relating to the collective bargaining of transit districts, and authorizes the Governor, when it appears a strike will significantly disrupt transportation services and endanger public health, safety, and welfare, to appoint a board to investigate issues in connection with these labor negotiations and make a report. Existing law prohibits a strike during the period of investigation and permits the Governor, upon receiving a report from a board of investigation, to request the Attorney General to petition a court to enjoin the strike, as specified.</p> <p>This bill would prohibit employees of the San Francisco Bay Area Rapid Transit District from engaging in a strike or work stoppage if the transit district board maintains the compensation and benefit provisions of an expired contract and an employee or employee organization has agreed to a provision prohibiting strikes in the expired or previous written labor contract. The bill would provide that an employee whom the transit district employer finds willfully engaged in a strike or work stoppage in violation of these provisions is subject to dismissal if that finding is sustained upon conclusion of the appropriate proceedings necessary for the imposition of a disciplinary action.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><b><a href="#">SB 1</a></b> <b><a href="#">Gaines</a> R</b></p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>SENATE E.Q. 1/15/2015 - Referred to Com. on E.Q.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open, public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing state board regulations require specified entities to comply with a market-based compliance mechanism beginning January 1, 2013, and require additional specified entities to comply with that market-based compliance mechanism beginning January 1, 2015.</p> <p>This bill instead would exempt categories of persons or entities that did not have a compliance obligation, as defined, under a market-based compliance mechanism beginning January 1, 2013, from being subject to that market-based compliance mechanism. The bill would require all participating categories of persons or entities to have a compliance obligation beginning January 1, 2025. This bill contains other related provisions.</p>	
<p><b><a href="#">SB 5</a></b> <b><a href="#">Vidak</a> R</b></p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>SENATE E.Q. 1/15/2015 - Referred to Com. on E.Q.</p>	<p>Existing law establishes minimum requirements for the issuance of a preliminary multiple or single subject teaching credential by the Commission on Teacher Credentialing. Among other requirements, existing law requires satisfactory completion of a program of professional preparation accredited by the Committee on Accreditation, but specifies that the program shall not include more than one year, or the equivalent of 1&amp;frac15 of a 5-year program, of professional preparation.</p> <p>This bill would instead provide that a program of professional preparation shall not include more than 2 years of full-time study of professional preparation. The bill would update cross-references and would make other technical, nonsubstantive changes.</p>	

**San Mateo County Transit District  
State Legislative Matrix 2/24/15**

<p><a href="#"><u>SB 9</u></a> <a href="#"><u>Beall D</u></a></p> <p>Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.</p>	<p>SENATE E.Q. 1/15/2015 - Referred to Coms. on E.Q. and T. &amp; H.</p>	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board from the auction or sale of allowances as part of a market-based compliance mechanism relative to reduction of greenhouse gas emissions, to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would modify the purpose of the program to delete references to operational investments and instead provide for the funding of large, transformative capital improvements with a total cost exceeding \$100,000,000. The bill would require the Transportation Agency, in prioritizing and selecting projects for funding, to consider the extent to which a project reduces greenhouse gas emissions, and would add additional factors to be considered in evaluating applications for funding. The bill would require the Transportation Agency to develop, by July 1, 2016, an initial 5-year estimate of revenues reasonably expected to be available for the program, with subsequent estimates to be made every other year for additional 5-year periods, and would require the agency to adopt 5-year programs of projects consistent with those estimates. The bill would require the agency to make a multiyear funding commitment for a project proposed to be funded over more than one fiscal year, and would authorize the California Transportation Commission to approve a letter of no prejudice that allow an applicant to expend its own funds on a project in the adopted program of projects, subject to future reimbursement from program funds for eligible expenditures. This bill contains other existing laws.</p>	
<p><a href="#"><u>SB 32</u></a> <a href="#"><u>Pavley D</u></a></p> <p>California Global Warming Solutions Act of 2006: emissions limit.</p>	<p>SENATE E.Q. 1/15/2015 - Referred to Com. on E.Q.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020 and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions.</p> <p>This bill would require the state board to approve a statewide greenhouse gas emission limit that is equivalent to 80% below the 1990 level to be achieved by 2050, as specified. The bill would authorize the state board to adopt interim greenhouse gas emissions level targets to be achieved by 2030 and 2040. The bill also would state the intent of the Legislature for the Legislature and appropriate agencies to adopt complementary policies that ensure long-term emissions reductions advance specified criteria.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#">SB 64</a> <a href="#">Liu D</a></p> <p>California Transportation Plan.</p>	<p>SENATE T. &amp; H. 1/15/2015 - Referred to Com. on T. &amp; H.</p>	<p>Existing law requires various transportation planning activities by state and regional agencies. Existing law requires the Department of Transportation to prepare the California Transportation Plan and to update the plan by December 31, 2015, and every 5 years thereafter. Existing law specifies certain subject areas for the movement of people and freight to be considered in the plan. Existing law requires the plan to address how the state will achieve maximum feasible emissions reductions in order to attain a statewide reduction of greenhouse gas emissions to 1990 levels by 2020 and 80% below 1990 levels by 2050 and identify the statewide integrated multimodal transportation system needed to achieve greenhouse gas emission reductions. Existing law requires the department to consult with and coordinate its planning activities with specified entities, including the California Transportation Commission, and to provide an opportunity for public input. Existing law authorizes the California Transportation Commission to present the results of its review and comment to the Legislature and the Governor.</p> <p>This bill would require the California Transportation Commission to review recommendations in the update to the California Transportation Plan prepared by the department in 2015, and every 5 years thereafter, to prepare specific recommendations for statewide integrated multimodal transportation system improvements, and to submit a report in that regard to the Legislature and the Governor by December 31, 2016 and every 5 years thereafter.</p>	
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## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#"><u>SB 122</u></a> <a href="#"><u>Jackson D</u></a></p> <p>California Environmental Quality Act: record of proceedings.</p>	<p>SENATE E.Q. 2/5/2015 - Referred to Com. on E.Q.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure for the preparation and certification of the record of proceedings upon the filing of an action or proceeding challenging a lead agency's action on the grounds of noncompliance with CEQA.</p> <p>This bill would require the lead agency, at the request of a project applicant and consent of the lead agency, to prepare a record of proceedings concurrently with the preparation of a negative declaration, mitigated negative declaration, EIR, or other environmental document for projects. This bill contains other related provisions.</p>	
<p><a href="#"><u>SB 207</u></a> <a href="#"><u>Wieckowski D</u></a></p> <p>California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: investment plan.</p>	<p>SENATE E.Q. 2/19/2015 - Referred to Com. on E.Q.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would additionally require the 3-year investment plan to identify conflicting or overlapping policies, where applicable, in current state strategies to meeting the state's greenhouse gas emissions reduction goals and targets by sector.</p>	

## San Mateo County Transit District State Legislative Matrix 2/24/15

<p><a href="#"><u>SB 231</u></a> <a href="#"><u>Gaines R</u></a></p> <p>Transportation programs.</p>	<p>SENATE PRINT 2/17/2015 - From printer. May be acted upon on or after March 19.</p>	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board from the auction or sale of allowances as part of a market-based compliance mechanism relative to reduction of greenhouse gas emissions, to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would include water-borne transit that serves as the key transit trunk line in a region as an eligible project that may be funded under these 2 programs. Because the bill would expand the allowable purposes for which the continuously appropriated funds allocated to the program may be expended, it would thereby make an appropriation. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#"><u>SB 321</u></a> <a href="#"><u>Beall D</u></a></p> <p>Motor vehicle fuel taxes: rates: adjustments.</p>	<p>SENATE PRINT 2/23/2015 - Introduced. Read first time. To Com. on RLS. for assignment. To print.</p>	<p>Existing law, as of July 1, 2010, exempts the sale of, and the storage, use, or other consumption of, motor vehicle fuel from specified sales and use taxes and increases the excise tax on motor vehicle fuel, as provided.</p> <p>This bill would, for the 2015-16 fiscal year and each fiscal year thereafter, instead require the board, on or before July 1, 2015, or March 1 of the fiscal year immediately preceding the applicable fiscal year, as specified, to adjust the rate in a manner as to generate an amount of revenue equal to the average amount of revenue loss attributable to the exemption over the next five fiscal years, based on estimates made by the board, and continuing to take into account adjustments required by existing law to maintain revenue neutrality. This bill would authorize, for rate adjustments made after January 1, 2015, in order to reduce the potential volatility of the revenues generated by the motor vehicle fuel tax, the board to make partial adjustments over 3 consecutive years to take into account the net revenue gain or loss of any fiscal year. This bill contains other related provisions and other existing laws.</p>	



BOARD OF DIRECTORS 2015

SHIRLEY HARRIS, CHAIR  
ZOE KERSTEEN-TUCKER, VICE CHAIR  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
KARYL MATSUMOTO  
PETER RATTO  
CHARLES STONE  
ADRIENNE TISSIER

MICHAEL J. SCANLON  
GENERAL MANAGER/CEO

## AGENDA

### **PLANNING, DEVELOPMENT AND 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, MARCH 11, 2015 – 3:00 p.m.**

or immediately following previous Committee meeting

### **ACTION**

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of January 7, 2015

### **INFORMATIONAL**

2. SamTrans Service Plan Performance Metrics
3. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2015

Committee Members: Karyl Matsumoto, Adrienne Tissier, Peter Ratto

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 (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA  
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY  
COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
JANUARY 7, 2015**

Committee Members Present: C. Groom (Committee Chair), R. Guilbault, A. Tissier

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

Staff Present: J. Averill, J. Cassman, A. Chan, B. Emerson, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, M. Scanlon, M. Simon, S. van Hoften

Committee Chair Carole Groom called the meeting to order at 2:58 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 3, 2014**

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

**Adoption of the San Mateo County Transit District's Fiscal Years 2014-2023 Short Range-Transit Plan (SRTP)**

Barrow Emerson, Principal Planner, reported:

- Background:
  - The SRTP covers a 10-year time frame
  - A Draft SRTP was presented to the Board in June 2014
  - The Final SRTP will be submitted to the Metropolitan Transportation Commission (MTC)
- Purpose:
  - Required by the MTC at least every four years
  - Basis for Regional Transportation Plan and Transportation Improvement Program
  - Required to receive State and Federal funds
- Key Elements:
  - Vision, guiding principles and performance measures
  - Service and system evaluation
  - Operating and funding plan
  - Capital Improvement Program and funding plan
  - Plan to achieve MTC Transit Sustainability Project efficiency/productivity target
- Final SRTP includes:
  - Strategic Plan priorities, goals, performance metrics and actions
  - Summary of recently completed Bus Rapid Transit Phasing Study
  - Fiscal Year 2015 adopted budget and 10-year budget forecast

Director Karyl Matsumoto said there have been changes on the Board and they need to be reflected on page 4 of the SRTP.

Chair Jeff Gee said the updated labor agreements should be included in the final document. He said this is a great document and hopes it is put in a place for the public to see.

The SRTP was approved with the requested changes.

Motion/Second: Matsumoto/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Stone, Tissier

Adjourned: 3:03 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **SAMTRANS SERVICE PLAN PROGRESS UPDATE**

**ACTION**

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

**SIGNIFICANCE**

Staff will provide an update on the status of SamTrans service since SamTrans Service Plan (SSP) implementation on January 26, 2014. This update will focus on the performance of the system across the first year under the new service structure. Critical components of this new service structure include increased frequency along key corridors, as well as the introduction of new pilot services in Pacifica and San Carlos.

**BUDGET IMPACT**

There is no impact to the budget.

**BACKGROUND**

The Board approved the SSP in May 2013 after a two-year planning process that included extensive public and customer outreach and input. The first phase of the SSP – launching weekday Route ECR – was implemented in August 2013. The second phase launched January 26, 2014. This is the fourth in a series of quarterly reports of detailed performance data under the new service structure.

Prepared by: Michael Eshleman, Planner

650-508-6227

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –  
2<sup>nd</sup> QUARTER FISCAL YEAR 2015**

**ACTION**

No action required. The [Capital Projects Quarterly Status Report](#) is submitted to the Board for information only.

**SIGNIFICANCE**

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will be preparing the Capital Projects Quarterly Status Report for the Committee on a quarterly basis. The report is a summary of the scope, budget and progress of capital projects. It is being presented to the Committee for informational purposes and is intended to better inform the Committee of the capital project status.

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853



**A G E N D A**

**BOARD OF DIRECTORS**

SHIRLEY HARRIS, CHAIR  
ZOE KERSTEEN-TUCKER, VICE CHAIR  
CAROLE GROOM  
ROSE GUILBAULT  
ZOE KERSTEEN-TUCKER  
KARYL MATSUMOTO  
PETER RATIO  
CHALRES STONE  
ADRIENNE TISSIER

MICHAEL J. SCANLON  
GENERAL MANAGER/CEO

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

**WEDNESDAY, MARCH 11, 2015 – 3:20 p.m.**  
or immediately following Committee meetings

**1. ROLL CALL**

**2. CONSENT CALENDAR**

MOTION

- a. Approval of Minutes of Board of Directors Meeting of February 4, 2015
- b. Acceptance of Statement of Revenues and Expenses for January 2015

**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 General Manager/CEO, Michael Scanlon

**5. REPORT OF THE GENERAL MANAGER/CEO**

- a. Maintenance and Operator Employees of the Year Awards
- b. Annual Operations and Maintenance Base Safety Awards

**6. COMMUNITY RELATIONS COMMITTEE**

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Shuttles
- e. Multimodal Ridership Report – January 2015

**7. FINANCE COMMITTEE**

RESOLUTIONS

- a. Authorize Approval of Debt Refinancing Structure and Financing Documents and Post-issuance Tax Compliance Procedures

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

- b. Authorize Entering into a Memorandum of Understanding with the Peninsula Jewish Community Center to Pass Through \$52,000 of Federal Transit Administration New Freedom Funds
- c. Authorize the Disposition of 74 Surplus Rolling Stock
- d. Authorize Award of Contract to Kimball Midwest for Furnishing and Servicing Bolts, Nuts, Fasteners and Related Items for a Total Estimated Cost of \$141,799 for a Five-Year Term

**8. LEGISLATIVE COMMITTEE**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**9. PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE**

SUBJECT DISCUSSED

- a. SamTrans Service Plan Performance Metrics
- b. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2015

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

**11. BOARD MEMBER REQUESTS/COMMENTS**

**12. DATE, TIME AND PLACE OF NEXT MEETING** – April 1, 2015 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070

**13. GENERAL COUNSEL PROPOSAL**

- a. Closed Session
  - i. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District
  - ii. Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO
- b. Possible Appointment of General Manager/CEO and Approval of Employment Agreement

**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](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: 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, FLX, 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](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.

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
FEBRUARY 4, 2015**

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

Staff Present: J. Averill, J. Cassman, G. Harrington, C. Harvey, R. Haskin, M. Martinez,  
N. McKenna, M. Scanlon, M. Simon, S. van Hoften

Chair Shirley Harris called the meeting to order at 3:30 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of January 7, 2015
- b. Acceptance of Statement of Revenues and Expenses for December 2015
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Period Ending December 31, 2014

Motion/Second: Groom/Tissier

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Stone, Tissier, Harris

**PUBLIC COMMENT**

None

**REPORT OF CHAIR**

**Resolution of Appreciation to Past Chair Jeff Gee**

Chair Harris and Vice Chair Kersteen-Tucker presented Director Gee with a resolution of appreciation.

Motion/Second: Kersteen-Tucker/Guilbault

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Stone, Tissier, Harris

Director Gee thanked the Board for allowing him to serve as chair and said he looks forward to continuing to serve on the Board.

**REPORT OF THE GENERAL MANAGER/CEO**

Michael Scanlon, General Manager/CEO reported:

- Jaime Moran was presented with a 30-Year Safe Driver Award.
- An Association of American Retired Persons Driver Safety Program was held on January 7 and a wheelchair ramp training was done for paratransit customers.
- Fixed-routes logged 22,000 miles between service calls and Redi-Wheels logged 153,255 miles without a service call.
- Investment in human capital continued in December with over 2,300 hours of training and professional development, including Department of Motor Vehicles

mandated training, bus operator training for six new part-time operators, and maintenance training.

- The Redi-Wheels transition to the new operator was successfully completed and went extraordinarily well.
- Operations Planning staff is working on a transition with the Federal Transit Administration on the National Transit Database. This has been a manual ride check process and staff is converting it to a fully automated electronic system using the automatic passenger counters on the buses.
- A new runbook was launched on January 11 without any problems.
- A 60-foot electric bus from the Chinese company, Build Your Dreams, was on property and staff tested it on Route ECR.
- Staff from Proterra Bus was at North Base. They build zero-emission electric buses and were looking at processes and procedures.
- The annual Art Takes a Bus contest was just launched. This year's theme is "The Future of SamTrans."
- SamTrans and the San Mateo County Transportation Authority (TA) are working with the City/County Association of Governments of San Mateo County in updating the long-range Countywide Transportation Plan that feeds into the regional Plan Bay Area that is coordinated by the Metropolitan Transportation Commission. SamTrans has committed to a contribution of \$25,000 and the TA is contributing \$50,000. The total cost for the Countywide Transportation Plan is \$150,000.

Director Charles Stone thanked staff for the great orientation he received as a new board member.

#### **COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker**

##### SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – December 2014

#### **FINANCE COMMITTEE – R. Guilbault**

##### RESOLUTIONS

- a. Authorize Amendment of Fiscal Year 2015 Operating Revenue in the Amount of \$3 Million for Total Operating Revenues of \$163,561,129 and Total Operating Expenses of \$133,090,358
- b. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Shuttle Services for a Base Term of Five Years and Four Months at an Estimated Cost of \$1,487,097
- c. Authorize Award of a Contract to Anthem Builders, Inc. to Provide Security Upgrades at Three District Facilities for a Total Amount of \$1,299,781, Amend the Fiscal Year Capital Budget by \$230,000, and Authorize Delegation of Approval of Authority for all Aspects of the Project, Including Design, Construction, Phasing, and Schedule to the General Manager/CEO

- d. Authorize Award of Contract to New Flyer Industries Canada ULC for the Provision of Brake Parts and Related Items for an Estimated Total of \$156,496 for a Three-Year Base Term
- e. Authorize the Amendment to Extend the Contract with C.A.R.E. Evaluators, LLC for ADA Paratransit Eligibility Assessment Services for up to Five and One-Half Months for a Not-to-Exceed Amount of \$257,514

Motion/Second: Guilbault/Tissier

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Stone, Tissier, Harris

**INFORMATIONAL**

- f. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2014

**LEGISLATIVE COMMITTEE – K. Matsumoto**

**MOTION**

- a. Approval of 2015 Legislative Program

Motion/Second: Kersteen-Tucker/Stone

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Stone, Tissier, Harris

**SUBJECT DISCUSSED**

- b. State and Federal Legislative Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Gee said on behalf of Redwood City he would like to invite everyone to celebrate the Lunar New Year on February 28 at Redwood City Square.

Director Carole Groom requested the meeting be adjourned in memory of May Nichols, former PCC member.

**DATE AND TIME OF NEXT MEETING** – March 4, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

**GENERAL COUNSEL PROPOSAL**

Recessed to closed session at 3:54 p.m.

Reconvened at 4:35 p.m.

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

Ms. Cassman said the Board received a status report and there is no action.

Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

Ms. Cassman said the Board received an update on the recruitment for a new General Manager/CEO. There is no action.

The meeting adjourned at 4:36 p.m. in memory of May Nichols, former PCC member.