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GENERAL MANAGER/CEO

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

## AGENDA

**November 30, 2016 - Wednesday**

**6:30 PM**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
4. Approval of Meeting Minutes for October 26, 2016
5. Approval of 2017 CAC Meeting Calendar
6. Presentation –San Mateo County Transit District's Draft Short-Range Transit Plan – Lindsey Kiner
7. Report of the Chair – Juslyn Manalo
  - a. Appointment of Nominating Committee for 2017 Chair and Vice Chair
  - b. Cancellation of December 28 Meeting
8. SamTrans Staff Update – Margo Ross
9. CAC Member Comments/Requests
10. Liaison Reports
  - a. SamTrans Board
  - b. SamTrans Accessibility Advisory Committee
11. Next Meeting: Wednesday, January 25, 2017 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
12. Adjournment

**CAC MEMBERS:** J. Baker, A. Barrios, Z. Fucini, J. Gamber, B. Gomez, A. Jones, F. Liu, S. Koya, J. Lee, J. Manalo (Chair), A. Merriman, D. Nelson, G. Wilson

## INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6279. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

### Date and Time of Boards and Advisory Committee Meetings

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

### Location of Meeting

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

### Public Comment

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

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

### Accessibility for Individuals with Disabilities

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

### Availability of Public Records

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

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

Draft

**CITIZENS ADVISORY COMMITTEE (CAC)  
MINUTES OF MEETING – OCTOBER 26, 2016**

**COMMITTEE MEMBERS PRESENT:** Z. Fucini, J. Gamber, A. Jones, S. Koya, J. Lee, F. Liu, A. Merriman, G. Wilson

**COMMITTEE MEMBERS ABSENT:** J. Baker, A. Barrios, B. Gomez, J. Manalo (Chair), D. Nelson

**SAMTRANS STAFF PRESENT:** K. Cheema, C. Derwin, T. Dumandon (MV Transportation), A. John, N. McKenna, A. Rivas, M. Ross, B. Tietjen

Vice Chair Sonny Koya called the meeting to order at 6:57 p.m. and led the Pledge of Allegiance.

Vice Chair Koya introduced Margo Ross, the new Director of Bus Transportation.

**PUBLIC COMMENT**

Zakia Hussain, Youth Leadership Institute, said youth of the institute will be presenting their findings on transportation on November 9 from 4:30 p.m. to 6:30 p.m. in this auditorium and she invited them to the event.

**APPROVAL OF THE MINUTES OF SEPTEMBER 28, 2016**

Motion/Second: Gamber/Wilson

Ayes: Fucini, Gamber, Koya, Lee, Liu, Merriman, Wilson,

Absent: Baker, Barrios, Gomez, Jones, Manalo (Chair), Nelson

Alicia Marie Jones arrived at 7:02 p.m.

**PRESENTATION: CONNECT THE COASTSIDE**

Rob Bartoli, County of San Mateo Planning and Building Department, presented:

- San Mateo County is the project sponsor for Connect the Coastside.
- The Plan is to meet the requirements of the County's Local Coastal Program (LCP) and is separate from the city of Half Moon Bay's LCP and General Plan updates. Recommendations for areas in Half Moon Bay are advisory only.
- The plan will identify measures to ensure future residential and non-residential development can be supported by the future transportation system and infrastructure in the San Mateo County Midcoast Area.
- Study Area:
  - The study area extends from Devil's Slide to south end of Half Moon Bay and from Interstate 280 to the ocean
- Project Objectives:
  - Estimate the buildout development potential of the Midcoast and Half Moon Bay as permitted by LCP, General Plan, zoning and pertinent regulations

- Identify the potential impacts of growth on traffic, mobility and safety
- Identify and evaluate measures to minimize and mitigate the impacts of growth
- Develop a plan for funding and implementing transportation improvements
- Recommended Alternative:
  - Background:
    - Buildout and Constrained Development Forecast used to understand potential impacts on transportation system
    - Recommended measures to minimize and mitigate the impacts of growth:
      - Transportation improvements
      - Land use policies
    - Not intended to be an all-inclusive list of improvements that can or will occur in the Half Moon Bay and the Midcoast region
    - List of recommended improvements that directly align with the goals and objectives of this study
- Performance standards were identified for roadways, pedestrian facilities, bicycling facilities, transit facilities and services and parking facilities
- Pedestrian:
  - Pedestrian count-down timers on signalized crosswalks
  - Signal timing adjusted to meet 3.5 feet per second crossing speed
  - Pedestrian refuges on wide crossings
  - Americans with Disabilities Act compliant walking paths along Highway 1 in Montara, Moss Beach, Miramar, and downtown areas of Half Moon Bay with:
    - Six-foot-wide obstruction-free path
    - Pedestrian scale lighting
- Bicycle:
  - Make the Parallel Trail continuous
    - 2<sup>nd</sup> Street to Ruisseau Francis Avenue
    - Wavecrest Road to southern Half Moon Bay border
  - Make the Coastal Trail continuous
    - Devil's Slide Trail to 2<sup>nd</sup> Street
    - Cypress Avenue between Highway 1 and Airport Street
    - Paving the dirt trail in south Half Moon Bay
  - Class II bicycle lane in both directions along Highway 1
- Transit:
  - Utilization of buses standing capacity exceeding a two-hour average of 85 percent
  - Bus stops with an average of at least 25 daily boardings with a bench for riders
  - Bus stops with an average of at least 100 daily boardings with a shelter
  - Transit improvements:
    - Bus stops that hit the threshold for are the following locations:
      - Highway 1 and State Route 92 (average of 16 daily riders)
      - Strawflower Shopping Center (average of 29 daily boardings)

- Kelly Avenue and Church Street (average of 24 daily boardings)
- Main Street and Lewis Foster Drive (average of 21 daily boardings)
  - Shuttle bus service on summer and fall weekends during special events
  - More frequent service for existing SamTrans Routes 294 and 17
  - Park-and-Ride shuttle for existing parking lots
  - School bus service for El Cabrillo Unified with storage and maintenance facilities
- Transit Safety and Circulation
  - Comments from the community:
    - Public transit is key
    - Seek funding for express bus routes to Midcoast/Half Moon Bay to Caltrain and Bay Area Rapid Transit
    - Seek funding for school buses
  - Many comments expressed were for the need for more public transit on the coastside
- Parking
  - Park-and-Ride shuttle to serve over capacity lots or collect a parking charge to bring occupancy to 85 percent
  - Improved wayfinding signage
- Outreach and next steps:
  - Final draft version for public comment in early 2017
  - Another round of public community meetings before adoption of the plan in mid-2017
  - Website – [www.connectthecoastside.com](http://www.connectthecoastside.com)

Julia Lee asked if this plan will be revised every few years. Mr. Bartoli said it is a one-time plan with future amendments based on changes and build out.

Annette Merriman asked about the location of the Class II bike lane. Mr. Bartoli said it would be on the shoulder of Highway 1 and the lane will be striped.

Ms. Merriman asked for clarification on utilization of a standing bus. Mr. Bartoli said staff looked at the capacity of a SamTrans bus over a two-hour period and if capacity was over 85 percent it would be considered a deficiency.

Ms. Merriman said she hopes the increased ridership and the new routes are included in the report before it is given to the San Mateo County Board of Supervisors.

Frank Liu said he likes the idea of Class II bike lanes and bicyclists not having to compete against cars.

Joyce Gamber commended the county for taking on this issue and addressing the concerns of the residents on the coast.

Vice Chair Koya said this is the first time he has seen an effort this big and appreciates all the detail the county has taken on doing the research and the plan.

## REPORT OF THE CHAIR

No report.

## SAMTRANS STAFF UPDATE

Karambir Cheema, Superintendent, Bus Transportation, reported:

- Ms. Ross started on October 17. She has extensive experience and worked at Los Angeles Metro for 30 years. Ms. Ross will be overseeing bus transportation, north and south bases, operations training, bus contracts, accessible services, planning and scheduling.
- September performance:
  - Average weekday ridership was 44,590.
  - On-time performance was 82.1 percent, below the goal of 85 percent. This is due to congestion on University Avenue in Palo Alto and construction throughout the county.
  - Complaints were 185. Of this total 70 were related to operator, 53 were late buses, and 33 for pass-ups. A large group requested new service in Redwood City. Operator-related complaints included timeliness and pass ups.
  - Miles between road calls was 26,633, above the goal of 20,000 miles between road calls.
  - Tokens continue to be popular with 27,967 adults and 34,211 youth. There was a typo for the August youth number and it has been corrected to 20,317.
  - There were seven missed schedules and 80 percent are due to congestion in South County and 20 percent were mechanical.

Ms. Gamber said she is glad to see the increase in youth tokens and would like to see adult tokens increased. She said the congestion in South County is horrible.

Mr. Liu said the increase in average weekday ridership increase is good and could be related to the fact that school has started.

Ms. Lee said even though there has been an increase between August and September there seems to be a drop from last year's August number. Mr. Cheema said staff looks at many ways to improve ridership and will be looking at routes and frequency. Starting October 1, Route ECR operators were given authorization to pass a bus to stay on schedule and this has increased on-time performance and possibly an increase in ridership.

Vice Chair Koya said the adult token use is down from August and could this mean people are using Clipper. Mr. Cheema said yes.

## CAC MEMBER COMMENTS/REQUESTS

Ms. Jones said Operator 1131 in South San Francisco is continuously late and has an attitude when passengers are boarding. On October 24, Operator 1148 was 10 minutes late, but had a great smile and greeted passengers in a very kind way.

Geraldine Wilson said she would like the operators to be reminded to use the automated announcements when they stop for a long period at a bus stop.

Ms. Lee said there is no way to tell where the stop for Route 292 is at the San Francisco International Airport Courtyard A and when the address is inserted in Google maps the Marriott Courtyard comes up. She said the construction area at Serramonte Shopping Center does not have a good sightline for the inbound/outbound stops and there needs better signage for bus stops.

Mr. Liu said the express routes need to be marketed better. Route 294 is like an express route to Half Moon Bay, but people don't know that. Route 398 is mostly an express route. Route 118 travels on Highway 1 and is like an express route. Mr. Cheema said because of the Codified Tariff there is an issue for naming routes express.

Mr. Liu said Route 56 and 58 have almost the identical route except 58 serves Borel Middle School and 56 serves Aragon High School.

Ms. Gamber said with all the congestion in South County the pass-up option is great. She compliments the operators on Route ECR who do a great job.

Zachary Fucini said he has looked at bus stops and smoking signs. The green shelters have "no smoking" signs inside, but the older shelters and locations with benches do not have signs. The benches are very problematic with smokers and maybe signs could be affixed to them.

Vice Chair Koya asked if staff could think for the next runbook if during non-commute hours the southbound stop at 16<sup>th</sup> Street and Potrero Avenue and the stop in front of San Francisco General Hospital at 1220 Potrero Avenue could be looked at. These are two San Francisco Municipal Transportation Agency (Muni) bus stops that SamTrans buses always seem to idle at for a few minutes as the operator is ahead of schedule. When the Muni bus arrives it either has to pull behind the SamTrans bus or alongside in the street. He suggested having the buses operate along Bayshore Boulevard and if there is a need to idle for a few minutes it would be a safer location instead of causing a bottleneck on Potrero Avenue. He said kudos to Ashish John, Manager, Bus Contracts, and Tim Dumandon, General Manager, MV Transportation, on the operation of Route 292

#### **LIAISON REPORTS**

- a. SamTrans Board – Juslyn Manalo** – no report.
- b. SamTrans Accessibility Advisory Committee – David Nelson** – no report.

#### **NEXT MEETING:**

The next meeting will be held November 30, 2016 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2<sup>nd</sup> Floor, San Carlos, California 94070.

Adjourned at 8:13 p.m.

**AGENDA ITEM # 5  
NOVEMBER 30, 2016**

**SAN MATEO COUNTY TRANSIT DISTRICT  
CITIZENS ADVISORY COMMITTEE (CAC)  
STAFF REPORT**

TO: SamTrans CAC

FROM: Nancy McKenna  
Assistant District Secretary

SUBJECT: **2017 SAMTRANS CAC MEETING CALENDAR**

**ACTION**

Staff recommends the CAC approve the Meeting Calendar for 2017 (attached).

**SIGNIFICANCE**

The CAC meets the last Wednesday of the month.

**BUDGET IMPACT**

There is no impact on the budget.

Prepared by: Nancy McKenna, Assistant District Secretary

650-508-6279





**San Mateo County Transit District  
Citizens Advisory Committee  
Meeting Calendar for 2017**

**Last Wednesday of the month at 6:30 p.m.**

January 25

February 22

March 29

April 26

May 31

June 28

July 26

August 30

September 27

October 25

November 29

December 27

**Second floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos.**

Dates are subject to change.