

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
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KARYL MATSUMOTO
CHARLES STONE
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO



A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 7, 2015 – 2:00 p.m.

1. PLEDGE OF ALLEGIANCE

2. SWEARING IN:

- a. Zoe Kersteen-Tucker (Representing Public Member – Coastside)
- b. Karyl Matsumoto (Representing City Selection Committee – North)
- c. Charles Stone (Representing City Selection Committee – Central)
- d. Adrienne Tissier (Representing Board of Supervisors)

3. CALL TO ORDER/ROLL CALL

4. PUBLIC HEARING FOR THE FILING OF A FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT APPLICATION FOR A MOBILITY MANAGEMENT PLAN AND EXPANSION OF THE VETERANS MOBILITY CORPS PROGRAM

- a. **AUTHORIZE THE FILING OF A FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS
AND INDIVIDUALS WITH DISABILITIES GRANT APPLICATION**

5. ADJOURN TO COMMITTEE MEETINGS

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at www.samtrans.com.

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 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; 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.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE THE FILING AND EXECUTION OF A FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION**

ACTION

Staff recommends the Board authorize the General Manager/CEO, or his designee, to:

1. File and execute applications on behalf of the San Mateo County Transit District (District) to aid in the financing of projects pursuant to Section 5310 of the Federal Transit Act and FTA Circular 9070.1G, as amended; and
2. Execute and file all certifications and assurances, agreements or any other documents required to receive funding; and
3. Provide additional information as the California Department of Transportation may require in connection with the application for the Section 5310 projects; and
4. Submit and approve requests for reimbursement of funds for the Section 5310 projects.

SIGNIFICANCE

Staff is proposing to submit to the California State Department of Transportation an FTA Section 5310 grant application for \$250,000 to develop a San Mateo County Mobility Management Plan (MMP) and expand the Veterans Mobility Corps. The MMP will examine recent data and design a mix of traditional and innovative transportation services and programs that are sustainable, implementable and replicable to expand mobility options for seniors, veterans, and civilians with disabilities. The Veterans Mobility Corps modifies travel training methods refined in the existing San Mateo County Mobility Ambassador Program by using specially trained volunteers who are also veterans, thus creating a Vet-to-Vet Program.

SamTrans, the public transit provider in San Mateo County, is required under this Federal program to provide 30-days' advance notice of a public hearing in order to certify that no qualifying non-profit agencies are readily available to provide the services in the grant application. The Board set the public hearing at its

December 3, 2014 meeting. The notice was publicized in the Examiner newspaper on December 5, 2014. Individual notices were mailed to San Mateo County non-profits on December 6, 2014.

BUDGET IMPACT

If successful in securing Federal Section 5310 discretionary funds, which will be announced in January 2015 by the Metropolitan Transportation Commission, staff will include this project for consideration as part of the Fiscal Year 2016 Operating Budget.

BACKGROUND

The Section 5310 Program provides capital and operating grants to assist private non-profit corporations and public agencies to provide coordinated transportation services that are planned, designed, and carried out to meet the needs of seniors and individuals with disabilities. Under the two-year Federal surface transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), the New Freedom Program was eliminated as a stand-alone program, and merged into the Section 5310 Elderly and Disabled Program. This new Enhanced Mobility of Seniors and Individuals with Disabilities Program provides a mix of capital and operating funding. Activities formerly eligible under the New Freedom Program are now eligible under Section 5310.

Prepared By:	Rebecca Arthur, Senior Grants Analyst	650-508-6368
Project Manager:	Doug Kim, Director, Planning	650-508-6278

RESOLUTION NO. 2015 –

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

*** * ***

**AUTHORIZING THE FILING AND EXECUTION OF A FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5310 GRANT APPLICATION TO DEVELOP A SAN MATEO COUNTY
MOBILITY MANAGEMENT PLAN AND EXPAND THE VETERANS MOBILITY CORPS**

WHEREAS, the U.S. Department of Transportation, Federal Transit Administration (FTA), is authorized to issue grants to states to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act and FTA Circular 9070.1G; and

WHEREAS, the California State Department of Transportation (Caltrans) has been designated by the governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the Metropolitan Transportation Commission is overseeing the Call for Projects for Section 5310 grants in this area and will manage the project selection process; and

WHEREAS, following project selection, Caltrans will submit the grant to the FTA, administer subrecipient funding agreements, provide technical assistance, and oversee Federal compliance monitoring; and

WHEREAS, the San Mateo County Transit District (District) desires to submit a Section 5310 grant application for \$250,000 to develop a San Mateo County Mobility Management Plan and expand the Veterans Mobility Corps.; and

WHEREAS, as a prerequisite to Section 5310 funding, the District must hold a public hearing and provide 30-days' advanced notice to all non-profit transportation providers in the service area, to confirm that no non-profit agencies are readily available to provide a similar transportation service; and

WHEREAS, at the December 3, 2014 regularly scheduled Board meeting, the Board authorized the publication of a public hearing notice for a public hearing to be held at its January 7, 2015 regularly scheduled Board meeting to determine whether any non-profit agencies are readily available to provide a similar transportation service,

and copies of the notice were sent to a list of all known non-profit transportation providers in San Mateo County; and

WHEREAS, at the January 7, 2015 regularly scheduled Board meeting, a public hearing was held to verify and confirm that no non-profit agencies are readily available to provide a similar transportation service.

NOW, THEREFORE, BE IT RESOLVED the Board does hereby authorize the General Manager/CEO, or his designee, to:

1. File and execute applications with Caltrans on behalf of the District to aid in the financing of the projects described above pursuant to Section 5310 of the Federal Transit Act and FTA Circular 9070.1G, as amended; and
2. Execute and file all certifications and assurances, agreements, or any other documents required by Caltrans; and
3. Provide additional information as Caltrans may require in connection with the application for the Section 5310 projects; and
4. Submit and approve requests for reimbursements of funds from Caltrans for the Section 5310 projects.

Regularly passed and adopted this 7th day of January, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2015

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
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CHARLES STONE
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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

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

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

WEDNESDAY, JANUARY 7, 2015 – 2:20 p.m.
or immediately following Public Hearing

1. Call to Order (Committee of the Whole)

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of December 3, 2014

INFORMATIONAL

3. Accessibility Update – Tina Dubost
4. PCC Update - Mike Levinson
5. Citizens Advisory Committee Liaison Report - Peter Ratto
6. Mobility Management Report – Fixed-Route Bus Service
7. Multimodal Ridership Report – November 2014

Committee Members: Karyl Matsumoto, Carole Groom, Shirley Harris

NOTE:

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

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

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 3, 2014**

Committee Members Present: K. Matsumoto (Committee Chair), C. Groom, S. Harris

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

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

Committee Chair Karyl Matsumoto called the meeting to order at 2:06 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of November 5, 2014

Motion/Second: Harris/Tissier

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Abstain: Guilbault, Kersteen-Tucker

Appointment of John Baker to the Citizens Advisory Committee (CAC)

Motion/Second: Tissier/Gee

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

Accessibility Update – Tina Dubost

Tina Dubost, Manager, Accessible Transit Services, said as the mobility manager for San Mateo County, SamTrans continues to meet with the American Association of Retired Persons Driver Safety courses and the California Highway Patrol Age Well Drive Smart classes to encourage people to try SamTrans.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, Paratransit Coordinating Council (PCC) Chair, said:

- Former PCC member Daniel Mensing passed away recently and services will be held on December 13.
- The PCC has been participating in the Federal Transit Administration Section 5310 Grant process.
- Thanked Michael Scanlon, General Manager/CEO, for attending the PCC's November 18 meeting and his continued support of the PCC.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said the CAC did not meet in November because of Thanksgiving. Their next meeting will be on December 10.

Mobility Management Report – Paratransit

Chester Patton, Director, Bus Transportation, reported:

- Average Weekday Ridership (AWR) continues to increase with 1,200 rides in September.
- Trip denials remain at zero.

- On-time performance (OTP) remains good; RediCoast is almost 100 percent and Redi-Wheels is 87 percent.
- Productivity remains good at 1.7 passengers per hour for Redi-Wheels and 1.4 passengers per hour for RediCoast.
- Complaints remain low with RediCoast receiving one for every 1,000 rides and Redi-Wheels receiving one for every 2,000 rides.
- Average program cost for Fiscal Year (FY) 2015 is \$43.81 per trip.
- No Federal operating assistance is provided for this service. Approximately \$15.4 million is received from various funding sources.
- Fixed-route accessibility:
 - Wheelchair lifts on buses.
 - Free fixed-route service for Redi-Wheels and RedCoast customers.
- Transition to First Transit:
 - Dave Daley, General Manager, First Transit, was introduced. Mr. Daley said the transition is going well.
 - First Transit is seeking to retain all key personnel and, so far, 95 percent of staff has been retained. Labor negotiations are continuing with the Amalgamated Transit Union.
 - First Transit wants to maintain the high quality of service provided to the non-profit agencies.
- There are 21 new cutaway buses and 14 new minivans.
- The recent increase in ridership will require analysis during FY2016 budget preparation.

Chair Jeff Gee asked if current customers are ready for the change. Mr. Daley said there was a meeting with key staff at the agencies where service is provided.

Chair Gee asked if customers will see most of the same drivers. Mr. Daley said there will not be any schedule changes in January and customers can expect to see most of the same drivers.

Mr. Patton said Lynn Spicer, General Manager, MV Transportation, is staying on as the Operations Manager for First Transit.

Director Rose Guilbault asked about the increase in ridership and preparing for the FY2016 budget. Mr. Patton said staff is looking to see if the 6 percent increase in ridership is a spike or a trend.

Multimodal Ridership Report – October 2014

Chuck Harvey, Deputy CEO, reported:

- AWR - October 2014 compared to October 2013
 - Bus was 47,350, an increase of 2.8 percent.
 - Paratransit was 1,170, an increase of 6.4 percent.
 - Caltrain was 61,670, an increase of 19.2 percent.
 - Caltrain shuttle was 11,620, an increase of 17.5 percent.
- Total year to date bus ridership was 4,561,680, an increase of 4.8 percent.
- Total year to date paratransit ridership was 114,080, an increase of 5.3 percent.

Director Guilbault asked if Levi's® Stadium attributed to the increase in Caltrain ridership. Mr. Harvey said what is being shown is AWR and customers riding to Levi's Stadium are usually weekend riders. Employment growth and Giants baseball ridership is driving the AWR number.

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 November 18, 2014 PCC meeting are attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: John Sanderson, Accessibility Coordinator

650-508-6475

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

**MEETING MINUTES
November 18, 2014**

ATTENDANCE: Members Present: Mike Levinson, Chair; Dr. Michal Settles, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Vincent Merola, CiD; Maureen Dunn, Senior Focus; Dr. Aki Eejima, Consumer; Dinae Cruise, Consumer; Tina Dubost, SamTrans; Barbara Kalt, Rosener House; Sandra Lang, COA; Marie Violet, Sequoia Hospital; Judy Garcia, Consumer.

GUESTS: Mark Weinstein, First Transit; Brian Molver, San Mateo County Sheriff's Department/OES; Jim Lange, City of Pacifica; Maxine Eastman, Consumer; Yvonne Abdullah, Consumer; Lynn Spicer, MV Transportation; Elly Colwell, SamTrans; Ashish John, SamTrans; Henry Silvas, SamTrans; John Sanderson, SamTrans; Linda Rhine, Nelson-Nygaard; Erin Swartz, PCC Staff.

ABSENTEES: Susan Capeloto, DOR; Dale Edwards, Consumer; Nancy Keegan, San Carlos Adult Day Services; Jim Engvall, COD.

(Member Attendance: 13, Quorum—Yes.)

WELCOME/INTRODUCTION

Chair Mike Levinson called the meeting to order at 1:45 p.m. and welcomed all to the November PCC meeting.

APPROVAL OF OCTOBER PCC MINUTES

Vincent motioned and Sammi seconded the approval of the October minutes, with Aki and Michal abstaining.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Sandra reported that the next meeting is scheduled for January 6, 2015. Seamus Murphy from SamTrans will be the guest speaker.

B. GRANT/BUDGET REVIEW

Barbara reported that the scoring meeting for the 5310 grant applications just concluded. SamTrans, PJCC, and Outreach submitted a joint application for mobility management. Two other applications from agencies in San Mateo County came from the Life Steps Foundation and the City of Pacifica. Linda reported that MTC will take the formal recommendations to their committees in January. Linda will follow up with Drennen Shelton to find out when the funding will be announced. Due to the competitive nature of the funding, some proposals may not receive the full amount of funding requested.

C. EDUCATION COMMITTEE

Maureen reported that the Education Committee met prior to today's PCC meeting. Two outreach events took place recently. The Education Committee participated in the Transition to Independence Fair and the Seniors on the Move Conference, which were both highly successful outreach events. At January's PCC meeting, Maureen will review all of the outreach events that the PCC completed in 2014 and give a preview of the outreach that the PCC is planning for 2015. The Education Committee also discussed the recruitment of new PCC members. Maureen noted that larger events provide the opportunity to reach a greater number of people at one time. Michal asked about whether the Education Committee could give a presentation to the Coastsides in 2015. Maureen listed several organizations that could be potential groups for the Education Committee to contact. Jim Lange offered to put the new Transportation Coordinator for the City of Pacifica in touch with the PCC. Maureen discussed logistical difficulties with some types of outreach presentations. She noted that rehab and dialysis organizations were one example of groups that would be hard to reach, due to the staggered appointment scheduled that clients use.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee last met on November 6. First Transit will be taking over January 1, 2015 as the contractor for Redi-Wheels service. MV will continue to serve the Coastsides. Mike noted that at the last ERC meeting, Dave Daley, the on-site General Manager at First Transit, was able to attend and is working with SamTrans and the PCC to make the transition as smooth as possible.

Mike also reported on his attendance at the International Paratransit Conference in Monterey at the end of October. Several representatives from the Bay Area attended, in addition to transportation representatives from around the world. Inter-County collaboration was one discussion point at the conference. The last conference of this kind was 17 years ago. In some of the breakout groups, Mike was able to share the PCC's role with Redi-Wheels, and gave examples of collaboration on RFP's and the Appeals Committees.

Mike also reported that Linda is participating in the contractor selection process for the ADA eligibility contractor. Mike added that Linda and Barbara have been working to evaluate the 5310 grant applications. At the most recent Executive Committee meeting, the group also discussed taxi service, and that First Transit will be making a decision about their supplemental service provider (SSP) for Redi-Wheels.

SAMTRANS/REDI-WHEELS REPORT

E. Operational Report

Tina reported that the planning activity for the changeover to First Transit is going well. First Transit has met with the drivers and staff from MV Transportation, along with the union representatives. SamTrans has not changed their expectations for high quality service. The transition to First Transit is taking place on January 1, 2015. Tina thanked Linda for her work on the Eligibility Contractor Evaluation Panel.

Tina also shared her experiences from the International Paratransit Conference. The development of apps for demand response transit services is an emerging trend. Dave Daley from First Transit gave a presentation at the conference.

F. Performance Summary

In the Performance Summary Report, Tina noted that the "Average" column was moved to the far right column. Tina and Linda noted that standard formatting in Excel is to display the most current data in the far left column and the oldest data in the far right column. Vincent noted that the format does not exactly match the example provided.

Tina reported that Total ridership was higher in September 2014 than the same point last year. Transfer trips are down, due to lower use by a few frequent users. On-Time Performance (OTP) did not meet the 90% standard, although Productivity did meet the standard of 1.70 (passengers/hour). Telephone hold time did not meet the standard of 1.5 minutes or less. Total number of trips reflects seasonal patterns in ridership. Taxi trips continue to decrease, as high frequency riders continue to utilize other travel arrangements.

Michal requested an update on Coastside service. For the January 2015 meeting, Tina agreed to provide a Coastside update to the PCC. Coastside data will be presented on a quarterly basis. In 2015, the PCC will receive the updates in the same months that AL-Com meets.

G. Customer Comments

Elly reported that Total comments have increased. Service related comments and Compliments have both decreased. Elly thanked Sophie and Kyle for their hard work to respond to customer comments, resulting in a decrease in average response time. Elly noted that in Comments by Type, Customer Error comments have increased due to invalid comments.

Dinae requested a status update on Redi-Wheels Comment Card from October 30, 2014 that she submitted about a late ride. Lynn and Elly reported that they attempted to contact Dinae at the phone number on file, but were unable to reach her. Dinae shared her home telephone number, so that Kyle would be able to call her after today's PCC meeting.

H. Safety Report

Lynn reported that 0 incidents were reported by Redi-Coast and 8 incidents were logged by Redi-Wheels. Redi-Wheels had 4 non-preventable incidents and 4 preventable incidents. Lynn described the four preventable incidents as minor; two were with a fixed object and the other two were rear-end accidents.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that she has not received a response from Santos to confirm December 17, 2014 as the date for Christmas Caroling. Michal will provide an update

to the PCC as soon as the information is available. A caroling event has not been scheduled on the bay-side for this year.

Michal also asked Lynn to confirm that John Murphy is the contact person for the Coastsides. Michal noted that the Operational Reports will continue to be provided by Tina on a quarterly basis.

Michal reminded all in attendance at today's meeting that the Coastsides agencies meet on the 3rd Wednesday of each quarter. The meeting scheduled for December 17 will take place from 9:30 a.m. to 11:00 a.m. at 925 Main Street in Half Moon Bay. Michal extended an invitation to all of the PCC members to attend the next Coastsides meeting to meet the agency representatives and tour the new offices.

Michal asked Ashish John to discuss Route 17 and Tina to provide updates on the Consumer Corps on the Coastsides, as well as the 5310 Applications. Michal also asked Tina to report on Mike Scanlon's retirement, as well as her participation at the International Paratransit Conference.

Michal reported that she has reached out to each of the Coastsides agencies to let them know when the transition to First Transit will be taking place.

AGENCY

Barbara reported that Dave Daley from First Transit met with the agency representatives on October 21 to discuss service expectations for clients utilizing adult day programs. Dave shared his previous experience working with other adult day programs and is very focused on making client service seamless during the transition.

B. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported that Dave Daley attended the last ERC meeting. The ERC discussed many topics, including eligibility and late cancellations/no-show cancellations. Linda and Mike expressed the need for the PCC to review the *San Mateo County Paratransit Rider's Guide*, in order to clarify the difference between policies and procedures. Mike noted that although the *Rider's Guide* is on the SamTrans website, it is not in an accessible format at this time. Dinae added that the ERC discussed the Redi-Wheels "Drop and Go" policy for inter-county transfers.

D. RETIREMENT WELL-WISHES FOR GUEST MIKE SCANLON

Mike Scanlon was invited to attend a PCC meeting prior to his announced retirement at SamTrans. Mike Levinson welcomed him to today's PCC meeting. Mike Levinson wanted to thank him on behalf of the PCC for his many years of support for paratransit services. Michal Settles recorded a video message of thanks from several members of the PCC. Mike Scanlon acknowledged the hard work done by the SamTrans and Redi-Wheels staff, PCC members, and consumers. He thanked everyone for their dedication to mobility services.

C. COMMISSION ON AGING (COA)

Sandra reported that the COA has made a few changes recently. A retreat will take place in February 2015 and is being coordinated by Supervisor Adrienne Tissier. Sandra noted that she provided COA with an update on the 5310 Application process. The

COA is continuing its outreach activities into 2015 with five more performances of, "Making the Invisible, Visible." The COA will not be meeting in December.

D. COMMISSION ON DISABILITIES (COD)

Vincent reported that the 2014 Art Showcase took place in October at the County Center in Redwood City. All of the artwork was auctioned off and the proceeds go to the artists. The COD is planning an ADA symposium for April 2015. There are currently 7 vacancies on the COD and applications are available online at:

<https://bnc.smcgov.org/webforms/application-boards-commissions-and-committees>

E. CENTER FOR THE INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CiD)

Vincent provided an update on several CiD outreach activities that have taken place over the last month. He pointed out that Project WeHope Homeless Connect IV that took place on October 30 is the only homeless outreach event in San Mateo County. Many more CiD outreach activities will be taking place through November. Dinae Cruise, Jim Lange, and Judy Garcia each commented on the great home accessibility work done by CiD.

F. DEPARTMENT OF REHABILITATION (DOR)

Susan absent, no report available.

G. METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Linda reported that MTC will formally announce the 5310 applicant funding decisions in January.

H. OTHER BUSINESS

The next PCC meeting is scheduled for Tuesday, December 9 from 1:30 p.m. to 3:30 p.m. The Education Committee will meet again on January 13, 2015 from 12:00 p.m. to 1:00 p.m., prior to the PCC meeting. The next ERC meeting is scheduled for December 2.

Brian Molver, from the San Mateo County Sheriff's Office and Office of Emergency Services, shared his late father's experience riding SamTrans after becoming unable to drive his personal vehicle. Brian expressed thanks for the great service provided by the SamTrans drivers and staff.

Mike closed the meeting by sharing that Dan Mensing, a longtime PCC member and Redi-Wheels rider, passed away on November 1. Mike recalled the many paratransit advocacy activities that Dan was a part of over his many years of service. The PCC members signed a card that will be sent to Dan's family members.

MEETING ADJOURNED: 3:14 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MOBILITY MANAGEMENT REPORT: FIXED-ROUTE BUS SERVICE**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – NOVEMBER 2014**

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) Y2013, FY2014, and FY2015. Chart "B" reflects 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 – NOVEMBER 2014 COMPARED TO NOVEMBER 2013

Total District Modes – 163,090, an increase of 5.2 percent.

Bus – 43,960, an increase of 2.5 percent.

Paratransit – 1,040, a decrease of 1 percent.

Caltrain – 56,900, an increase of 9.4 percent.

Shuttles – 11,600, a decrease of 5.9 percent.

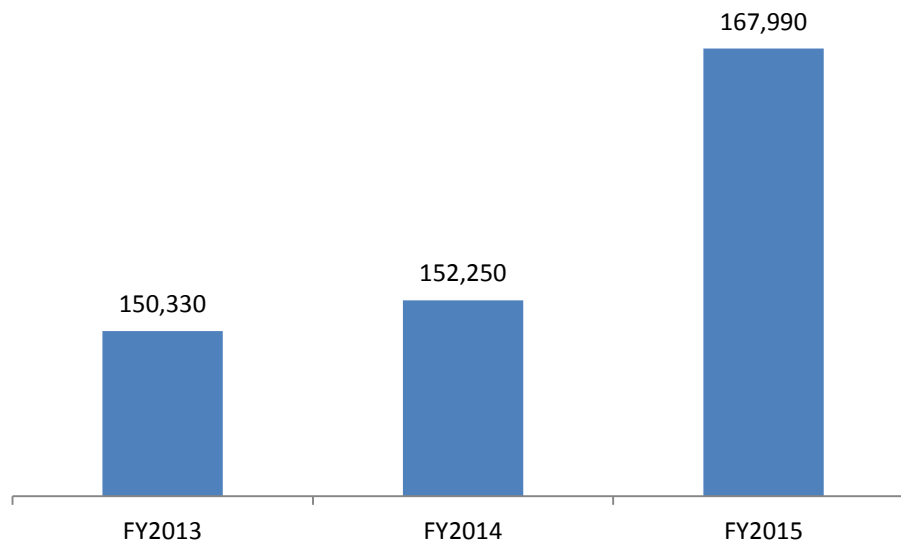
Table A
Average Weekday Ridership

November 2014 Average Weekday Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	41,670	42,880	43,960	2.5%
Paratransit	1,040	1,050	1,040	-1.0%
Caltrain	47,330	51,990	56,900	9.4%
Shuttles	11,700	12,330	11,600	-5.9%
Total	101,740	108,250	113,490	4.8%
BART Extension (No Daly City)	46,240	46,760*	49,590	6.1%
Grand Total	147,980	155,010	163,090	5.2%
Weekdays	22	21	20	

November 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	41,480	42,150	43,790	3.9%
Paratransit	1,070	1,090	1,140	4.6%
Caltrain	49,420	53,370	59,850	12.1%
Shuttles	11,230	10,440	12,020	15.1%
Total	103,200	107,060	116,800	9.1%
BART Extension (No Daly City)	47,130	45,190*	51,190	13.3%
Grand Total	150,330	152,250	167,990	10.3%

*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 November for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – NOVEMBER 2014 COMPARED TO NOVEMBER 2013

All District Modes – 3,874,860, an increase of 2.4 percent.

Bus – 1,046,230, a decrease of 0.3 percent.

Paratransit – 24,820, an increase of 0.7 percent.

Caltrain – 1,418,780, an increase of 7 percent.

Shuttles – 226,350, a decrease of 10.9 percent.

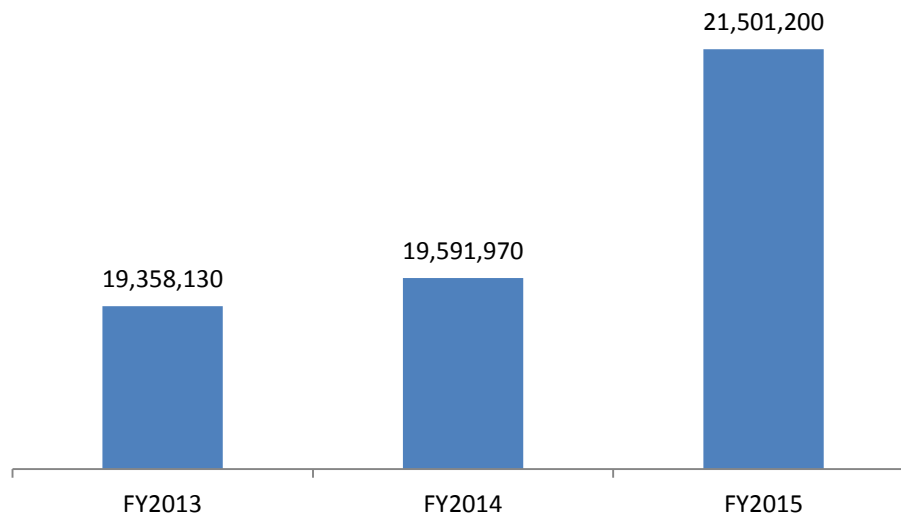
Table B
Total Ridership

November 2014 Total Monthly Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	1,036,460	1,049,400	1,046,230	-0.3%
Paratransit	24,840	24,650	24,820	0.7%
Caltrain	1,226,450	1,325,960	1,418,780	7.0%
Shuttles	240,310	254,050	226,350	-10.9%
Total	2,528,070	2,654,060	2,716,180	2.3%
BART Extension (No Daly City)	1,142,200	1,128,870*	1,158,690	2.6%
Grand Total	3,670,270	3,782,930	3,874,860	2.4%
Weekdays	22	21	20	

November 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	5,279,230	5,403,920	5,607,910	3.8%
Paratransit	129,670	132,960	138,900	4.5%
Caltrain	6,601,310	7,115,410	7,912,370	11.2%
Shuttles	1,261,330	1,136,310	1,296,310	14.1%
Total	13,271,540	13,788,610	14,955,480	8.5%
BART Extension (No Daly City)	6,086,590	5,803,370*	6,545,720	12.8%
Grand Total	19,358,130	19,591,970	21,501,200	9.7%

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

Chart B
Total Ridership (FYTD)



SamTrans Promotions – November 2014

Veterans Day Salute – SamTrans ran a special message on Veterans Day on the interior and exterior electronic signs on every bus. The message read, "SamTrans Salutes America's Veterans."

Come Experience the Difference – SamTrans used its own buses to ask county residents and visitors to "Come Experience the Difference." The exterior ad, which featured 35-year SamTrans bus operator Jaime Moran, ran throughout the county.

South City Shuttle – SamTrans assisted the city of South San Francisco with the launch and promotion of its free South City Shuttle. The city contracted with SamTrans staff to provide support with marketing the shuttle through a multilingual mailing to the service area, social media, multilingual print ads and the website. SamTrans personnel also designed the branding for the shuttle bus, made the scheduling information available to Google maps, and designed the bus stop signs and timetable. SamTrans provides call center support.

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
JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
KARYL MATSUMOTO
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, JANUARY 7, 2015 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of December 3, 2014
2. Acceptance of Statement of Revenues and Expenses for November 2014
3. Authorize Adoption of Continuing Disclosure Policy
4. Authorize Amendment of the District's Contribution Rates for Monthly Medical Premiums for Members of the International Brotherhood of Teamsters Group 3 – Transit Instructors and the Administrative Special (Part-Time) Employees
5. Authorize Selection of Pool of Consultants to Provide Underwriting Services for the 2015 Debt Refinancing and Include in the 2015 Debt Refinancing a Fixed-Rate Refinancing of the District's Outstanding 1993 and 2009 Bonds

CONTRACTS

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

Committee Members: Zoe Kersteen-Tucker, Rose Guilbault, Adrienne Tissier

NOTE:

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

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 3, 2014**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), R. Guilbault, A. Tissier

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

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:31 p.m.

Approval of Minutes of Finance Committee Meeting of November 5, 2014

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Abstain: Guilbault/Kersteen-Tucker

Acceptance of Statement of Revenues and Expenses for June 2014 (Unaudited)

Gigi Harrington, Deputy CEO, said for the year sales tax was \$7 million over budget. The actuaries and auditors worked through the insurance claims and workers compensation reserves and have closed out many old cases that were in the system and released the reserves for operating use.

Motion/Second: Harris/Gee

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

Acceptance of Statement of Revenues and Expenses for October 2014

Ms. Harrington said October revenue is better than budget by \$2 million. Expenses are under budget. Fuel was \$2.36 per gallon last week and year to date is \$2.82. The fuel hedge has not been tripped this year, but the hedge is more of an insurance policy.

Motion/Second: Tissier/Gee

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

Authorize Award of Contracts to PFM Asset Management LLC and U.S. Bank to Provide Investment Management and Custodial Services for a Three-Year Base Term

Ms. Harrington said this was a competitive procurement done for the District, the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority. PFM was the winning proposer and they come with custodial services from U.S. Bank. This will replace the relationship with SunTrust CSI. Ms. Harrington said the portfolio is \$170 million and most is held in the Local Agency Investment Fund.

Director Karyl Matsumoto said this is a big change and asked what caused PFM to score higher than SunTrust CSI. Ms. Harrington said PFM did an excellent job in their response and in the interview process.

Motion/Second: Tissier/Harris

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

Authorize Award of Contract to Murphy and Hartelius, Inc. (M&H Uniforms) for Furnishing and Servicing Bus Operator Uniforms for a Total Estimated Cost of \$710,146 for a Five-Year Term

Ms. Harrington said bidders had to demonstrate the quality of their uniforms before they were allowed to submit a bid. She said only M&H Uniforms submitted the required sample, making them the only firm qualified to submit a bid.

Chair Jeff Gee asked if any other companies were called to see why they didn't bid on this contract. Ms. Harrington said she didn't know and will get back to the Board.

Motion/Second: Harris/Tissier

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

Authorize Renewal of Delta Dental Insurance Contract for an Estimated Annual Cost of \$1.156 Million

Juliet Nogales-Deguzman, Manager, Personnel Operations, said this contract is for the next three calendar years. She said there is a slight increase of 5.8 percent in administrative fees. The increase has been included in the budget.

Motion/Second: Tissier/Harris

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

Authorize a Fourth Amendment with MV Transportation to Extend Flex and Expanded Route 17 Service for Coastsides Transportation Services for a Total Estimated Cost of \$3,124,420 for 33 Months

Ms. Harrington said an option was exercised under the General Manager's authority to put in place the Flex service on the Coastsides and make improvements to Route 17 service under the SamTrans Service Plan. This amendment will match up these services with the current MV Transportation contract. Ms. Harrington said staff will be back at the appropriate time with a competitive procurement for the entirety of the services.

Motion/Second: Guilbault/Harris

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

Adjourned: 2:39 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
NOVEMBER 30, 2014 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 November 2014 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$3,296,250 or 5 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$250,837 or 3.3 percent, *SMCTA Measure A* (page 1, line 4) is **better** than budget by \$109,384 or 2.9 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$2,735,600 or 9.6 percent, and *Other Interest, Rent & Other Income* (page 1, line 12) are \$297,755 or 10.7 percent **better** than budget.

Expenses: *Total Expenses* (page 4, line 72) are \$1,510,724 or 2.9 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$1,166,197 or 2.7 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$370,309 or 5.8 percent offset by *Total Multimodal* (page 4, line 70) that is **worse** than budget by \$25,781 or 0.7 percent.

BUDGET IMPACT

There are no budget revisions for the month of November 2014.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2015
NOVEMBER 2014**

% OF YEAR ELAPSED: 41.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET ^(C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,483,529	7,920,772	7,904,295	7,653,458	103.3	18,368,300	18,368,300	43.0
2 Local TDA and STA Funds	3,284,972	24,608,499	16,726,177	16,801,506	99.6	40,323,614	40,323,614	41.5
3 Operating Grants	885,981	3,345,574	3,303,864	3,303,864	100.0	6,892,643	6,892,643	47.9
4 SMCTA Measure A	798,419	3,450,508	3,861,717	3,752,333	102.9	9,140,000	9,140,000 ^(B)	42.3
5 SM County Measure A	416,667	0	2,125,872	2,125,872	100.0	5,000,000	5,000,000	42.5
6 AB434 Funds	48,500	235,833	242,500	242,500	100.0	582,000	582,000	41.7
7 Subtotal - Operating Revenues	6,918,067	39,561,187	34,164,426	33,879,535	100.8	80,306,558	80,306,558	42.5
Other Revenue Sources								
9 District 1/2 Cent Sales Tax	6,919,200	28,754,133	31,335,600	28,600,000	109.6	72,000,000	72,000,000	43.5
10 Investment Interest	105,264	425,421	375,234	397,230	94.5	948,840	948,840	39.5
11 Pass through to Other Agencies	25,347	126,737	142,412	142,412	100.0	383,948	383,948	37.1
12 Other Interest, Rent & Other Income	622,768	2,618,175	3,083,543	2,785,788	110.7	6,921,784	6,921,784	44.5
13 Subtotal - Other Revenues	7,672,579	31,924,465	34,936,789	31,925,431	109.4	80,254,572	80,254,572	43.5
14 Total Revenues	14,590,646	71,485,652	69,101,215	65,804,965	105.0	160,561,130	160,561,130	43.0
15 Capital Assistance	2,223,502	3,774,296	15,791,113	15,791,113	100.0	49,474,302	85,875,511 ^(A)	18.4
16 Reserves Programmed for Capital	619,579	11,716,098	6,543,792	6,543,792	100.0	0	12,619,744 ^(A)	51.9
17 Total Sources of Funds	17,433,727	86,976,046	91,436,120	88,139,870	103.7	210,035,432	259,056,384	35.3
USES OF FUNDS								
Operations								
21 Motor Bus	9,071,238	41,970,804	41,403,784	42,569,981	97.3	106,595,744	106,595,744	38.8
22 A. D. A. Programs	1,165,721	5,766,929	6,041,951	6,412,260	94.2	15,386,631	15,386,631	39.3
23 Caltrain	521,667	2,266,668	2,608,333	2,608,333	100.0	6,260,000	6,260,000	41.7
24 Other Multi-modal Programs	233,990	1,078,191	1,238,810	1,213,028	102.1	2,913,140	2,913,140	42.5
25 Subtotal - Operating Costs	10,992,617	51,082,591	51,292,878	52,803,602	97.1	131,155,515	131,155,515	39.1
Other Uses of Funds								
27 Pass through to Other Agencies	25,347	126,737	142,412	142,412	100.0	388,948	388,948	36.6
28 Debt Service	2,037,405	10,189,038	10,187,015	10,187,015	100.0	24,449,078	24,449,078	41.7
29 Fiscal Agent Fees	5,290	7,788	7,290	11,515	63.3	27,635	27,635	26.4
30 Land Transfer Interest Expense	0	0	0	0	0	45,895	45,895	0.0
31 Subtotal - Other Uses of Funds	2,068,042	10,323,562	10,336,717	10,340,941	100.0	24,911,556	24,911,556	41.5
32 Capital Programs	2,844,130	15,902,396	22,336,283	22,336,283	100.0	110,663,140	208,705,044 ^(A)	10.7
33 Total Uses of Funds	15,904,789	77,308,549	83,965,877	85,480,826	98.2	266,730,211	364,772,115	23.0
34 NET SURPLUS / (DEFICIT)	1,528,938	9,667,497	7,470,243	2,659,044	280.9	(56,694,780)	(105,715,732)	(7.1)

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

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

(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
NOVEMBER 2014**

% OF YEAR ELAPSED: 41.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,421,039	7,577,868	7,545,170	7,306,667	103.3	17,536,000	17,536,000	43.0
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,871,551	20,271,422	14,357,756	14,357,756	100.0	34,458,615	34,458,615	41.7
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	307,843	3,360,724	1,539,216	1,539,216	100.0	3,694,119	3,694,119	41.7
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	826,035	3,113,552	3,074,074	3,074,074	100.0	6,504,231	6,504,231	47.3
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	3,106,526	5,359,826	12,379,255	14,094,450	87.8	38,991,765	38,991,765	31.7
10 Accessibility Fixed Route	97,157	507,872	493,267	424,392	116.2	1,018,540	1,018,540	48.4
11 TOTAL 1/2 CENT SALES TAX	3,203,683	5,867,698	12,872,522	14,518,842	88.7	40,010,305	40,010,305	32.2
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	78,392	261,207	271,144	260,350	104.1	620,090	620,090	43.7
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	17	0	57	0	0.0	0	0	0.0
16 Rental Income	108,026	485,947	645,550	539,000	119.8	1,293,600	1,293,600	49.9
17 Advertising Income	58,750	446,639	380,785	431,250	88.3	1,035,000	1,035,000	36.8
18 Other Income	195,902	608,202	717,510	542,827	132.2	1,443,784	1,443,784	48.2
19 TOTAL OTHER REVENUES	362,695	1,540,788	1,743,902	1,513,077	115.3	3,772,384	3,772,384	46.2
20								
21 TOTAL MOTOR BUS	9,071,239	41,993,259	41,403,784	42,569,981	97.3	106,595,744	106,595,744	38.8
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	62,490	342,904	359,125	346,792	103.6	832,300	832,300	43.1
25 Local TDA 4.5 Redi-Wheels	144,468	741,468	722,339	722,339	100.0	1,733,614	1,733,614	41.7
26 Local STA - Paratransit	(38,890)	234,885	106,865	182,194	58.7	437,266	437,266	24.4
27 Operating Grants	59,946	232,022	229,790	229,790	100.0	388,412	388,412	59.2
28 Sales Tax - District ADA Programs	(6,220)	1,911,558	0	424,226	0.0	1,050,989	1,050,989	0.0
29 Sales Tax - Paratransit Suppl. Coastsides	113,098	546,382	596,693	556,375	107.2	1,335,300	1,335,300	44.7
30 Interest Income - Paratransit Fund	26,872	164,225	104,090	136,880	76.0	328,750	328,750	31.7
31 SMCTA Measure A Redi-Wheels	276,752	1,150,169	1,253,384	1,144,000	109.6	2,880,000	2,880,000	43.5
32 SM County Measure A	416,667	0	2,125,872	2,125,872	100.0	5,000,000	5,000,000	42.5
33 Measure M Paratransit	110,540	443,315	543,791	543,791	100.0	1,400,000	1,400,000	38.8
34 TOTAL ADA PROGRAMS	1,165,721	5,766,929	6,041,951	6,412,260	94.2	15,386,631	15,386,631	39.3
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	521,667	2,300,339	2,608,333	2,608,333	100.0	6,260,000	6,260,000	41.7
38 AB434 Funds - SamTrans Shuttle	48,500	235,833	242,500	242,500	100.0	582,000	582,000	41.7
39 Employer SamTrans Shuttle Funds	149,533	634,072	795,850	728,920	109.2	1,749,400	1,749,400	45.5
40 Sales Tax - SamTrans Shuttle Program	24,027	150,626	141,325	156,567	90.3	377,640	377,640	37.4
41 Sales Tax - Gen. Operating Asst.	11,931	48,780	59,135	85,041	69.5	204,100	204,100	29.0
42								
43 TOTAL MULTIMODAL	755,657	3,369,650	3,847,143	3,821,362	100.7	9,173,140	9,173,140	41.9
44								
45 TOTAL REVENUES	10,992,617	51,129,838	51,292,877	52,803,602	97.1	131,155,515	131,155,515	39.1

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
NOVEMBER 2014**

% OF YEAR ELAPSED: 41.7%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
Wages & Benefits	4,669,646	23,109,211	22,461,289	22,157,035	101.4	52,325,457	51,603,178	43.5
Services:								
Board of Directors	37,483	19,602	109,851	113,957	96.4	51,750	192,748	57.0
Contracted Vehicle Maintenance	84,585	172,017	468,847	580,565	80.8	1,625,280	1,625,280	28.8
Property Maintenance	84,572	496,095	406,065	516,292	78.7	1,242,000	1,242,000	32.7
Professional Services	290,784	1,223,915	1,036,767	1,259,630	82.3	4,720,740	4,746,015	21.8
Technical Services	409,990	2,066,637	2,371,097	2,339,804	101.3	5,704,354	5,767,244	41.1
Other Services	292,414	382,996	539,908	537,609	100.4	2,447,741	2,921,376	18.5
Materials & Supply:								
Fuel & Lubricants	307,469	2,331,470	2,121,472	2,639,063	80.4	6,333,750	6,333,750	33.5
Bus Parts & Materials	133,669	891,046	733,718	790,349	92.8	1,911,257	1,911,257	38.4
Uniforms & Driver Expense	28,176	76,442	106,575	128,049	83.2	444,235	444,235	24.0
Timetables & Tickets	10,654	50,902	62,149	84,125	73.9	201,900	201,900	30.8
Office Supplies / Printing	19,180	60,934	78,717	148,970	52.8	339,062	354,818	22.2
Other Materials & Supply	9,628	46,923	56,493	67,417	83.8	159,500	159,500	35.4
Utilities:								
Telecommunications	38,681	155,063	136,209	277,573	49.1	666,174	666,174	20.4
Other Utilities	81,529	474,437	469,229	451,667	103.9	1,084,000	1,084,000	43.3
Insurance Costs	335,790	1,306,166	538,259	660,338	81.5	2,681,400	2,681,400	20.1
Workers' Compensation	440,342	1,112,409	965,924	964,540	100.1	3,443,160	3,443,160	28.1
Taxes & License Fees	27,069	211,751	185,962	230,373	80.7	552,894	552,894	33.6
Fixed Route Accessibility	97,157	507,872	493,267	424,392	116.2	1,018,540	1,018,540	48.4
Leases & Rentals	12,078	46,881	54,939	56,213	97.7	134,631	134,631	40.8
Promotional & Legal Advertising	5,409	54,258	86,218	121,750	70.8	289,400	289,400	29.8
Training & Business Travel	9,581	73,266	120,813	131,619	91.8	292,075	292,075	41.4
Dues & Membership	5,393	37,082	34,555	37,276	92.7	87,624	87,624	39.4
Postage & Other	6,739	22,439	21,364	44,456	48.1	102,180	105,905	20.2
Total District Operated Buses	7,438,018	34,929,816	33,659,687	34,763,059	96.8	87,859,104	87,859,104	38.3
CONTRACTED BUS SERVICES								
Contracted Urban Bus Service	1,239,752	6,088,029	6,427,907	6,402,304	100.4	15,365,530	15,365,530	41.8
Other Related Costs	34,020	171,262	163,676	158,346	103.4	380,030	380,030	43.1
Insurance Costs	185,895	269,219	227,871	272,905	83.5	655,000	655,000	34.8
Coastside Services	136,505	308,615	683,893	773,938	88.4	1,857,450	1,857,450	36.8
Redi Coast Non-ADA	17,313	91,553	96,383	92,592	104.1	222,220	222,220	43.4
Other Related Costs	6,028	35,506	31,150	31,863	97.8	76,470	76,470	40.7
La Honda - Pescadero	4,200	24,150	22,313	22,971	97.1	55,130	55,130	40.5
SamCoast - Pescadero	9,364	51,759	88,888	49,229	180.6	118,150	118,150	75.2
Other Related Cost - SamCoast	143	894	2,014	2,775	72.6	6,660	6,660	30.2
Total Contracted Bus Service	1,633,221	7,040,988	7,744,096	7,806,921	99.2	18,736,640	18,736,640	41.3
TOTAL MOTOR BUS	9,071,238	41,970,804	41,403,784	42,569,981	97.3	106,595,744	106,595,744	38.8

% 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.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
NOVEMBER 2014**

% OF YEAR ELAPSED: 41.7%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	467,828	2,342,974	2,554,598	2,622,775	97.4	6,294,660	6,294,660	40.6
Other Related Costs	209,925	1,012,774	1,052,342	1,276,398	82.4	3,060,554	3,060,554	34.4
ADA Sedan/Taxi Service	264,195	1,337,743	1,369,654	1,305,717	104.9	3,133,720	3,133,720	43.7
ADA Accessibility Support	82,234	320,436	362,604	436,416	83.1	1,047,397	1,047,397	34.6
Coastside ADA Support	113,098	546,382	596,693	556,375	107.2	1,335,300	1,335,300	44.7
Insurance Costs	28,441	206,619	106,061	214,580	49.4	515,000	515,000	20.6
TOTAL ADA PROGRAMS	1,165,721	5,766,929	6,041,951	6,412,260	94.2	15,386,631	15,386,631	39.3
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	521,667	2,266,668	2,608,333	2,608,333	100.0	6,260,000	6,260,000	41.7
Total Caltrain Service	521,667	2,266,668	2,608,333	2,608,333	100.0	6,260,000	6,260,000	41.7
OTHER SUPPORT								
SamTrans Shuttle Service	222,061	1,020,531	1,179,675	1,127,987	104.6	2,709,040	2,709,040	43.5
Bicycle Coordinating Activities	0	0	0	10,417	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	11,930	57,660	59,135	74,625	79.2	179,100	179,100	33.0
Total Other Support	233,990	1,078,191	1,238,810	1,213,028	102.1	2,913,140	2,913,140	42.5
TOTAL MULTI-MODAL PROGRAMS	755,657	3,344,859	3,847,143	3,821,362	100.7	9,173,140	9,173,140	41.9
TOTAL EXPENSES	10,992,617	51,082,591	51,292,878	52,803,602	97.1	131,155,515	131,155,515	39.1

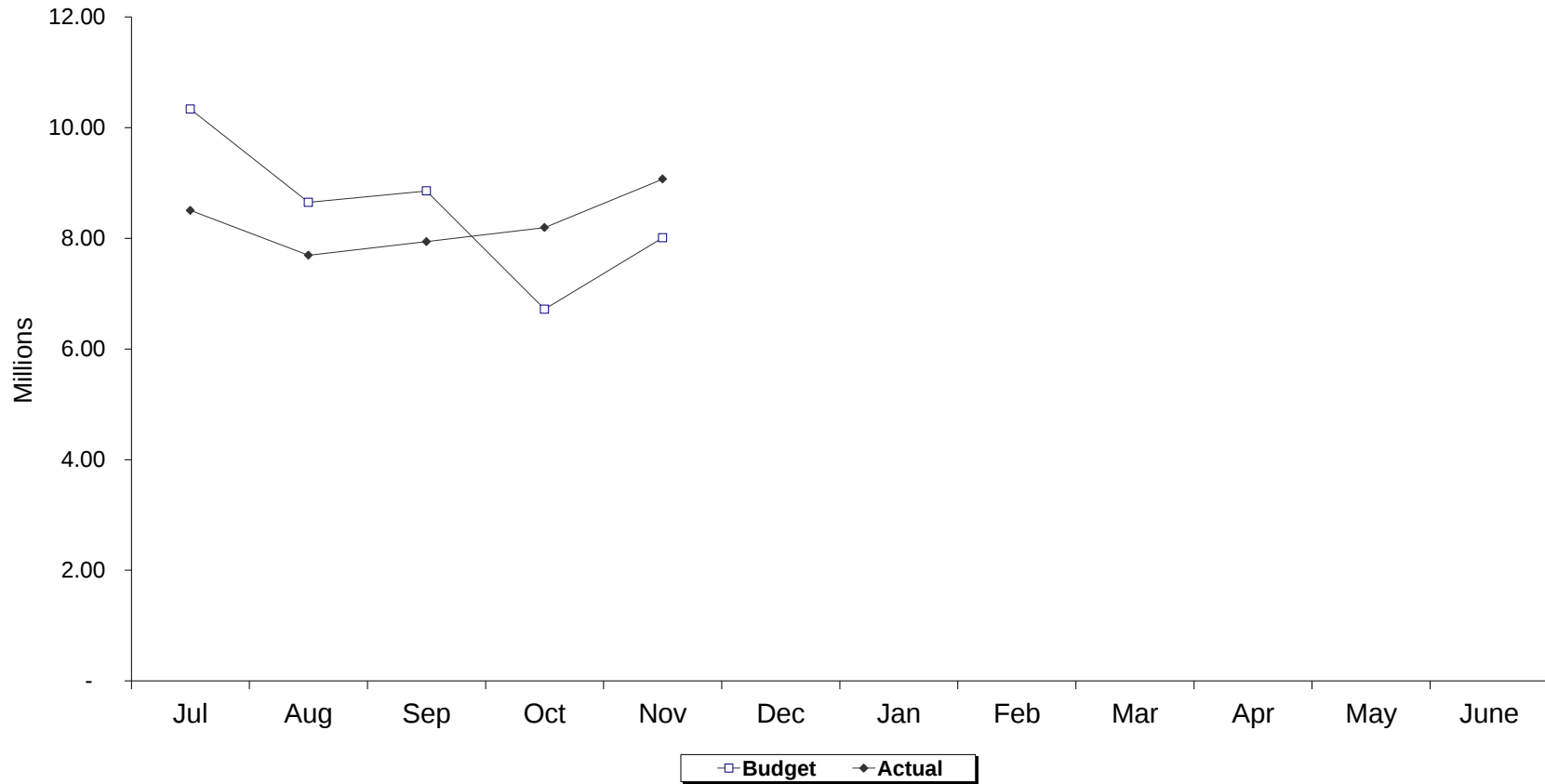
% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

(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

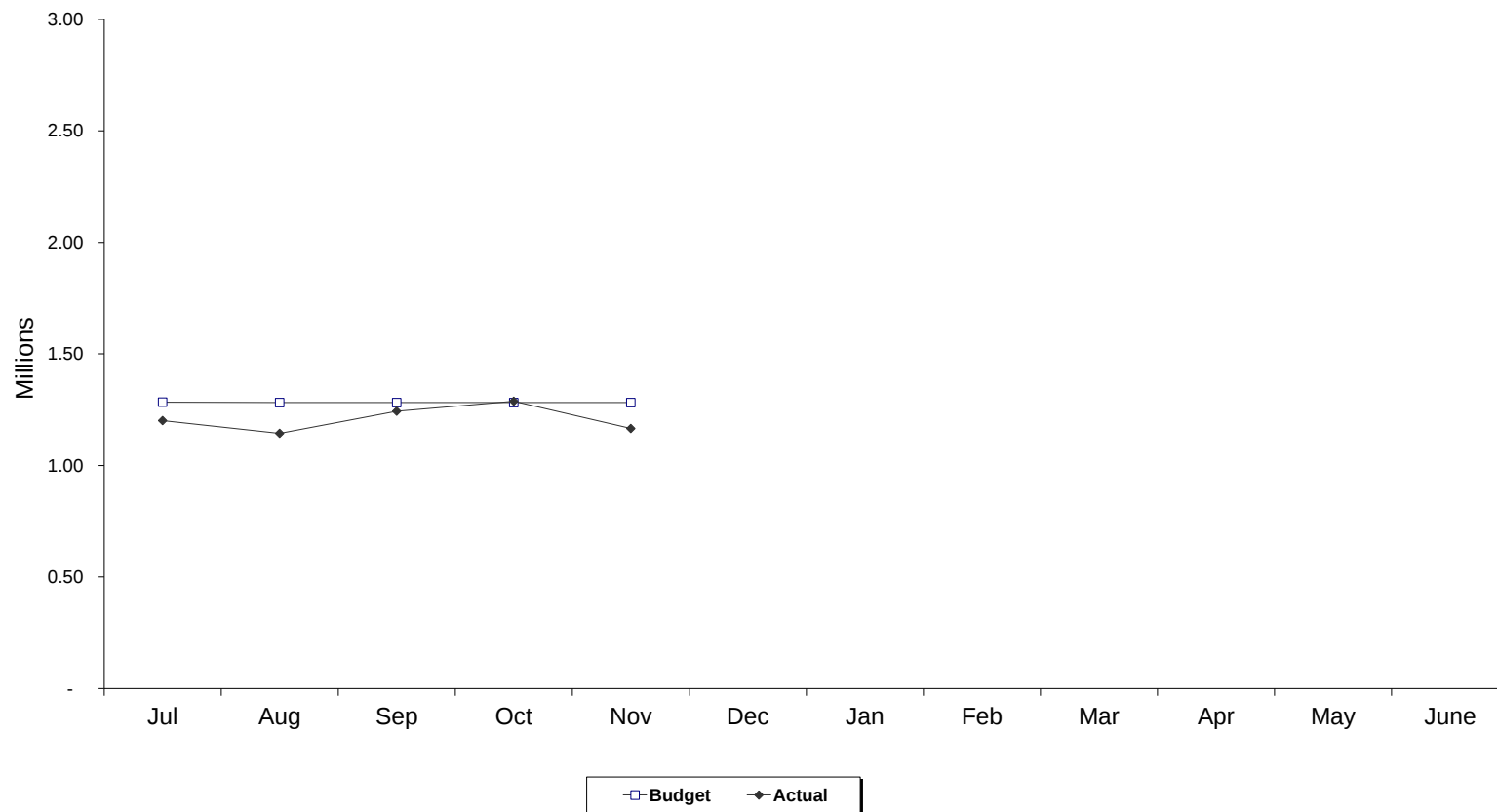


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	10,335,340	8,648,809	8,857,293	6,717,493	8,011,046								
Actual	8,504,261	7,693,790	7,938,461	8,196,033	9,071,238								
CUMULATIVE EXPENSES													
Budget	10,335,340	18,984,149	27,841,442	34,558,935	42,569,981								
Actual	8,504,261	16,198,051	24,136,512	32,332,545	41,403,784								
Variance - F(U)	1,831,080	2,786,098	3,704,930	2,226,390	1,166,197								
Variance %	17.72%	14.68%	13.31%	6.44%	2.74%								

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015

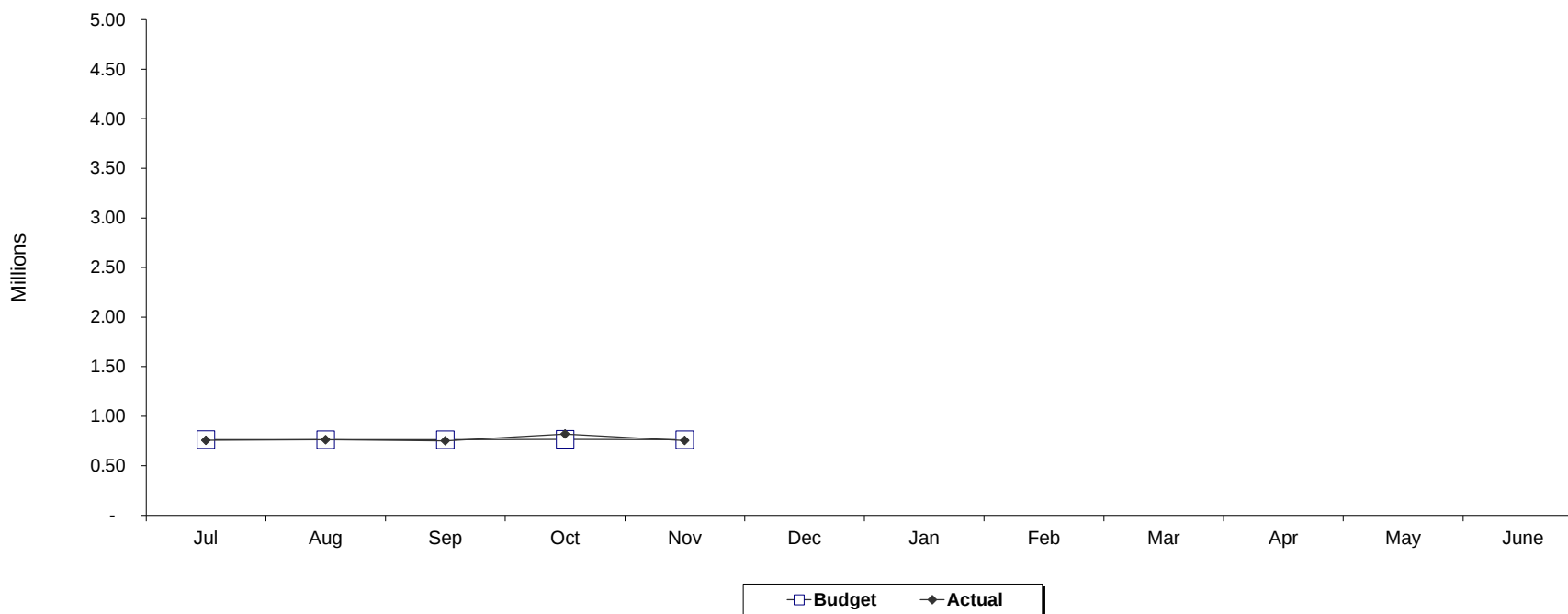


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,284,052	1,282,052	1,282,052	1,282,052	1,282,052								
Actual	1,201,166	1,143,821	1,243,330	1,287,912	1,165,721								
CUMULATIVE EXPENSES													
Budget	1,284,052	2,566,104	3,848,156	5,130,208	6,412,260								
Actual	1,201,166	2,344,988	3,588,317	4,876,229	6,041,951								
Variance - F(U)	82,886	221,117	259,839	253,979	370,309								
Variance %	6.46%	8.62%	6.75%	4.95%	5.78%								

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	
MONTHLY EXPENSES													
Budget	764,108	763,418	763,408	767,019	763,408								
Actual	756,768	762,497	752,414	819,808	755,657								
CUMULATIVE EXPENSES													
Budget	764,108	1,527,527	2,290,935	3,057,954	3,821,362								
Actual	756,768	1,519,264	2,271,678	3,091,486	3,847,143								
Variance - F(U)	7,341	8,263	19,257	(33,533)	(25,781)								
Variance %	0.96%	0.54%	0.84%	-1.10%	-0.67%								

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

November 30, 2014

DESCRIPTION	TOTAL INVESTMENT 11-30-14	INTEREST RECEIVABLE 10-31-14	PREPAID INT RECEIVABLE 10-31-14	INTEREST EARNED 11-30-14	INTEREST RECEIVED 11-30-14	ADJ.	INTEREST RECEIVABLE 11-30-14
RESERVE FOR CAPITAL PROJ	8,077,888.50	17,966.87	0.00	4,280.17	0.00	(53.97)	22,193.07
LAIF -- CAPITAL PROJ	76,531.96	23.45	0.00	16.96	0.00	0.00	40.41
REIMB SECURITIES -- L76R	71,177,000.50	125,949.52	2,201.09	39,224.65	70,375.00	(193.82)	96,806.44
LAIF -- REIMB FUNDS L76R	35,584,908.59	5,783.44	0.00	6,174.22	0.00	0.00	11,957.66
PARATRANSIT FUNDS	25,000,773.50	62,892.57	1,742.53	20,697.92	15,625.00	(181.51)	69,526.51
LAIF -- PARATRANSIT	5,067,802.63	1,467.40	0.00	1,121.15	0.00	0.00	2,588.55
BANK OF AMERICA	21,401,352.94	0.00	0.00	1,031.24	1,031.24	0.00	0.00
WELLS FARGO	252,971.85	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	14,516,353.06	711.56	0.00	711.56	0.00	0.00	1,423.12
	<u>181,155,583.53</u>	<u>214,794.81</u>	<u>3,943.62</u>	<u>73,257.87</u>	<u>87,031.24</u>	<u>(429.30)</u>	<u>204,535.76</u>

NOV 2014 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 11/30/14	72,828.57
Add:	
CEO Interest	0.00
Less:	
Commissions	(8,509.22)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>64,320.35</u>

YEAR TO DATE -- SUMMARY

Interest Earned	380,929.30
Add:	
CEO Interest	0.00
Less:	
Commissions	(42,183.83)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>338,746.46</u>

Balance Per Ledger as of 11/30/14

Deferred Int Acct. 210852/3	5,695.08
Interest Acct. 409102	3,567.62
Interest Acct. 409101	329,483.76
Less Bank Fees 530040	(42,183.88)
Gain(Loss) Acct. 405210	0.00
	<u>338,746.46</u>

SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
November 30, 2014

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 11/31/14	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10/31/14	PREPAID INT REC'VBLE 11/31/14	INTEREST EARNED 11/31/14	INTEREST RECEIVED 11/31/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 11/31/14	INT REC'VBLE LESS PREPAID 11/31/14	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,009,680.00	07-15-16	0.625%	34.7222	30	3,702.45		1,041.67			(22.65)	4,721.47	4,721.47	2,000,000
US TREASURY NOTE	912828WX4	08-27-14	5,999,531.25	6,003,300.00	6,017,340.00	07-31-16	0.500%	83.3333	30	7,581.52	2,201.09	2,500.00			(54.35)	10,027.17	7,826.08	6,000,000
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,486,060.00	8,529,920.00	10-15-16	0.625%	147.5694	30	2,481.11		4,427.08			(48.64)	6,859.55	6,859.55	8,500,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	9,971,900.00	10,030,500.00	11-15-16	0.625%	173.6111	30	28,872.28		5,208.33	31,250.00		(68.18)	2,762.43	2,762.43	10,000,000
																		33.57%
<u>GOVERNMENT BONDS</u>																		
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,514,535.00	8,514,025.00	11-24-15	0.450%	106.2500	30	16,681.25		3,187.50	19,125.00		-	743.75	743.75	8,500,000
FFCB	31331H5L7	5-11-07	1,020,404.50	1,032,327.00	1,010,315.50	12-29-15	6.125%	161.6319	30	19,719.10		4,848.96			-	24,568.06	24,568.06	950,000
FNMA	3135G0UM3	5-29-13	3,999,600.00	4,002,840.00	4,001,760.00	02-26-16	0.520%	57.7778	30	3,755.56		1,733.33			-	5,488.89	5,488.89	4,000,000
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,017,280.00	6,008,460.00	03-04-16	0.750%	125.0000	30	7,125.00		3,750.00			-	10,875.00	10,875.00	6,000,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,045,750.00	03-30-16	0.500%	208.3333	30	6,458.33		6,250.00			-	12,708.33	12,708.33	15,000,000
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,996,240.00	7,997,440.00	05-20-16	0.500%	111.1111	19	17,888.89		2,111.11	20,000.00			0.00	0.00	8,000,000
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	4,999,400.00	07-05-16	0.375%	52.0833	30	6,041.67		1,562.50			-	7,604.17	7,604.17	5,000,000
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,009,850.00	08-26-16	0.625%	86.8056	30	5,642.36		2,604.17			-	8,246.53	8,246.53	5,000,000
																		66.43%
<u>CASH AND CASH EQUIVALENTS</u>																		
LAIF			35,584,908.59	35,584,908.59	35,584,908.59					4,912.45		6,174.22	0.00			11,086.68	11,086.68	35,584,909
TOTAL LAIF			<u>35,584,908.59</u>	<u>35,584,908.59</u>	<u>35,584,908.59</u>													
TOTAL A/C 121100 & 112010			78,988,545.91	79,035,532.00	79,174,440.50													
<u>MATURED/CALLED</u>																		
FNMA	3135G0XH1	10-15-13	(7,962,000.00)	(7,996,240.00)	(7,997,440.00)	11-20-14												-8,000,000
TOTAL			<u>71,026,545.91</u>	<u>71,039,292.00</u>	<u>71,177,000.50</u>					<u>125,949.52</u>	<u>2,201.09</u>	<u>39,224.65</u>	<u>70,375.00</u>		<u>(193.82)</u>	<u>94,605.35</u>	<u>92,404.26</u>	<u>114,534,909</u>
																		78,950,000

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
November 30, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 11-30-14	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10/31/14	PREPAID INT REC'VBLE 11-30-14	INTEREST EARNED 11-30-14	INTEREST RECEIVED 11-30-14	ADJ.	INTEREST REC'VBLE 11-30-14	INT REC'VBLE LESS PREPAID 11-30-14	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,909,875.00	7,927,176.00	06-15-16	0.500%	109.7222	30	15,001.37		3,291.67		(53.97)	18,239.07	18,239.07	7,900,000
<u>GOVERNMENT BONDS</u>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,760.50	150,712.50	08-01-17	7.908%	32.9500	30	2,965.50		988.50		0.00	3,954.00	3,954.00	150,000
LAIF			76,531.96	76,531.96	76,531.96					23.45		16.96	0.00		40.41	40.41	76,532
MATURED/CALLED CALLED																	
TOTAL LAIF			76,531.96	76,531.96	76,531.96												
TOTAL A/C 121100 & 112010			8,045,397.85	8,060,635.50	8,077,888.50												
TOTAL			8,045,397.85	8,060,635.50	8,077,888.50					17,966.87	0.00	4,280.17	0.00	(53.97)	22,193.07	22,193.07	8,050,000
										ok							
17-Dec-14								0.638%									
												4,226.20					
															0.00		

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
November 30, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 11/30/14	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10/31/14	PP INTEREST REC'VBLE 11/30/14	INTEREST EARNED 11/30/14	INTEREST RECEIVED 11/30/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 11/30/14	INT REC'VBLE LESS PREPAID 11/30/14	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828WX4	08-27-14	4,749,628.91	4,752,612.50	4,763,727.50	07-31-16	0.500%	65.9722	30	6,002.04	1,742.53	1,979.17			(43.03)	7,938.18	6,195.65	4,750,000
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,519,360.00	10-15-16	0.625%	95.4861	30	1,605.43		2,864.58			(31.48)	4,438.53	4,438.53	5,500,000
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	5,015,250.00	11-15-16	0.625%	86.8056	30	14,436.14		2,604.17	15,625.00		(34.09)	1,381.22	1,381.22	5,000,000
US TREASURY NOTE	912828SC5	03-19-14	4,619,960.72	4,620,470.00	4,629,486.00	01-31-17	0.875%	111.8056	30	10,171.88		3,354.17			(72.92)	13,453.13	13,453.13	4,600,000 79.88%
<u>GOVERNMENT BONDS</u>																		
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,072,950.00	07-28-15	2.375%	329.8611	30	30,677.08	0.00	9,895.83			0.01	40,572.92	40,572.92	5,000,000 20.12%
<u>CASH INVESTMENT</u>																		
LAIF			5,067,802.63	5,067,802.63	5,067,802.63					1,394.35	0.00	1,121.15	0.00			2,515.50	2,515.50	5,067,803
MATURED/CALLED																		
TOTAL LAIF			5,067,802.63	5,067,802.63	5,067,802.63													
TOTAL A/C 122010			5,299,150.00	5,117,150.00	5,072,950.00													
TOTAL			<u>25,141,610.73</u>	<u>24,996,992.50</u>	<u>25,000,773.50</u>					<u>62,892.57</u>	<u>1,742.53</u>	<u>20,697.92</u>	<u>15,625.00</u>	<u>0.00</u>	<u>(181.51)</u>	<u>67,783.98</u>	<u>66,041.45</u>	<u>24,850,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR NOVEMBER 2014

BUDGET AMENDMENTS

Amount		Line Item	Description	
Nov-14			No Budget Revisions in November 2014.	
<u>\$ -</u>		Total	<u>\$ -</u>	Total

BUDGET REVISIONS

Amount		Line Item	Description	
Nov-14			No Budget Revisions in November 2014.	
<u>\$ -</u>		Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2014 & FY2015
NOVEMBER 2014

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2014:					
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
FY2014 Total	70,000,000	FY2014 Total	77,606,796	7,606,796	77,606,796
FY2015					
Jul. 14	5,250,000	Sep. 14	6,020,700	770,700	6,020,700 (1)
Aug. 14	5,250,000	Oct. 14	6,020,700	770,700	6,020,700 (1)
Sep. 14	6,650,000	Nov. 14	7,844,200	1,194,200	7,844,200 (1)
3 Months Total	17,150,000		19,885,600	2,735,600	19,885,600
Oct. 14	5,725,000	Dec. 14			5,725,000 (1)
Nov. 14	5,725,000	Jan. 15			5,725,000 (1)
Dec. 14	6,955,000	Feb. 15			6,955,000
6 Months Total	35,555,000		19,885,600	2,735,600	38,290,600
Jan. 15	5,400,000	Mar. 15			5,400,000
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		19,885,600	2,735,600	55,790,600
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
FY2015 Total	72,000,000	FY2015 Total	19,885,600	2,735,600	74,735,600
	19,885,600	1st Quarter			
	11,450,000	2nd Quarter			
	0	3rd Quarter			
	0	4th Quarter			
	<u>31,335,600</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

SUBJECT: **ADOPTION OF CONTINUING DISCLOSURE POLICY**

ACTION

Staff proposes the Committee recommend the Board adopt the Statement of Continuing Disclosure Policy (attached). The Policy provides written guidelines and procedures for submittal of information required to meet applicable continuing disclosure obligations undertaken by San Mateo County Transit District (District) in connection with the public offering of debt obligations by the District.

SIGNIFICANCE

The Municipal Securities Rulemaking Board (MSRB) requires that an underwriter, prior to purchasing or selling an issue of debt obligations (hereinafter referred to as "Bonds") determine that the District, as Obligated Person (as such term is defined in Securities and Exchange Commission Rule 15c2-12) with respect to such Bonds, has undertaken in writing to provide certain information to the public on an ongoing basis. Such information is specified in a Continuing Disclosure Undertaking entered into by the District in connection with an issuance of Bonds. This information is to be provided by a filing with the MSRB utilizing the MSRB's electronic municipal access system referred to as "EMMA." Failure of the District to comply with its Continuing Disclosure Undertakings is required to be disclosed in its disclosure documents, including official statements, relating to public offerings of bonds for a period of five years subsequent to each material failure to comply. Making a false statement in an official statement about compliance with continuing disclosure undertakings could result in enforcement action by the Securities and Exchange Commission. Such enforcement action includes, but is not limited to, issuance of cease and desist orders and fines.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The District has entered into continuing disclosure undertakings in connection with sales tax revenue bonds issued by the District in 2005 and 2009 and will be required to enter into a continuing disclosure undertaking in connection with the sales tax revenue bonds which the District anticipates issuing in the first quarter of 2015. Since implementation of the continuing disclosure requirements in 1995, the Securities and Exchange Commission has repeatedly emphasized the importance of compliance with continuing disclosure undertakings. Preparation and adoption of written policies and procedures is intended to facilitate and enhance ongoing compliance with applicable continuing disclosure requirements.

Although, Securities and Exchange Commission Rule 15c2-12 currently does not require adoption of written guidelines and procedures, staff is recommending the adoption of written guidelines and procedures at this time as a matter of good practice and in response to the increasing level of concern publicly expressed by the Securities and Exchange Commission regarding failures to comply with continuing disclosure undertakings, most recently through the Securities and Exchange Commission's Municipalities Continuing Disclosure Cooperation Initiative (MCDC). In response to MCDC, adoption of written guidelines and procedures is being undertaken by a number of other issuers and other Obligated Persons.

Prepared By: Rima Lobo, Director of Finance
Usha Desai, Sr. Financial Analyst

650-508-6274
650-508-7773

SAN MATEO COUNTY TRANSIT DISTRICT

STATEMENT OF CONTINUING DISCLOSURE POLICY

I. PURPOSE

The purpose of the Continuing Disclosure Policy (the "Policy") is to establish written guidelines and procedures for the submittal of information required to meet applicable continuing disclosure obligations undertaken by the San Mateo County Transit District (the "District") in connection with the public offering of debt obligations by the District.

II. OBJECTIVE

It is the intent that this Policy conform to the applicable requirements relating to Securities and Exchange Commission Rule 15c2-12 (as modified, supplemented or amended from time to time pursuant to its terms, "Rule 15c2-12").

III. POLICY

Rule 15c2-12 requires that an underwriter, prior to purchasing or selling an issue of debt obligations subject to Rule 15c2-12 (hereinafter referred to as "Bonds") determine that the District, as Obligated Person (as such term is defined in Rule 15c2-12) with respect to such Bonds, has undertaken in writing to provide certain information on an ongoing basis (each such undertaking being hereinafter referred to as a "Continuing Disclosure Undertaking"). Pursuant to Rule 15c2-12, such information as is specified to be provided pursuant to a Continuing Disclosure Undertaking is to be provided by a filing with the Municipal Securities Rulemaking Board (the "MSRB") utilizing the MSRB's electronic municipal access system referred to as "EMMA."

As of the date of initial adoption of this Policy, information required to be provided pursuant to a Continuing Disclosure Undertaking and filed with EMMA includes:

- By such date as is specified in each Continuing Disclosure Undertaking, an annual update of specified financial and operating information presented in the official statement with respect to an issue of Bonds (each such filing being hereinafter referred to as an "Annual Report"), each of which Annual Report shall include audited annual financial statements.
- In a timely manner by such date as is specified in each Continuing Disclosure Undertaking, notice of the occurrence of one or more of the listed events described in Rule 15c2-12 (each a "Rule 15c2-12 Event Notice") which listed events (each, a "Rule 15c2-12 Event") as

of the date of initial adoption of this Policy are set forth in Appendix A hereto; and

- In a timely manner, notice of a failure to file an Annual Report on or before the date specified in a Continuing Disclosure Undertaking (each a "Notice of Failure to File").

As of the date of initial adoption of this Policy, U.S. Bank National Association serves as dissemination agent (together with any successor thereto or any replacement therefor or any additional dissemination agent which enters into a Continuing Disclosure Undertaking with the District, the "Dissemination Agent") with respect to each Continuing Disclosure Undertaking entered into by the District.

1. Responsibility for Compliance with Continuing Disclosure Undertakings; Training

Day-to-day responsibility for compliance with all Continuing Disclosure Undertakings shall fall within the responsibilities of the Finance and Administration Division under the supervision and direction of the Deputy CEO, Finance and Administration.

The Deputy CEO, Finance and Administration, or the designee of Deputy CEO, Finance and Administration (herein collectively referred to as the "Deputy CEO") shall be knowledgeable and familiar with the provisions of each Continuing Disclosure Undertaking as to the type, format and content of the financial and operating information to be included in each Annual Report and timing requirements for the filing thereof with the applicable Dissemination Agent, if any, and with EMMA.

The Deputy CEO shall be knowledgeable and familiar with the provisions of each Continuing Disclosure Undertaking with respect to Rule 15c2-12 Events and timing requirements for the filing of Rule 15c2-12 Event Notices with the applicable Dissemination Agent, if any, and with EMMA.

The Deputy CEO shall be knowledgeable and familiar with the provisions of each Continuing Disclosure Undertaking as to the specific requirements for the filing of a Notice of Failure to File and the timing requirements for the filing of a Notice of Failure to File with the applicable Dissemination Agent, if any, and with EMMA.

The Deputy CEO, with the assistance of general counsel to the District ("District Counsel"), shall review and update the Policy on a periodic basis and shall present each update of the Policy to the Board of Directors of the District for approval.

The Deputy CEO, with the assistance of District Counsel, shall provide such training as is necessary to District management and Finance and Administration Division staff familiarize District management and Finance and Administration Division staff with this Policy, each update to this Policy and the reporting

requirements relating to each Continuing Disclosure Undertaking, including, without limitation, training relating to identification of Rule 15c2-12 Events and the reporting requirements relating to Rule 15c2-12 Events.

2. Continuing Disclosure Filings

Annual Reports shall be filed on EMMA within the time period specified in each Continuing Disclosure Undertaking. For so long as a Continuing Disclosure Undertaking designates a dissemination agent, each Annual Report shall be filed with the applicable Dissemination Agent within the time period specified in such Continuing Disclosure Undertaking.

Rule 15c2-12 Event Notices, if any, shall be filed on EMMA within the time period specified in such Continuing Disclosure Undertaking (which as of the date of initial adoption of this Policy is not later than ten (10) business days after the occurrence of a Rule 15c2-12 Event). For so long as a Continuing Disclosure Undertaking designates a dissemination agent, each Rule 15c2-12 Event Notice shall be filed with the applicable Dissemination Agent within the time period specified in such Continuing Disclosure Undertaking.

Notices of Failure to File, if any, shall be filed on EMMA within the time period specified in each Continuing Disclosure Undertaking. For so long as a Continuing Disclosure Undertaking designates a dissemination agent, each Notice of Failure to File shall be filed with the applicable Dissemination Agent within the time period specified in such Continuing Disclosure Undertaking.

3. Monitoring of Rule 15c2-12 Events

The Deputy CEO will be responsible for monitoring Rule 15c2-12 Events to determine if any Rule 15c2-12 Event has occurred. If the Deputy CEO determines that a Rule 15c2-12 Event has occurred, the Deputy CEO shall prepare a Rule 15c2-12 Event Notice and shall file or cause the applicable Dissemination Agent to file such Rule 15c2-12 Event Notice within the time period specified in such Continuing Disclosure Undertaking (which as of the date of initial adoption of this Policy is no later than ten (10) business days after the occurrence of a Rule 15c2-12 Event).

4. Monitoring of Continuing Disclosure Filings; Remedial Action

Subsequent to filing any Annual Report, Rule 15c2-12 Event Notice and/or Notice of Failure to File (each, a "Disclosure Filing") on EMMA, the Deputy CEO shall confirm the posting of such Disclosure Filing on EMMA.

Subsequent to filing any Disclosure Filing with the applicable Dissemination Agent, the Deputy CEO shall confirm the posting of such Disclosure Filing on EMMA.

In the event that it is determined that any Disclosure Filing was not filed on EMMA on a timely basis, the Deputy CEO shall: (i) take such action as is necessary to cause such Disclosure Filing to be filed as promptly as possible after a determination that a Disclosure Filing was not filed on a timely basis and (ii) identify the factors which resulted in a failure to file on a timely basis and take such corrective action as is necessary to prevent a recurrence.

5. Additional Filings

As set forth in each Continuing Disclosure Undertaking, in addition to such information as is required to be filed by any Continuing Disclosure Undertaking, nothing in any Continuing Disclosure Undertaking shall be deemed to prevent the District from disseminating any other information by means of a filing on EMMA or any other means of communication, or including any other information in any Annual Report or Rule 15c2-12 Event Notice.

6. Records Retention

The Deputy CEO shall maintain records with respect to all Disclosure Filings, including, Disclosure Filings filed on EMMA by District staff and Disclosure Filings forwarded by District staff to a Dissemination Agent for filing on EMMA. Such records shall include a copy of the Disclosure Filing and evidence of receipt of the Disclosure Filing by EMMA if filed by District staff on EMMA or the applicable Dissemination Agent if filed by District staff with a Dissemination Agent.

Adopted:

Appendix A

Listing of Rule 15c2-12 Events

Part I – Notice Required

1. principal and interest payment delinquencies;
2. unscheduled draws on debt service reserves reflecting financial difficulties;
3. unscheduled draws on credit enhancements reflecting financial difficulties;
4. substitution of credit or liquidity providers, or any failure by such credit or liquidity provider to perform;
5. adverse tax opinions or issuance by the Internal Revenue Service of a proposed or final determination of taxability or a Notice of Proposed Issue (IRS Form 5701 TEB);
6. tender offers;
7. defeasances;
8. rating changes; or
9. bankruptcy, insolvency, receivership or similar event of the District.*

Note: for the purposes of the event identified in clause (9) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

* All capitalized terms used but not defined in Appendix A shall have the meanings assigned to such terms in the Continuing Disclosure Policy to which this Appendix A is attached.

Part II – Notice Required if Material

1. unless described in clause (5) listed above under Part I, other material notices or determinations by the Internal Revenue Service with respect to the tax status of an issue of Bonds or other material events affecting the tax status of an issue of Bonds;
2. modifications to rights of bondholders;
3. Bond calls;
4. release, substitution or sale of property securing repayment of an issue of Bonds;
5. non-payment related defaults;
6. the consummation of a merger, consolidation or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; or
7. appointment of a successor or additional trustee or the change of name of a trustee for an issue of Bonds.

RESOLUTION NO. 2015 –

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

**ADOPTING A STATEMENT OF CONTINUING DISCLOSURE POLICY
FOR THE SAN MATEO COUNTY TRANSIT DISTRICT**

WHEREAS, in order to enhance compliance with applicable requirements relating to Securities and Exchange Commission Rule 15c2-12, the San Mateo County Transit District (District) desires to implement a continuing disclosure policy; and

WHEREAS, the General Manager/CEO has presented the Statement of Continuing Disclosure Policy, attached hereto as Exhibit A, which will apply to continuing disclosure undertakings entered into by the District in connection with the public offering of bonds and other debt obligations; and

WHEREAS, staff recommends adoption of the Statement of Continuing Disclosure Policy for the District.

NOW, THEREFORE BE IT RESOLVED the Board of Directors of the District approves and adopts the Statement of Continuing Disclosure Policy attached hereto as Exhibit A.

Regularly passed and adopted this 7th day of January, 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

SUBJECT: **AMENDMENT OF THE DISTRICT'S CONTRIBUTION RATES FOR MONTHLY MEDICAL PREMIUMS FOR MEMBERS OF THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS GROUP 3 – TRANSIT INSTRUCTORS- AND THE ADMINISTRATIVE – SPECIAL (PART-TIME) EMPLOYEES**

ACTION

Staff proposes the Committee recommend Board adoption of two resolutions amending the amount of the San Mateo County Transit District's (District) contributions to the California Public Employees Retirement System (CalPERS) health plan medical premiums for members of the International Brotherhood of Teamsters (IBT) – Group 3 – Transit Instructors and the Administrative – Special (Part-Time) Employees.

SIGNIFICANCE

The District will establish new fixed-dollar monthly contribution rates for CalPERS health plan medical premiums for active and retired employees in IBT – Group 3 – Transit Instructors and Administrative - Special (Part-Time) Employees. The District's contribution rates for IBT – Group 3 – Transit Instructors will be based on the highest Bay Area HMO rates and are set forth in the table below; the District's contribution rates for Administrative – Special (Part-Time) Employees will be set at fifty percent of the rates set forth in the table below.

Plan Set	Self	Self + 1	Family
Anthem	\$476.48	\$952.97	\$1238.86
Blue Shield	\$476.48	\$952.97	\$1238.86
Blue Shield Advantage	\$476.48	\$952.97	\$1238.86
Blue Shield NetValue	\$421.18	\$842.35	\$1095.06
Blue Shield NetValue Advantage	\$421.18	\$842.35	\$1095.06
Health Net	\$476.48	\$952.97	\$1238.86
Kaiser	\$432.06	\$864.11	\$1123.34
PERS Care	\$476.48	\$952.97	\$1238.86
PERS Choice	\$476.48	\$952.97	\$1238.86
PERS Select	\$476.48	\$952.97	\$1238.86
PORAC	\$476.48	\$952.97	\$1238.86
Sharp	\$476.48	\$952.97	\$1238.86
UnitedHealthcare	\$476.48	\$952.97	\$1238.86

BUDGET IMPACT

Anticipated expenses are included in the Fiscal Year 2015 budget. No adjustment to the budget is required.

BACKGROUND

Based on the collective bargaining agreements, the District has established a cafeteria employee benefit for all active union members that will cover the difference between the fixed District contribution and the full plan premium. When an employee chooses a plan with a premium amount that exceeds the highest Bay Area HMO, the employee will make a pre-tax employee deduction to cover the difference between (a) the District's contribution plus the cafeteria employee benefit, and (b) the full plan premium. The District also approved the same benefit changes for the administrative employees.

Prepared By: Juliet Nogales-DeGuzman, Manager, Personnel Operations 650-508-6236

RESOLUTION NO. 2015 –

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

* * *

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
GROUP 705 – IBT GROUP 3**

WHEREAS (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) **San Mateo County Transit District**, hereinafter referred to as Public Agency is local agency contracting under the Act for participation by members of the **International Brotherhood of Teamsters – Transit Instructors (IBT Group 3)** now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Plan Set	Self	Self + 1	Family
Anthem	\$476.48	\$952.97	\$1238.86
Blue Shield	\$476.48	\$952.97	\$1238.86
Blue Shield Advantage	\$476.48	\$952.97	\$1238.86
Blue Shield NetValue	\$421.18	\$842.35	\$1095.06
Blue Shield NetValue Advantage	\$421.18	\$842.35	\$1095.06
Health Net	\$476.48	\$952.97	\$1238.86
Kaiser	\$432.06	\$864.11	\$1123.34
PERS Care	\$476.48	\$952.97	\$1238.86
PERS Choice	\$476.48	\$952.97	\$1238.86
PERS Select	\$476.48	\$952.97	\$1238.86
PORAC	\$476.48	\$952.97	\$1238.86
Sharp	\$476.48	\$952.97	\$1238.86
UnitedHealthcare	\$476.48	\$952.97	\$1238.86

Plus administrative fees and Contingency Reserve Fund Assessments; and be it further

RESOLVED, (b) That **San Mateo County Transit District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Regularly passed and adopted at a regular meeting of the San Mateo County Transit District, at San Carlos, California, this 7th day of January, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

RESOLUTION NO. 2015 –

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

* * *

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
GROUP 706 – ADMINISTRATIVE GROUP - SPECIAL**

WHEREAS (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) **San Mateo County Transit District**, hereinafter referred to as Public Agency is local agency contracting under the Act for participation by members of the **Administrative Group – Special** now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Plan Set	Self	Self + 1	Family
Anthem	\$238.24	\$476.49	\$619.43
Blue Shield	\$238.24	\$476.49	\$619.43
Blue Shield Advantage	\$238.24	\$476.49	\$619.43
Blue Shield NetValue	\$210.59	\$421.18	\$547.53
Blue Shield NetValue Advantage	\$210.59	\$421.18	\$547.53
Health Net	\$238.24	\$476.49	\$619.43
Kaiser	\$216.03	\$432.06	\$561.67
PERS Care	\$238.24	\$476.49	\$619.43
PERS Choice	\$238.24	\$476.49	\$619.43
PERS Select	\$238.24	\$476.49	\$619.43
PORAC	\$238.24	\$476.49	\$619.43
Sharp	\$238.24	\$476.49	\$619.43
UnitedHealthcare	\$238.24	\$476.49	\$619.43

Plus administrative fees and Contingency Reserve Fund Assessments; and be it further

RESOLVED, (b) That **San Mateo County Transit District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Regularly passed and adopted at a regular meeting of the San Mateo County Transit District, at San Carlos, California, this 7th day of January, 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

SUBJECT: **AUTHORIZE SELECTION OF POOL OF CONSULTANTS TO PROVIDE
UNDERWRITING SERVICES FOR THE 2015 DEBT REFINANCING**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve the selection of pool of underwriting consultants (the "Underwriters") for the 2015 Debt Refinancing consisting of:
 - JPMorgan Securities, LLC (Co-Senior Manager)
 - Barclays Capital, Inc. (Co-Senior Manager)
 - Citibank Global Markets Inc. (Co-Manager)
 - RBC Capital Markets, LLC (Co-Manager)
 - Morgan Stanley & Co., LLC (Co-Manager)
2. Authorize staff to include in the 2015 Debt Refinancing a fixed rate refinancing of the San Mateo County Transit District's (District) outstanding 1993 and 2009 Bonds in addition to the 2005 Bonds if beneficial to achieving the District's overall goal of reducing debt service expenses in the near and medium term.

SIGNIFICANCE

Approval of the above actions will provide the District with a pool of underwriting firms with the resources and expertise to structure and underwrite the District's bonds issued in connection with the 2015 Debt Refinancing. The District will enter into a bond purchase contract with the pool of underwriting firms in connection with the 2015 Debt Refinancing.

Inclusion of the 1993 Bonds and 2009 Bonds in the 2015 Debt Refinancing potentially will provide the District with greater flexibility to maximize savings in the near and medium terms.

BUDGET IMPACT

The underwriting firms will be compensated on a negotiated basis from the proceeds of bonds issued in connection with the 2015 Debt Refinancing, contingent on the sale of such bonds.

BACKGROUND

On November 5, 2014, the Board authorized staff to initiate the process of structuring fixed rate bonds to refinance the portion of the District's outstanding 2005 tax-exempt debt that is economically feasible to reduce the District's debt service expenses in the near and medium term (the "2015 Debt Refinancing"). As part of the 2015 Debt Refinancing process, the Board also authorized staff to issue a Request for Proposal (RFP) for Underwriting and Investment Banking Services for the purposes of selecting a team of underwriting firms to structure and market bonds.

The District issued a RFP to provide Underwriting and Investment Management Services detailing the scope of services. The solicitation was advertised in the Bond Buyer, a trade magazine, and on the District's website.

An Evaluation Committee (Committee) composed of qualified staff and the District's financial advisor reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- | | |
|--|-----------|
| • Approach to Scope of Services | 40 points |
| • Qualifications and Experience of Firm | 20 points |
| • Qualifications and Experience of Management Team and Key Personnel | 20 points |
| • Underwriter's Discount | 20 points |

Staff received proposals from nine firms. After review, evaluation, and initial scoring of proposals, the Committee determined that seven of the firms fell within the competitive range. The firms were invited to interviews, and following the interviews, the Committee completed the final evaluation and consensus ranking. The Committee determined that the five firms listed above, in order of their final consensus ranking, possessed the experience and requisite expertise to provide underwriting and investment banking services to the District.

In negotiated financing, such as the 2015 debt refinancing, it is typical for investment banks to serve in either a Senior Manager or a Co-Manager function. The Co-Senior Managers will perform the principal functions with assistance from the Co-Managers as outlined below:

Co-Senior Managers:

- Assist the District in developing the 2015 Refinancing Structure;
- Advise the District in determining the optimal timing for the refunding bond sale, based on market conditions;
- Market the District's refunding bonds to potential investors;
- Coordinate the selling activities of the investment banks selected by the District; and

- On the date of the bond sale, purchase the bonds from the District and resell them.

Co-Managers:

- Provide additional input to the District and Co-Senior Managers on the structure and timing of the Refinancing;
- Market the District's refunding bonds to potential investors; and
- On the date of the bond sale, purchase the bonds from the District and resell them to investors.

Significantly, the five underwriting firms the District will be hiring have proposed 2015 Debt Refinancing structures that include a refinancing and restructuring of all or a portion of the 1993 Bonds and 2009 Bonds to maximize overall near and medium term savings for the District. Therefore, staff recommends the Inclusion of the 1993 Bonds and 2009 Bonds in the 2015 Debt Refinancing Bonds if determined to be beneficial to achieving the District's overall financial goals.

Contract Officer: Adwoa Oni
Project Manager: Rima Lobo, Director, Finance

650-508-6411
650-508-6274

**RESOLUTION NO. 2015-
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

* * *

**AUTHORIZING THE SELECTION OF POOL OF CONSULTANTS TO PROVIDE
UNDERWRITING SERVICES FOR THE 2015 DEBT REFINANCING**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals to provide underwriting and investment banking services for the 2015 Debt Refinancing; and

WHEREAS, in response to the District's advertising placed in the Bond Buyer, an industry magazine, and the District's website, nine firms submitted proposals; and

WHEREAS, an Evaluation Committee (Committee) comprised of qualified staff and the District's financial advisor has reviewed proposals and conducted interviews, and ranked the proposers according to the evaluation criteria set forth in the Request for Proposals (RFP); and

WHEREAS, the Committee determined that the following pool of firms fell within the competitive range in the order listed below:

- JPMorgan Securities, LLC of San Francisco, CA
- Barclays Capital, Inc. of San Francisco, CA
- Citibank Global Markets, Inc. of San Francisco, CA
- RBC Capital Markets, LLC of San Francisco, CA
- Morgan Stanley & Co., LLC of San Francisco, CA; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board approve the selection of each firm in the pool to provide underwriting and investment banking services for the 2015 Debt Refinancing.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby approves the selection of JPMorgan Securities, LLC of San Francisco, Barclays Capital, Inc. of San Francisco, Citibank Global Markets, Inc. of

San Francisco, RBC Capital Markets, LLC of San Francisco and Morgan Stanley & Co., LLC of San Francisco for underwriting and investment banking services for the 2015 Debt Refinancing in full conformity with all the terms and conditions of the RFP.

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO, or his designee, to include in the 2015 Debt Refinancing a fixed rate refinancing of the District's outstanding 1993 and 2009 Bonds in addition to the 2005 Bonds if beneficial to achieving the District's overall goal of reducing debt service expenses in the near and medium term.

Regularly passed and adopted this 7th day of January, 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 A CONTRACT TO PROVIDE CONTRACTED SHUTTLE
SERVICES**

ACTION

Staff proposes the Committee recommend Board approval of the following:

1. Award a contract to MV Transportation, Inc. (MV) of Dallas, Texas to provide contracted shuttle services for a base term of five years and five months at an estimated amount of \$1,487,097.
2. Authorize the General Manager/CEO or designee to execute a contract with MV in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.
3. Authorize the General Manager/CEO or designee to exercise up to five additional one-year option terms with MV, in the estimated aggregate amount of \$1,626,567 for the five-year period, if it is in the best interest of the San Mateo County Transit District (District). The option terms may be exercised in one-year or multi-year increments at the sole discretion of the District.

SIGNIFICANCE

Award of a contract to MV will provide the District with a dedicated shuttle service contractor to provide both community and employer Shuttle Program operations.

BUDGET IMPACT

Funding for these services will be available under approved and projected operating budgets. Awarding a contract base term of five years and five months serves the purposes of aligning the contract years with the District's fiscal years.

BACKGROUND

The SamTrans Contracted Shuttle Service Program will provide another avenue for the District to support transportation alternatives. Shuttles included under this new procurement include existing and new shuttles operating within San Mateo County that may not connect to Caltrain or Bay Area Rapid Transit stations depending on the service intent or location. The new contract initially will include the existing Pacifica

Weekend and Daly City Bayshore shuttles. Both shuttles were initiated by their respective cities as small, pilot shuttle operations. Other shuttles may be added to this program if determined to be an appropriate SamTrans contracted shuttle service.

The District, the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (Alliance) (collectively referred to as "Agencies") determined that material benefits would be gained by collaborating on a joint solicitation process for shuttle services. Consequently, the Agencies signed a Memorandum of Understanding directing staff to prepare a joint procurement for the Contracted Shuttle Services.

Prior to the current procurement, a Request for Proposals (RFP) to identify a firm to provide the desired services was jointly developed and staff received five proposals from interested firms. However, after firms were notified of the evaluation results and recommendation of award of contract to MV Transportation, the Agencies received a protest from Parking Company of America Management (PCAM) alleging MV Transportation's staffing plan was inadequate. California Labor Code 1070 et seq. requires agencies soliciting public transit services to award preference points to each proposer that agrees to retain the current contractor's employees. In furtherance of this requirement, the Agencies issued with the RFP a roster provided by PCAM of its then-current employees. As part of its due diligence in evaluating PCAM's protest, staff concluded that inconsistent staffing information was provided to the proposers. In the interest of fostering a fair, full and transparent solicitation process, staff recommended that the Board reject all proposals. At its January 2014 meeting, the Board rejected all proposals and directed staff to re-solicit the services.

On May 28, 2014, a new RFP to provide Contracted Shuttle Services was issued. The solicitation was advertised in a newspaper of general circulation and on the Agencies' websites. Notifications went out to interested proposers, including Disadvantaged Business Enterprises that were registered in the procurement database.

An Evaluation Committee (Committee), comprised of qualified staff and a representative from the Alliance with experience in managing contracted public transportation services, reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- | | |
|--|-----------|
| • Approach to Scope of Services | 30 points |
| • Qualifications and Experience of Firm | 20 points |
| • Financial Condition of Firm | 15 points |
| • Qualifications and Experience of Management Team and Key Personnel | 15 points |
| • Cost Proposal | 20 points |
| • Preference Points | 10 points |

As required by California Labor Code 1070 et seq., preference points were awarded to firms that agreed to retain the employees of the contractor currently providing contracted shuttle services.

Staff received proposals from two companies, neither of which are Small Business Enterprises or Disadvantaged Business Enterprises (DBE). After review, evaluation, and initial scoring of proposals, the Committee invited the two firms for interviews. Following site visits and interviews, the Committee completed the final evaluation and consensus ranking. The firms are listed below in order of their final consensus ranking:

- MV Transportation, Inc., Dallas, Texas
- Parking Company of America Management (PCAM), Los Angeles, CA

MV Transportation is one of the nation's largest passenger transportation companies. Additionally, it has more than 14 years of successful experience operating services for the District. The MV operations team assigned to the District's account has in-depth knowledge of State and Federal regulatory requirements as well as extensive experience managing public transportation programs. While MV intends to perform this contract with its own labor force, MV plans to procure operators' uniforms from a DBE supplier.

MV has the requisite experience and qualified operations team for the successful operation of the District's Shuttle Program. Staff therefore recommends award of a contract to this company.

After contract award, there will be a five-month mobilization period to allow the Contractor to purchase a new fleet of vehicles required to operate the Shuttle Services. At the end of the mobilization phase, the Contractor will commence operational activities on July 1, 2015. Therefore, the first term of the base contract will commence on February 1, 2015 and conclude on June 30, 2016. All subsequent terms will begin on July 1 and end on June 30 of the following year.

Contract Officer: Adwoa Oni	650.508.6411
Project Manager: Mike Stevenson, Associate Operations Contract Administrator	650.508.7979

RESOLUTION NO. 2015-

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

*** * ***

**AUTHORIZING AWARD OF CONTRACT TO MV TRANSPORTATION, INC. TO
PROVIDE CONTRACTED SHUTTLE SERVICES FOR
AN ESTIMATED AMOUNT OF \$1,487,097 FOR A FIVE YEAR AND FIVE MONTH BASE TERM**

WHEREAS, the San Mateo County Transit District (District), the Peninsula Corridor Joint Powers Board (JPB) and the Peninsula Traffic Congestion Relief Alliance (Alliance) (collectively referred to as "Agencies") previously issued a joint procurement to solicit competitive proposals to provide contracted shuttle services and received proposals from five firms in response to the solicitation; and

WHEREAS, after firms were notified of the evaluation results and recommendation of award of contract to MV Transportation, Inc. (MV), the Agencies received a protest regarding the award of the contract from Parking Company of America Management (PCAM); and

WHEREAS, staff undertook a thorough evaluation of PCAM's protest, including its allegation that MV's staffing plan was inadequate; and

WHEREAS, following staff's evaluation and conclusion that inaccurate staffing information had been provided to the proposers, and in the interest of fostering a fair, full and transparent solicitation process, staff recommended that all proposals be rejected, which rejection was authorized by the Board at its January 2014 meeting, at which time the Board also directed staff to re-solicit the services; and

WHEREAS, on May 28, 2014, a new Request for Proposals (RFP) to provide Contracted Shuttle Services was issued; and

WHEREAS, the solicitation was advertised in a newspaper of general circulation, on the Agencies' websites, and notifications were sent to interested proposers, including Disadvantaged Business Enterprises (DBEs) that were registered in the procurement database; and

WHEREAS, in response to the Agencies' solicitation, two firms submitted proposals; and

WHEREAS, an Evaluation Committee (Committee) has reviewed proposals, conducted interviews and site visits, and ranked the proposers' proposals according to the evaluation criteria set forth in the RFP; and

WHEREAS, the Committee has determined that MV is the highest consensus-ranked firm; and

WHEREAS, legal counsel has reviewed MV's proposal and determined that it complies with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a five year and five month base contract for contracted shuttle services be awarded to MV for an estimated amount of \$1,487,097.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby awards a contract for contracted shuttle services to MV for a base term of five years and five months for an estimated amount of \$1,487,097; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with MV in full conformity with all of the terms and conditions of the RFP and negotiated agreement, and in a form approved by legal counsel; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO, or his designee, to exercise up to five additional, one-year option terms with MV in the total estimated amount of \$1,626,567 for the five-year period, if it is in the best interest of the District, with the understanding that the option terms may be exercised in one-year or multi-year increments at the sole discretion of the District.

Regularly passed and adopted this 7th day of January, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2015

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
KARYL MATSUMOTO
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, JANUARY 7, 2015 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of December 3, 2014

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Shirley Harris, Zoe Kersteen-Tucker, Karyl Matsumoto

NOTE:

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

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 3, 2014**

Committee Members Present: S. Harris (Committee Chair), Z. Kersteen-Tucker, K. Matsumoto

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

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

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

Approval of Minutes of Legislative Committee Meeting of November 5, 2014

Motion/Second: Groom/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Abstain: Guilbault, Kersteen-Tucker

Update on the State and Federal Legislative Program

State Update

Mark Simon, Executive Officer, Public Affairs, said State Senator Fran Pavley (D-Agoura Hills) has introduced a bill to extend Cap and Trade permanently. The current bill expires in 2020. He said Assemblymember Kevin Mullin (D-San Mateo) has been named Speaker Pro Tempore. Assemblymember Mullin is a coalition builder and has gained a lot of respect from his colleagues. Mr. Simon said State Senator Jim Beall (D-San Jose) has been named chair of the Senate Housing and Transportation Committee, and Assemblymember Jim Frazier (D-Oakley) has been named Chair of the Transportation Committee.

Federal Update

Mr. Simon said many were disappointed that Congresswoman Anna Eshoo (D-CA) was not successful in her attempts to chair the Transportation and Infrastructure Committee, but the effort elevated her to a national status. He said her office will use this as a chance to build coalitions in other areas and focus on other issues that are important to her.

Adjourned: 2:43 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

On December 1, State lawmakers were sworn into office with 27 new members in the Assembly and ten new members in the Senate.

Assemblymember Toni Atkins was selected to be the new Assembly Speaker and Assemblymember Kevin Mullin was named Speaker Pro Tem, replacing Assemblymember Nora Campos. Assemblymember Jim Frazier will serve as the Chair of the Assembly Transportation Committee.

Senator Kevin de Leon has been selected to serve as Senate President Pro Tem and Senator Jim Beall will serve as Chair of the Senate Transportation and Housing Committee

Several bills have already been introduced prior to the Legislature reconvening on January 5, 2015. Most of the bills introduced so far are bills recycled from last session that failed to win approval. Some bills of interest are:

- Fuel Exemptions Under Cap and Trade
Assembly Bill (AB) 23 and Senate Bill (SB) 5 would exempt oil and gas from being included in the Cap-and-Trade program. As of January 1, producers of transportation fuels will be required to buy permits for the emissions they put into the air. These bills would keep oil and gas out of the program permanently. Both bills are backed by the Republican caucuses in each house.

- Cap and Trade Extension
SB32 would extend the Cap and Trade Program past 2020 into 2050. The current Cap and Trade Program requires greenhouse gas emissions levels to be reduced to the levels they were in 1990 by the year 2020. This bill would require further reductions to levels that are 80 percent below the 1990 level by 2050.
- Transit and Intercity Rail Program Changes
SB9 would prohibit the Transit and Intercity Rail Cap and Trade Program from providing operational funds and instead would provide funds for large capital improvements with a total cost exceeding \$100 million.

FEDERAL ISSUES

Tax Extenders

In 2014, Congress let pre-tax commute benefits for transit riders fall from \$245 to \$130, even though the benefit for drivers remained at the higher level. Nearly a year later, Congress approved a tax extenders bill (H.R. 5771, The Tax Increase Prevention Act) that restores parity for transit riders, but that parity will expire again on January 1, 2015 unless another extension is approved.

The bill technically allows transit riders to retroactively collect the benefit at the higher level, but administrative and funding challenges may prevent the agencies responsible for managing the benefit to process retroactive claims.

Staff will continue to work with the American Public Transportation Association and other organizations to advocate for the permanent restoration of mass transit commuter tax benefits that are on par with those that drivers receive.

Appropriations

On December 13, Congress approved an omnibus appropriations bill that avoids a government shutdown and funds most government programs through the end of September 2015. The bill funds formula transportation programs at the fully authorized amount and includes \$500 million for the TIGER Multimodal Discretionary Grant Program, which is \$100 million less than in 2014.

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

650-508-6388

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
AB 2 Alejo D Community revitalization authority.	ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.	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. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
AB 6 Wilk R Bonds: transportation: school facilities.	ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.	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 2/3 vote of each house of the Legislature and a majority of the voters. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
AB 21 Perea D California Global Warming Solutions Act of 2006: emissions limit: scoping plan.	ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.	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. 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.	
AB 23 Patterson R California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.	ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.	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. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
AB 33 Quirk D California Global Warming Solutions Act of 2006: scoping plan.	ASSEMBLY PRINT 12/2/2014 - From printer. May be heard in committee January 1.	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. 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.	
AB 61 Allen, Travis R Shuttle services: loading and unloading of passengers.	ASSEMBLY PRINT 12/15/2014 - From printer. May be heard in committee January 14.	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. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
SB 1 Gaines R California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.	SENATE PRINT 12/2/2014 - From printer. May be acted upon on or after January 1.	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. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
SB 5 Vidak R California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.	SENATE PRINT 12/2/2014 - From printer. May be acted upon on or after January 1.	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. 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 through December 31, 2020. This bill contains other related provisions.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
SB 9 Beall D Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.	SENATE PRINT 12/2/2014 - From printer. May be acted upon on or after January 1.	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. 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.	

San Mateo County Transit District State Legislative Matrix 12/23/14

Bill ID/Topic	Location	Summary	Position
SB 32 Pavley D California Global Warming Solutions Act of 2006: emissions limit.	SENATE PRINT 12/2/2014 - From printer. May be acted upon on or after January 1.	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. 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.	



BOARD OF DIRECTORS 2015

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

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, JANUARY 7, 2015 – 3:00 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 3, 2014
2. Adoption of the San Mateo County Transit District's Fiscal Years 2014-2023 Short-Range Transit Plan

Committee Members: Carole Groom, Rose Guilbault, Adrienne Tissier

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 3, 2014**

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

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

Committee Chair Carole Groom called the meeting to order at 2:43 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of November 5, 2014

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Abstain: Guilbault/Kersteen-Tucker

Approval of the San Mateo County Transit District's 2014-2019 Strategic Plan (Plan)

Doug Kim, Director, Planning, reported:

- This is a five-year update to the Plan. It initiates a five-year implementation process that will help shape future budgets.
- The Plan focuses on the three priorities:
 - Become a more effective organization.
 - Strengthen fiscal health.
 - Expand mobility options.
- Progress will be measured by five goals:
 - Increase fixed-route bus ridership by 15 percent.
 - Increase fixed-route passenger fare revenue by 20 percent.
 - Reduce annual debt service by \$1.5 million.
 - Improve organizational performance.
 - Manage workforce change.
- Public comment on the Plan was accepted from October 1 through October 31 and over 150 comments were received.
- Public meetings were held in Pacifica, Menlo Park, San Carlos, Half Moon Bay, and South San Francisco.
- Public comments included expanding service, improving customer service, promoting public health and sustainability.
- Public comments were incorporated into the final version.
- Next steps:
 - Board approval of the Plan.
 - Internal committee meetings.
 - Prioritized action plan.

- Integrate into upcoming Fiscal Year 2016 budget.
- Annual update to the Board in December 2015.

Director Zoe Kersteen-Tucker said the document is excellent. She asked what “creative revenue sources” mean under “generate more revenue.” Mr. Kim said it could include sponsorship of bus stops.

Director Kersteen-Tucker asked about maximizing Cap and Trade Revenues. Mr. Kim said there is some potential to have the revenue bolster the bus program.

Director Kersteen-Tucker said there is nothing stated about seeking additional funding from voters. Mark Simon, Executive Officer, Public Affairs, said staff is looking at this topic and nothing is being ruled out with the Plan.

Director Kersteen-Tucker asked if it would be appropriate to add a bullet point about going to the voters to seek additional funding as an option for generating more revenue. Michael Scanlon, General Manager/CEO, said he would recommend extreme caution. He said this is the first time a Plan has been done for the District that includes the two sister agencies. Mr. Scanlon said there is a good chance a ballot measure for Caltrain will come to fruition. He said he doesn't see a need to go to the ballot for SamTrans because when the debt is paid off, SamTrans will be in really good shape.

Director Karyl Matsumoto said from a city perspective she would not recommend adding a ballot measure to the Plan.

Mr. Kim said this is a very high level Plan and staff is trying to keep every option open.

Chair Jeff Gee said the Board and staff needs to be more aggressive on real estate and have housing for employees as part of the new wave of hiring. Mr. Scanlon said there has been a lot of interest in District real estate. He said something could be added regarding employee housing and real estate in the Plan.

Motion/Second: Tissier/Guilbault

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

SamTrans Service Plan Progress Update

Michael Eshleman, Planner, reported:

- Three-month summary:
 - Total ridership is up 4.9 percent.
 - Average weekday ridership (AWR) is up 4.6 percent.
 - On-time performance (OTP) is up 4.7 percent.
- Nine-month summary:
 - Total ridership is up 3.6 percent.
 - AWR is up 3.2 percent.
 - Ridership and productivity have been improving each quarter.

- 15-minute service:
 - Prime opportunities for ridership growth on Routes 120, 130, 131, 281, 296, and ECR.
 - Accounts for 3,300 new riders each weekday and potentially 775,000 additional riders per year.
- Pilot Services:
 - Pilots are a key element of the SSP.
 - Pacifica service is operating effectively.
 - San Carlos service is struggling and staff is working with the city of San Carlos and stakeholders to identify changes.
 - Staff will evaluate pilots after first year to determine necessary adjustments.
 - San Carlos is carrying eight passengers and Pacifica is carrying 121 passengers per day.
- Next steps:
 - Service changes in January to improve reliability and respond to increased congestion.
 - Perform system-wide analysis in February focused on what's working, what isn't, and changes to address shortcomings and build on success.

Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2015

No discussion.

Adjourned: 3:09 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **ADOPTION OF SAN MATEO COUNTY TRANSIT DISTRICT'S FISCAL YEARS
(FY) 2014-2023 SHORT RANGE TRANSIT PLAN (SRTP)**

ACTION

Staff proposes the Committee recommend that the Board adopt the SamTrans [FY2014 – FY2023 SRTP](#).

SIGNIFICANCE

The Metropolitan Transportation Commission (MTC) requires that each Bay Area transit operator prepare and submit a SRTP that addresses the agency's operating and service plan for the next 10 years. Major components of a SRTP include:

- Vision, Guiding Principles, and Performance Measures;
- Service and System Evaluation;
- Operations Plan and Budget; and
- Capital Improvement Program (CIP).

At the June 4, 2014 Board of Directors meeting, staff presented a draft framework for developing the SRTP, and discussed the above elements of the plan. Since the meeting, staff submitted a draft SRTP to the MTC for review. The final SRTP incorporates comments received from MTC, as appropriate.

The SRTP's operating plan reflects the service changes made in FY2014 to implement the SamTrans Service Plan, and, at this time, assumes no additional growth in service levels over the SRTP planning horizon. The SRTP CIP addresses improvements needed to maintain the system in a state of good repair, and to provide quality service to customers.

Future SRTP focus areas will examine on-going cost efficiency measures, build on the District's Strategic Plan and examine funding strategies to identify new sources of revenue.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The SRTP fulfills Federal Transit Administration and MTC regulatory requirements to implement and inform the development of MTC's Regional Transportation Plan and the Transportation Improvement Program so that the District can qualify for State and Federal funding. The goals, objectives, and standards in the SRTP will serve as a basis for the assessment of SamTrans performance in the MTC's Triennial Performance Audits.

MTC requires SRTP's at least every four years. The last SamTrans SRTP was submitted in 2009.

Prepared By: Barrow Emerson, Principal Planner, Planning 650-508-6382

RESOLUTION NO. 2015-

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

* * *

ADOPTING THE SAMTRANS FISCAL YEARS (FY) 2014 – 2023 SHORT RANGE TRANSIT PLAN

WHEREAS, the Metropolitan Transportation Commission (MTC) requires each Bay Area transit agency to prepare and submit a Short Range Transit Plan (SRTP) at least every four years; and

WHEREAS, the MTC requires that each agency's SRTP serves as a management and policy document for the transit operator, describing the agency's capital and operating budgets, capacity, and plans for the subsequent ten years; and

WHEREAS, key components of each SRTP include the agency's vision, guiding principles, and performance measures; service and system evaluation; operations plan and budget, and capital improvement program; and

WHEREAS, the goals, objectives, and standards in an SRTP serve as a basis for the assessment of an agency's performance in the MTC's Triennial Performance Audits; and

WHEREAS, the SRTP fulfills Federal Transit Administration (FTA) and MTC regulatory requirements to implement and inform the Regional Transportation Plan and the Transportation Improvement Program to qualify the San Mateo County Transit District for Federal and State funding; and

WHEREAS, the Planning, Development and Sustainability Committee recommends the SamTrans FY2014-FY2023 SRTP be adopted.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District adopts the SamTrans FY2014-FY2023 Short Range Transit Plan, attached hereto and incorporated herein by this reference.

Regularly passed and adopted this 7th day of January, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 7, 2015 – 3:20 p.m.
or immediately following Committee meetings

6. RECONVENE FROM COMMITTEE MEETINGS

7. REPORT OF THE NOMINATING COMMITTEE (GROOM, GUILBAULT, TISSIER)

- a. Election of Officers for 2015

8. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of December 3, 2014
- b. Acceptance of Statement of Revenues and Expenses for November 2014

9. PUBLIC COMMENT

Public comment by each individual speaker shall be limited to one minute

10. REPORT OF THE CHAIR

- a. Appointment of Karyl Matsumoto as Representative to the San Mateo County Transportation Authority

11. REPORT OF THE GENERAL MANAGER/CEO

12. COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Fixed-Route Bus Service
- e. Multimodal Ridership Report – November 2014

13. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Implementation of Continuing Disclosure Policy

- b. Authorize Amendment of the District's Contribution Rates for Monthly Medical Premiums for Members of the International Brotherhood of Teamsters Group 3 – Transit Instructors and the Administrative Special (Part-Time) Employees
- c. Authorize Selection of Pool of Consultants to Provide Underwriting Services for the 2015 Debt Refinancing and Include in the 2015 Debt Refinancing a Fixed-Rate Refinancing of the District's Outstanding 1993 and 2009 Bonds
- d. Authorize Award of Contract to MV Transportation, Inc to Provide Contracted Shuttle Services for a Base Term of Five Years and Five Months at an Estimated Cost of \$1,487,097

14. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

15. PLANNING, DEVELOPMENT & SUSTAINABILITY

RESOLUTION

- a. Adoption of the San Mateo County Transit District's Fiscal Years 2014-2023 Short-Range Transit Plan

16. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

17. BOARD MEMBER REQUESTS/COMMENTS

18. DATE, TIME AND PLACE OF NEXT MEETING – February 4, 2015 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

19. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District
- b. Closed Session: Claim of Surag Patel
- c. Closed Session: Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

20. ADJOURNMENT

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at www.samtrans.com.

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 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; 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
DECEMBER 3, 2014**

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

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

Chair Jeff Gee called the meeting to order at 3:09 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 5, 2014
- b. Acceptance of Statement of Revenues and Expenses for June 2014 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenses for October 2014

Motion/Second: Tissier/Groom

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

PUBLIC COMMENT

Alice Barnes, San Bruno, said she rode Route ECR on December 2 at 3:30 p.m. in San Mateo and the driver was either 1195 or 1194. She said the operator should be the next driver of the year. Ms. Barnes said there was not one dry bus stop along El Camino Real between San Mateo and San Bruno and the operator drove through them very carefully. She wanted to say good-bye to Michael Scanlon, General Manager/CEO, and thank him for responding to all her e-mails.

Jerry Grace, San Pablo, said he didn't know Caltrain made a schedule change. He wished the Board and staff happy holidays.

**CALL FOR A PUBLIC HEARING ON JANUARY 7, 2015 FOR THE FILING OF A FEDERAL TRANSIT
ADMINISTRATION SECTION 5310 GRANT APPLICATION**

Motion/Second: Groom/Harris

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

REPORT OF CHAIR

Appointment of Nominating Committee for 2015 Chair and Vice Chair

Chair Gee appointed Directors Rose Guilbault, Carole Groom and Adrienne Tissier to the nominating committee.

Resolution of Appreciation for Legal Counsel David J. Miller

Motion/Second: Tissier/Harris

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

Chair Gee thanked Mr. Miller for all he has done for the District and said he should be proud of everything he has accomplished.

The Board and staff expressed their good wishes to Mr. Miller.

Mr. Miller said it has been a privilege to serve the District, every Board member and general manager.

Public Comment

Jerry Grace, San Pablo, thanked Mr. Miller for everything he did for the county and Golden Gate Transit.

APPOINTMENT OF ZOE KERSTEEN-TUCKER REPRESENTING PUBLIC MEMBER – COASTSIDE

Chair Gee said the nominating committee consisted of Directors Groom, Karyl Matsumoto and himself. Advertisements were in the *Half Moon Bay Review* and *Daily Journal*. Two applications were received and both applicants were interviewed. Chair Gee said the nominating committee is recommending Director Kersteen-Tucker for re-appointment. Chair Gee said only elected officials are allowed to vote on this item.

Motion/Second: Tissier/Groom

Ayes: Gee, Groom, Matsumoto, Tissier

REPORT OF THE GENERAL MANAGER/CEO

Mr. Scanlon reported:

- Congratulated Director Kersteen-Tucker on her re-appointment.
- Recognized 30-year safe drivers Brij Prasad and Theodore Mack, 20-year safe drivers Teodore Lat and Emilio Sainten, and 20-year safe workers Harish Prasad and James Esqueda.
- South Base operators and maintenance employees were recognized for recording 224,000 miles without a preventable accident in September.
- In September, 36 bus operators and maintenance employees completed the Federal Transit Administration course on fatigue and sleep apnea awareness for transit employees.
- Operations Planning staff completed a week-long training on scheduling.
- The San Carlos Transit Oriented Development Project amendment was executed with Legacy Partners. The commencement of construction cannot begin until SamTrans completes the build-out of the transit-related facilities south of the property. The term was therefore extended to December 31, 2015 from June 30, 2015.
- There will be free fares on New Year's Eve starting at 8 p.m. on December 31 through 5 a.m. on January 1. This is coordinated at the regional level with the Santa Clara Valley Transportation Authority and the San Francisco Municipal Transportation Agency.
- Staff is working on an electronic holiday card for all three agencies, the District, the Peninsula Corridor Joint Powers Board, and the San Mateo County Transportation Authority.
- The Holiday Train is December 6 and 7.

- Rita Haskin, Executive Officer, Customer Service and Marketing, provided a brief update on Clipper 2.0. She said transit agencies have met and identified weaknesses and strengths of the current system and what needs to be implemented in the next system. Ms. Haskin said a public input campaign has begun online at futureofclipper.com.

COMMUNITY RELATIONS COMMITTEE – K. Matsumoto

MOTION

- a. Appointment of John Baker to the Citizens Advisory Committee

Motion/Second: Matsumoto/Guilbault

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

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTIONS

- a. Authorize Award of Contracts to PFM Asset Management LLC and U.S. Bank to Provide Investment Management and Custodial Services for a Three-Year Base Term
- b. Authorize Award of Contract to Murphy and Hartelius, Inc. for Furnishing and Servicing Bus Operator Uniforms for a Total Estimated Cost of \$710,146 for a Five-Year Term
- c. Authorize Renewal of Delta Dental Insurance Contract for an Estimated Annual Cost of \$1.156 Million
- d. Authorize a Fourth Amendment with MV Transportation to Extend Flex and Expanded Route 17 Service for Coastside Transportation Services for a Total Estimated Cost of \$3,124,420 for 33 Months

Motion/Second: Kersteen-Tucker/Tissier

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

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT, AND SUSTAINABILITY – C. Groom

RESOLUTION

- a. Approval of the San Mateo County Transit District's 2014-2019 Strategic Plan

The approval includes minor language modifications regarding growth and financing.

Motion/Second: Tissier/Guilbault

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

SUBJECT DISCUSSED

- b. SamTrans Service Plan Progress Update
- c. Capital Projects Quarterly Progress Report – 1st Quarter Fiscal Year 2014

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Groom requested the meeting be adjourned in memory of PCC member Daniel Mensing.

DATE AND TIME OF NEXT MEETING – January 7, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

David Miller, Legal Counsel, said the Board will convene to closed session as permitted by the Brown Act regarding a pending litigation matter, and a discussion of public employee appointment for the General Manager/CEO position.

Adjourned to closed session at 4:09 p.m.

Reconvened at 4:25 p.m.

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

Mr. Miller said no action was taken.

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

Mr. Miller said Chair Gee provided an update to the Board on the status of the recruitment for a new General Manager/CEO

Adjourned at 4:30 p.m. in memory of Daniel Mensing.