



BOARD OF DIRECTORS 2009

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GENERAL MANAGER/CEO

A G E N D A

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

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

WEDNESDAY, APRIL 8, 2009 – 2:00 p.m.

1. Pledge of Allegiance
2. Swearing in of Jerry Deal (Representing Cities Selection-Central)

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of March 11, 2009
4. Recommend Appointment of Citizens Advisory Committee Members:
 - a. 2 Bus Riders
 - b. 2 Community Riders
 - c. 1 Multimodal Rider

INFORMATIONAL

5. Accessibility Update – Bill Welch
6. Paratransit Coordinating Council (PCC) Update – Kent Mickelson
7. Citizens Advisory Committee Liaison Report – Wayne Kingsford-Smith
8. Performance Report – Shuttles
9. Multimodal Ridership Report – February 2009

Committee Members: Art Lloyd, Mark Church, Vacant

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MARCH 11, 2009**

Committee Members Present: A. Lloyd (Committee Chair)

Committee Members Absent: M. Church

Other Board Members Present, Constituting Committee of the Whole: R. Guilbault, S. Harris, J. Hartnett, Z. Kersteen-Tucker, K. Matsumoto, A. Tissier

Staff Present: G. Cameron, J. Cassman, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Martinez, N. McKenna, M. Scanlon, M. Simon, B. Welch

Committee Chair Art Lloyd called the meeting to order at 2:06 p.m.

Approval of Minutes of Community Relations Committee Meeting of February 11, 2009

The Committee approved the minutes (Guilbault/Hartnett).

Accessibility Update

There was no report.

Paratransit Coordinating Council (PCC) Update

Nancy Keegan, Vice Chair of the PCC, said the PCC received the Aging 2020 presentation at their meeting yesterday and would recommend this presentation to the Board. The PCC is in the process of updating its bylaws and will be including the partnership the PCC has with SamTrans. Dr. Michal Suttles was approved as a new PCC member representing the coast and thanked Chair Zoe Kersteen-Tucker for the recommendation and introducing her to the PCC.

Citizens Advisory Committee (CAC) Liaison Report

Chair Wayne Kingsford-Smith said at the March meeting the CAC:

- Received a presentation on the Zero Emission Bus (ZEB) program.
- Staff informed the CAC the February fare increase went smoothly.

Performance Report – Caltrain Service

Chuck Harvey, Chief Operating Officer provided an overview of the Caltrain service:

- Total ridership remains at record levels at over 950,000 riders per month.
- Average weekday ridership is over 35,000 per day.
- Fare revenue ranges from \$3-\$4 million per month.
- Parking revenue remains firm.
- On-time performance remains above the 95 percent goal.

- Service highlights include the completion of the California Avenue and Palo Alto stations; a 25-cent base fare increase was implemented on January 1, 2009; the new 8-ride ticket was implemented on March 2 and on-board bike capacity improvements will be completed by June.
- System safety highlights include new right of way fencing projects, grade crossing improvements at 26 crossings in San Mateo County and 21 crossings in Santa Clara County and staff continues Operation Lifesaver presentations to the community.
- Capital projects include the South San Francisco, Santa Clara and South Terminal stations, bridge replacements, radio and communication system and the train control system which has become obsolete.
- Real progress is being made on electrification. Staff is continuing discussions with the Federal Railroad Administration (FRA) for the possible use of Electric Multiple Units (EMU). Staff is working with High Speed Rail (HSR) on a Memorandum of Understanding (MOU) for the framework on how this project will be managed.

Director Karyl Matsumoto read an article about HSR stating they are broke. General Manager/CEO Michael Scanlon said it is a cash flow issue they are experiencing right now.

Multimodal Ridership Report – January 2009

Mr. Harvey said Average Weekday Ridership for the month of January 2009 compared to January 2008 was as follows:

- a. Ridership for all modes was 95,240, an increase of 9.9 percent.
- b. Bus ridership was 49,010, an increase of 11.8 percent.
- c. Paratransit ridership was 1,101, an increase of 5.2 percent.
- d. Caltrain ridership was 37,520, an increase of 8.1 percent.
- e. Caltrain shuttle ridership was 5,713, an increase of 14.5 percent.
- f. BART shuttle ridership was 1,896, a decrease of 8.7 percent.

Adjourned: 2:25 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
Chief Operating Officer

SUBJECT: ACCESSIBILITY REPORT

ACTION

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

SIGNIFICANCE

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

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

The minutes from the March 10 PCC meeting are attached. The minutes from the most recent SAAC meeting are not yet available.

Prepared by: Tina Dubost, Accessibility Coordinator 650-508-6247
Project Manager: Bill Welch, Manager, Accessible Transit Services 650-508-6475

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
March 10, 2009
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Vice Chair; Barbara Kalt, Rosener House; Craig McCulloh, Aging & Adult Services; Bill Welch, SamTrans; Dr. Aki Eejima, Consumer; Stephanie Hill, Consumer; Mike Levinson, Consumer; May Nichols, COA; Paula Kathryn Petropoulos, Consumer; Judy Garcia, Consumer; Maureen Dunn, Senior Focus; Dan Mensing, Consumer; Myria Barnes-Jackson, DOR. (Quorum—yes)

Absentees: Kent Mickelson, PCC Chair; Dale Edwards, AL-Com Chair; Sammi Riley, Consumer; Joe Monsor, Caregiver.

Guests: John Murphy, MV Transportation; Tina Dubost, SamTrans; Elly Colwell, SamTrans; Linda Rhine, PCC Consultant, Nelson\Nygaard; Paul Lee, SamTrans; Dr. Michal Settles, Coastside Member Applicant; Marshall Loring, EDAC; Rich Hedges, MTC; Kathy Baker, San Mateo County Health Dept.; Crispin Delgado, SM County Health Dept., Aging 2020 Guest Presenter; Rose Berta, PCC Staff.
(Total Attendance: 24)

WELCOME/INTRODUCTION

Nancy Keegan, Vice Chair, serving as Chair in Ken's absence, welcomed all to the March PCC meeting.

APPROVAL OF FEBRUARY PCC MINUTES

Nancy asked for a vote of approval for the February minutes; the February minutes were approved by all with Craig and Maureen abstaining from the vote.

Aging 2020 Presentation—Crispin Delgado, Guest speaker, San Mateo County Health Department

Crispin Delgado presented a very informative and interesting report on the San Mateo County 2020 Aging Model. Due to the aging of the baby boomers and increased longevity for older adults, all aspects of life for the population over the age of 65 years in San Mateo County will be impacted. Representatives from the San Mateo County Health Department, Department of Housing, SamTrans, Health Plan of San Mateo, San Mateo Medical Center, and the Commission on Aging collaborated to create a model that projects the characteristics of adults over the age of 65 in San Mateo County for the years 2020 and 2030 in order to systematically plan for the demographic changes. Service needs in the areas of health, housing and transportation are expected to change along with the demographic shift. In order to adequately plan for coordinated services for the years 2020 and 2030, San Mateo County seeks to accurately predict this population's future characteristics, including racial/ethnic composition, income distribution, housing preferences, and disability rates. Overview of the Policy Brief (www.smhealth.org/hpp) includes:

- San Mateo County can expect to see a 72% increase in the number of older adults.

- The ethnic make-up of older adults in the county will be different in 2020 and 2030; the Latino and Asian/Pacific Islander older adults will experience the largest growth in the county.
- The concentration of where older adults live in the four regions of San Mateo County will change over time.
- Although the population will increase, there is a sub-set of the population that will decrease. Older adults with less income will decrease over time, resulting in a wealthier group of older adults.

The Policy Brief has six elements critical to promoting housing to suit the needs of older adult populations.

1. Housing affordability
2. Walkable communities
3. Access to public transportation
4. Mix of housing and other uses
5. Multi-generational housing
6. Design features to meet the needs of current and future older adults

Comments, questions, and answers by members:

- “45% of homes owned free and clear by the older adult population”—Is that specific to SM County? (Dr. Settles).
- Mortality factor in research indicates lowered mortality rate and increases in cognitive disorder. (Aki)
- Marshall and Rich Hedges pointed out that many developers do not use architects to design specifically for the disabled. Detailed information can be found on the website: <http://www.smhealth.org/hpp> or obtaining the hardcopy of the “Policy Brief”, Issue 1, 2, & 3.
- Craig thanked Crispin for his presentation reminding the PCC of the relevancy of the information as 82% of Redi-wheels riders are over 65 years of age. Nancy thanked Craig for inviting Crispin to the PCC meeting, and thanked Crispin for a very informative presentation.

COMMITTEE REPORTS

A. AL-COM REPORT

In Dale’s absence, Nancy announced that April 7th is the next meeting, from 1-3pm. Dale is trying to secure a guest speaker.

B. GRANT/BUDGET REVIEW

Barbara and Linda reported that the 5310 process is underway and will have more to report next month.

C. EDUCATION COMMITTEE

Nancy reported that the next Education meeting is scheduled for March 24, 1:30-3:00 pm, on the 3rd floor, in the Engineering Conference room. An email will be sent out as a reminder.

D. EXECUTIVE COMMITTEE

1. EXE-Com—Linda reported the meeting on February 24 focused on the Bylaws, PCC applications (one is still pending), and the PCC recruitment brochure. The committee decided to take the existing two PCC brochures and consolidate the information into one PCC brochure. Orientation for new members and any members interested in attending an orientation session planned for April, before the PCC meeting. Linda also reported that a uniform-looking PCC business card is in the works for members using business cards to promote the PCC.

2. Review of Updated PCC Bylaws—The last revision of the Bylaws was June 2001. Everyone was sent a copy of the Bylaws with track changes. Proposed changes were reviewed and questions answered. Nancy summarized briefly some of the suggested revisions in the Bylaws. The updates reflect what is already being done; by having everything in writing and incorporating the language currently used, will allow the process and work plan to be continued.

Nancy explained that in Article 7—Committees were consolidated to 4 instead of 6; Budget/Grant Review; Advocacy and Legislative, Education, and Executive committees are the result of the consolidations. Article V—Section 6—terms 3 yrs.—starting in June, members over 3 yrs. may be re-nominated for another term. There is no termed-out provision except for the Chair. Linda mentioned that “may” replaced “shall” in the section on terminating a member for three missed meetings. Linda emphasized that it is not the PCC’s practice to terminate for missed meetings.

Barbara pointed out that there was no mention of Consumer Corps, and suggested that the Consumer Corps be mentioned in another committee. Nancy concurred. Nancy emphasized that the PCC does so much great work and has many accomplishments in partnership with SamTrans that we want to make sure we continue this arrangement. Nancy thanked everyone and requested that other suggested revisions or comments be sent them to Linda and Rose by March 24. The updated Bylaws will be an approval item for next month’s agenda.

***3. Approval of Dr. Michal Settle’s membership**—May motioned and Bill seconded the motion to approve Dr. Michal Settle’s PCC membership. Dr. Michal Settle’s membership was unanimously approved.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill reported the inauguration of the new paratransit eligibility assessment facility, located at 1166 Triton Dr. #600, Foster City. C.A.R.E Evaluators, the new contractor, will continue using the current process with some additions at a reasonable price. There will be an open house on April 6, 2-4 pm with refreshments and is open to everyone who is a stakeholder. A warehouse attached to the offices includes a streetscape to allow candidates for Redi-wheels to see if they can negotiate crosswalks, signals, transit bus, etc. The facility provides the opportunity to functionally test applicants to use regular bus services in a “customer friendly” fashion. It is a one-story building, with an automatic door, and accessible restroom—all ADA compliant. Dr. Settles asked if other agencies are included in the open house such as Hope Services, Coastside Hope Services, etc. Bill and Tina will make sure they are on the list to receive invitations. Nancy asked if RediCoast riders have to travel to be certified. Bill explained that certification and re-certification is available on the Coastside at regular intervals; the new staff is Arthem. Nancy thanked Bill for his report.

B. Performance Summary

Tina reported as a follow-up to last meeting John checked all sedans and found comment cards in all sedans.

Tina gave the update of the performance report. The total ridership for January 2009 is similar to January 2008; it increased by 0.2%. Average weekday ridership increased by 2.3%; no-show and late cancels are better in January 2009 than January 2008. On-time performance has improved slightly and there is an increase in inter-county transfer trips.

C. Customer Comments

Elly gave the update on monthly comments. Total comments have gone up with an increase in compliments; more policy-related than service-related comments. The average response time has decreased below the 7-day turnaround limit, thanks to the continued efforts of Lynn Spicer. On comments by type, everything has decreased except for late vehicles, which increased.

D. Safety Report

John reported that there were 208,000 miles between accidents in February. Coastside had no accidents. There was a discussion as how to prevent a person from slipping out of a wheelchair. Paula Kathryn and Judy asked if Velcro can be made available to riders to attach to the shoulder straps for safety. Paul pointed out that there is a warranty issue if any alterations are made to parts of the vehicle. John will put a proposal on potential options and send to Paul's staff and the Safety Committee. John will report on the proposal at the next meeting.

LIAISON REPORTS

A. MTC REPORT

Marshall spoke about pedestrian and bicycle safety noting that no studies currently exist on this topic and MTC is addressing this issue. He spoke about the cut in transportation funding and that the Stimulus plan will provide some new capital funds for Bay Area transit agencies. MTC will host a workshop on the 5310 program and New Freedom funds to help people prepare grant applications due in May. There is a change in schedule for the finalization of the Transportation 2030 plan due to delays in figuring out what the financial situation is with the State.

Bill reported that there is a \$200,000-\$300,000 cut in State Transit Assistance (STA) funds for paratransit; however, it is of minimal concern because the amount is only a small portion of the total SamTrans budget. Stimulus money to replace bus purchases will free up money for operating funds.

B. AGENCY

Barbara reported that there was no meeting; therefore, nothing to report.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Nancy reported for Dale. There was no meeting and he is very happy with Dr. Settles being the Coastside representative.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported IVR was discussed and potential features. One of the features it will include is the rider's eligibility date to remind the rider to renew their ADA eligibility. The upcoming open house hosted by Care Evaluator, the new eligibility contractor, was announced. Nancy thanked Mike for his very thorough report.

E. COMMISSION ON AGING (COA) REPORT

May reported that there will be a South San Francisco Health Fair on March 20. May will be at the Seniors against Investment Fraud booth for Mills Peninsula Advisory Council. The fair will be held at the El Camino/Arroyo South San Francisco Senior Center, 9 am to 1 pm.

Craig announced that the Commission on Disabilities has included a committee on emergency preparedness response; the committee is working with the County office of Emergency Services where Homeland Security is providing grants for education, training and providing supplies for seniors; there is a June 30 deadline to dispense funds of \$31,000 for training the consumers for emergencies, and emergency supplies kit to provide for consumers. Craig noted that Kent is the co-chair of this effort. Nancy thanked May and Craig for their reports.

OTHER BUSINESS

Paula Kathryn asked what is the deadline date to submit articles for the spring newsletter, and who should the articles be sent to. Send the articles to Rose; deadline date to be determined.

Craig announced that the RFP proposal for staffing PCC is due early April. Craig is asking one PCC member to be a part of the panel to review proposals. Nancy thanked Craig for inviting a PCC member to be included on the panel.

Nancy thanked everyone for a good meeting.

MEETING ADJOURNED: 3:25 PM

**CRC ITEM # 8
APRIL 8, 2009**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Chief Operating Officer

SUBJECT: SHUTTLES PERFORMANCE REPORT

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 performance reports presented to the Board. Each of the District's four transportation modes – SamTrans motor bus, ADA Paratransit, Caltrain and Shuttles – will be featured individually each month. This month features a report on the Shuttles service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

This is the second Shuttles report to be presented this fiscal year. Staff will report on the business partners, program size, funding partnerships, and ridership.

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

Prepared by: Donald G. Esse, Acting Manager, Quality Assurance and Management Analysis
650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Chief Operating Officer

SUBJECT: MULTIMODAL RIDERSHIP REPORT—FEBRUARY 2009

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year 2007 vs. FY 2008 and year-to-date FY 2008 vs. FY 2009.

In May 2007 with elimination of BART/SamTrans agreement, Table “A” and Chart “A” includes average weekday ridership for BART SFO Extension.

**MONTHLY RIDERSHIP HIGHLIGHTS—FEBRUARY 2009 COMPARED TO
FEBRUARY 2008**

All Modes – AWR of 94,000, an increase of 1.8 percent.

Bus – AWR of 49,080, a decrease of 0.6 percent. Heavy rain impacts ridership. February 2009 had 6.40 inches of rain, 2.52 inches above normal. Last February was very dry with 2.04 inches. On Sunday, February 1, the SamTrans adult local fare increased 25 cents to \$1.75. Along with the cost of monthly passes and tokens. Express routes fares rose, resulting in a 50-cent increase in the cash fare, along with a proportional increase in the express pass price. Youth and Eligible Discount fares did not change.

Paratransit - AWR of 1,115, an increase of 0.9 percent. Like the Bus above, on February 1, the Paratransit fare rose 50 cents, and the Lifeline fare went up a quarter.

Caltrain - AWR of 35,750, an increase of 3.9 percent.

Caltrain Shuttles - AWR of 6,059, an increase of 11.4 percent. A review of the AWR found 496 of the 619 AWR increase for February 2009 is attributed to Stanford Marguerite shuttle system. Changes in their passenger counting methods result in higher ridership reported compared to the previous period. Compared to the previous month all other shuttles are up 2.3 percent.

BART Shuttles - AWR of 1,996 a decrease of 2.1 percent.

SamTrans Activities and Promotions:

The SamTrans Marketing Department continues to implement a number of programs and activities to attract customers. The activities for the month included:

- **Fare Change Implementation:** Weeks of planning and coordination came into play when the District planned for the implementation of fare changes that went into effect Feb. 1. With a network of some 70 vendors and a growing paratransit community, the Pass Sales staff notified stores, schools and other vendors of the coming pass price changes several times in advance so they and their customers were prepared for the new prices. Pass Sales also worked with the Accessible Services Department to communicate to seniors and other paratransit riders. As a result of a wide-ranging communications plan, the transition to new fares went smoothly, with few customer issues.
- **Notre Dame de Namur University** – SamTrans partnered with the university, which is located in Belmont, to encourage using public transit to class. Adcards promoting the university’s graduate and credential programs were placed inside the buses. This is the fifth year that SamTrans has joined in the promotion.
- **State of Valley Conference Program Advertisement** – The Joint Venture Silicon Valley Network was formed in 1992 bringing together leaders from business, labor, government, the universities, and the non-profit sector to think outside the box and build creative solutions. The network’s annual State of the Valley Conference addresses the unique environment that is Silicon Valley and focuses on the important topics of transportation, energy, education, workforce readiness and other issues relevant to the world’s high-tech center. SamTrans helped sponsor the event with an ad in the conference program.

Prepared by: James De Hart, Senior Planner
Patrick Boland, Marketing Manager

650-508-6227
650-508-6245

Table A
Average Weekday Ridership

February 2009

<u>Mode</u>	<u>FY 08</u>	<u>FY 09</u>	<u>%Change</u>
Bus +	49,360	49,080	-0.6%
Paratransit	1,105	1,115	0.9%
Caltrain # +	34,400	35,750	3.9%
Caltrain Shuttle #	5,440	6,059	11.4%
BART Shuttle	2,039	1,996	-2.1%
Total	92,344	94,000	1.8%
BART (Extension Only)*	33,190	34,287	3.3%
Grand Total	125,534	128,287	2.2%

Year to Date

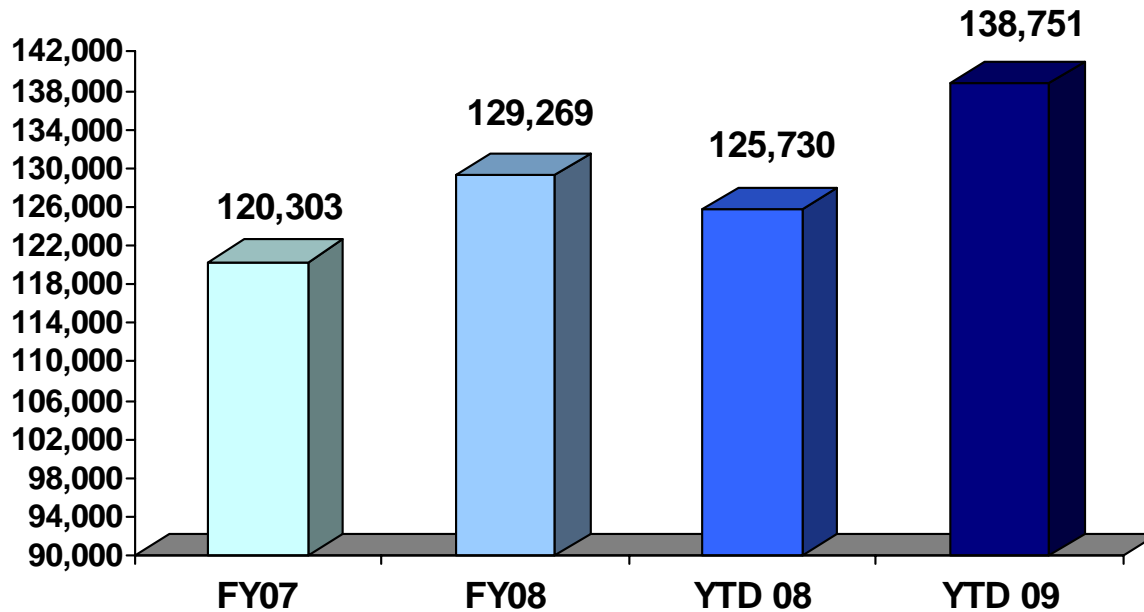
<u>Mode</u>	<u>FY 08</u>	<u>FY 09</u>	<u>%Change</u>
Bus +	47,840	50,720	6.0%
Paratransit	1,105	1,149	4.0%
Caltrain # +	36,460	40,650	11.5%
Caltrain Shuttle #	5,124	6,210	21.2%
BART Shuttle	1,985	2,062	3.9%
Total	92,514	100,791	8.9%
BART (Extension Only)*	33,216	37,960	14.3%
Grand Total	125,730	138,751	10.4%

System

* Extension Only (No Daly City)

+ Rounded to nearest tens

Chart A
Average Weekday Ridership





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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, APRIL 8, 2009- 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of March 11, 2009
2. Acceptance of Statement of Revenues and Expenses for February 2009
3. Authorize Amendment of Resolution 2009-14 Authorizing the Filing of an Application for Fiscal Year 2009 Federal Transit Administration (FTA) Section 5307 Funds as Part of the American Recovery and Reinvestment Act (ARRA) of 2009
4. Authorize Receiving an Allocation of \$900,000 of Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account Funds Through the Lifeline Transportation Program for the Procurement of Three 30-foot Buses for Route 17
5. Authorize Filing an Allocation Request and Enter into a Funding Agreement With the California Department of Transportation (Caltrans) for \$247,800 in High Priority Program Earmark Funding for Planning Work in Support of the El Camino Real Grand Boulevard Initiative
6. Authorize Adopting a Parking Violation Fine Schedule for Citations Issued at San Mateo County Transit District Parking Facilities

CONTRACTS

7. Authorize Award of Contract to AppleOne Employment Services, Nelson Family of Companies, Express Employment Professionals and Aerotek Inc. for a Not-to-Exceed Cost of \$1,500,000 for Temporary Staffing Services
8. Authorize the Purchase of up to 21 Hybrid Automobiles Through the State of California Contract for a Total Estimated Cost of \$542,739

INFORMATION

9. Results of 2009 Debt Refinancing
10. Presentation on Funding Sources

Committee Members: Karyl Matsumoto, Shirley Harris, Adrienne Tissier

NOTE:

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MARCH 11, 2009**

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

Committee Members Absent: None

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

Other Board Members Absent, Constituting Committee of the Whole: M. Church

Staff Present: G. Cameron, J. Cassman, C. Cavitt, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Martinez, N. McKenna, T. Reavey, M. Scanlon, M. Simon, J. Slavitt

Committee Chair Karyl Matsumoto called the meeting to order at 2:25 p.m.

Approval of Minutes of Finance Committee Meeting of February 11, 2009

The Committee approved the minutes (Lloyd/Hartnett).

Acceptance of Statement of Revenues and Expenses for January 2009

Chief Financial Officer Gigi Harrington said staff is not seeing the rate of return on interest income in the portfolio they had hoped and when Fiscal Year 2010 budget is developed there will be a big change. The good news is fare revenue is slightly over budget. Ms. Harrington said fuel was \$1.22 per gallon last week; year-to-date the average price of fuel is \$2.33 per gallon and the adjusted FY09 budget is \$3.45 per gallon.

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

Confirm Receipt of the Paratransit Trust Fund from the Transportation Authority and Adopt the Amended Statement of Investment Policy to Include a Policy to Guide the Investments of the Paratransit Trust Fund

Ms. Harrington said she is asking the Board to accept receipt of Paratransit Trust Fund revenues from the Transportation Authority. Ms. Harrington said with the completion of the original Measure A, staff is transferring the \$25 million corpus to SamTrans and asking the Board to approve the investment policy for those funds. Ms. Harrington said the interest earnings are used to offset the expenses of the paratransit operation.

The Committee (Hartnett/Harris) unanimously recommended Board acceptance of the report.

Authorize the Establishment of the Recommended California Employer's Retiree Benefit Trust Program (CERBT) Through the California Public Employees' Retirement System (CALPERS) for Other Post-Employment Benefits

Director of Finance Trish Reavey said staff is recommending the adoption and establishment of a trust for Other Post Employment Benefits (OPEB). The Government Accounting Standards Board (GASB) 45 requires the District to recognize retiree medical obligations as the benefit is earned by current employees; recognize retiree medical obligations earned in prior years by current and prior employees over a maximum of 30 years and show an unfunded portion of the Annual Required Contribution (ARC) as a liability on its balance sheet in FY08. Ms. Reavey said GASB 43 requires the District to report two additional financial statements and two multi-year schedules as supplemental information to the District's financial statements. On April 9, 2008 the Board adopted the OPEB funding plan which started at \$200,000 for FY08 and increases \$200,000 each year. Ms. Reavey said as part of this adoption the District established an Internal Revenue Code (IRC) tax qualified trust for OPEB funds in the current fiscal year, which will help reduce the Unfunded Actuarial Accrued Liability (UAAL) and ARC by taking advantage of potentially higher investment yields. Staff evaluated several IRC qualified trust options available for funding OPEB liabilities, compared key elements of establishing and administering an OPEB trust and compared various providers of available Section 115 Trusts. Ms. Reavey said CALPERS has 75 years of experience in administering employer-sponsored plans and a history of exceptional risk-adjusted investment performance.

The Committee (Harris/Hartnett) unanimously recommended Board acceptance of the motion.

Director Jim Hartnett appreciated the comprehensive report and the time and effort staff took to do this report.

Authorize Submittal of a Grant Application and Execution of Standard Agreements with Caltrans for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Formula Program in the Amount of \$138,650

Manager Capital Support Programs Joel Slavit said this is to recommend Board authorization to submit a Section 5311 grant application to help fund ongoing operating support for the Coastside rural demand-responsive transportation service and to execute certifications and assurances, funding agreements and other documentation required to receive the funds. Mr. Slavit said the required 50 percent local match has already been included in the SamTrans Operating Budget.

The Committee (Hartnett/Matsumoto) unanimously recommended Board acceptance of the motion.

Authorize the Filing of an Economic Stimulus Application with the U.S. Department of Transportation Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program Funds in the Amount of \$9,923,640

Mr. Slavit said this is to recommend Board authorization to submit grant applications for funding to help support replacement of up to one hundred thirty-seven 1993 Gillig buses and preventative maintenance. There is no match requirement for funds from the American Recovery and Reinvestment Act (ARRA).

The Committee (Lloyd/Guilbault) unanimously recommended Board acceptance of the motion.

The Committee (Guilbault/Lloyd) unanimously recommended Board acceptance of the motion to approve the following items: -- Why are the following items all in bold face?

- a. Authorize Award of Contract to Active Network, Inc. for an Estimated Cost of \$116,700 for a Web Site Content Management System**
- b. Authorize Award of Contract to Ideal Landscape and Concrete for a Total Amount of \$68,900 for North Base Bus Maintenance and Operations Facility Paving Improvements**
- c. Authorize Award of Contract to Technology, Engineering and Construction, Inc. for a Total Amount of \$24,318 to Provide Underground Storage Tank Rehabilitation Services**
- d. Authorize Rejecting the Low Monetary Bid as Non-Responsive and Authorize Award of Contract to Burr Plumbing and Pumping, Inc. for a Total Estimated Cost of \$370,985 for Plumbing Maintenance Services**

Adjourned: 2:41 p.m.

FINANCE ITEM # 2
APRIL 8, 2009

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Virginia Harrington
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING FEBRUARY 28, 2009 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes that the Board of Directors accept and enter into the record the Statement of Revenues and Expenses for the month of February 2009 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$195,437 or 0.2 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$221,901 or 2.0 percent. *Investment Interest* (page 1, line 9) is **worse** than budget by \$749,136 or 16.1 percent. *Other Interest, Rent & Other Income* (page 1, line 10) are **better** than budget by \$356,679 or 10.0 percent.

Expenses: *Total Expenses* (page 4, line 80) are \$2,120,455 or 2.4 percent **better** than budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 48) is **better** than budget by \$1,791,053 or 2.8 percent. *Total ADA Programs* (page 4, line 57) are **better** than budget by \$331,281 or 3.6 percent and *Total Multimodal* (page 4, line 75) is on target with budget.

Budget Amendments: There are no budget amendments this month

Prepared by: Rima Lobo, Manager, Financial Services
Jeannie Chen, Senior Accountant

650-508-6274
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2009
FEBRUARY 2009**

% OF YEAR ELAPSED: **66.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,401,565	11,294,024	11,482,199	11,260,298	102.0	17,112,000	17,112,000	67.1
2 Local TDA and STA Funds	2,919,142	27,726,850	24,042,204	24,042,204	100.0	34,609,081	35,718,796	67.3
3 STA Pass Through to Other Agencies	14,612	2,082,195	116,896	116,896	100.0	175,365	175,365	66.7
4 State/Federal Operating Grants	214,259	591,670	1,151,792	1,151,792	100.0	2,045,723	3,137,890	36.7
5 Measure A Contribution and AB434 Funds	741,009	1,960,588	2,318,849	2,343,730	98.9	7,187,824	7,247,824	32.0
6 Subtotal - Operating Revenues	5,290,587	43,655,327	39,111,940	38,914,920	100.5	61,129,993	63,391,875	61.7
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	4,553,197	43,366,639	43,351,162	43,351,162	100.0	65,370,000	65,370,000	66.3
9 Investment Interest	475,630	5,841,793	3,910,934 A	4,660,070	83.9	6,927,570	6,927,570	56.5
10 Other Interest, Rent & Other Income	567,765	3,289,235	3,912,800	3,556,121	110.0	5,626,697	5,515,697	70.9
11 Subtotal - Other Revenues	5,596,592	52,497,667	51,174,896	51,567,353	99.2	77,924,267	77,813,267	65.8
12 Total Revenues	10,887,179	96,152,994	90,286,836	90,482,273	99.8	139,054,260	141,205,142	63.9
13 Capital Assistance	641,663	2,377,610	2,141,998	2,141,998	100.0	23,771,509	59,655,404 B	3.6
14 Reserves Programmed for Capital	226,770	3,084,292	2,541,345	2,541,345	100.0	0	15,210,864 B	16.7
15 Total Revenues - All Sources	11,755,612	101,614,896	94,970,179	95,165,616	99.8	162,825,769	216,071,410	44.0
USES OF FUNDS								
Operations								
19 District Motor Bus	7,390,538	58,327,935	62,902,744	64,693,797	97.2	96,351,608	99,003,772	63.5
20 A. D. A. Programs	1,051,633	8,308,649	8,964,422	9,295,703	96.4	13,793,581	14,011,631	64.0
21 Caltrain	1,239,703	11,225,707	11,562,478	11,562,478	100.0	16,521,290	16,521,290	70.0
22 Other Multimodal Program	477,221	2,356,842	2,682,798	2,680,919	100.1	4,602,175	4,602,175	58.3
23 Operating Contingency	0	0	0	0	0	500,000	500,000	0.0
24 Subtotal - Operating Costs	10,159,095	80,219,133	86,112,442	88,232,897	97.6	131,768,654	134,638,868	64.0
Other Uses of Funds								
26 STA Pass Through to Other Agencies	14,612	2,082,195	116,896	116,896	100.0	175,365	175,365	66.7
27 Transfer Out to Debt Service	1,961,034	15,696,506	15,779,071	15,744,282	100.2	23,603,880	23,603,880	66.8
28 Fiscal Agent Fees	2,128	74,005	57,357	78,990	72.6	111,260	111,260	51.6
29 Subtotal - Other Uses	1,977,774	17,852,706	15,953,324	15,940,168	100.1	23,890,505	23,890,505	66.8
30 Capital Programs	1,309,944	6,233,819	5,841,807	5,841,807	100.0	34,802,260	85,897,019 B	6.8
31 Total Uses of Funds	13,446,813	104,305,658	107,907,573	110,014,872	98.1	190,461,419	244,426,392	44.1
32 SURPLUS/(DEFICIT) FOR PERIOD	(1,691,201)	(2,690,762)	(12,937,394)	(14,849,256)	87.1	(27,635,650)	(28,354,982)	45.6

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

Note A - This amount includes prior year adjustments of realized losses on investments.

Note B - The Revised Budget includes the year end rollover of existing capital projects.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2009
FEBRUARY 2009**

% OF YEAR ELAPSED: 66.7%

	MONTH	YEAR-TO-DATE				% OF YEAR ELAPSED:		
	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	1,342,588	10,907,594	11,082,574	10,865,658	102.0	16,520,000	16,520,000	67.1
2 LOCAL (TDA) TRANSIT FUND:								
3 Local TDA Gen. Oper. Asst.	2,505,926	20,048,717	20,047,408	20,047,408	100.0	30,071,123	30,071,123	66.7
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Oper. Asst. - General	413,216	5,660,168	1,992,478	1,992,478	100.0	2,332,106	3,645,355	54.7
6 OPERATING GRANTS								
7 Federal Planning Assistance Grant	124,988	540,060	1,047,041	1,047,041	100.0	1,615,723	2,707,890	38.7
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	2,562,080	17,178,741	24,749,009	27,025,232	91.6	40,247,635	40,601,418	61.0
10 Accessibility Fixed Route	74,806	606,608	654,197	613,476	106.6	918,243	922,208	70.9
11 Plann. Asst. Grant - Local Match	0	0	0	0	0.0	0	0	n/a
12 TOTAL 1/2 CENT SALES TAX	2,636,886	17,785,349	25,403,206	27,638,708	91.9	41,165,878	41,523,626	61.2
13 INVESTMENT INTEREST INCOME:								
14 Investment Interest Income	3,620	1,011,460	536,898	561,640	95.6	779,890	779,890	68.8
15 OTHER REVENUE SOURCES:								
16 Overnight Deposits Interest Income	59,339	53,080	142,250	56,280	252.8	84,430	84,430	168.5
17 Rental Income	85,780	670,850	685,006	634,840	107.9	1,007,760	896,760	76.4
18 Advertising Income	112,500	854,167	898,643	866,640	103.7	1,300,000	1,300,000	69.1
19 Colma BART Parking	3,750	27,130	32,221	24,000	134.3	36,000	36,000	89.5
20 Other Income	101,945	769,360	1,035,019	959,104	107.9	1,438,698	1,438,698	71.9
21 TOTAL OTHER REVENUES	363,314	2,374,587	2,793,139	2,540,864	109.9	3,866,888	3,755,888	74.4
22								
23 TOTAL MOTOR BUS	7,390,538	58,327,935	62,902,744	64,693,797	97.2	96,351,608	99,003,772	63.5
24								
25 AMERICAN DISABILITIES ACT:								
26 Passenger Fares ADA Service	58,977	386,430	399,625	394,640	101.3	592,000	592,000	67.5
27 Local TDA 4.5 Redi-Wheels	0	1,634,981	1,513,691	1,513,691	100.0	1,513,691	1,513,691	100.0
28 Local STA - Paratransit	0	382,984	488,627	488,627	100.0	692,161	488,627	100.0
29 Sales Tax - District ADA Programs	694,860	4,278,083	5,425,597	5,786,332	93.8	6,890,781	7,363,925	73.7
30 Sales Tax - Paratransit Suppl. Coastside	90,577	699,607	746,921	742,632	100.6	1,082,066	1,030,506	72.5
31 Interest Income - Paratransit Fund	25,102	0	25,727	0	0.0	0	0	n/a
32 Measure A Contribution - R/W	182,117	926,564	364,234	369,781	98.5	3,022,882	3,022,882	12.0
33								
34 TOTAL ADA PROGRAMS	1,051,633	8,308,649	8,964,422	9,295,703	96.4	13,793,581	14,011,631	64.0
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Sales Tax - Caltrain	818,369	11,225,707	10,719,811	10,719,811	100.0	13,993,290	13,993,290	76.6
37 Transfer from TA for Caltrain	421,334	0	842,667	842,667	100.0	2,528,000	2,528,000	33.3
38 TA Funded SM/Caltrain Shuttles	84,558	650,024	687,948	707,282	97.3	1,060,942	1,060,942	64.8
39 Employer Share SM/Caltrain Shuttles	113,541	256,282	323,173	302,350	106.9	726,380	726,380	44.5
40 AB434 Funds-SamTrans Shuttles	53,000	384,000	424,000	424,000	100.0	576,000	636,000	66.7
41 SamTrans Shuttle-Employers' Contribution	90,910	658,366	796,488	712,907	111.7	1,033,429	1,033,429	77.1
42 Sales Tax - Shuttle Program	19,078	206,615	150,871	183,937	82.0	373,816	313,816	48.1
43 State/Federal Operating Grant	89,271	51,610	104,751	104,751	100.0	430,000	430,000	24.4
44 Sales Tax - Gen. Operating Asst.	26,863	149,945	195,567	245,692	79.6	901,608	901,608	21.7
45								
46 TOTAL MULTIMODAL	1,716,924	13,582,549	14,245,276	14,243,397	100.0	21,623,465	21,623,465	65.9
47								
48 TOTAL REVENUES	10,159,095	80,219,133	86,112,442	88,232,897	97.6	131,768,654	134,638,868	64.0

"% 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 2009
FEBRUARY 2009**

% OF YEAR ELAPSED: **66.7%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,290,373	31,998,924	34,382,335 c	34,496,912	99.7	52,045,447	51,972,700	66.2
2								
3 Services:								
4 Board of Directors	3,184	30,681	32,829	40,217	81.6	53,000	53,000	61.9
5 Contracted Vehicle Maintenance	20,575	220,051	350,308	447,380	78.3	659,420	1,786,647	19.6
6 Property Maintenance	103,461	713,929	691,380	794,417	87.0	1,472,000	1,472,000	47.0
7 Professional Services	265,197	1,065,672	1,866,366	1,874,890	99.5	2,847,466	2,985,666	62.5
8 Technical Services	208,830	2,089,331	2,110,832	2,222,336	95.0	3,361,418	3,506,765	60.2
9 Other Services	82,644	285,048	283,914	285,420	99.5	474,304	474,304	59.9
10								
11 Materials & Supply:								
12 Fuel & Lubricants	230,071	3,360,236	3,625,040	4,595,484	78.9	6,340,082	7,374,022	49.2
13 Bus Parts & Material	207,379	1,331,817	1,370,945	1,339,704	102.3	1,989,187	1,989,187	68.9
14 Uniforms & Driver Expense	21,658	255,466	310,850	328,098	94.7	450,241	450,241	69.0
15 Timetables & Tickets	23,240	134,312	115,679	134,940	85.7	225,300	225,300	51.3
16 Office Supplies / Printing	17,354	158,987	205,629	236,481	87.0	370,763	369,313	55.7
17 Other Materials & Supply	16,513	100,142	117,606	127,581	92.2	191,500	191,500	61.4
18								
19 Utilities:								
20 Telephone	40,915	271,451	307,091	273,000	112.5	403,000	416,000	73.8
21 Other Utilities	90,618	620,691	652,191	669,173	97.5	996,000	996,000	65.5
22 Insurance Costs	150,336	2,022,442	2,139,349	2,080,684	102.8	2,293,500	2,293,500	93.3
23 Workers' Compensation	252,927	1,961,041	2,027,303	2,028,033	100.0	3,042,050	3,042,050	66.6
24 Taxes & License Fees	18,287	290,646	293,962	386,630	76.0	577,323	660,471	44.5
25 Fixed Route Accessibility	74,806	606,608	654,197	613,476	106.6	918,243	922,208	70.9
26 Leases & Rental	8,551	83,041	70,284	77,918	90.2	140,370	140,370	50.1
27 Promotional & Legal Advertising	12,037	148,268	136,010	165,951	82.0	450,000	450,000	30.2
28 Seminar & Training	26,910	109,684	134,196	135,519	99.0	163,680	172,680	77.7
29 Business Travel & Meeting	2,919	19,178	20,642	24,036	85.9	43,435	43,235	47.7
30 Dues & Membership	3,163	59,688	56,261	63,951	88.0	101,525	101,525	55.4
31 Postage & Other	5,144	36,504	40,584	47,707	85.1	80,710	80,260	50.6
32								
33 Total District Operated Buses	6,177,092	47,973,838	51,995,783	53,489,938	97.2	79,689,964	82,168,944	63.3
34								
35								
36 CONTRACTED BUS SERVICES								
37 Contracted Urban Bus Service	1,088,473	9,225,879	9,507,349	9,777,111	97.2	14,648,100	14,745,500	64.5
38 Other Related Costs	10,918	198,704	230,875	206,958	111.6	312,156	312,156	74.0
39 Insurance Costs	44,133	297,163	492,318	490,455	100.4	655,000	655,000	75.2
40 Coastside Services	48,106	347,202	395,585	397,791	99.4	545,000	596,560	66.3
41 Redi Coast Non-ADA	12,651	154,386	140,631	168,951	83.2	270,000	244,224	57.6
42 Other Related Costs	851	18,708	15,908	22,652	70.2	60,467	60,467	26.3
43 La Honda - Pescadero	0	35,000	32,813	33,000	99.4	52,500	52,500	62.5
44 Southcoast - Pescadero	7,538	72,979	87,769	102,480	85.6	105,600	155,600	56.4
45 Other Related Cost-SamCoast	776	4,076	3,713	4,461	83.2	12,821	12,821	29.0
46 Total Contracted Bus Service	1,213,446	10,354,097	10,906,961	11,203,859	97.4	16,661,644	16,834,828	64.8
47								
48 TOTAL MOTOR BUS	7,390,538	58,327,935	62,902,744	64,693,797	97.2	96,351,608	99,003,772	63.5

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

Note C - Includes adjustment to fringe benefits to accurately reflect the District's share of costs.

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2009
FEBRUARY 2009**

% OF YEAR ELAPSED: 66.7%

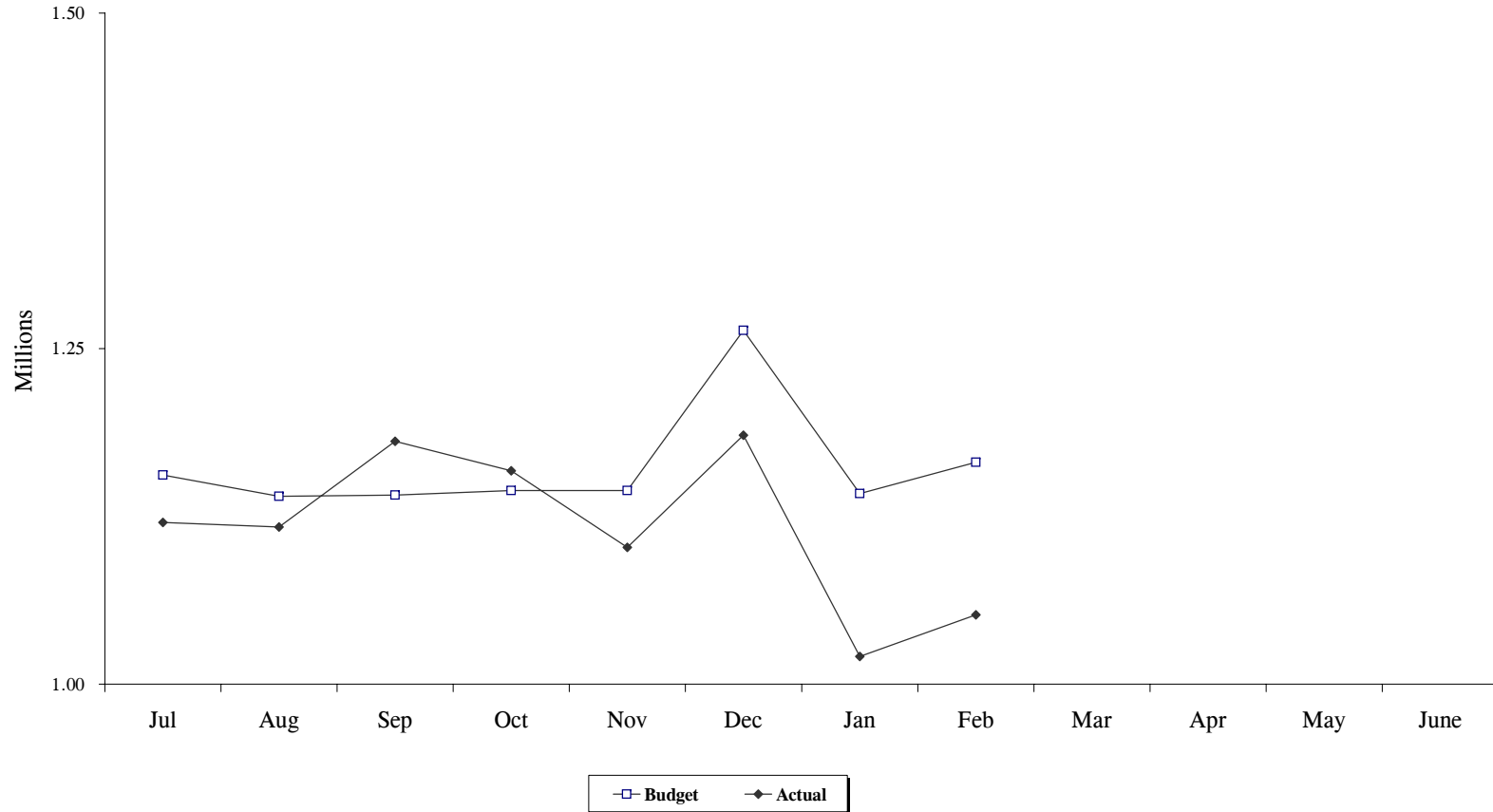
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
49 AMERICAN DISABILITY ACT PROGRAMS									49
50									50
51 Elderly & Disabled/Redi-Wheels	479,790	3,799,053	4,008,038	4,097,204	97.8	6,452,150	6,175,202	64.9	51
52 Other Related Costs	168,126	1,314,531	1,550,988	1,681,740	92.2	2,482,673	2,558,507	60.6	52
53 ADA Sedan Service	199,623	1,675,011	1,686,593	1,721,977	97.9	2,261,327	2,646,275	63.7	53
54 ADA Accessibility Support	78,886	607,102	634,508	667,050	95.1	1,000,365	1,000,365	63.4	54
55 Coastside ADA Support	90,577	699,607	746,921	742,632	100.6	1,082,066	1,116,282	66.9	55
56 Insurance Costs	34,631	213,345	337,374	385,100	87.6	515,000	515,000	65.5	56
57 TOTAL ADA PROGRAMS	1,051,633	8,308,649	8,964,422	9,295,703	96.4	13,793,581	14,011,631	64.0	57
58									58
59 MULTIMODAL TRANSIT PROGRAMS									59
60									60
61 CALTRAIN SERVICE									61
62									62
63 Peninsula Rail Service	1,239,703	11,225,707	11,562,478	11,562,478	100.0	16,521,290	16,521,290	70.0	63
64 Total Commute Service	1,239,703	11,225,707	11,562,478	11,562,478	100.0	16,521,290	16,521,290	70.0	64
65									65
66 OTHER SUPPORT									66
67 Dumbarton Express Service	12,447	97,232	103,206	103,381	99.8	155,008	155,008	66.6	67
68 SamTrans Shuttle Service	162,988	1,248,981	1,371,359	1,320,844	103.8	1,983,245	1,983,245	69.1	68
69 SM/Caltrain Shuttles	287,370	906,306	1,115,872	1,114,383	100.1	2,217,322	2,217,322	50.3	69
70 Maintenance Multimodal Facilities	14,416	97,021	92,361	142,311	64.9	224,100	224,100	41.2	70
71 Total Other Support	477,221	2,349,540	2,682,798	2,680,919	100.1	4,579,675	4,579,675	58.6	71
72									72
73 MULTIMODAL PROMOTION									73
74									74
75 TOTAL MULTIMODAL	1,716,924	13,582,549	14,245,276	14,243,397	100.0	21,123,465	21,123,465	67.4	75
76									76
77 CONTINGENCY									77
78 Operating Contingency	0	0	0	0	0.0	500,000	500,000	0.0	78
79									79
80 TOTAL EXPENSES	10,159,095	80,219,133	86,112,442	88,232,897	97.6	131,768,654	134,638,868	64.0	80

"% 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
DEBT SERVICE SCHEDULE
FISCAL YEAR 2009
Feb-09**

	YEAR-TO-DATE		ANNUAL	
	CURRENT ACTUAL	REVISED BUDGET	APPROVED BUDGET	REVISED BUDGET
SOURCES OF FUNDS				
Transfer in from General Fund	\$ 8,607,223	\$ 8,607,223	\$ 12,907,644	\$ 12,907,644
Transfer in from Reimburse Bonds	\$ 7,171,848	\$ 7,137,059	\$ 10,696,236	\$ 10,696,236
SOURCES TOTAL	<u>\$ 15,779,071</u>	<u>\$ 15,744,282</u>	<u>\$ 23,603,880</u>	<u>\$ 23,603,880</u>
USES OF FUNDS				
Debt Service Payments				
Principal				
1) Bonds	\$ 2,978,395	\$ 2,978,395	\$ 4,483,017	\$ 4,483,017
2) Reimburse Bonds	\$ 1,660,772	\$ 1,660,772	\$ 2,499,067	\$ 2,499,067
Interest				
1) Bonds	\$ 5,628,828	\$ 5,628,828	\$ 8,424,627	\$ 8,424,627
2) Reimburse Bonds	\$ 5,511,076	\$ 5,476,287	\$ 8,197,169	\$ 8,197,169
USES TOTAL	<u>\$ 15,779,071</u>	<u>\$ 15,744,282</u>	<u>\$ 23,603,880</u>	<u>\$ 23,603,880</u>

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2009

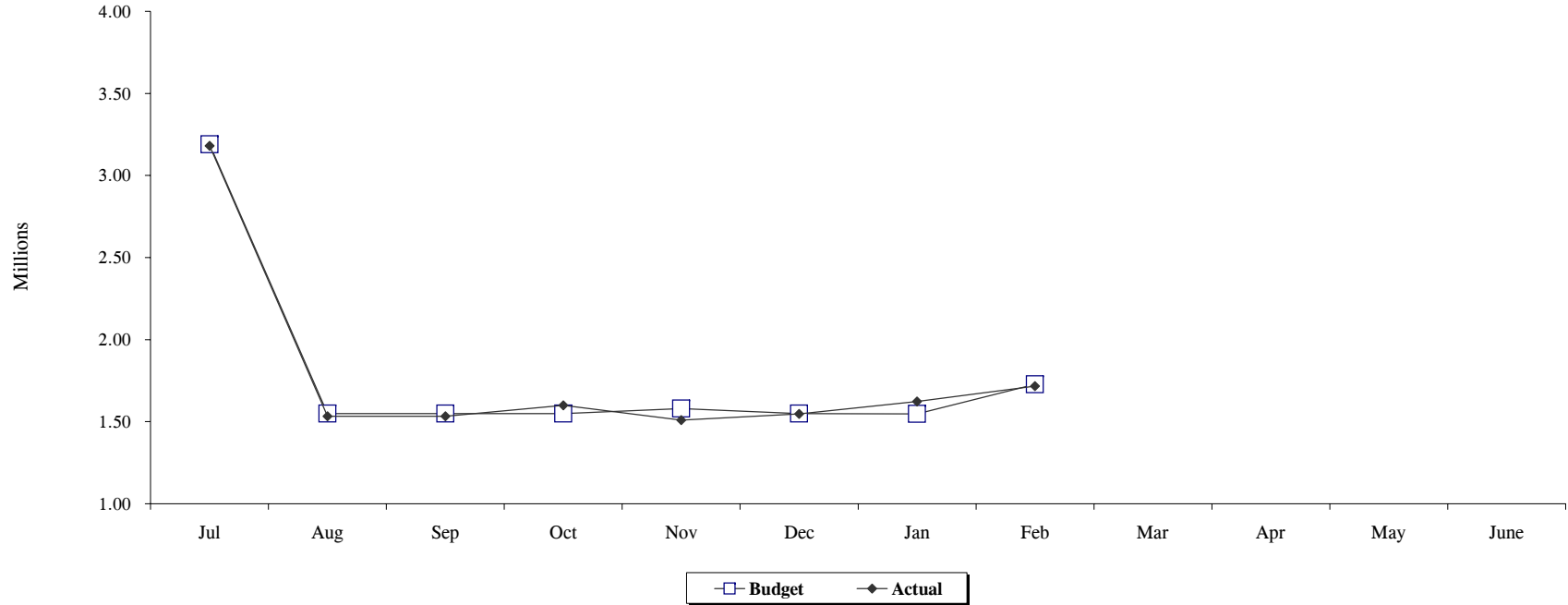


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,155,736	1,139,888	1,140,756	1,144,198	1,144,207	1,263,536	1,142,068	1,165,314				
Actual	1,120,444	1,117,076	1,180,875	1,158,879	1,101,899	1,185,364	1,020,619	1,051,633				
CUMULATIVE EXPENSES												
Budget	1,155,736	2,295,624	3,436,380	4,580,578	5,724,785	6,988,321	8,130,389	9,295,703				
Actual	1,120,444	2,237,520	3,418,395	4,604,907	5,706,806	6,892,170	7,912,789	8,964,422				
Variance - F(U)	35,292	58,104	17,985	(24,329)	17,979	96,151	217,600	331,281				
Variance %	3.05%	2.53%	0.52%	-0.53%	0.31%	1.38%	2.68%	3.56%				

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2009

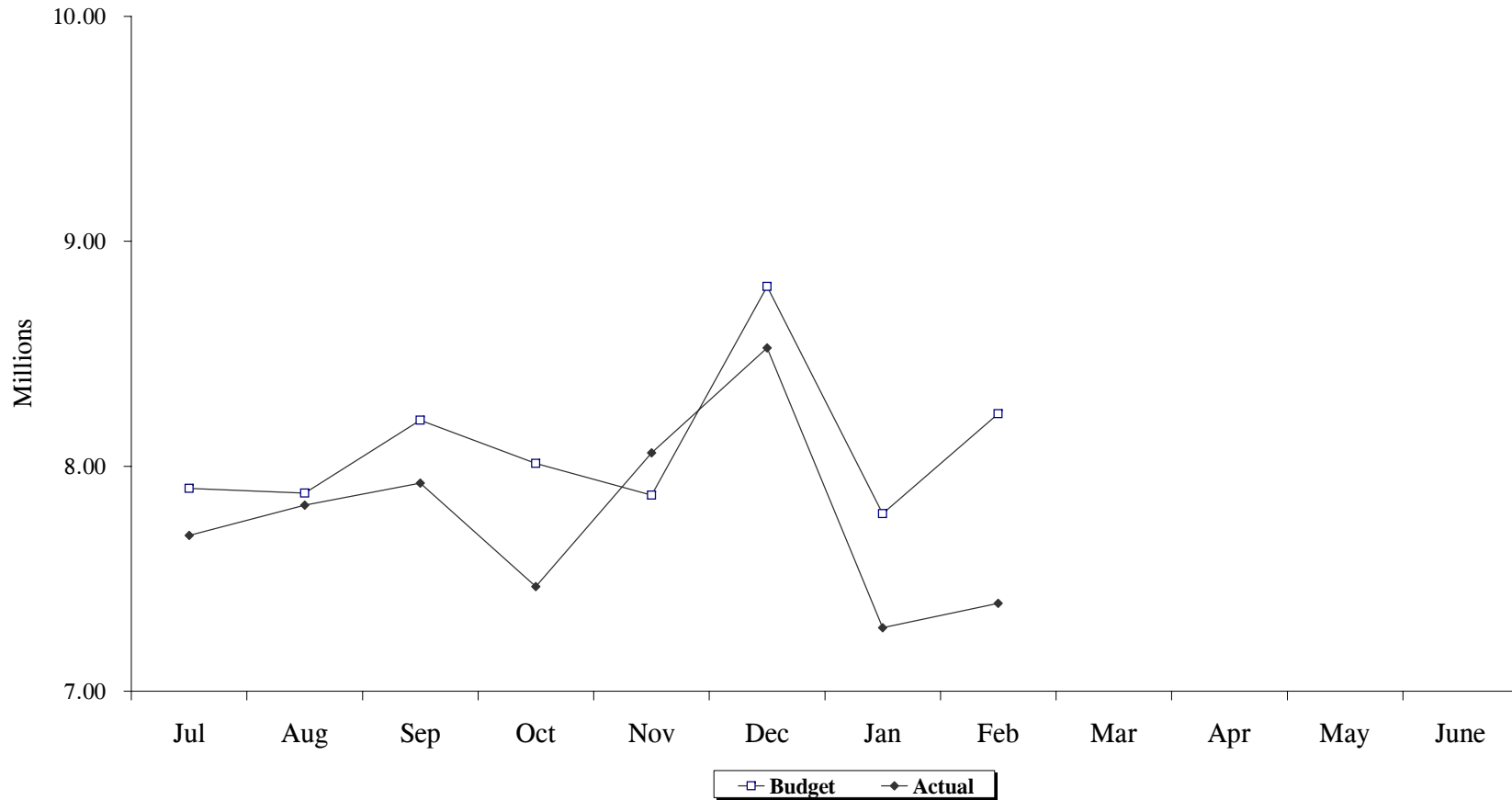


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,190,102	1,549,503	1,549,504	1,549,504	1,580,470	1,549,504	1,548,137	1,726,673				
Actual	3,180,970	1,533,094	1,533,247	1,599,792	1,510,178	1,547,641	1,622,856	1,716,924				
CUMULATIVE EXPENSES												
Budget	3,190,102	4,739,605	6,289,109	7,838,613	9,419,083	10,968,587	12,516,724	14,243,397				
Actual	3,180,970	4,714,064	6,247,311	7,847,677	9,357,855	10,905,496	12,528,352	14,245,276				
Variance - F(U)	9,132	25,541	41,798	(9,064)	61,228	63,091	(11,628)	(1,879)				
Variance %	0.29%	0.54%	0.66%	-0.12%	0.65%	0.58%	-0.09%	-0.01%				

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2009



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	7,902,208	7,880,753	8,204,934	8,012,250	7,871,617	8,799,339	7,789,003	8,233,693				
Actual	7,692,107	7,827,216	7,925,522	7,464,595	8,059,927	8,526,161	7,282,421	7,390,538				
CUMULATIVE EXPENSES												
Budget	7,902,208	15,782,961	23,987,895	32,000,145	39,871,762	48,671,101	56,460,104	64,693,797				
Actual	7,692,107	15,519,323	23,444,845	31,643,697	39,703,624	48,229,785	55,512,206	62,902,744				
Variance - F(U)	210,101	263,638	543,050	356,448	168,138	441,316	947,898	1,791,053				
Variance %	2.66%	1.67%	2.26%	1.11%	0.42%	0.91%	1.68%	2.77%				

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR FEBRUARY 2009**

BUDGET AMENDMENT

	Amount	Line Item	Description
Feb-09			No Budget Amendments in February 2009.
	<u>\$ -</u>	Total	
			<u>\$ -</u>

BUDGET REVISIONS

	Amount	Line Item	Description
Feb-09			No Budget Revision in February 2009.
	<u>\$ -</u>	Total	
			<u>\$ -</u>

BUDGET TRANSFERS

	Amount	From	Amount	To	Justification
Feb-09					No Budget Transfers for February 2009
	<u>\$ -</u>				Total
			<u>\$ -</u>		Total

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2008 & FY2009
 FEBRUARY 2009

3/26/09 9:56 AM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection
Date	Amount	Date	Amount		
FY2008:					
1st Quarter	16,383,000	1st Quarter	17,129,938	746,938	17,129,938
2nd Quarter	17,387,000	2nd Quarter	18,242,747	855,747	18,242,747
3rd Quarter	15,217,000	3rd Quarter	15,568,078	351,078	15,568,078
4th Quarter	16,383,000	4th Quarter	17,725,858	1,342,858	17,725,858
FY2008 Total	65,370,000	FY2008 Total	68,666,621	3,296,621	68,666,621
FY2009					
Jul. 08	4,510,000	Sep. 08	4,775,900	265,900	4,775,900
Aug. 08	4,510,000	Oct. 08	4,727,600	217,600	4,727,600
Sep. 08	5,950,000	Nov. 08	6,303,400	353,400	6,303,400
1st Qtr. Adjustment	1,413,000	Dec. 08	1,452,419	39,419	1,452,419
3 Months Total	16,383,000		17,259,319	876,319	17,259,319
Oct. 08	4,815,000	Dec. 08	4,986,500	171,500	4,986,500
Nov. 08	4,815,000	Jan. 09	4,916,100	101,100	4,916,100
Dec. 08	6,305,000	Feb. 09	6,554,800	249,800	6,554,800
2nd Qtr. Adjustment	1,452,000	Mar. 09		(923,950)	528,050 (1)
6 Months Total	33,770,000		33,716,719	474,769	34,244,769
Jan. 09	4,215,000	Mar. 09		0	4,215,000 (1)
Feb. 09	4,215,000	Apr. 09		0	4,215,000 (1)
Mar. 09	5,535,000	May 09		0	5,535,000
3rd Qtr. Adjustment	1,252,000	Jun. 09		(237,410)	1,014,590 (1) Jan & Feb Portion
9 Months Total	48,987,000		33,716,719	237,359	49,224,359
Apr. 09	4,530,000	Jun. 09		0	4,530,000
May 09	4,530,000	Jul. 09		0	4,530,000
Jun. 09	5,955,000	Aug. 09		0	5,955,000
4th Qtr. Adjustment	1,368,000	Sep. 09		(237,359)	1,130,641
FY2009 Total	65,370,000	FY2009 Total	33,716,719	(0)	65,370,000
	17,259,319	1st Quarter			
	16,985,450	2nd Quarter			
	9,106,393	3rd Quarter			
		4th Quarter			
	<u>43,351,162</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Accrued

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Ian B. McAvoy
Chief Development Officer

SUBJECT: **AMENDMENTS OF RESOLUTION NO. 2009-14 AUTHORIZING THE FILING OF AN APPLICATION FOR FISCAL YEAR 2009 FEDERAL TRANSIT ADMINISTRATION SECTION 5307 FUNDS AS PART OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 AND THE FISCAL YEAR 2009 OPERATING BUDGET**

ACTION

Staff proposes that the Committee recommend the Board approve the following:

1. Amend Resolution 2009-14 which authorizes the General Manager/CEO, or his designee, to submit grant applications to the Metropolitan Transportation Commission (MTC) and the Federal Transit Administration (FTA) for, and to execute agreements required to receive, up to \$9,923,640 in Section 5307 Urbanized Area Formula Program funds as part of the American Recovery and Reinvestment Act of 2009 (ARRA);
2. Increase revenues in the Fiscal Year 2009 (FY 09) Operating Budget by a total of \$4,787,827 in Federal ARRA funds and reduce the amount of reserves required by an equivalent amount.

SIGNIFICANCE

The proposed amendment to Resolution No. 2009-14 adds ADA Paratransit Services to the list of included projects. The other two projects, the replacement of buses and preventive maintenance, would remain, although the number of buses funded would be reduced. The proposed amendment would result in the following:

<u>Project</u>	<u>Revised FTA Amount</u>
Replacement of up to 137 standard coaches	\$5,135,813
ADA Paratransit Operations	\$787,827
<u>Capitalized Preventive Maintenance</u>	<u>\$4,000,000</u>
Total	<u>\$9,923,640</u>

All of the projects listed above are part of the District's Short Range Transit Plan.

BUDGET IMPACT

The proposed amendment to Resolution 2009-14 will result in no change to the overall dollar amount of the proposed Federal application. There is no local match requirement.

The proposed amendment to include ARRA funds to help support SamTrans paratransit service, along with the \$4,000,000 proposed to be used for preventive maintenance costs, will help alleviate the loss of other revenue from the downturn in the economy and the reduction in State Transit Assistance funds. The use of \$4,000,000 for preventive maintenance and \$787,827 for ADA paratransit service will reduce the amount of reserves required to be utilized as revenues to balance the FY09 Operating Budget. Total operating revenues and expenses will remain at \$145,844,984 and \$134,814,233 respectively.

BACKGROUND

On March 11, 2009, the Board adopted Resolution No. 2009-14 which authorized the filing of grant applications to receive FTA Section 5307 Urbanized Area Formula grant program funds as part of the ARRA. Since then, the MTC has informed recipients of ARRA funding that up to 10 percent of an agency's programmed funds may be used to support the operation of its paratransit service.

The funding amounts in the proposed grant application to the FTA have been formally programmed by the MTC to the District following the passage of the ARRA. Once the Board has authorized the amendment to Resolution No. 2009-14, the application will be forwarded to the MTC and the FTA for approval.

On June 11, 2008 the Board adopted the FY09 budget in the amount of \$129,944,019 as per Board Resolution No. 2008-20. On July 30, 2008, per Resolution No. 2008-30, the Board adopted a resolution to amend the operating budget by \$2,000,000 for the adoption of new compensation, a new pay structure, and modification of positions and the District's benefits program for both the bargaining unit and administrative employees for a new total of \$131,944,019. As per Resolution No. 2008-72, on December 8, 2008, the board revised the FY09 Operating Budget by \$2,870,214 for a new total of \$134,814,233 for various items such as the Advanced ZEB Demonstration program and for fuel costs.

Prepared by: Rebecca Arthur, Capital Programming and Grants Administrator 650-508-6368

RESOLUTION NO. 2009 -

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

* * *

**AMENDMENTS OF RESOLUTION NO. 2009-14 AUTHORIZING THE FILING
OF AN APPLICATION FOR FISCAL YEAR 2009 FEDERAL
TRANSIT ADMINISTRATION SECTION 5307 FUNDS AS PART OF
THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009
AND THE FISCAL YEAR 2009 OPERATING BUDGET**

WHEREAS, the San Mateo County Transit District (District) adopted Resolution No. 2009-14 on March 11, 2009 to authorize the General Manager/CEO, or his designee, to execute and file applications on behalf of the District for American Recovery and Reinvestment Act of 2009 (ARRA) funding, in an aggregate amount of \$9,923,640, for the replacement of up to 137 buses and for preventive maintenance projects;

WHEREAS, the Metropolitan Transportation Commission has since announced increased flexibility in the use of ARRA funds to support paratransit services; and

WHEREAS, the Board of Directors of the District desires to amend its authorization to file applications for ARRA funding to include a project to support its paratransit services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District approve the following:

1. Amend Resolution 2009-14 which authorizes the General Manager/CEO, or his designee, to submit grant applications to the Metropolitan Transportation Commission (MTC) and the Federal Transit Administration (FTA) for, and to execute agreements required to receive, up to \$9,923,640 in Section 5307 Urbanized Area Formula Program funds as part of the American Recovery and Reinvestment Act of 2009 (ARRA) for the following projects:

FTA Funds

Replacement of up to 137 buses	\$5,135,813
ADA Paratransit Operations	\$787,827
<u>Capitalized Preventive Maintenance</u>	<u>\$4,000,000</u>
Total	<u>\$9,923,640</u> ; and

2. Increase revenues in the Fiscal Year 2009 Operating Budget by a total of \$4,787,827 in Federal ARRA funds and reduce the amount of reserves required by an equivalent amount; and

3. Affirm that all other provisions of Resolution No. 2009-14 remain in force and effect.

Regularly passed and adopted this 8th day of April 2009, 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: Ian B. McAvoy
Chief Development Officer

SUBJECT: **AUTHORIZATION TO RECEIVE AN ALLOCATION OF \$900,000 OF PROPOSITION 1B PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT FUNDS THROUGH THE LIFELINE TRANSPORTATION PROGRAM**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO, or his designee, to receive an allocation of Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds, in a total amount of \$900,000 through the Lifeline Transportation Program (LTP) for the procurement of three 30 foot buses on Route 17.

SIGNIFICANCE

Staff is proposing to receive an allocation of PTMISEA funds from the California Department of Transportation (Caltrans), in the amount of \$900,000, to procure three 30-foot Gillig buses to operate on Route 17 in the Half Moon Bay/Coastside area. Implementation of this project will help better accommodate the increase in ridership that has resulted from the expansion of this Lifeline service.

BUDGET IMPACT

The total project cost is \$1,125,000 and a 20 percent local match, in the amount of \$225,000, is required. The required local match will be proposed for inclusion as part of an amendment to the Fiscal Year 2009 Capital Budget.

BACKGROUND

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, was approved by California voters on November 7, 2006. Proposition 1B includes a program of funding specifically for capital transit projects, known as the PTMISEA.

The State appropriates PTMISEA funds to both transit operators and regional transportation planning agencies (RTPAs). The Metropolitan Transportation Commission (MTC) is the RTPA

for the San Francisco Bay Area and the MTC has programmed a portion of its appropriated PTMISEA funds to the LTP for projects that are targeted to serve people with lower incomes and to improve their mobility. The LTP funds in San Mateo County are administered by the City/County Association of Governments of San Mateo County (C/CAG). C/CAG has awarded PTMISEA funds for the procurement of three 30-foot buses on Route 17 as part of a second call for projects for the San Mateo County LTP.

Prepared by: Suna Mullins, Capital Programming and Grants

650-508-6490

RESOLUTION NO. 2009 -

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

* * *

**AUTHORIZATION TO RECEIVE AN ALLOCATION OF
FISCAL YEAR 2009 PROPOSITION 1B CALIFORNIA PUBLIC TRANSPORTATION
MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT
FUNDS**

WHEREAS, the Public Transportation Modernization, Improvement, and Service Enhancement Account (“PTMISEA”) is a State funding program for transit capital projects that is part of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, approved by California voters on November 7, 2006; and

WHEREAS, the State has appropriated PTMISEA funds to both transit operators and regional transportation planning agencies; and

WHEREAS, the Metropolitan Transportation Commission (“MTC”) is the regional transportation planning agency for the San Francisco Bay Area; and

WHEREAS, the MTC has programmed a portion of its appropriated PTMISEA fund to the Lifeline Transportation Program (“LTP”), to improve mobility for people with lower incomes; and

WHEREAS, the LTP in San Mateo County is administered by the City/ County Association of Governments of San Mateo County (“C/CAG”); and

WHEREAS, the C/CAG has awarded PTMISEA funds to the District for the procurement of buses to operate on Route 17 in the Half Moon Bay/Coastside area.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO, or his designee, to accept an allocation of funding from the LTP in a total amount of \$900,000, to fund the purchase of three buses for operation on Route 17; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to take such actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 8th day of April 2009, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Ian B. McAvoy
Chief Development Officer

SUBJECT: **AUTHORIZATION TO FILE AN ALLOCATION REQUEST AND ENTER INTO A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR \$247,800 IN HIGH PRIORITY PROGRAM EARMARK FUNDING FOR PLANNING WORK IN SUPPORT OF THE EL CAMINO REAL GRAND BOULEVARD INITIATIVE**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO to:

- 1) Submit a funding allocation request to Caltrans for Federal Highway Administration (FHWA) High Priority Program (HPP) earmark funding in an amount of \$247,800 for planning work in support of El Camino Real Grand Boulevard Initiative, and
- 2) Execute a subsequent funding agreement with Caltrans and provide any other documentation required to receive the Federal funds.

SIGNIFICANCE

Staff is proposing to submit an allocation request and enter into a subsequent funding agreement with Caltrans to receive \$247,800 of Federal Highway Administration (FHWA) High Priority Program (HPP) Earmark funding for planning work as part of El Camino Real Grand Boulevard Earmark. The \$247,800 increment plus \$400,000 in funds previously approved by the Board on October 11, 2006 supports staffing for coordination, outreach, planning and technical assistance.

BUDGET IMPACT

The \$247,800 in Federal earmark funding along with the \$61,950 Local Share are both included in the Adopted Fiscal Year (FY) 09 District Capital Budget for the Grand Boulevard Initiative program.

BACKGROUND

The Grand Boulevard Initiative is a multimodal approach to transform El Camino Real into a boulevard that encourages walking, biking and public transit by improving the performance,

accessibility and aesthetics of the roadway. The initiative is a collaboration of 29 cities, two counties, and local and regional agencies, including the District. Starting at the northern Daly City limit (where the road is named Mission Street) and ending near the San Jose Diridon Caltrain Station (where the road name transitions from The Alameda to Santa Clara Street), the initiative brings together, for the first time, all of the agencies responsible for the condition, use and performance of the roadway. The effort also includes representatives of the business community, including businesses located on El Camino, environmentalists, labor, and advocates for housing, transit, bicyclists, economic development and smart growth. The goal of this initiative is to produce a coordinated series of policy decisions that will be embraced by all jurisdictions, thereby helping El Camino Real to function and look better. Furthermore, the Grand Boulevard initiative seeks to recreate El Camino Real to do a better job of connecting our communities (north-south) and of better integrating it with each of our communities (east-west).

On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: a legacy for users (SAFETEA-LU), authorizing the federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005-2009. Included in the authorization is an earmark for “Project # 1942 – El Camino Real Grand Boulevard initiative in San Mateo County - \$3,000,000.” Funds are available in 20 percent increments or up to \$600,000 per year, subject to congressional appropriations. In addition to the \$400,000 allocation request previously approved by the Board on October 11, 2006 and the \$247,800 allocation requested at this meeting, the Board also has approved close to \$2 million on October 17, 2007 for the cities of Daly City, San Bruno, Millbrae, San Mateo, and San Carlos to compete capital projects associated with the Grand Boulevard Initiative.

Prepared by: Rebecca Arthur, Capital Programs and Grants Administrator 650-508-6476
Project Manager: Corinne Goodrich, Manager of Special Projects 650-508-6369

RESOLUTION NO. 2009 –

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

* * *

**AUTHORIZING THE FILING OF AN ALLOCATION REQUEST AND
APPROVING A SUBSEQUENT FUNDING AGREEMENT WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION TO OBTAIN \$247,800
IN FEDERAL HIGH PRIORITY PROGRAM EARMARK FUNDING FOR
PLANNING WORK IN SUPPORT OF
THE EL CAMINO REAL GRAND BOULEVARD INITIATIVE**

WHEREAS, on August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: a legacy for users (SAFETEA-LU), authorizing the federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005-2009; and

WHEREAS, included in the authorization is a Federal Highway Administration ("FHWA") High Priority Program ("HPP") earmark for Project #1942, the El Camino Real Grand Boulevard initiative in San Mateo County in an amount of \$3,000,000; and

WHEREAS, the California Department of Transportation ("Caltrans") administers the FHWA HPP for earmarked projects in the State of California; and

WHEREAS, SamTrans is seeking an allocation of an additional \$247,800 increment of HPP funding from Caltrans to support staffing for coordination, outreach, planning and technical assistance; and

WHEREAS, a required 20% match of local funds to the \$247,800 of HPP funds for planning work, in the amount of \$61,950, has already been identified and approved in the FY 2009 Capital Budget; and

WHEREAS, staff recommends authorization to submit an allocation request to Caltrans in an amount of \$247,800 for planning work in support of the El Camino Real Grand Boulevard Initiative and receive approval to execute a Funding Agreement with Caltrans and to submit any other documentation required to receive the Federal funds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District:

1. Authorizes the General Manager/CEO or his designee to submit a funding allocation request to Caltrans for FHWA HPP earmark funding in an amount of \$247,800 for planning work in support of the El Camino Real Grand Boulevard Initiative.

2. Authorizes the General Manager/CEO to execute a subsequent Funding Agreement with Caltrans to receive the funds and to take further actions and provide any other documentation as may be necessary to give effect to this resolution.

Regularly passed and adopted this 8th day of April 2009, 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: Virginia Harrington George Cameron
Chief Financial Officer Chief Administrative Officer

SUBJECT: **ADJUSTMENT OF PARKING VIOLATION FINES**

ACTION

Staff proposes that the Committee recommend adoption by the Board of the attached Resolution establishing a parking violation fine schedule (Exhibit A) for citations issued on District property.

SIGNIFICANCE

Staff is proposing to adopt its own parking violation fine schedule and in so doing, to increase the schedule over the current fines in the San Mateo County schedule in order to cover State of California-mandated court construction penalty surcharge fees of \$4.50 (State Senate Bills 425 and 1407) and to bring the District's parking fines in line with the average fines charged by other public entities in San Mateo County. Violations with a current fine of \$30 will increase to \$45 under the new structure. There is no proposed change to fines for disabled parking violations or abandoned vehicle violations.

Pending approval of the Board, the new fine schedule will be implemented as soon as new citation forms can be printed.

BUDGET IMPACT

The District's budgeted revenue from citations for Fiscal Year 2009 is \$10,500. The proposed increase would result in an estimated \$2,600 of additional revenue annually for the District, \$15 per ticket less the \$4.50 mandated fee to the State of California. The State has not yet implemented SB 1407 and could seek up to \$500 to cover the surcharge on citations issued between January 1, 2009 when the State fee officially went into affect and the date when the District's proposed fine schedule is implemented. However, this potential claim will be offset by third quarter citation revenues not yet received by the District. The additional cost impact would be minimal, limited to the expense associated with reprinting the citation forms.

BACKGROUND

Effective January 1, 2009, a state court construction penalty surcharge of \$4.50 will be assessed on all parking penalties and/or fines. The County of San Mateo has recommended that agencies levying parking fines increase their fee structure by \$5.00 in order to offset this surcharge as the Department of Motor Vehicles only allows whole dollar fines.

Based on a survey of San Mateo cities, towns and special districts, the average parking fine in the county is currently \$38. The new \$4.50 mandate of Senate Bills 425 and 1407 has not been included in this average and would bring the average fine up to \$43. Increasing the fines for parking violations on District property to \$45 would set the fee structure slightly higher than the average in the county.

Until now, the parking violation fine schedule used by the District has been based upon that of the County of San Mateo. The county is currently in the process of developing and bringing a revised fee schedule before its board. Staff recommends that the District proceed independently to set its fine schedule in order to ensure the changes can be implemented as soon as possible given the requirement to remit \$4.50 to the State Treasurer as of January 1, 2009. This approach will also offer the District flexibility to make adjustments to its schedule when warranted in the future.

Senate Bill 425 went into effect as of January 1, 2008 and Senate Bill 1407 was required to go into effect as of January 1, 2009, but the State did not put in place a system to notify county and local governments about the increases in the mandated fees. Consequently, only two out of 58 counties were aware of the change. The San Mateo County Legislative Director is working with the California State Association of Counties and the Administrative Office of the Courts to get relief from the State Controller's Office on the implementation date of Senate Bill 1407.

In October 2002, the District adopted regulations applicable to vehicle parking at the District's parking facilities (Resolution 2002-63). No changes are proposed to these regulations.

Prepared by: Éva Goode, Manager, Financial Analysis and Projects 650-508-7914

RESOLUTION NO. 2009 –

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

**ADOPTING A PARKING VIOLATION FINE SCHEDULE
FOR PARKING CITATIONS ISSUED AT SAN MATEO COUNTY
TRANSIT DISTRICT PARKING FACILITIES**

WHEREAS, California Vehicle Code Section 21113 authorizes a transit district to establish conditions and regulations governing the use of the agency's parking facilities; and

WHEREAS, pursuant to Resolution No. 2002-63, the San Mateo County District ("District") adopted regulations applicable to vehicle parking at District facilities; and

WHEREAS, pursuant to California Vehicle Code Section 40203.5, the District has authority to establish the schedule of monetary penalties for parking violations; and

WHEREAS, since the adoption of its parking regulations, the District has utilized the parking violation fine schedule established by the County of San Mateo; and

WHEREAS, during the 2007 and 2008 legislative sessions, the California State Legislature enacted Senate Bills 425 and 1407 which amended the California Government Code to increase the state-mandated court construction penalty surcharge the District is required to collect for every parking offense by \$4.50; and

WHEREAS, staff has studied parking fines assessed by public entities in San Mateo County and determined that the County's parking fines currently used by the District are below average when compared to those charged by other public entities in the county; and

WHEREAS, staff recommends the District, pursuant to California Vehicle Code Section 40203.5, adopt a parking violation fine schedule of its own rather than utilizing the parking violation fine schedule established by the County of San Mateo in order to ensure the schedule

can be implemented as soon as possible given the requirement to remit \$4.50 to the State Treasurer as of January 1, 2009 and to provide flexibility to adjust this fine schedule in the future; and

WHEREAS, staff recommends adopting the parking violation fine schedule, attached to this Resolution as Exhibit A, to reflect the additional \$4.50 surcharge imposed pursuant to Senate Bills 425 and 1407 and to bring the District's parking fines in line with the average fines charged by other public entities in San Mateo County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby adopts the parking violation fine schedule, attached as Exhibit A and incorporated by reference; and

BE IT FURTHER RESOLVED THAT the parking violation fine schedule shall be available for examination by interested persons at the District's office at 1250 San Carlos Avenue, San Carlos, California; and

BE IT FURTHER RESOLVED THAT the General Manager/CEO of the District is authorized to execute all documents on behalf of the JPB necessary for the implementation of the parking violation fine schedule and to take such actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 8th day of April 2009, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST

District Secretary

EXHIBIT A

District Parking Violation Fine Schedule

VIOLATION	CURRENT FINE	PROPOSED FINE
TABS ON VEHICLE	\$30	\$45
RESTRICTED PARKING	\$30	\$45
BLOCKING DRIVEWAY	\$30	\$45
PARKING ON SIDEWALK	\$30	\$45
DOUBLE PARKING	\$30	\$45
BUS LOADING/RED ZONE	\$30	\$45
HANDICAPPED PARKING*	\$325	\$325
PARKING WITHIN 15' OF FIRE HYDRANT	\$30	\$45
ABANDONED VEHICLE	\$100	\$100
PARKING IN FIRE LANE	\$30	\$45
PARKING NEAR R/R TRACK	\$30	\$45
BLOCKING WHEELCHAIR CURB ACCESS	\$30	\$45
PARKING IN VIOLATION OF A SIGN	\$30	\$45

*will be changed to Disabled Parking on the citation form to conform with California Vehicle Code

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: George Cameron
Chief Administrative Officer

SUBJECT: **AWARD OF CONTRACTS TO PROVIDE TEMPORARY STAFFING SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award contracts for Temporary Staffing Services in the estimated aggregate not-to-exceed amount of \$1,500,000 for a five-year term to:
 - AppleOne Employment Services of Torrance, CA;
 - Nelson Family of Companies of Sonoma, CA;
 - Express Employment Professionals of San Mateo, CA; and
 - Aerotek Inc. of South San Francisco, CA.
2. Authorize the General Manager/CEO or his designee to execute contracts with the above firms in full conformity with the terms and conditions set forth in the solicitation documents and negotiations.

SIGNIFICANCE

Approval of the above actions will benefit the District by having qualified firms to provide on-call temporary personnel to meet a variety of administrative, financial, information technology, and light industrial business needs on a timely basis.

BUDGET IMPACT

Funding for the services to be provided is included in the current and projected annual operating budgets.

BACKGROUND

The District has an on-going business need for qualified temporary staffing/employment agencies to provide experienced, trained, and educated temporary professional and administrative personnel. Areas of desired expertise include: Information Technology, Engineering, Human Resources, Procurement, Finance, Administrative Services, and Maintenance Services. There is no guarantee of the amount of work that will be given to any of the firms selected under their on-call contracts. In light of the economic downturn, the total

aggregate amount to be authorized for these contracts has been reduced from the \$1,600,000 expended under the previous contracts.

A Request for Proposals (RFP) to provide Temporary Staffing Services was issued detailing the scope of services for the District. The solicitation information was advertised in a newspaper of general circulation and on the District's procurement Web site. Solicitation notices also were sent to interested proposers, small businesses (SBEs) and disadvantaged business enterprises (DBEs). A total of 66 firms downloaded the RFP from the Web site, including 26 DBE and SBE firms. Fifteen proposals were received, six of which were from DBE and SBE firms.

An Evaluation Committee (Committee) composed of qualified District staff reviewed and scored the proposals in accordance with the following weighted criteria:

- Responsiveness of the Proposal 0-10 points
- Proposed Service Methodology 0-30 points
- Contractor's Qualifications and Experience 0-30 points
- Size, Structure and Location of Firm 0-05 points
- Cost Proposal 0-25 points

After review, evaluation, and initial scoring of proposals, the nine top-ranked firms were invited for interviews. A request for Best and Final Offers was issued and responded to by all nine firms. The Committee then met again to complete the final evaluation and consensus ranking. The Committee determined that four firms are qualified to be selected for contract award. The highest-ranked firms are listed below in order of their consensus ranking:

- AppleOne Employment Services
- Nelson Family of Companies
- Express Employment Professionals
- Aerotek Inc.

Negotiations were conducted successfully with the above firms. The firms possess the requisite depth of experience, have the required qualifications to successfully perform the scope of services defined in the solicitation documents, and are fully capable of providing the specified services at a fair and reasonable price. None of the selected firms are DBE firms and none of the firms intend to subcontract any portion of their work. Accordingly, there is no DBE participation.

Temporary staffing services were previously provided to the District by Procurement Services Associates, Kelly Services, AppleOne, Spherion, Modus, Ajilon Finance, and Act-1 Personnel Services under a five-year term for an estimated, aggregate not-to-exceed cost of \$4,500,000. During that five-year term, only \$1,600,000 was expended. The contracts expired on November 23, 2008. In order to meet the District's business needs, amendments with AppleOne and Kelly Services were entered into extending the agreement terms to June 30, 2009.

Sr. Contract Officer: Julie Taylor 650-508-7915
Project Manager: Marina Martinez, Staffing Services Supervisor 650-508-6278

RESOLUTION NO. 2009 -

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT

STATE OF CALIFORNIA

* * *

**AUTHORIZING AWARD OF CONTRACTS FOR TEMPORARY STAFFING SERVICES
FOR AN ESTIMATED AGGREGATE NOT TO EXCEED AMOUNT OF
\$1,500,000 FOR FIVE YEARS**

WHEREAS, the San Mateo County Transit District (“District”) has solicited competitive proposals to furnish on-call, temporary staffing services; and

WHEREAS, in response to the District’s Request for Proposals (“RFP”), 66 firms downloaded the RFP and proposals were received from 15 firms; and

WHEREAS, an Evaluation Committee has reviewed proposals, conducted interviews and ranked all of the proposals according to the evaluation criteria set forth in the RFP; and

WHEREAS, upon completion of the evaluation and selection process, staff determined that it would be in the best interest of the District to award contracts to the four highest-ranked agencies to make the best use of each agency’s abilities to support the District’s temporary staffing needs; and

WHEREAS, each of the four highest-ranked agencies: AppleOne Employment Services (“AppleOne”), of Torrance, California; Nelson Family of Companies (“Nelson”), of Sonoma, California; Express Employment Professionals (“Express”), of San Mateo, California; and Aerotek, Inc. (“Aerotek”), of South San Francisco, California will provide the District with experienced, trained, and educated temporary workers to provide a variety of services including, but not limited to, accounting, procurement, engineering, information technology, finance, general administration, and light industrial, and collectively these agencies are capable of handling the wide array of District positions for which temporary staffing is regularly required;

and

WHEREAS, staff estimates that the cost for the total amount of services contemplated under the RFP during the five-year term will not exceed an aggregate amount of \$1,500,000; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that contracts for on-call, temporary staffing services be awarded to AppleOne, Nelson, Express, and Aerotek for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District (“Board”) awards AppleOne Employment Services, Nelson Family of Companies, Express Employment Professionals, and Aerotek, Inc., on-call, no guarantee contracts for temporary staffing services for a five-year term for an estimated aggregate not-to-exceed cost of \$1,500,000; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to execute contracts on behalf of the District with AppleOne Employment Services, Nelson Family of Companies, Express Employment Professionals, and Aerotek, Inc. in full conformity with all the terms and conditions of the RFP and negotiated agreements.

Regularly passed and adopted this 8th day of April, 2009, 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: George Cameron C. H. (Chuck) Harvey
Chief Administrative Officer Chief Operating Officer

SUBJECT: **PURCHASE OF HYBRID AUTOMOBILES THROUGH THE STATE OF CALIFORNIA CONTRACT**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve the purchase of up to 21 hybrid automobiles through the State of California Department of General Services' (DGS) competitively bid contract, for a total estimated cost of up to \$542,739 inclusive of delivery, taxes, and DGS service fees
2. Authorize the General Manager/CEO to execute a contract with a State of California DGS hybrid vehicle vendor in full conformity with the terms and conditions of the DGS contract.

SIGNIFICANCE

The San Mateo County Transit District (District) owns and maintains a fleet of support vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels, handling emergency situations and accident investigations, evaluating contractor performance, monitoring construction progress, performing periodic site visits, and other field inspections. The purchase of compact hybrid vehicles is consistent with the District's commitment to become a more sustainable transportation system, including reducing its overall use of petroleum fuels and its carbon footprint as the District delivers its family of services to the public.

Purchase of these new vehicles inclusive of extended warranties will replace older, unreliable, and costly-to-maintain vehicles thereby reducing operating, maintenance, and fuel costs.

BUDGET IMPACT

Funding for this project has been budgeted in the current and prior-year approved District Capital budgets. No additional funding is required for the purchase.

BACKGROUND

Historically, the District had replaced service support vehicles after four years and 60,000 miles. In 2000, the criterion was extended to six years and 100,000 miles. The 21 vehicles selected for replacement average more than 126,000 miles and 10 years. There has been a substantial increase in maintenance costs associated with these vehicles. Acquisition of replacement vehicles will both decrease fuel costs and substantially reduce maintenance costs because of the standard warranties offered with new vehicles.

The District has utilized the DGS contracts for the purchase of its service support vehicles in the past. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the State of California's competitively bid contracts. With access to DGS' bid list of vehicle suppliers, the District benefits by purchasing vehicles of proven design and manufacturing standards that meet the specifications at highly competitive prices.

Sr. Contract Officer: Juanita Vigil 650-508-7731
Project Manager: Greg Moyer, Superintendent Maintenance Technical Svcs 650-508-7987

RESOLUTION NO. 2009-

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

*** * ***

**AUTHORIZING THE PURCHASE OF UP TO 21 HYBRID VEHICLES THROUGH
THE STATE OF CALIFORNIA'S COMPETITIVELY BID CONTRACT
FOR A TOTAL ESTIMATED COST OF UP TO \$542,739**

WHEREAS, the San Mateo County Transit District (District) needs to replace up to 21 of its service support vehicles which have reached the end of their useful lives; and

WHEREAS, staff proposes to acquire up to 21 hybrid vehicles as replacement vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels; and

WHEREAS, replacing the 21 service support vehicles with hybrid vehicles is consistent with the District's commitment in its strategic plan to reduce its use of petroleum fuels and its carbon footprint; and

WHEREAS, pursuant to California Public Contract Code Section 10298, the District may award contracts to suppliers that have been pre-selected by the State of California Department of General Services (DGS) through a sealed competitive bid process; and

WHEREAS, the District routinely uses this State procurement system to purchase cars, trucks, cargo vans, and other support service vehicles to meet its operational needs; and

WHEREAS, the funding for the service support vehicles has been programmed into the current capital budget and maintenance and fuel costs have been programmed into the current and projected operating budget; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded for the purchase and delivery of up to 21 hybrid vehicles through the State's

DGS contract with an approved vendor for a total estimated cost of \$542,739 inclusive of delivery, taxes, tire fee, and DGS service fee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to an approved DGS vendor for the purchase and delivery of up to 21 hybrid vehicles for a total estimated cost of \$542,739, and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with the approved contractor in accordance with the terms and conditions of DGS's competitively bid contract and in form approved by Legal Counsel.

Regularly passed and adopted this 8th day of April, 2009 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: Virginia Harrington
Chief Financial Officer

SUBJECT: **RESULTS OF 2009 DEBT REFINANCING -
FOR INFORMATION ONLY**

At its meeting of November 12, 2008, the Board authorized staff to purchase California Transit Finance Authority (CTFA) variable rate demand bonds and/or San Mateo County Transit District Junior Lien Sales Tax Revenue Bonds in advance of issuing refunding bonds. At its meeting of January 14, 2009, the Board approved the issuance, structure and documents for the 2009 Refunding Bonds. The purpose of this memorandum is to summarize the results of the 2009 Debt Refinancing for the Finance Committee and Board of Directors.

Summary of Bond Sale

- On December 3, 2008, the District purchased \$20,780,000 of outstanding CTFA Bonds in advance of the refinancing in order to avoid interest rate risk for the District in the volatile financial markets.
- On February 19, 2009, the District sold \$19,040,000 in 2009 Refunding Bonds.
- The 2009 Refunding Bonds:
 - Are fixed rate bonds with serial maturities through 2019
 - Are non-callable
 - Are rated Aa3/AA by Moody's and Standard & Poor's
 - Were issued without bond insurance
 - Had a True Interest Cost of 3.313%, including all issuance costs. The lowest rate achieved on any District bond sale to date.
 - Were issued with yields significantly lower than the only reasonably comparable transaction priced on the same day (Oceanside Unified School District) and at a rate lower than the most recent CTFA variable reset rate of 3.55 percent.
 - Were issued as Bank-Qualified – the first transaction since the adoption of the American Recovery and Reinvestment Act (ARRA) of 2009. Previously, the Bank-Qualified status applied to bond issues under \$10 million where the

issuer agrees not to issue more than \$10 million of tax-exempt bonds during the course of a year. ARRA increased the limitation to \$30 million on February 13, 2009.

- The combination of restructuring debt maturities to mature within 10 years and a low fixed interest rate will benefit the District by:
 - Eliminating exposure to future interest rate risk
 - Making it much easier to project debt service costs for budget purposes
 - Minimizing overall debt service costs

Refinancing Objectives

The District established a set of objectives for the 2009 Debt Refinancing. The table below summarizes the objectives and how each was achieved through this transaction.

2009 Debt Refinancing Objectives

Objective	Outcome
1. Maintain level annual debt service in order to avoid significant increases and/or fluctuations in future debt service expenses and to facilitate annual budgeting and long-term financial planning	2009 Refunding Bonds were structured to achieve level annual debt service by refinancing from a variable rate to a traditional fixed rate structure with annual debt service of \$2.4 million
2. Re-amortize the bonds over a shorter term to minimize the overall interest costs	2009 Refunding Bonds were issued as 10 year non-callable bonds with the final maturity reduced from 2027 to 2019
3. Design the structure to be consistent with the District's existing senior lien debt	2009 Refunding Bonds were structured to be senior lien on a parity with all other District bonds
4. Protect the District's healthy bond ratings (A1 from Moody's and AA- from Standard & Poor's)	Rating agencies' review resulted in the District's rating being raised to Aa3/AA by Moody's and Standard & Poor's

If you would like additional information related to the 2009 Debt Refinancing, please feel free to contact me at the number below or the Director of Finance, Trish Reavey, at 650-508-6434.

Project Manager: Virginia Harrington, Chief Financial Officer 650-508-7950



BOARD OF DIRECTORS 2009

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
MARK CHURCH
SHIRLEY HARRIS
JIM HARTNETT
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

LEGISLATIVE COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, APRIL 8, 2009 – 2:40 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of March 11, 2009

INFORMATIONAL

2. Verbal Update on State Legislative Program
3. Verbal Update on Federal Legislative Program

Committee Members: Mark Church, Rose Guilbault, Jim Hartnett

NOTE:

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

DRAFT

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MARCH 11, 2009**

Committee Members Present: R. Guilbault, J. Hartnett

Committee Members Absent: M. Church (Committee Chair)

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

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

Acting Committee Chair Jim Hartnett called the meeting to order at 2:41 p.m.

Approval of Minutes of Legislative Committee Meeting of February 11, 2009

The Committee approved the minutes (Lloyd/Harris).

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy said the state budget approved is intended to go through June 30, 2010, with expected revenue deficits that will have to be made up. Mr. Murphy said the State Transit Assistance (STA) fund was cut 50 percent this year and 100 percent for the next four years through 2013. Staff has spoken to Senate President Pro Tem Darrell Steinberg who would like to work on a fee-based solution to compensate for the loss of funding, but no details are available yet. Mr. Murphy said there were a number of bills introduced that deal with the governance and powers of the High Speed Rail (HSR) Authority.

Update on the Federal Legislative Program

Mr. Murphy said conversation has shifted dramatically since the stimulus package was approved and focuses on reauthorization of the Surface Transportation Program. Lawmakers look to double the funding and there is a clear focus on transit and HSR. Mr. Murphy said staff also is focused on advocating that some of the funding be made available for operations to compensate for some of the cuts made at the state level. Mr. Murphy said staff would like to see some integration between transportation and land use and U.S. Transportation Secretary Ray LaHood made it a point to say livable communities will be the focus of this bill, focusing on transit-oriented development, high density programs, which are the same as the Grand Boulevard Initiative. Mr. Murphy said there is a climate bill coming up that will have a revenue component and staff would like to see some of the revenue go to transportation and used to fund projects like the Grand Boulevard and help with SB375 implementation.

Staff joined the County of San Mateo in a meeting with White House Intergovernmental Affairs staff on the Troubled Asset Relief Program Local Government Assistance Act that Congresswoman Jackie Speier and Senator Dianne Feinstein both sponsored. Mr. Murphy said the County faces a \$152 million loss from the County Pool because of the Lehman Brothers collapse. About \$25 million of that was Transportation Authority money and another \$1.3 million was Caltrain money and this act would authorize the treasury secretary to use TARP funds to reimburse local governments for those losses. Mr. Murphy said staff thinks the secretary has authorization to do this without the legislation so we are asking for it right away. The White House staff said they will be helpful and encourage the secretary to get back to staff on this.

Director Karyl Matsumoto asked if there were any earmarks. Mr. Murphy said there were earmarks in the FY09 on the Bus Appropriations Bill, which the Senate approved last night and the president will sign today. None of those earmarks were for SamTrans, Caltrain or TA projects. Mr. Murphy said last March staff submitted three requests for a revenue collection system, Communication Based Overlay Safety System (CBOSS) program and the Grand Boulevard Initiative and those were about \$1 million each. No money was received for these requests. Mr. Murphy said staff is working with the delegation, including Congresswoman Speier on requests for the 2010 Appropriations Bill. The District is requesting funding for positive train control deployment and demonstration over the next year, the Grand Boulevard Initiative and a request from Congressman Mike Honda's office for the South Terminal Improvement project at Diridon.

Adjourned: 2:49 p.m.

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
AB 105 Evans (D) 2009-10 Budget.	ASSEMBLY BUDGET	Would make appropriations for support of state government for the 2009-10 fiscal year. This bill contains other related provisions.	
AB 112 Beall (D) Santa Clara Valley Transportation Authority.	ASM TRANS	Would also authorize the authority to provide for the repair and maintenance of those facilities. <u>Suggested amendment:</u> According to the author, this bill is intended, in part, to allow VTA to provide funding for maintenance and repair of state highways, if agreed to by Caltrans, but not to do the work itself. The author has agreed to take amendments in committee that would explicitly state that the bill would not grant VTA these broader authorities.	
AB 116 Beall (D) Transportation authorities and districts: contracts.	ASM LOCAL GOVERNMENT HEARING DATE: 04/01/2009	Existing law establishes bridge and highway districts and various regional transportation authorities and transit districts, including the Santa Clara Valley Transportation Authority, the San Mateo County Transit District, the Alameda-Contra Costa Transit District, and the Golden Gate Bridge, Highway and Transportation District, and prescribes the powers and duties of each, including procedures for awarding contracts and procurement. Existing law, with respect to the purchases of supplies, equipment, and materials by bridge and highway districts that exceed \$20,000, requires the contract to be let to the lowest responsible bidder, and, with respect to purchases by other authorities and districts that exceed \$25,000, requires the contract to be let to the lowest responsible bidder. Existing law, regarding the Santa Clara Valley Transportation Authority, the Alameda-Contra Costa Transit District, and the Golden Gate Bridge, Highway and Transportation District, requires a notice requesting bids to be published in a newspaper of general circulation. This bill instead would require contracts of those specified entities under which the expenditure for the purchase of supplies, equipment, and materials exceeds \$100,000, to be let to the lowest responsible bidder or to the responsible bidder who submits a proposal that provides the best value, as defined. The bill also would require the authority or district, and the Golden Gate Bridge, Highway and Transportation District, to the extent practicable, to obtain a minimum of 3 quotations, either written or oral, that permit prices and terms to be compared, whenever the expected expenditure required for the purchase of supplies, equipment, or materials exceeds \$2,500, but does not exceed \$100,000. This bill contains other related provisions and other existing laws.	
AB 118 Logue (R) California Global Warming Solutions Act of 2006.	ASSEMBLY NATURAL RESOURCES	Would repeal the California Global Warming Solutions Act of 2006.	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
AB 153 Ma (D) High-Speed Rail Authority.	ASSEMBLY JUDICIARY	Would eliminate those contingencies to the exercise of the authority's authority and would specify that the authority constitutes a "governing body" for the purpose of adopting a resolution of necessity. The bill would authorize the authority to employ its own legal staff or contract with other state agencies for legal services, or both. This bill contains other related provisions and other existing laws.	
AB 177 Price (D) Energy: Green Economy Inclusion Act of 2009.	ASSEMBLY PRINT 02/03/2009	Would enact the Green Economy Inclusion Act of 2009 and would state the intent of the Legislature to enact legislation to ensure greater equity and inclusion of all Californians in the future of developing and implementing climate change, transportation, land use, and economic stimulus policies to reduce GHG emissions in California.	
AB 231 Huffman (D) California Global Warming Solutions Act of 2006: Climate Protection Trust Fund.	ASM NATURAL RESOURCES HEARING DATE: 04/13/2009	Would instead require the state board to, no later than March 30, 2010, adopt a schedule of fees, as provided. The revenues collected would be deposited in the Climate Protection Trust Fund, which the bill would create. All other compliance revenues collected pursuant to the act, including fines and penalties, would be required to be deposited into the fund, and would be available, upon appropriation by the Legislature, for the purposes of carrying out the act. This bill contains other related provisions and other existing laws.	
AB 266 Carter (D) Transportation needs assessment.	ASSEMBLY TRANS	Would require the commission, on an every-5-year basis, to develop an assessment of the unfunded costs of programmed state projects and federally earmarked projects in the state, as well as an assessment of available funding for transportation purposes and unmet transportation needs on a statewide basis. The bill would require the Department of Transportation to assist in conducting the assessment. The bill would require the commission to submit the first assessment report to the Legislature by March 1, 2011.	
AB 282 Committee on Transportation Transportation.	ASSEMBLY TRANS	Would require any interest or other return earned by a city or county from investment of bond funds received under these provisions to be expended or reimbursed under the same conditions as are applicable to the bond funds themselves. This bill contains other related provisions and other existing laws.	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
<u>AB 312</u> <u>Ammiano</u> (D) San Francisco Bay Area Rapid Transit District: Office of Citizen Complaints.	ASSEMBLY PUB SAFETY	Would require the BART board to create an Office of Citizen Complaints to investigate complaints and allegations of police misconduct by the BART police department. The bill would provide for the nomination of the director of that office by the district attorneys of the Counties of Alameda, Contra Costa, and San Francisco, subject to confirmation by the board. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement. This bill contains other related provisions.	
<u>AB 338</u> <u>Ma</u> (D) Transit village developments: infrastructure financing.	ASM LOCAL GOVERNMENT HEARING DATE: 04/01/2009	Existing law authorizes a city or county to create a transit village plan for a transit village development district. A transit village plan is required to include all land within not less than 1/4 mile of the exterior boundary of the parcel on which is located a transit station, as defined. A legislative body is authorized to create an infrastructure financing district, adopt an infrastructure financing plan, and issue bonds, for which only the district is liable, to finance specified public facilities, upon voter approval. This bill would recast the area included in a transit village plan to include all land within not more than 1/2 mile of the main entrance of a transit station. The requirement of voter approval for the formation of an infrastructure financing district, adoption of an infrastructure financing plan, and an issuance of bonds for the purpose of developing and financing a transit facility, as defined, would be eliminated. A transit village plan financed by these bonds would be required to include specified demonstrable public benefits regarding housing, replacement dwelling units at an affordable housing cost when specified dwelling units are destroyed or removed, and a provision that at least 20% of all revenues derived from the property tax increment be dedicated to increase, improve, and preserve the transit village district's supply of affordable housing, as defined. The bill also would make technical, nonsubstantive changes.	
<u>AB 744</u> <u>Torrice</u> (D) Bay Area high-occupancy vehicle network	ASM TRANS	This bill would authorize the authority to acquire, construct, administer, and operate a value pricing high-occupancy vehicle network program on state highways within the geographic jurisdiction of the Metropolitan Transportation Commission, as specified. The bill would authorize capital expenditures for this program to be funded from program revenues, revenue bonds, and revenue derived from tolls on state-owned toll bridges within the geographic jurisdiction of the commission. The bill would authorize the use of the high-occupancy vehicle lanes in the program by single-occupant vehicles for a fee, as specified.	
<u>AB 733</u> <u>Galgiani</u> (D) High-Speed Rail Authority.	ASM PRINT	Would authorize the authority to consider, to the extent permitted by federal and state law, the creation of jobs in California when awarding major contracts or purchasing high-speed trains, as specified.	Watch

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
AB 1342 Evans (D) Income taxes and vehicle license fees	ASM	This bill would authorize the board of supervisors of any county, by ordinance, to impose either a personal income tax or a vehicle license fee, or both, in accordance with specified requirements.	
AB 1375 Galgiani (D) High-speed rail.	ASSEMBLY PRINT	Would repeal and reenact the California High-Speed Train Act. The bill would continue the High-Speed Rail Authority in existence to make policy decisions relative to implementation of high-speed rail consistent with Proposition 1A. The bill would create the Department of High-Speed Trains within the Business, Transportation and Housing Agency, which would implement those policies. The bill would transfer certain of the existing powers and responsibilities of the authority to the department, and would specify additional powers and duties of the authority and department relative to implementation of the high-speed rail project, including the annual submission of a 6-year high-speed train capital improvement program and progress report to the Legislature. The director of the department would be appointed by the authority, who would serve at the pleasure of the authority, and the Governor would be authorized to appoint up to 10 executive employees of the department who would be exempt from civil service and serve at the pleasure of the director. The bill would provide for acquisition and disposition by the department of rights-of-way for the high-speed rail project. The bill would enact other related provisions.	Watch

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
ABX2 4 Niello (R) Public contracts: design-build: public-private partnerships.	SENATE RLS. 02/14/2009-In Senate. To Com. on RLS.	Would also authorize the Director of General Services or the Secretary of the Department of Corrections and Rehabilitation, as appropriate, to use the design-build procurement process in contracting and procuring a state office facility or prison facility, and would authorize the Judicial Council to use that same process in contracting and procuring a court facility, but would limit this authorization to 5 total projects, to be approved by the Department of Finance, as specified. The bill would require the Department of General Services, the Department of Corrections and Rehabilitation, and the Judicial Council to submit to the Joint Legislative Budget Committee, before January 1, 2014, a report containing a description of each public works project procured through the design-build process, as specified. The bill would require a bidder participating in the process to provide written declarations, subject to misdemeanor penalties, and would thereby impose a state-mandated local program. This bill contains other related provisions and other existing laws.	
ACA 9 Huffman (D) Local government bonds: special taxes: voter approval.	ASSEMBLY PRINT 02/10/2009-From printer.	Would create an additional exception to the 1% limit for a rate imposed by a city, county, or city and county to service bonded indebtedness, incurred to fund specified public improvements, facilities, and housing, and related costs, that is approved by 55% of the voters of the city, county, or city and county, as applicable. This additional exception would apply only if the proposition approved by the voters, results in bonded indebtedness that includes specified accountability requirements. This bill contains other related provisions and other existing laws.	
ACR 14 Niello (R) California Global Warming Solutions Act of 2006.	ASSEMBLY NAT. RES. HEARING DATE: 04/13/2009	Would call upon the State Air Resources Board, prior to any regulatory action being taken consistent with the scoping plan for the implementation of the Global Warming Solutions Act of 2006, to perform an economic analysis that will give the State of California a more complete and accurate picture of the costs and benefits of the act's implementation. The measure would also call upon the Governor to use the authority granted by the act to adjust any applicable deadlines for regulations.	
SB 31 Pavley (D) California Global Warming Solutions Act of 2006: revenue allocations.	SEN ENVIRONMENTAL QUALITY HEARING DATE: 04/20/2009	Would require that revenues collected pursuant to compliance mechanisms adopted by the state board also be deposited in the Air Pollution Control Fund. This bill would specify certain uses of the revenues collected pursuant to the fee discussed above and the compliance mechanisms.	
SB 47 Ducheny (D) 2009-10 Budget.	SENATE BUD & FISCAL REV.	Would make appropriations for support of state government for the 2009-10 fiscal year. This bill contains other related provisions.	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
<p>SB 93 Kehoe (D)</p> <p>Redevelopment: payment for land or buildings.</p>	<p>SEN THIRD READING</p>	<p>Would require a redevelopment agency to make specified findings, based on substantial evidence in the record, if the agency pays all or a part of the value of the land for and the cost of the installation and construction of any building, facility, structure, or other improvement that is publicly owned either within or without the project area. These findings would not be final and conclusive. An agency would no longer be authorized to enter into a contract with a public corporation other than the community for the value of the land or the cost of the installation and construction of the building, facility, structure, or other improvement, or both. The bill would provide that an agency may contract with the community prior to January 1, 2010, when the land has been or will be acquired by, or the cost of the installation and construction of the building, facility, structure, or other improvement has been paid by, a parking authority, joint powers entity, or other public corporation to provide a building, facility, structure, or other improvement that has been or will be leased to the community.</p>	
<p>SB 99 Committee on Local Government</p> <p>Joint exercise of powers: reporting and disclosures.</p>	<p>SEN APPROPS</p>	<p>Would require additional reporting and public disclosures by specified public entities that issue certain revenue bonds, including conduit revenue bonds, as defined. This bill would require entities formed under the Joint Exercise of Powers Act, and related officers, that fail or refuse to make required reports to forfeit specified amounts to the state, and would authorize, under certain conditions, the Attorney General to prosecute an action for these forfeitures. This bill would require that a resolution issued pursuant to the Marks-Roos Local Bond Pooling Act of 1985 relating to bonds, as specified, be adopted by the local agency during a regular meeting. This bill would allow the Controller to cease compiling and publishing transactions reported under these provisions, if the Controller does not receive sufficient funding to do so. This bill would require, until June 30, 2013, the California Debt and Investment Advisory Commission to reimburse the Controller through an interagency agreement for actual costs, not to exceed \$200,000 per fiscal year, incurred by the Controller to implement and maintain these provisions.</p>	
<p>SB 101, SB102, SB 103 Committee on Local Government Validations</p>	<p>ASM</p>	<p>Would enact the First, Second, and Third Validating Act of 2009, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.</p>	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
<p><u>SB 104</u> <u>Oropeza</u> (D)</p> <p>California Global Warming Solutions Act of 2006: designation of greenhouse gases.</p>	<p>SEN ENVIRONMENTAL QUALITY HEARING DATE: 04/20/2009</p>	<p>Would also include nitrogen trifluoride, and any other anthropogenic gas one metric ton of which makes the same or greater contribution to global warming as one metric ton of carbon dioxide, as determined by the state board pursuant to a process that the bill would create, including a procedure by which any person could petition the state board for a designation. The state board would be required to adopt regulations, including emission limits and emission reduction measures, for a gas determined to be a greenhouse gas no later than ____ years after that gas is designated as a greenhouse gas. This bill contains other related provisions and other existing laws.</p>	
<p><u>SB 128</u> <u>Padilla</u> (D)</p> <p>California Climate Change Institute.</p>	<p>SENATE RLS.</p>	<p>Would state the intent of the Legislature to enact legislation to create the California Climate Change Institute to (A) identify and support, through a merit-based peer-reviewed competitive grant process, research and education to be undertaken at academic and research institutions and laboratories throughout the state, (B) oversee, coordinate, and manage a nonduplicative, targeted research and development program for the purposes of achieving the state's targets for reducing emissions of greenhouse gases and mitigating the effects of those emissions, (C) develop effective model education pathways, training, model curriculum, and professional development necessary for emerging green technologies and industries, and (D) ensure that its climate change research is conducted in a manner that is targeted and nonduplicative of other research programs.</p>	
<p><u>SB 165</u> <u>Lowenthal</u> (D)</p> <p>Federal transportation funds.</p>	<p>SENATE RLS.</p>	<p>Would make legislative findings and declarations relative to additional federal funds to be made available to the state pursuant to federal economic stimulus legislation. This bill contains other related provisions.</p>	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
<u>SB 205</u> <u>Hancock</u> (D) Traffic congestion: motor vehicle registration fees.	SEN TRANS AND HOUSING HEARING DATE: 03/31/2009	Would authorize a countywide transportation planning agency, by a majority vote of the agency's board, to impose an annual fee of up to \$10 on motor vehicles registered within the county for programs and projects for certain purposes. The bill would require voter approval of the measure. The bill would require the department, if requested, to collect the additional fee and distribute the net revenues to the agency, after deduction of specified costs, and would limit the agency's administrative costs to not more than 5% of the distributed fees. The bill would require that the fees collected may only be used to pay for programs and projects bearing a relationship or benefit to the owners of motor vehicles paying the fee, and would require the agency's board to make a specified finding of fact in that regard. The bill would require the governing board of the countywide transportation planning agency to adopt a specified expenditure plan.	
<u>SB 454</u> (D) <u>Lowenthal</u> Department of Transportation: Division of Rail.	SENATE PRINT Introduced 02/26/2009	Would make a nonsubstantive change to that provision.	Watch
<u>SB 526</u> (Ashburn) Intercity rail: study.	SENATE PRINT	Would state the intent of the Legislature to enact legislation to require the Department of Transportation to study the potential for increasing ridership by routing certain Amtrak intercity rail services over the Altamont Pass alignment between the Central Valley and the Bay Area.	Watch
<u>SB 527</u> (Ashburn) High-speed rail.	SENATE PRINT	Would state the intent of the Legislature to <u>reorganize</u> the High-Speed Rail Authority to ensure greater oversight and accountability for the high-speed rail project.	Watch
<u>SB 455</u> <u>Lowenthal</u> (D) High-speed rail.	SENATE PRINT	Would provide that the members of the authority appointed by the Governor are subject to appointment with the advice and consent of the Senate. This bill would require the authority to ensure that projects undertaken by the authority, including projects for acquisition of right-of-way, are consistent with the specified criteria of Phase One of the project defined by Prop 1A. Would allow CHSRA to acquire property without Department of General Services approval. Would allow CHSRA to conduct capital expenditures without Department of Finance or State Public Works Board approval. Would make CHSRA the responsible agency for projects under its jurisdiction, and not DOT.	
<u>SCA 3</u> <u>Wyland</u> (R) Transportation Investment Fund.	SENATE REV. & TAX 01/29/2009-To Coms. on REV. & TAX., E., R. & C.A. and APPR.	Would delete the provisions authorizing the transfer of revenues to the TIF to be suspended during a fiscal emergency. The measure would also prohibit a loan of TIF revenues under any circumstances, and would prohibit any statute that would reduce the extent to which these tax revenues are deposited into the General Fund for transfer to the TIF for transportation purposes.	

San Mateo County Transit District

Legislative Bill Matrix as of 3/24/2009

Bill ID/Topic	Location	Summary	Position
SCA 5 Hancock (D) State budget.	SENATE RLS. 01/29/2009-To Coms. on RLS. and ELEC., REAP. & CON.AMEN.	Would exempt General Fund appropriations in the Budget Bill from the 2/3 vote requirement. This bill contains other related provisions and other existing laws.	
SCA 9 Ducheny (D) Finance: state budget: taxes.	SEN BUD & FIS. REV. 02/05/2009-To Coms. on B. & F.R. and E., R. & C.A	Would also exempt from this 2/3-vote requirement appropriations made in a Budget Bill, and appropriations made in a bill identified in the Budget Bill as containing only changes in law necessary to implement the Budget Bill. Instead, this measure would require that a Budget Bill, and any bill identified in the Budget Bill as containing only changes in law necessary to implement the Budget Bill, be passed by a 55% vote in each house. This bill contains other related provisions and other existing laws.	
SCA 10 Ducheny (D) Statewide initiative measures: legislative amendment.	SENATE E.,R. & C. A. 02/05/2009-To Com. on E., R. & C.A.	Would require the Secretary of State to transmit a copy of an initiative measure certified for the ballot that would amend the Constitution to each house of the Legislature no later than 176 days prior to the election at which the measure is to be voted upon. Within 30 days the Legislature may propose an amended form of the initiative measure by adopting a concurrent resolution. If the Legislature proposes an amended form of the initiative measure, the measure would provide that if the proponent, or a majority of the proponents if there is more than one proponent, of the initiative measure accepts the proposed amendments, the Legislature's proposal would appear on the ballot in place of the certified initiative measure. The measure would require that, if the amended form proposed by the Legislature is not accepted, information regarding the proposed amended form be included in the ballot materials relating to the initiative measure, as prescribed by statute. This bill contains other existing laws.	
SCAX1 1, SCAX2 1 Wyland (R) Transportation Investment Fund.	SCAX1 1, SCAX2 1 Wyland (R) Transportation Investment Fund.	Would delete the provisions authorizing the transfer of revenues to the TIF to be suspended during a fiscal emergency. The measure would also prohibit a loan of TIF revenues under any circumstances, and would prohibit any statute that would reduce the extent to which these tax revenues are deposited into the General Fund for transfer to the TIF for transportation purposes.	
SCR 10 Liu (D) Railroad Safety Month.	ASM	Would designate September as "Railroad Safety Month."	



BOARD OF DIRECTORS 2009

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
MARK CHURCH
SHIRLEY HARRIS
JIM HARTNETT
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, APRIL 8, 2009 – 3:00 p.m.
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of March 11, 2009
 - b. Acceptance of Statement of Revenues and Expenses for February 2009
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **CALL FOR A PUBLIC HEARING ON MAY 13, 2009 FOR THE FILING OF AN AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FEDERAL TRANSIT ADMINISTRATION NON-URBAN SECTION 5311 GRANT APPLICATION**
5. **REPORT OF THE CHAIR**
6. **REPORT OF THE GENERAL MANAGER/CEO**
 - a. Maintenance and Operator Employees of the Year Awards
7. **AUTHORIZE AMENDING THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS**
8. **COMMUNITY RELATIONS COMMITTEE**
(Accessibility, Senior Services, and Community Issues)
MOTION
 - a. Appointment of Citizen Advisory Committee Members
 - i) 2 Bus Riders
 - ii) 2 Community Riders
 - iii) 1 Multimodal Rider

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

Board of Directors
Agenda for April 8, 2009

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council (PCC) Update
- d. Citizens Advisory Committee Liaison Report
- e. Performance Report – Shuttles
- f. Multimodal Ridership Report – February 2009

9. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Amendment of Resolution 2009-14 Authorizing the Filing of an Application for Fiscal Year 2009 Federal Transit Administration (FTA) Section 5307 Funds as Part of the American Recovery and Reinvestment Act (ARRA) of 2009
- b. Authorize Receiving an Allocation of \$900,000 of Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account Funds Through the Lifeline Transportation Program for the Procurement of Three 30-foot Buses for Route 17
- c. Authorize Filing an Allocation Request and Enter into a Funding Agreement With the California Department of Transportation (Caltrans) for \$247,800 in High Priority Program Earmark Funding for Planning Work in Support of the El Camino Real Grand Boulevard Initiative
- d. Authorize Adopting a Parking Violation Fine Schedule for Citations Issued at San Mateo County Transit District Parking Facilities
- e. Authorize Award of Contract to AppleOne Employment Services, Nelson Family of Companies, Express Employment Professionals and Aerotek Inc. for a Not-to-Exceed Cost of \$1,500,000 for Temporary Staffing Services
- f. Authorize the Purchase of up to 21 Hybrid Automobiles Through the State of California Contract for a Total Estimated Cost of \$542,739

SUBJECTS DISCUSSED

- g. Results of 2009 Debt Refinancing
- h. Presentation on Funding Sources

10. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. Verbal Update on State Legislative Program
- b. Verbal Update on the Federal Legislative Program

11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. BOARD MEMBER REQUESTS/COMMENTS

13. GENERAL COUNSEL PROPOSAL

14. DATE, TIME AND PLACE OF NEXT MEETING – May 13, 2009 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

15. ADJOURNMENT

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

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or by phone at 650-508-6242, or TTY 650-508-6448.

Availability of Public Records

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

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

DRAFT

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

**MINUTES OF BOARD OF DIRECTORS MEETING
MARCH 11, 2009**

Members Present: R. Guilbault, S. Harris, J. Hartnett, Z. Kersteen-Tucker (Chair), A. Lloyd, K. Matsumoto, A. Tissier

Members Absent: M. Church

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

Chair Zoe Kersteen-Tucker called the meeting to order at 2:49 p.m.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Guilbault/Hartnett).

- a. Approval of Minutes of Board of Directors Meeting of February 11, 2009
- b. Acceptance of Statement of Revenues and Expenses for January 2009

PUBLIC COMMENT

None.

REPORT OF THE CHAIR

Chair Kersteen-Tucker said she and Directors Shirley Harris and Adrienne Tissier attended the American Public Transportation Association (APTA) Legislature conference in Washington D.C. Chair Kersteen-Tucker said she felt a real call to action on the part of everyone to step up advocacy efforts and let the congressional representatives know how important the authorization of the Federal Surface Transportation Act will be.

REPORT OF THE GENERAL MANAGER/CEO

Annual safety awards were presented to the operations team from North Base who averaged 135,700 miles between preventable accidents; Superintendent Karambir Cheema accepted the award. The maintenance team from North Base who averaged 80,569 hours with only two lost-time injuries; Superintendent Elliot Rivas accepted the award.

Mr. Scanlon reported:

- Thanked the Board for devoting the time and effort for participating in the Strategic Plan prioritization workshop earlier this month.
- Thanked Directors Kersteen-Tucker, Harris and Tissier for participating in the APTA conference in Washington D.C. Director Tissier participated as part of the Metropolitan Transportation Commission (MTC) and is also their vice chair.

- In the reading file is a copy of APTA's, *Board Talk*, which focuses on ideas and news about transit board members in the industry and on page eight there is a picture of Directors Kersteen-Tucker and Tissier presenting a plaque to Director Art Lloyd for his service at APTA.
- Ridership set a 52-year record in the country at over 10.7 billion rides. Mr. Scanlon believes there will be some slippage in ridership due to fare increases, dropping fuel prices and the economy.
- The California High Speed Rail (HSR) Authority approved a Memorandum of Understanding (MOU) with Caltrain for the Caltrain improvements, including electrification, signaling system and the design, development and construction of HSR through the San Francisco to San Jose corridor as a single project.
- The Redi-Wheels service contract with MV Transportation will expire in August. The contract provides five one-year options and negotiations have begun between staff and the contractor to see if the first option will be exercised.
- In February 2009 the fixed-route buses averaged over 23,000 miles between service calls and Redi-Wheels was almost 18,000 miles.
- The new ADA evaluator, C.A.R.E. Evaluators, has a new facility in Foster City and will have an open house on April 6 from 2-4 p.m.
- Testing and evaluation is being done for fixed route service for the temporary Transbay Terminal. The service is scheduled to be rerouted in August this year.
- The Supervisor Academy continues to have full classes. Staff is beginning to formulate plans to expand the Academy to supervisors who have not gone through the training. Additional classes being taught are on conflict resolution and emotional intelligence.
- Lead mechanic Andrew McCambridge has been promoted to maintenance supervisor.
- The Amalgamated Transit Union Maintenance Workforce Development Committee has just completed the skills survey. There was great response from the mechanical team and the surveys are being independently scored and evaluated by a national leader in this area. The next step in the process is to work as a collaborative team to develop the specifically technical training and address any gaps that exist in the mechanical skills.

Director Jim Hartnett said following-up on Chair Kersteen-Tucker's comment on a call to action on the part of everyone to step up advocacy efforts, is there anything that needs to be done at the local city council levels in regards to calling to action.

Mr. Scanlon said the focus is definitely shifting to reauthorization, however there is still a big piece that has to do with HSR. Mr. Scanlon spoke with Transportation Secretary Ray LaHood for advice and he said to stand by. Secretary LaHood has 60 days from the time the bill was signed to do a strategic plan and after that there are 60 days for the Federal Railroad Administration (FRA) to put out the interim rules. The FRA has been a regulatory body, not a grant making body so there is no expertise there. Mr. Scanlon said Secretary LaHood said in no uncertain terms this direction is coming right from the White House, in terms of the HSR. In terms of reauthorization everyone is tuned into this bill, but it just does that, authorize, it doesn't appropriate anything.

Chair Kersteen-Tucker said we need to start paying attention now and the time will be soon to do outreach via the city councils.

INTRODUCTION OF ACTION TO FURTHER AMEND THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS

District Secretary Martha Martinez said this is the first step to carry out the Board's direction to change the name of the Planning and Development Committee to the Planning, Development and Sustainability Committee. Staff will be requesting Board approval at the April 8 meeting to amend the Rules of Procedures of the Board where this committee is listed.

COMMUNITY RELATIONS COMMITTEE

(Accessibility, Senior Services, and Community Issues)

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (ALCOM) Update
- c. Citizens Advisory Committee Liaison Report
- d. Performance Report – Caltrain Service
- e. Multimodal Ridership Report – January 2009

FINANCE COMMITTEE

RESOLUTIONS

- a. Confirm Receipt of the Paratransit Trust Fund From the Transportation Authority and Adopt the Amended Statement of Investment Policy to Include a Policy to Guide the Investments of the Paratransit Trust Fund
- b. Authorize the Establishment of the Recommended California Employer's Retiree Benefit Trust Program (CERBT) Through the California Public Employees' Retirement System (CALPERS) for Other Post-Employment Benefits
- c. Authorize Submittal of a Grant Application and Execution of Standard Agreements with Caltrans for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Formula Program in the Amount of \$138,650
- d. Authorize the Filing of an Economic Stimulus Application with the U.S. Department of Transportation Federal Transit Administration (FTA) Section 5307 Urbanized Area Program Funds in the Amount of \$9,923,640
- e. Authorize Award of Contract to Active Network, Inc. for an Estimated Cost of \$116,700 for a Web Site Content Management System
- f. Authorize Award of Contract to Ideal Landscape and Concrete for a Total Amount of \$68,900 for North Base Bus Maintenance and Operations Facility Paving Improvements
- g. Authorize Award of Contract to Technology, Engineering and Construction, Inc. for a Total Amount of \$24,318 to Provide Underground Storage Tank Rehabilitation Services
- h. Authorize Rejecting the Low Monetary Bid as Non-Responsive and Authorize Award of Contract to Burr Plumbing and Pumping, Inc. for a Total Estimated Cost of \$370,985 for Plumbing Maintenance Services

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. Verbal Update on State Legislative Program
- b. Verbal Update on Federal Legislative Program

WRITTEN COMMUNICATIONS

In reading file.

BOARD MEMBER COMMENTS

None.

DATE AND TIME OF NEXT MEETING – April 8, 2009 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

General Counsel Joan Cassman said for the record the Board of Directors will convene in closed session to discuss an item listed on the agenda as permitted by the Brown Act.

Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)

Adjourned to Closed Session at: 3:19 p.m.

Additional attendees at the closed session: M. Colondres, J. Glenn

Reconvened to open session at 3:45 p.m.

Ms. Cassman reported that the Board had convened in a closed session to discuss with its labor negotiators upcoming labor negotiations arising out of the recent election in which the Customer Service Representatives unit determined to be represented by the Amalgamated Transit Union Local 1574. No reportable action was taken.

ADJOURNED: 3:47 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Ian McAvoy
Chief Development Officer

**SUBJECT: REQUEST TO SET A PUBLIC HEARING FOR THE FILING OF AN
AMERICAN RECOVERY AND REINVESTMENT ACT FEDERAL
TRANSIT ADMINISTRATION NON-URBAN SECTION 5311 GRANT
APPLICATION**

ACTION

Staff proposes that the Board authorize the publication of a notice on or before April 13, 2009 and set a public hearing at its May 13, 2009 Board meeting for the filing of an American Recovery and Reinvestment Act (ARRA) Federal Transit Administration (FTA) Non-Urban Section 5311 grant application.

SIGNIFICANCE

Staff is proposing to submit an ARRA FTA Section 5311 grant application to provide up to \$310,183 to help fund preventive maintenance costs for service operated on the rural section of Route 294 and SamCoast, the general public dial-a-ride system on the Coastside. Prospective grant applicants requesting capital assistance are required under this federal program to provide a 30-day advance notice of a hearing to afford the public the opportunity to comment prior to the filing of a grant application.

Upon Board authorization, the public hearing and request to authorize the filing of the grant application will be scheduled for the May 13, 2009 District Board meeting.

BUDGET IMPACT

As the requested action is to schedule a public hearing on the proposed grant application, there is no impact on the budget at this time.

BACKGROUND

On February 17, 2009, President Obama signed into law an economic recovery package known as the American Recovery and Reinvestment Act of 2009. This package includes an infusion of funding for infrastructure projects. A portion of this funding is being made available to transit operators through the Section 5311 program for Rural and Small Urban Areas, which provides Federal funding for transit capital projects. The MTC has programmed these funds through a competitive review of projects submitted by transit agencies in the Bay Area. Through this

process, the San Mateo County Transit District (District) was programmed to receive \$247,800 for preventive maintenance costs for service on the rural Coastsides. This was less than the \$310,183 that was originally requested. The MTC has encouraged transit agencies to submit two applications, consisting of one application for programmed funds and a second contingency application for additional funds that may become available to be programmed by MTC in the future. In the District's case, that works out to one application for the \$247,800 that the MTC has already agreed to program and a contingency application for the remainder of the initial \$310,183 request. As part of the ARRA funding process, the District must file applications and adopt assurances that the funds will be spent in accordance with the MTC's Transportation Improvement Plan for the San Francisco Bay region. There are aggressive project delivery requirements associated with the economic recovery package.

Prepared by: Rebecca Arthur, Capital Programming and Grants Administrator 650-508-6368

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: **ACTION TO AMEND THE RULES OF PROCEDURE OF
THE BOARD OF DIRECTORS TO RENAME THE
PLANNING AND DEVELOPMENT COMMITTEE**

ACTION

Staff recommends that the Board amend Section 16.B of the Rules of Procedures of the Board of Directors, *Establishment of Standing Committees*, to change the name of the Planning and Development Committee to the “Planning, Development and Sustainability Committee” as one of the Board’s four standing committees.

SIGNIFICANCE

The new name, the Planning, Development and Sustainability Committee, aligns with the recently adopted Strategic Plan 2009-2013. The Business Practices focus area in the Plan reflects the importance of evolving the District’s business practices and technologies to those that are sustainable and maximize efficiencies.

BUDGET IMPACT

There is no budget impact.

BACKGROUND

Chair Zoe Kersteen-Tucker, during her remarks as incoming Board chair at the January 14, 2009 Board meeting, requested that the P&D Committee be renamed the Planning, Development, and Sustainability Committee.

The recommended board action was introduced to the board at their meeting of March 11, 2009. Section 19 of the Rules of Procedures requires the introduction of the proposal be made prior to the board’s final action.

RESOLUTION NO. 2009 –

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

* * *

**AMENDING THE RULES OF PROCEDURE
OF THE BOARD OF DIRECTORS TO RENAME
THE PLANNING AND DEVELOPMENT COMMITTEE TO
THE PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE**

WHEREAS, pursuant to Resolution No. 1976-24, dated April 28, 1976, the Board of Directors adopted the Rules of Procedure of the Board of Directors of the San Mateo County Transit District to govern its proceedings ; and

WHEREAS, pursuant to Resolution No. 2008-77, dated December 10, 2008, the Board of Directors adopted the 2009-2013 San Mateo County Transit District Strategic Plan which will guide the development of the District's programs and services over the next five years; and

WHEREAS, the 2009-2013 Strategic Plan includes six focus areas, one of which is Business Practices reflecting the importance of evolving the District's business practices and technologies to those that are sustainable and maximize efficiencies; and

WHEREAS, at the Board meeting on March 11, 2009, staff introduced the proposed recommendation to change the name of the Planning and Development Committee to the "Planning, Development and Sustainability Committee" and to amend the Board's Rules of Procedure in Section 16.B. regarding standing committees to reflect this change.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby amends Section 16.B. of the Rules of Procedure of the Board of Directors to change the name of the Planning and Development Committee to the "Planning, Development and Sustainability Committee."

Regularly passed and adopted this 8th day of April 2009, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary