

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070**

**MINUTES OF DECEMBER 2, 2010**

**MEMBERS PRESENT:** R. Foust (Chair), R. Gordon, C. Groom, J. Lee, K. Matsumoto, T. Nagel

**MEMBERS ABSENT:** J. Vreeland

**STAFF PRESENT:** J. Cassman, S. Cocke, M. Espinosa, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, J. Hurley, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Chair Rosanne Foust called the meeting to order at 5:08 p.m. Director John Lee led the Pledge of Allegiance.

**CONSENT CALENDAR**

- a. Approval of Minutes of October 7, 2010
- b. Acceptance of Statement of Revenues and Expenditures for the Period Ending June 30, 2010 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenditures for September 2010
- d. Acceptance of Statement of Revenues and Expenditures for October 2010
- e. Approval of 2011 Board of Directors Meeting Calendar
- f. Adoption of the Amended Conflict of Interest Code

The Board approved the consent calendar (Lee/Nagel).

**PUBLIC COMMENT**

Pat Giorni, Burlingame, said the Metropolitan Transportation Commission (MTC) website shows these were the last days to file comments on the revised draft Public Participation Plan of 2011 and hasn't heard from anyone in the months since it came out in June and July. She said the information should have been available for a chance to comment and pass along to the public.

Chair Foust requested Authority Secretary Martha Martinez to forward MTC notices to the Board so they can share information with relevant communities.

Executive Director Michael Scanlon asked if a link to MTC is available on the TA website. Executive Officer Customer Service and Marketing Rita Haskin will follow up on this.

Chair Foust said MTC is developing its sustainable community strategy and there will be more information in the coming months and it will be interesting for our jurisdictions to follow that.

**CITIZENS ADVISORY COMMITTEE (CAC) REPORT**

Chair Pat Dixon presented details of the November 30, 2010 meeting:

- Director Karyl Matsumoto thanked the CAC for their due diligence on behalf of the Board.
- Mr. Scanlon thanked members for their dedication to the CAC.

- Directors Carole Groom and Terry Nagel, and Deputy CEO Chuck Harvey were in attendance.
- Received a presentation on the Highway Implementation Program and a joint TA-City/County Association of Governments (C/CAG) presentation on the Measure A Pedestrian and Bicycle Program.
- Supported the Resolution of Appreciation for Director Rich Gordon.
- Supported the allocation of \$80,000 of Measure A funds for the Bicycle Sharing Demonstration Program.
- Supported the allocation of \$120,000 in Measure A funds for the Last Mile Connection Pilot Program.
- Appointed members to the nominating committee for 2011 officers.

#### **CHAIRPERSON'S REPORT – ROSANNE FOUST**

- She joined subcommittee member Director Lee before this meeting to review the Highway Program and New Measure A projects.
- She commented on how engaged the CAC is on issues and how important their work is to the Board.
- Attended a kickoff celebration for the San Bruno Grade Separation Project with the city manager, city council members and staff and community activists who have waited a long time for the project. Project completion is scheduled for 2012.

Director Carole Groom arrived at 5:20 p.m.

#### **Resolution of Appreciation to Outgoing Board Member, Rich Gordon**

Director Gordon said he was pleased to serve on the TA Board for San Mateo County and participate in strategic planning, and the new Measure A. He looks forward to working on critical issues for the TA and with the Joint Powers Board to find a permanent funding source for Caltrain.

#### Public Comment

Jim Bigelow, Redwood City/San Mateo County Chamber of Commerce, thanked Director Gordon for his outstanding work and many years of service to the county.

Chair Foust said the TA will miss Director Gordon, thanked him and said the TA is here to support his efforts.

The Board approved the Resolution of Appreciation (Lee/Nagel).

#### **SAMTRANS LIAISON REPORT – KARYL MATSUMOTO**

The reports for October 13, 2010 and November 10, 2010 are in the agenda packet.

#### **JOINT POWERS BOARD REPORT**

Mr. Scanlon reported on the meeting of December 2, 2010:

- Public comments were received on High Speed Rail (HSR), bicycle issues and from the Friends of Caltrain.

- Deferred the appointment of a nominating committee for 2011 officers until new appointments are identified.
- Received a MTC liaison report, which focused on how Regional Measure 2 funding relates to Dumbarton Rail.
- Received a memo from the CAC on their recommendations for bicycle capacity.
- Performance statistics October 2010 compared to October 2009:
  - a. Total ridership was 1,126,012, an increase of 8.3 percent.
  - b. Average weekday ridership was 42,437, an increase of 11.2 percent.
  - c. Total revenue was \$4,172,550, an increase of 17.4 percent.
  - d. On-time performance was 93 percent, a decrease of 1.4 percent.
  - e. Shuttle ridership was 5,787, a decrease of 2.5 percent.
- Year-to-date performance statistics October 2010 compared to October 2009
  - f. Total ridership was 4,387,420, an increase of 3.6 percent.
  - g. Average weekday ridership was 41,346, an increase of 4 percent.
  - h. Total revenue was \$16,234,093, an increase of 8.3 percent.
  - i. On-time performance was 93.2 percent, a decrease of 0.9 percent.
  - j. Shuttle ridership was 5,428, a decrease of 4.9 percent.
- The JPB Budget Committee will be meeting in January to discuss the deficit and possible changes in future service.
- Thanked TA members for attending the San Bruno Grade Separation Project kickoff celebration.
- Special service:
  - a. Carried 80,000 Giants riders on November 30, roughly double the average daily ridership, and a greater increase than any other Bay Area transit system.
  - b. Ticket vending machine sales tripled to \$210,000.
  - c. Several days after the Giants victory parade, a seat drop was made to apologize to regular customers for the inconvenience to their usual commute.
  - d. Stanford football has ended with an average of 1,000 riders per game.
  - e. Sharks ridership is down about 16 percent compared to a year ago.
  - f. An additional 119 passengers were carried for the Thanksgiving Day Turkey Trot in San Jose.
  - g. A modified schedule ran the Friday after Thanksgiving Day. The same schedule will run on Christmas Eve and New Year's Eve. Extra southbound trains will run after midnight on New Year's Eve.
- Conducted an emergency response drill in San Francisco on November 14 with staff from the Federal Railroad Administration, California Public Utilities Commission and Homeland Security. The exercise was led by the San Francisco Police Department.
- Fare and service changes are effective January 1 with a 25-cent increase on zone fares and a reduction of four midday trains. The GO Pass will increase from \$140 to \$155.
- Weekend Baby Bullet express service will begin on January 1 for a three-month pilot program. The schedule features one train in the morning and one in the evening in each direction. Each train will service seven stations based on their ridership, connections and proximity to shopping and entertainment.
- A Transit Toy Drive will be held here in the lobby on December 3 in partnership with the U.S. Marine Corps and Salvation Army.
- Received a report on the Peninsula Rail Program. The California High Speed Rail Authority voted on December 2 to begin HSR construction in the Central Valley.

- The Board:
  - a. Approved the Consent Calendar including authorization to approve a third amendment to the bylaws of the Caltrain Centralized Equipment Maintenance and Operations Facility Monitoring Committee so that the committee will meet only once a year.
  - b. Presented Resolutions of Appreciation to Directors Mark Church and Don Gage.
  - c. Authorized amending and increasing the parking violation fine schedule from \$45 to \$48, which is mandated by the State of California.
  - d. Received a State and Federal legislative update.
  - e. Received the Quarterly Capital Progress Report.
  - f. Director Omar Ahmad recommended a Board retreat to focus on Caltrain's financial issues.
  - g. Legal Counsel briefed the Board on execution of a settlement agreement release with Wells Fargo Insurance Services, Inc.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Scanlon reported:

- Director Gordon was TA chair when he was hired as the CEO for the District more than 11 years ago. Mr. Scanlon said he has a special place in his heart for the graciousness shown to him and his family by Director Gordon and his partner when he transitioned to California.
- The TA's Wetland Mitigation Restoration Project has been selected to receive an award from the American Council of Engineering Companies for engineering excellence for a project in cooperation with Caltrans that restored 7.85 acres of wetlands at the edge of the San Francisco Bay in Foster City.
- In light of the governor's line item veto action, Caltrans has been given direction to suspend all work on project initiation documents. Staff is assessing the impact of this decision.
- Wished everyone a happy holiday season.

Director Groom requested special service for two University of California Berkeley football games to be played at AT&T Park next year. Marketing staff is in contact with university officials.

Chair Foust announced that Mr. Scanlon is the new chair of the American Public Transportation Association. At a recent executive committee meeting in New Orleans, Mr. Scanlon took executive Board members to build houses in New Orleans. Mr. Scanlon said thousands of people will be replicating this building project during next year's meeting in conjunction with United Way and the New Orleans St. Bernard Project.

## **FINANCE**

### **Acceptance of the Quarterly Investment Report and Fixed Income Review and Outlook for the Quarter Ended September 30, 2010**

CSI, Inc. Investment Advisor, Bill Osher said the Federal government announced a \$600 billion program to buy Treasury securities to pump money into the economy to improve employment and control inflation. The market is beginning to react to economic growth, there are some positive signs in employment and interest rates are beginning to increase just as the Federal government is pumping these billions into the economy. Growth of 1 percent is good and puts a particular challenge on the investment portfolio because as interest rates increase, prices fall. The

portfolio is being managed in such a way that it can improve its yield if interest rates continue to increase.

The Board accepted the Quarterly Investment Report (Gordon/Nagel).

**Authorize Allocation of \$80,000 of Measure A Funds to the San Mateo County Transit District for the Regional Bicycle Sharing Demonstration Program**

Manager, Planning and Research Marisa Espinosa said the regional bike sharing three-year pilot program would provide 100 public bikes to the Redwood City Caltrain Station. The TA, in partnership with City of Redwood City and San Mateo County, is being asked to make an \$80,000 local contribution to match \$4.29 million from MTC's Climate Initiative grant program and \$2.2 million from the Bay Area Air Quality Management District (BAAQMD).

Director Lee expressed support for the regional effort. Director Groom said it is important to initiate projects like this or bike sharing will never become a reality but she is conflicted by development and costs.

Public Comment

Pat Giorni, Burlingame, said she is a bike advocate and thinks this is a terrible program because the Bay Area is not ready for it. It is a costly \$7 million project with insufficient infrastructure to make the project viable. She recommended staff contact Genentech, a company that has started a bike sharing program.

Ms. Giorni said she has a PowerPoint from a recent meeting on bike sharing and will send copies for the Board.

Executive Officer, Planning and Development Marian Lee said an important issue at the regional level is the overall growing need for various transit to initiate policies to determine how can a wider range of services be provided to accommodate changes in travel behaviors and how do you work on people's behavior to get them more comfortable with alternative ways of traveling. She said the region is less experienced with Transportation Demand Management (TDM) strategies and is trying to figure out how to test this at a regional level. It is critical that an increasing range of transportation commute options be explored to develop this because staff is developing sustainable community strategies and must tackle problems from both fronts to succeed.

Director Lee said this is a BAAQMD program, not a TA program. They are asking for \$80,000 of Measure A funding for a demonstration project to see if it will or will not work; this is what the TA is meant to be.

Several directors had questions about the project. The questions were as follows:

- Why is the cost of the program high?
- What is the break down of how the local moneys will be used?
- What mechanism do we have in place to ensure appropriate use of funds?
- How will the program deal with bike security?
- Have we taken into account the maintenance and safety concerns expressed in European countries that have deployed bike sharing projects?
- Was there coordination with the funding and project partners?

Staff was directed to bring this item back to the January Board meeting and provide more information related to the questions raised by the Board.

**Authorize Allocation of \$120,000 in Measure A Funds to the San Mateo County Transit District for Making the Last Mile Connection Pilot Program**

Manager, Strategic Development Corinne Goodrich said the allocation is from the Alternative Congestion Relief category to match a \$1.5 million grant to administer the Last Mile program. This is a demonstration project to implement a suite of new and existing TDM strategies in downtown Redwood City that would focus on about 10,000 employees and 2,000 households to test if it can assist in mode shift. This could result in an annual reduction of about 2.3 million vehicles miles. TDM strategies in the program include car sharing with three pods of three cars each, short-distance van pools, telecommuting, bike sharing and two electric vehicle charging stations in downtown Redwood City.

A motion (Lee/Nagel) to approve the allocation to the San Mateo County Transit District was passed.

**PROGRAM**

**Verbal Update on the State/Federal Legislative Program**

Government Affairs Manager Seamus Murphy reported:

State

- The Legislature is returning on December 6 for a special session on the budget.

Federal

- Congress just reconvened and has not approved the 2011 budget. The House passed a continuing resolution, which the Senate will have to approve on December 3 to avoid any gap in funding.
- Congress will also need to extend authorization for the surface transportation program before the current extension expires at the end of the year. There will probably be a series of extensions of existing funding both on the appropriations and the authorization side.
- Congress has been engaged in a debate about what rules are going to govern the year-to-year appropriations next session. In the past, staff has worked with its delegation to receive congressionally directed investments through the annual appropriations process. Since the election, House Republicans have voted to eliminate earmarks and the Senate has voted to preserve them.

**Program Report: Pedestrian and Bicycle**

Senior Planner Stacy Cocke said this presentation covers Measure A Pedestrian and Bicycle Program (Program), call for project details and the upcoming schedule. Ms. Cocke reported:

- The policy has been anchored by the 2004 Expenditure Plan, the Strategic Plan and Implementation Plan, which outlines a biennial call for projects, project evaluation and criteria.
- The goal is to encourage programs that encourage bikes and walking. Three percent of new Measure A funds are allocated for this Program. The upcoming call for projects is for Fiscal Year 2012-2013.
- Anyone can initiate a project but a city or the county must sponsor the project. There will be a joint application and coordinated project site visits. Both the TA and C/CAG will evaluate,

prioritize and rank all applications. Staff will solicit CAC input on the list of recommended projects for funding followed by TA Board approval. The call for projects will be issued in late January 2011, applications are due mid-March and Board adoption is anticipated for July.

- Evaluation scoring criteria include project need, consistency, readiness, effectiveness and sustainability.

Director Matsumoto said she is a member of C/CAG's Bicycle and Pedestrian Advisory Committee (BPAC). She said a joint call for projects is excellent because it will be done collectively. She asked if the TA and BPAC will have different scoring systems.

Ms. Cocke said there will be one application and one scoring criteria for both.

Director Matsumoto said C/CAG and BPAC receive funding from different entities and some is for pedestrians and some for bikes. She asked if the TA will break this down so certain money allocated will be for pedestrian and/or bikes.

Ms. Cocke said the Transportation Development Act (TDA) Article 3 does not specify a bicycle and pedestrian percentage. This will be confirmed. The TA is not planning on specifying a percentage to bicycle and pedestrian for this call for projects.

Director Nagel would like to make sure the bar is low for applying so all details are clear for cities. She asked that notification be sent in January announcing the start of the application process.

Ms. Cocke said she would provide advance notification.

Director Nagel asked that applications be encouraged for projects across city boundaries.

Project Manager John Hoang said he would provide an overview of C/CAG's development process for the Countywide Comprehensive Bicycle and Pedestrian Plan (Plan).

Mr. Hoang reported:

- The last Plan was updated in 2000.
- C/CAG is working in partnership with the TA.
- A pedestrian component is being added to the Plan.
- Input is being requested from all cities in the county because the cities will be constructing the projects.
- There are 247 miles of existing bikeways in the County. A preliminary goal is to include an additional 300 miles.
- The goal of the Plan will be to improve safety for bicyclists and pedestrians built on strong local support in conjunction with locally adopted plans.
- Project grouping identifies all the bikeway routes including El Camino Real and coastal corridors, major crossings, access to transit and regional trails.
- The Plan will provide a countywide vision to identify bike/ped zones, develop a countywide bikeway network, identify funding, provide resources on best practices and policies and encourage the cities and county to implement the projects.

- Surveys were completed with cities through July to November. Scheduling included an open house in October, public review of the draft in January, final draft in February and the final plan in March.
- Project website is [sanmateocountybikepedplan.org](http://sanmateocountybikepedplan.org)

#### Public Comment

Pat Giorni, Burlingame, said there are ways for cities to get extra points, for example, if they have their own BPAC. She said C/CAG pretty much said cities should invest in the paper project to get projects in the general plan. C/CAG will do things that define safety such as bike paths and sidewalks. She asked if the TDA Article 3 funds have limitations.

Ms. Cocke said staff is reviewing the appropriate scoring process to ensure the focus is on evaluating actual projects. Extra points can be added if the project is consistent with policy and if it is in the C/CAG plan or city-specific bicycle or pedestrian plan. Ms. Cocke said a bicycle or pedestrian plan is not eligible but project development funds for a specific project including environmental clearance is eligible.

Chair Foust said she is glad staff is reevaluating the idea of a community having a BPAC. She said cities simply cannot provide the amount of staff time required to maintain many committees and commissions.

#### **Capital Projects Status Report - 1st Quarter Fiscal Year 2011**

Director of TA Program Joe Hurley asked if there were any questions and said the report is available in the agenda packet and posted on the TA website.

#### **REQUESTS FROM THE AUTHORITY**

Director Matsumoto asked if a quarterly report is available on original Measure A funding including remaining funding and percentage of funding changes in programs. Ms. Lee and Deputy CEO Virginia Harrington will follow up.

#### **WRITTEN COMMUNICATIONS TO THE AUTHORITY**

The correspondence file includes a letter from Shirley Johnson on the bike share program. A report is available from Holland & Knight on Leadership Outlook for the 112<sup>th</sup> Congress.

#### **DATE AND PLACE OF NEXT MEETING**

The next meeting is scheduled for Thursday, January 6, 2011, at 5 p.m. at the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> floor, 1250 San Carlos Avenue, San Carlos CA 94070.

Adjourned 6:53 p.m.