



BOARD OF DIRECTORS 2012

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**CITIZENS ADVISORY COMMITTEE  
SAN MATEO COUNTY TRANSPORTATION AUTHORITY  
1250 San Carlos Avenue, San Carlos CA 94070, Bacciocco Auditorium, 2nd Floor**

**TELECONFERENCE LOCATION:** Members of the public are welcome to attend the teleconference location at 2405 Kalaniana'ole Avenue, PH11, Hilo, HI 96720: Rich Hedges, Tel: 808-935-9260.

**AGENDA**

**February 28, 2012 - Tuesday**

**4:30 PM**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes from January 31, 2012
4. Public Comment  
Public testimony by each individual speaker shall be limited to three minutes
5. **Transportation Authority Board Meeting Agenda for March 1, 2012**
  - a. Program Report: Transit: Caltrain Modernization **(TA Item 10a)**
  - b. Approval of Minutes of February 2, 2012 **(TA Item 4a)**
  - c. Acceptance of Statement of Revenues and Expenditures for January 2012 **(TA Item 4b)**
  - d. Authorize Execution of Master Agreement for State-Funded Transit Projects with the California Department of Transportation Division of Mass Transportation **(Item 4c)**
  - e. Measure A Program Status Report **(Item 4d)**
  - f. SamTrans Liaison Report – February 8, 2012 **(TA Item 7)**
  - g. Update on State and Federal Legislative Program **(TA Item 11b)**
  - h. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2012 **(Item 10b)**
6. Report of the Chair (B. Arietta)
7. Report from Staff (J. Hurley)
8. Member Comments/Requests

9. Date, Time and Place of Next Meeting: Tuesday, April 3, 2012 at 4:30 p.m., San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA 94070

10. Adjournment

*All items on this agenda are subject to action*

**CAC MEMBERS:** Barbara Arietta (Chair) • Jim Bigelow • John Fox • Rich Hedges • Randall Hees • Elizabeth Lasensky • Jeff Londer • Doris Maez • Daniel Mensing • Larry Shaine • Laurie Simonson • April Vargas (Vice Chair) • William Warhurst • James Whittemore • George Zimmerman

## **INFORMATION TO THE PUBLIC**

If you have questions on the agenda, please contact the Assistant District Secretary at 650-508-6223. Assisted listening devices are available upon request. Agendas are available on the Transportation Authority Website at [www.smcta.com](http://www.smcta.com).

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

San Mateo County Transportation Authority (TA) Committees and Board: First Thursday of the month, 5 p.m. Transportation Authority Citizens Advisory Committee (CAC): Tuesday preceding first Thursday of the month, 4:30 p.m. Date, time and location of meetings may be changed as needed.

### **Location of Meeting**

The San Mateo County Transit District Administrative Office is located at 1250 San Carlos Ave., San Carlos, which is one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes: 260, 295, 390, 391, KX.

### **Public Comment**

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

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

### **Accessibility for Individuals with Disabilities**

Upon request, the TA will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Nancy McKenna at San Mateo County Transportation Authority, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to [cacsecretary@smcta.com](mailto:cacsecretary@smcta.com); or by phone at 650-508-6279, or TDD 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.

Draft

**CITIZENS ADVISORY COMMITTEE (CAC)  
SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)  
1250 San Carlos Avenue, San Carlos CA 94070  
Bacciocco Auditorium, 2<sup>nd</sup> Floor**

**MINUTES OF JANUARY 31, 2012**

**MEMBERS PRESENT:** B. Arietta (Chair), J. Bigelow, J. Fox, R. Hedges, R. Hees, J. Londer, D. Maez, D. Mensing, L. Shaine, L. Simonson, A. Vargas, B. Warhurst, J. Whittemore, G. Zimmerman

**MEMBERS ABSENT:** E. Lasensky

**STAFF PRESENT:** J. Ackemann, C. Harvey, A. Hughes, J. Hurley, N. McKenna

Chair Barbara Arietta called the meeting to order at 4:34 p.m. and Jim Whittemore led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

April Vargas said under committee comments on page 8 of 9, part of her comment is missing. The sentence should read “It appears a discussion about a signalized traffic light for pedestrians would benefit the community.”

Mr. Whittemore said on page 8 of 9 under report from staff, the wording should be “eminent domain”, not “imminent domain.” Also the last part of the sentence that reads “the TA Board was told there would not be any eminent domain” is incorrect. What the Board was told was they would try to avoid using eminent domain.

John Fox arrived at 4:38

Mr. Fox said he was not in attendance at last meeting and was noted he was.

A motion (Hees/Bigelow) to approve the amended January 3, 2012 minutes was passed.

**PUBLIC COMMENT**

None

**ITEMS FOR REVIEW – FEBRUARY 2, 2012 TA BOARD MEETING**

**Program Report: Transit: Paratransit (TA Item 11d)**

Deputy CEO Chuck Harvey reported:

- Paratransit is a Federal unfunded mandated program.
- This is a shared ride system and must cover the same service area as SamTrans fixed-route bus system.
- Fares are up to twice the base fixed-route fare.

- MV Transportation is the contractor that operates this service.
- The fleet includes cutaway buses, minivans, sedans and subcontracted taxis.
- There is no same day service and requires an advance reservation.
- Redi-Wheels and RediCoast average weekday ridership is over 1,100.
- The average paratransit cost per ride in Fiscal Year (FY) 2011 was \$40 with a farebox recovery ratio of 6 percent.
- Approximately 88 percent of paratransit rides are on Redi-Wheels.
- The FY2012 budget for paratransit is \$14.1 million.
- Redi-Wheels has a requirement of zero denials.
- Pick-ups within 20 minutes of scheduled time is considered on-time. On-time performance for Redi-Wheels is about 92 percent, above the 90 percent goal.
- Service complaints per thousand rides are less than 0.5 percent.
- Passengers per vehicle hour are 1.86.
- Customer no-shows and late cancels are between 1-1.5 percent.
- Average weekday ridership on RediCoast is about 100 with an on-time performance of 100 percent.
- Eligibility process includes an in-person assessment conducted by a third-party eligibility assessment expert.
- New and recertifying denials are between 2-3 percent.
- Total registrants are 6,800.

Mr. Fox asked what the factors for the decrease in new and recertifications are over the past year. Mr. Harvey said eligibility requirements change, people move or are deceased.

- Efficiency measures include senior mobility training on fixed-routes, Interactive Voice Response (IVR) system implementation and optimal vehicle mix that offers fleet flexibility.

Laurie Simonson arrived at 5:02 p.m.

- The Alternative Service Delivery Model is a remotely managed operation with a non-dedicated vehicle fleet with independent contractor drivers. Staff is looking into this model currently being operated in the marketplace.
- The Metropolitan Transportation Commission (MTC) is conducting a Transit Sustainability Project looking at paratransit “Best Practices”.
- In FY2012 the TA contributed \$2,460,000 in New Measure A funds for paratransit service in San Mateo County.

Doris Maez said she lives on a hill and asked if the vehicles can pull into the driveway to deploy the lift. Mr. Harvey said yes but pointed out service is curb-to-curb not door-to-door.

Ms. Maez asked if a caretaker can ride with the passenger. Mr. Harvey said yes and the caretaker rides free.

Larry Shaine asked what the policy is to go out of San Mateo County. Mr. Harvey said, by law, there is a transfer point and the passenger can book a trip for the other county and will be met at the transfer point by the other county's service.

Daniel Mensing arrived at 5:10 p.m.

Ms. Vargas asked if it is legally possible to accept a private donation for this program. Mr. Harvey said he is not sure but thinks it can be designated for the service.

Bill Warhurst asked if someone who could use public transportation but doesn't live close to a stop could take Redi-Wheels to a fixed-route stop. Mr. Harvey said there is a conditional eligibility which takes a person from their residence to a fixed-route stop.

Mr. Whittemore said there is a reduction in riders yet there was a spike in denials. Mr. Harvey said the planners have not been able to correlate the aging in-place population with an increase in demand.

Mr. Whittemore asked who the IVR vendor is. Mr. Harvey said it is Ontira.

Mr. Whittemore asked what cost savings could be realized if the on-time performance was moved from 20 minutes to 30 minutes or the mandated one hour. Mr. Harvey said on-time performance can't be one hour, but if it was loosened to 30 minutes it might save a little money, but it would mean poor service quality.

Mr. Whittemore said it is an excellent service and has there been any private outreach to provide the service? Mr. Harvey said SamTrans has looked at this concept and the Senior Mobility Initiative allowed for travel training and senior mobility ambassadors. The next step in the process was to form a volunteer driver program. Staff applied for seed money to start this program but was not able to get the money.

Jeff Londer asked if someone calls from home to go to the doctor's office and then back home, is it considered two trips? Mr. Harvey said yes.

Chair Arietta asked if there is a Plan B if 600-700 people called for trips in one day. Mr. Harvey said the program is at capacity and if increase is seen, staff would go look for additional money and more vehicles.

### **New Measure A Shuttle Program Fiscal Year 2013 and Fiscal Year 2014 Call for Projects (TA Item 11c)**

Interim Executive Officer Planning and Development Aidan Hughes said one of the priorities out of the Shuttle Business Practices was to identify a way to have a single call for projects (CFP) between the TA and the City/County Association of Governments (C/CAG). Staff has been coordinating with C/CAG staff over the last few months to come up with this approach. It is essential that the terms of the CFP are consistent with the TA Expenditure Plan and Strategic Plan and there is coordination between the two agencies' shuttle programs. The amount available for shuttles is \$7 million of which \$6 million is through Measure A and \$1 million

from C/CAG. Staff anticipates going out for the CFP in March. Prior to that, staff will work on an outreach program so both existing and new applicants are encouraged to submit applications in order to see that the full amount of money available is allocated to shuttles. Some of the features of a single CFP are addressing some of the concerns from the previous call.

Staff is making a distinction between community shuttles and employee based shuttles in order for appropriate funding be provided to community shuttles that satisfy the requirements for community mobility needs, particularly for the transit dependent, low income and other populations in need. Staff is setting a match requirement of 25 percent minimum for all shuttles with the exception that community shuttles could come in with less than 25 percent if they can score higher in the mobility and community needs categories. Previously there was a 50 percent target so this move to a requirement is an attempt to get more diligent about holding the applicants to specific match requirements rather than allowing applicants to come in with much lower matches and then simply providing the money because it is available.

Chair Arietta said on page 2 under “Need”, the statement “provides service to low income and transit dependent populations” could be changed from “and” to “or.” Mr. Hughes said staff will take suggestions, but this is a sample criteria.

George Zimmerman said the CAC is an advisory committee to the Board so when there are informational items it is presumed that the CAC’s comments are appropriate, but where there are action items the CAC can make action recommendations. Director Transportation Authority Program Joe Hurley said as part of the Chair’s report to the Board she communicates some of the concerns, whether they are information or action items.

Jim Bigelow asked if an example of a project unable to show substantial level of local match would need to demonstrate strengths under other criteria such as fulfillment of community needs. Mr. Hughes said for community shuttles it might be a city asking for a shuttle in order to provide service to a community that has no other access to transit or a car. Mr. Bigelow said it might be helpful if staff includes examples of this type of shuttle.

Laurie Simonson asked what the single criteria the TA and C/CAG staff will use. Mr. Hughes said there is a single scoring sheet.

Mr. Shaine asked how criteria is handled for any funded shuttles along SamTrans fixed-route service and is SamTrans staff involved to ensure there is no overlapping with the shuttles and fixed-route service. Mr. Hughes said every shuttle must have a concurrence letter from SamTrans meaning SamTrans is okay with the application going forward and this ensures no duplicative or overlapping service.

Mr. Whittemore asked how the criteria is different from the CFP from two years ago. Mr. Hughes said there will be different metrics from last CFP, but the criteria being adopted is based upon language in the Expenditure Plan and the Strategic Plan, so there is not a great deal of leeway.

Mr. Whittemore asked if the Belmont/Hillsdale and Broadway/Millbrae shuttles will be eliminated since the TA pays 100 percent for their operation. Mr. Hughes said no determination will be made until an application is received.

Mr. Shaine said the Broadway/Millbrae shuttle was a mitigation effort with Caltrain stopping service at the Broadway Station except on weekends. Mr. Hughes said the shuttles currently being funded through the program will have to reapply and there is no grandfathering so the criteria being established will be applied to the shuttles based on their merit.

Mr. Warhurst said there is a chance all 19 shuttles could go away unless they get approved under the new program. Mr. Hughes said staff will reach out to the current sponsors and will reach out to potential sponsors.

Mr. Hees said he likes the combined approach with the TA and C/CAG. Will there only be one decision process. Mr. Hughes said yes.

Mr. Hees said the percentage of local match bothers him. Mr. Hughes said the decision on the 25 percent was to set a requirement as opposed to a target. The rationale for coming off the 25 percent in some cases was in order to allow some discretion when there is a community need. The purpose of the monitoring is to see how the various programs perform and whether we can be more targeted in the future in terms of planning the various criteria.

Mr. Londer asked if existing shuttles get any priority. Mr. Hughes said everyone starts at zero and has to apply. The existing shuttles come with a history which could help their case. There are a number of shuttles that are performing well and will be encouraged to reapply.

#### **Approval of Minutes (TA Item 4a)**

No discussion

#### **Acceptance of Statement of Revenues and Expenditures for December 2011**

A motion (Hees/Whittemore) to support acceptance of the Statement of Revenues and Expenditures for December 2011 was approved.

#### **Sam Trans Liaison Report – January 11, 2012 (TA Item 7)**

No discussion

#### **Acceptance of Quarterly Investment Report and Fixed Income Market Review Outlook for the Quarter Ended December 31, 2011 (TA Item 10a)**

A motion (Hees/Londer) to support the Quarterly Investment Report and Fixed Income Market Review and Outlook was approved.

#### **Fiscal Year 2011 Comprehensive Annual Financial Report**

Mr. Whittemore said there is a \$3.5 million outstanding loan to the Federal government due November 7, 2013 and no principal or interest payments have been made. Mr. Hurley will follow-up and respond to the CAC.



Mr. Warhurst said there were budget corrections made on actuals and there is also a variety of projections. Are these numbers based on original budget projections, revenue forecasts or are they incorporating mid-year adjustments. Mr. Hurley clarified the question as to how the TA did relative to how staff thought originally or how the TA did after the revised budget. Mr. Warhurst said yes. Mr. Hurley said he will follow-up and report back.

Mr. Whittemore said the Board authorized an amendment to the budget last month to rebaseline administrative expenses, revenue from sales tax and interest income.

### **Approval of the 2012 Legislative Program (TA Item 11a)**

Government Affairs Officer Jayme Ackemann said the 2012 proposed State and Federal Legislative Program is broken into areas of emphasis and staff has made some proposals about tactics and direction which we hope our stakeholders will align with. All the legislation that is followed or sponsored will fall out of these areas.

A motion (Zimmerman/Hees) to approve the 2012 Legislative Program was approved.

### **Update on State and Federal Legislative Program (TA Item 11b)**

Ms. Ackemann reported:

#### State

Staff has seen the governor's budget and it assumes the passage of a sales tax on the November ballot. If the sales tax were to not pass, there will be a substantially greater deficit. At this point, the short-fall is being addressed through cuts that are not transportation related and staff will continue to work closely with lobbyists and representatives to try and hold the line should a sales tax fail to pass in November.

Mr. Zimmerman said he supports the governor's proposal as an individual but sales taxes are regressive and hit the lower incomes the greatest.

#### Federal

The Senate issued a proposal earlier this year and the House has just issued theirs. Staff is pleased to see the House is attempting to hold the line on transportation funding, but displeased to see that much of the House's reauthorization proposal is highway oriented with less emphasis on public transportation projects.

Ms. Simonson said she understood the House proposal eliminated funding for bicycle pedestrian and safe routes to school. Ms. Ackemann said the House reauthorization proposal eliminated all the earmarks seen in past proposals and eliminates the key mobility programs and puts all of public transportation and alternative mobility programs into the same pot.

### **REPORT OF THE CHAIR – BARBARA ARIETTA**

Chair Arietta reported:

- On Thursday, February 2 at 7 p.m. in Menlo Park there will be a Caltrain funding update and Caltrain Modernization Program event.

- Attended the MTC workshop on how the next round of State Transportation Improvement Fund funding will be distributed based on land use. People have until February 15 to go online and take the virtual online survey.

John Fox left at 6:06 p.m.

### **REPORT FROM STAFF – JOE HURLEY**

Mr. Hurley encouraged the CAC to solicit candidate sponsors interested in the upcoming shuttles CFP.

Mr. Shaine asked about the outstanding quorum issue. Mr. Hurley said it was at Mr. Shaine's request in 2005 that the quorum be adjusted because of the vacancy issue. It was agreed to drop the quorum to seven only in the event there were vacancies on the CAC, but if all positions were filled the quorum is eight. There is discrepancy between the information staff received from the attorneys so staff is researching and will report back.

### **COMMITTEE COMMENTS**

Mr. Whittemore said the Caltrain on-time performance has dropped and there is very little leeway. He proposed that more leeway in the timetable be considered with the number of wheelchair boardings. He said there is a delay in the transition to the new rail operator and wondered what the overrun costs are. The Caltrain Modernization Program and electrification are tied to High Speed Rail and we can't be depending on that and what are the alternatives?

Mr. Hees said he is concerned about the age of the Caltrain fleet.

Mr. Warhurst said he took Caltrain to the Kraft Hunger Bowl at AT&T Park and said it is cheaper for three people to drive versus taking the train.

Ms. Vargas said there is a public meeting on February 29 at Farallone View School in Montara. This is a visionary process for future transportation projects. Mr. Hurley encouraged her to bring up the shuttle CFP as well as the future highway CFP at this meeting.

Mr. Bigelow said he attended the MTC meeting and the \$5.5 million for operating subsidy for the Dumbarton Rail to go into expanded bus service in the Dumbarton Corridor over the Dumbarton Bridge was approved.

Mr. Shaine said a lot of acronyms are used among the CAC and hope new members understand what they are. Mr. Hurley said all CAC members received a list of acronyms in their orientation binder.

Ms. Vargas and Mr. Shaine left at 6:24 p.m.

Mr. Zimmerman said Mr. Bigelow should be congratulated on his perseverance for Dumbarton Rail.

Mr. Whittemore said there is a public hearing on the Codified Tariff at the JPB meeting on Thursday, February 2. The City of San Mateo is having a study session on the Poplar/Highway 101 interchange on Tuesday, February 21.

**Date and Time of Next Meeting**

Tuesday, February 28, 2012 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2<sup>nd</sup> Floor, San Carlos, CA 94070.

The meeting adjourned at 6:28 p.m.