

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

MINUTES OF AUGUST 2, 2016

MEMBERS PRESENT: B. Arietta (Chair), D. Bautista, J. Fox, R. Hedges, J. Londer, O. O'Neill, S. Scruggs, J. Ward, W. Warhurst

MEMBERS ABSENT: L. Simonson, P. Young

STAFF PRESENT: J. Averill, S. Bhatnagar, A. Chan, C. Cubba, J. Hurley, J. Slavitt

Chair Barbara Arietta called the meeting to order at 4:30 p.m. and Jeff Londer led the Pledge of Allegiance.

APPROVAL OF THE MAY 31, 2016 MEETING MINUTES

Motion/Second: Hedges/Londer

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

PUBLIC COMMENT

None

ITEMS FOR REVIEW – AUGUST 4, 2016 TA BOARD MEETING

Authorize Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended June 30, 2016 (TA Item 11f)

No discussion.

Motion/Second: Ward/Londer

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Authorize Amendment of the Investment Policy and Reauthorization to Invest Monies with the Local Agency Investment Fund (TA Item 11e)

Shaunda Scruggs asked if collateralized mortgage obligations and other mortgage-backed securities were an investment strategy option for the TA prior to 2008.

Carl Cubba, Director, Treasury, said yes this option was on the previous investment policy and the only new item expressly called out was the bonds, notes, and warrants or other evidences of indebtedness of any local agency within this State, including bonds payable.

Ms. Scruggs asked if there was ever a discussion to remove the collateralized mortgage obligations option because the events in 2008 were tied to similar securities and this could be an unnecessary risk for the TA. Mr. Cubba said derivatives caused the collapse and the investment policy specifically states in the investment section that the TA will not invest in derivatives.

Ms. Scruggs said she is confused by the statement in the policy that says “the TA shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the TA may hold this prohibited instrument until its maturity date.” Mr. Cubba said that came from the State's code, and the intent is if the TA invests in something that is intended to have a return or accrual, and during the life of the investment due to market changes it goes into the other category of not having any accrual, this allows the TA to continue holding the investment through maturity. The main intent of this action is to give the TA a policy to easily monitor the investment advisors or the staff who are responsible for investment to insure they are following the TA's policy as well as staying within the California code requirements.

Motion/Second: Hedges/Londer

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Acceptance of Statement of Revenues and Expenditures for May 2016 (TA Item 4b)

No discussion.

Motion/Second: Ward/Bautista

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Information on Statement of Revenues and Expenditures for June 2016 (TA Item 4c)

No discussion.

Authorize Allocation of \$14,960,000 in New Measure A Funds to the San Mateo County Transit District for Application Towards the Caltrain Program Category and the Paratransit Program Category (TA Item 11d)

Joe Hurley, Director, TA Programs, said this is the annual allocation to programs funded by Measure A. It is consistent with the Transportation Expenditure Plan. The total local match required for Caltrain's Capital Program in Fiscal Year (FY) 2017 is \$15 million, of which San Mateo County's share is \$5 million. The Expenditure Plan allows for the allocation of up to 8 percent for the operating cost of the Caltrain corridor, and that equates to \$6.64 million of Measure A for FY2017. Four percent of the Measure goes to support paratransit, which equates to \$3.32 million.

Motion/Second: Hedges/Ward

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Authorize Approval and Ratification of the FY2017 Insurance Program with Wells Fargo Insurance Services at a Total Premium Cost of \$237,118 (TA Item 4d)

Motion/Second: Warhurst/Londer

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Program Report: Alternative Congestion Relief (ACR) (TA Item 10)

John Ford, Executive Director, Commute.org, presented:

- ACR Program Report and Work Plan
 - Commute.org educates, promotes and supports commute options for residents and employees in San Mateo County
 - Goal to reduce single-occupant vehicle travel during peak commute hours for environmental, economic and mobility benefits
 - Program areas: employer outreach and support, first/last-mile shuttle program, commuter engagement
 - Lean joint powers authority structure allows for innovative programs, rapid deployment/corrections and public/private partnerships
- Work plan for FY2016-2017
 - Shuttle program: 616,000 rides, a 27 percent increase over FY2014
 - Employer outreach: 430 active employers (113,079 employees), a 35 percent increase over FY2014
 - Commuter engagement
 - Vanpool target: 100
 - Try transit target: 660
 - Commuter campaigns target: 2,500
 - Carpool target: 400
- The website is one of the key ways to distribute information
- Key initiative for FY2016-2017
 - Employer focus groups in 2015
 - Piloted during 2016 commuter challenge
 - Full platform launch in September
 - Key features
 - Employer networks
 - Dynamic/traditional ridesharing integration
 - Application-based trip logging
 - School pool functionality
- The my.commute.org website was shown, which allows users to plan and log trips on all modes of transit, including statistics about travel time and greenhouse gas emissions saved, and earn incentives from their employer
- Funding profile
 - TA: FY2015: \$435,000; FY2016: \$445,000
 - City/County Association of Governments (C/CAG) Assembly Bill (AB) 434: FY2015: \$472,300; FY2016: \$525,000
 - C/CAG Congestion Relief: FY2015: \$510,000; FY2016: \$510,000
 - Shuttle funding: FY2015: \$2,234,700; FY2016: \$2,310,300
- Budget Revenue
 - C/CAG AB 434: 13.2 percent
 - C/CAG congestion relief: 13.6 percent
 - Shuttle consortium funding: 21.1 percent
 - TA shuttle grants: 38.7 percent
 - Metropolitan Transportation Commission outreach: 1.8 percent
 - TA Measure A: 11.5 percent
 - Interest/miscellaneous: 0.1 percent

- Budget Expenses
 - Shuttle operations: 57 percent
 - Employer programs: 16 percent
 - Commuter programs: 13 percent
 - Public/private partnerships: 6 percent
 - Administrative/agency development: 8 percent

Diana Bautista asked if Commute.org partners with Scoop and others for the carpool program. Mr. Ford said yes, but Scoop is not in San Mateo County yet. The first two cities to launch Scoop will be San Mateo and Foster City, and the San Francisco International Airport will be third. This is dynamic carpooling where a customer will use the application to book a ride and transfer funds. Commute.org will partner with anybody that helps to reduce single-occupancy vehicles throughout the county.

Rich Hedges said Mr. Ford is very innovative. Mr. Ford said taking private money forces Commute.org to do things they might not otherwise do, such as implement real-time shuttle tracking called "Where's My Shuttle," which allows customers to see where their shuttle is on the route and how long it will take to get to the customer.

John Fox said it would be good to have a rewards system. For example, there could be a bike commute event in May and the person who rides the most miles gets a modest incentive such as a gift card, which could be donated by employers. Mr. Ford said Commute.org did exactly that. Anyone who logged trips was eligible and prizes were tremendous.

William Warhurst said the cost of the incentive is not the issue; it is the cost of the bookkeeping. Under State and Federal laws, employers have to track incentives to properly calculate the base pay rate. Employers might spend hundreds of dollars on just the calculations for each individual prize winner. He said the Commute.org website asks for an e-mail and password, but it does not state what will happen if a customer gives out an e-mail address and password, so there should be a "learn more" section. He asked if Commute.org is involved with commuter policy decisions such as deciding how many occupants are required to qualify a vehicle as a high-occupancy vehicle. Mr. Ford said Commute.org is involved in advocacy and policy issues. He said he works for an 18-member board of elected officials. When the Board agrees, it takes strong positions on policy.

Jeannette Ward asked if Commute.org tracks participation from the Coastsides. Mr. Ford said yes. There is a home and work zip code involved in all of the data, whether it is incentives, campaigns, or "try transit" ticket distribution. His staff makes sure the Coastsides is not forgotten.

Mr. Hedges said shuttle schedules can be downloaded to iBooks.

Mr. Londer said the number of routes has remained constant and asked if the number of shuttles has gone up. Mr. Ford said the number of vehicles has gone up. He said there are about 35 vehicles across all the routes.

Authorize Allocation of \$445,000 in New Measure A ACR Funds to the Peninsula Traffic Congestion Relief Alliance to Support the Countywide Congestion Relief Program for FY2017 (TA Item 11a)

Joel Slavit, Manager, Programming and Monitoring, said Commute.org has historically received annual allocations from the TA to help support its work programs. The funding is already part of the FY2017 Budget.

Ms. Scruggs asked if other agencies or groups receive ACR money. Mr. Slavit said Commute.org is the only agency that receives it on an annual basis. In the future, the TA plans on preparing an ACR plan. The ACR program is only 1 percent of Measure A funds, and half of that is allocated to Commute.org. The plan will help guide the TA how to distribute the ACR funding in the future.

Motion/Second: Hedges/Londer

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

Program Report: Grade Separation Program (TA Item 12a)

April Chan, Chief Officer, Planning, Grants, and the TA, presented:

- Program Overview
 - Purpose of program is to improve safety at railroad crossings and to relieve traffic congestion
 - 15 percent of the New Measure A Program
 - \$225 million in 2004 dollars over the life of the program, assumes \$60 million in annual New Measure A receipts
 - Allocated \$54.9 million to date
 - Cities with candidate railroad crossings listed in the Expenditure Plan
 - South San Francisco
 - San Bruno
 - Millbrae
 - Burlingame
 - San Mateo
 - Redwood City
 - Menlo Park
 - Atherton
 - East Palo Alto
 - New Measure A funded projects: \$54.9 million
 - San Bruno, San Mateo, and Angus avenues in San Bruno
 - 25th Avenue in San Mateo
 - Ravenswood in Menlo Park
- Planning studies
 - Identified technically feasible alternatives for grade separation of the Caltrain corridor in San Mateo County
 - High-level development of alternatives
 - Primarily looked at grade separation options at each crossing
 - High/medium/low assessment of impacts of each scenario
 - Coordinated study efforts with local public works departments
 - Studies completed September 2009

- Identified physical impacts and costs
 - Included property, driveway access, street, utility, and parking impacts
 - High-level assessment
 - Assumed “all or nothing” property takes
 - Order of magnitude costs
 - Costs varied on different alternatives
- Order of magnitude cost ranges in 2009 dollars for a few studied grade separations
 - Broadway, Burlingame: \$115 million to \$559 million
 - Ravenswood Avenue, Menlo Park: \$113 million to \$463 million
 - South Linden Avenue, South San Francisco: \$132 million to \$333 million
- Board approved funding guiding principles in April 2013
 - Allocate at least 80 percent of remaining available funds for construction
 - Allocate up to 20 percent for pre-construction, with at least 10 percent for design
- Guiding principles: programming and allocation
 - Program and allocate funds to separate project phases
 - Planning/project study report
 - Preliminary engineering/environmental assessment
 - Design
 - Construction
 - Planning/project study report
 - Study project alternatives
 - Develop cost estimates
 - Include at least one scenario consistent with the Caltrain/high-speed rail blended system
 - Include Caltrain in the planning process
 - Preliminary engineering/environmental
 - Complete necessary Federal and/or State environmental assessment
 - City council approval and Caltrain concurrence with selected alternative
 - Design
 - Complete design with Caltrain to ensure railroad design standards are met
 - City council approval and Caltrain concurrence with the selected alternative
 - Construction
 - Constructed by Caltrain
 - Secure full funding plan
 - City council approval and Caltrain concurrence with the selected alternative
- 2013 solicitation evaluation criteria
 - Project readiness: 20 percent
 - Safety and traffic improvement: 35 percent
 - Project need and justification: 35 percent

- Funding leverage: 10 percent
- 2013 solicitation outcome
 - In 2013, TA solicited interest from cities in completing grade separation project over the next 10 years
 - Five cities responded:
 - San Bruno, South San Francisco, Burlingame, San Mateo, and Menlo Park
 - Funded several projects through planning
 - Projects are being completed in varying schedules; cities are seeking funding through special circumstances requests
 - Insufficient revenue to fully fund these projects through construction
- Future funding outlook
 - Remaining amount of Measure A funding anticipated to be available
 - Approximately \$235 million projected to be available for remaining life of the program, based upon updated 2016 dollars
 - Other Federal and State funding that may be available for grade separations
 - State Section 190 - \$15 million annually
 - Federal Railroad Administration (FRA) – railroad safety infrastructure improvement grants – 2016 solicitation provides \$25 million
 - California High Speed Rail Authority (CHSRA)
- Project selection process: alternatives for consideration
 - Continue funding calls with no change
 - Provides maximum flexibility
 - Insufficient funding to fully fund projects in progress through construction
 - Scheduling when to issue calls for projects process is a challenge due to varying project schedules
 - May need to consider special circumstance requests
 - Primarily focus on projects that are ready to go into the next phase
 - Focus only on projects in process
 - Conserves resources, but precludes others
 - Prioritize funding based on Caltrain's Grade Crossing Hazard Analysis, blended system consideration, and Public Utilities Commission scores
 - Focus on projects in process, but consider funding for new projects to complete planning only
 - Primarily limit remaining funding for existing projects
 - Opportunity to further study others
- Next steps
 - August: review existing policy; solicit Board input on potential program changes
 - September: Board approves changes to program

Chair Arietta asked how much construction costs have increased since 2009. Ms. Chan said she does not have that information. She said the three grade crossings in San Bruno cost \$160 million. The 2015 cost estimate for the San Mateo project was \$180 million for one grade crossing.

Mr. Hurley said the Ralston/Holly/Harbor crossing cost \$68 million completed in 2000. There are also new environmental restrictions, and public outreach has become more involved, which costs more time and money.

Ms. Chan said there is about \$235 million left in Grade Separation Program, which may be enough to do two or potentially three projects assuming cities can leverage other funding.

Mr. Fox said there is an order of magnitude mismatch. He asked what operational impact this will have on high-speed rail or a blended system if there are not enough grade crossings on the line. He asked if it has an impact on the speed or performance of the trains. Ms. Chan said she can't speak to that, but the issue of where there needs to be grade separations is part of the hazard analysis that Caltrain staff is working on. This will help to determine where the biggest bang for the buck would be.

Mr. Londer asked of the \$180 million for the San Mateo project what percent was from the TA and what was matching funds and other sources. Ms. Chan said on the San Bruno project, the TA funded over \$100 million and the city of San Bruno and Caltrain secured Section 190 funding and Proposition 1B funding. San Mateo is working with the CHSRA to try to get funding. When the city of San Mateo came to the TA Board, they said they are hoping to leverage 50/50 TA and matching funds.

Mr. Hedges left at 5:44 p.m.

Ms. Bautista asked if the TA is thinking about changing the funding formula to get cities to raise more. The TA will have to be really picky about which grade separation projects to approve. She said the TA might have to make the criteria even tougher. Ms. Chan said all the projects are very worthwhile projects. The TA does not want to close the door on other grade crossing projects. For the operation of Caltrain and high-speed rail trains, it makes sense to do more grade separations. She said it seems like the consensus is to set aside money to do some planning studies for other separations that have not yet been identified, which cost about \$1 million, and explore what should be done with those grade crossings and line them up in the event funding becomes available.

Update on State and Federal Legislative Program (TA Item 12b)

Shweta Bhatnagar, Manager, Government and Community Relations, provided the following update:

State

On June 27 Governor Brown signed the FY2016-2017 Budget Act, which provides \$122.5 billion in General Fund spending including investments in childcare and education, and sets aside \$2 billion for the State's rainy-day reserve. Missing from the budget is the appropriation of unallocated Cap and Trade revenues, funding for roads, and a fix for the State Transit Assistance distribution methodology, which the Legislature will take up in a transportation funding trailer bill.

Senator Jim Beall and Assemblymember Jim Frazier have been working together for the past several weeks to merge their separate transportation funding proposals into one trailer bill that they hope will pass the Legislature with the required two-thirds vote.

As for the remaining Legislative calendar, August 31 marks the end of the regular session and the Governor has until September 30 to sign or veto regular session legislation.

The Special Session on Transportation can run until November 30.

Federal

There has been no movement in the House or Senate on their respective Transportation, Housing and Urban Development appropriations bill. Congress will likely pass a continuing resolution that would extend current funding during the month of September since the end of the fiscal year is September 30.

Authorize Programming and Allocation to Advance \$5.9 Million of Measure A Funding for the Route 92/El Camino Real Interchange Project and a Reimbursement Agreement with the California State Department of Transportation (Caltrans) (TA Item 11b)

Mr. Hurley said the TA relies on the State Transportation Improvement Program (STIP) to match Measure A funds for the implementation of highway improvement projects. The 2014 STIP had money for both the Route 92/El Camino Real and Highway 101/Willow Road projects, but as a result of the low gas tax revenue, the California Transportation Commission was forced to delay or deprogram \$1.5 billion of STIP funding, which affected these two projects. To deal with this situation, there is a statutory authorization that allows local agencies to advance local money and be reimbursed when State funding becomes available at a future time. The TA's justification for pursuing this is so the projects will not be delayed and so the traveling public will realize the operational and safety improvements, it insulates the projects from the inflation factor associated with delays in construction, design standards may change, which would require redesign, and environmental issues may surface that would require a revalidation of the environmental document.

Motion/Second: Londer/Fox

Ayes: Bautista, Fox, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Hedges, Simonson, Young

Authorize Programming and Allocation of \$10.4 Million of Measure A Funding for the Highway 101/Willow Road Interchange Project and a Reimbursement Agreement with Caltrans (TA Item 11c)

Motion/Second: Londer/Fox

Ayes: Bautista, Fox, Hedges, Londer, O'Neill, Scruggs, Ward, Warhurst, Arietta

Absent: Simonson, Young

REPORT OF THE CHAIR – BARBARA ARIETTA

See attachment for Chair Arietta's complete report.

REPORT FROM STAFF – JOE HURLEY

Mr. Hurley said the TA funded the design and environmental clearance for the Poplar Avenue Improvement Project in San Mateo. Construction began at the end of July.

MEMBER COMMENTS/REQUESTS

Mr. Warhurst said he was in South Korea and they strictly enforce the high-occupancy vehicle lanes. They sometimes use mannequins in police cars as deterrents. The requirement is a minimum of six passengers per vehicle, which makes it easier to patrol because mostly only buses and vans would be able to use the lane. There is massive compliance of these rules. Express buses are huge movers of people as a result.

DATE, TIME AND PLACE OF NEXT MEETING

Tuesday, August 30, 2016 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA 94070

Adjourned at 6:12 p.m. in memory of Larry Shaine, a valued long-time CAC member.

Averill, Joshua

From: Barbara Arietta <barietta@hotmail.com>
Sent: Thursday, August 11, 2016 3:59 PM
To: Averill, Joshua
Subject: *** CAC CHAIRS REPORT TO CAC - AUGUST 2, 2016***

CAC LOSES THREE MEMBERS

Laurie Simonson (resigned as of August 2, 2016)

At our June meeting Laurie advised us that August would be her last meeting with us, however, due to unforeseen circumstances Laurie has been called out of town this week and regretfully cannot be at what would have been her last meeting with us. The words that she had wanted to say to us she sent to me in an email and I would like to take this moment to share her departing thoughts with you this evening.

"It is with a heavy heart that I write this goodbye to the TA CAC. I was hoping to be able to attend the meeting on August 2, 2016, but now, unfortunately, I will be out of town on that date. Therefore it is necessary for me to say my goodbyes in writing, rather than in person. It has been my privilege to work with the dedicated and insightful members of the CAC for the past five years. The San Mateo County Transportation Authority is very lucky to have such a group of thoughtful and compassionate citizens to support their efforts. At each and every meeting I learned something new about transit and transportation, not only in our country, but in other systems worldwide. I would expect that there are few CACs in any city or county that have the depth of knowledge and passion that the TA CAC possesses. You are truly an exceptional group of citizens. I know that the County Transportation Authority is in good hands with all of you on its watch. Again, I thank you all for being such excellent examples of citizenship and I wish you all well."

And every word that Laurie said to us I can say the same to her. She, indeed, was an exceptional and dedicated member of our CAC. Laurie was Vice Chair of the CAC for several years, leaving that position only this past year. She will be sorely missed...I wish her well in the new upcoming chapter of her life.

Larry Shaine (passed away July 11, 2016)

It was with great shock and heavy heart that I learned of Larry's death last month. At our last CAC meeting, Larry and I stayed after the meeting that night and enjoyed a very long conversation together. This was not unusual for us to do... for at the night of our first meeting at the CAC we had a very long conversation as well. Through the many years that I have known and worked with Larry since that first night, I found Larry to be a very interesting, intelligent and caring man. He certainly was well informed in all matters of transportation and never failed to share his knowledge with us. Larry had spent almost two decades (18 years to be exact) as a member of our CAC. During that time Larry also served as Chair of the CAC.

Prior to his tenure on our CAC, Larry was an executive for Levi Strauss in San Francisco for over 30 years until his retirement. He then became a moving force on several city boards and county committees for the past twenty plus years. On the last evening that I spoke to him he told me how happy he was and how he was so looking forward to an upcoming move, with his bride of 52 years, to a brand new Assisted Living residence, that was due to be opened this November in Foster City.

The lost of Larry's energy and support on the CAC, with his unexpected passing, is yet another diminishment to the vast institutional knowledge that has been enjoyed by the CAC for these past several years... Joe Hurley and I attended the services for Larry last month in Burlingame.

Phil Rosenblatt (resigned effective June 2016)

Although Phil was a member of the CAC for a little more than a year, he certainly caught on very quickly to all issues in transportation in this county and was an enthusiastic contributor to finding solutions for same. A graduate of USC Law School and an attorney by profession, Phil proved to be an extremely articulate member of the CAC in defining his concerns and actively advocating for solutions to county transportation issues, especially those experienced by coastal residents, of which he was a member.

Unfortunately, poor health conditions, that recently surfaced, have forced Phil to leave the CAC effective this past June. As with the other departing members of the CAC this summer, Phil will also sorely be missed... I wish him well and hope that his health improves so that once again he can vigorously participate in the civic pursuits in which he was so very much interested.

Respectfully submitted,

BARBARA ARIETTA
Chair, San Mateo County Transportation Authority. CAC