

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

MINUTES OF APRIL 3, 2018

MEMBERS PRESENT: B. Arietta , D. Bautista, K. Chin, J. Fox, R. Hedges, K. Kuklin, J. Londer, O. O'Neill, S. Stamos.

MEMBERS ABSENT: K. Bond, A. Chen, E. El-Dardiry, S. Scruggs, W. Warhurst

STAFF PRESENT: B. Fitzpatrick, J. Hurley, L. Low, J. Slavitt,

Chair, Barbara Arietta called the meeting to order at 4:30 p.m.

Richard Motroni, Office Assistant, served as recorder.

APPROVAL OF THE FEBRUARY 27, 2018 MEETING MINUTES

The minutes were approved as amended.

Motion/Second: Hedges/Bautista

Ayes: Arietta, Bautista, Chin, Fox, Hedges, Kuklin, Londer, O'Neill, Stamos

Nays: None

Absent: Bond, Chen, El-Dardiry, Scruggs, Warhurst

PUBLIC COMMENT

None

STATE AND FEDERAL LEGISLATIVE UPDATE

Lori Low, Government and Community Affairs Officer, gave an update on State and Federal legislation related to the Transportation Authority.

- **State** – Recommend support for bill SB1262. This will make things efficient by eliminating a cap on Caltrans's ability to use construction managers or general contractors for project delivery methods.
- Also recommend support for bill ACA5 (also known as Prop. 69) that would protect funds raised by SB1 for only transportation. This would prevent borrowing from the fund for non-transportation related projects or budgets.
- SB1427 (HOV and hot lanes) is still a spot bill and will continue to be watched.
- **Federal** – On March 23rd, President Trump signed the \$1.3 trillion fiscal 2018 omnibus appropriations bill. \$13.5 billion was for the FTA administrative programs which exceeded \$12.3 billion authorized for fiscal year 2018 by the Fast Act. There were also increases for the FRA (Federal Railroad Administration).
- There is bi-partisan support to pursue an infrastructure package, however Speaker of the House Paul Ryan indicated he prefer to have it broken out to five different infrastructure bills. What would be in each bill has not been discussed.

TRANSIT – Caltrain Modernization Program

Lori Low discussed the status of the CalTrain Modernization Program.

- Caltrain system has 77 miles with 32 stations. There are 92 weekday trains. Caltrain shares the tracks with ACE, CC, Amtrak and freight. Electrification project encompass from San Jose to San Francisco. Union Pacific owns from the Tamien Station in San Jose to Gilroy tracks so those would not be electrified.
- Ridership has skyrocketed since 1997 from an average daily ridership of 25,000 to over 60,000 in 2015. Caltrain is currently at full capacity during commute hours.
- Aging Fleet – Many of the trains are past retirement age and it is time to modernize.
- Electrification Project – Covers 51 miles (San Francisco to San Jose). 75% of the fleet will be converted to electric. The plan is to run six trains an hour, per direction, per peak so it will be a mixed fleet service.
- Service Benefits – The train schedule is still being worked out, however electrification will allow us to move faster and make more stops.
- Capacity Increase – There would be 10% seating capacity increase and 31% seated and standing, plus a 17% increase of bikes on board.
- Key Regional Benefits (2040) – Dramatic reduction of greenhouse gases, daily traffic congestion and engine noise. Up to 97% cleaner air daily, projection 111,000 ridership daily and improved frequency/quicker trips.
- There is broad coalition support from businesses, elected officials, community groups and riders.
- Ground breaking for Caltrain electrification took place in July 2017, while the Salt Lake City vehicle plant ground breaking was in October 2017.
- Construction Phasing – There are four segments. Construction has begun on segments 2 & 4, followed by 1 & 3. Daytime work and night work from 8 p.m. to 6 a.m. with some 24-hour weekend construction. Crews will utilize acoustical barrier blankets and position lights away from homes.
- Construction Outreach – Before construction began, community meetings were conducted. Mailers and door hangers were handed out. Weekly website, email and social media are routinely updated. There is now a phone hotline and the project website is calmod.org.
- Electric Train (EMU) – Stadler, the train builder has been progressing:
 - Preliminary designs reviews for all major systems conducted are being finalized.
 - Carshell extrusions in production.
 - Carbody subassemblies being fabricated.
 - Carshell structures being welded.
 - Manufacturing and final assembly facility beginning construction in SaltLake City area.
- Electric Train Outreach – 2015 capacity board decision (bike to seat ratio, onboard bathrooms, upper doors). 2017 design progressing, additional public input. Later this year, the website will have a 2018 virtual reality 360 tour.
- TA's contribution to the \$1.98 billion dollar budget was \$80 million.
- Schedule timeline has not changed.

Q & A SESSION

Jeff Londer

- *As the old units mature, will they be replaced with electric?*

- Lori – We currently have a grant. We are asking for additional funding to go to from a six car to eight car set and fully electrify our service. We are supposed to hear back by the end of the month.
- *How many cars total would there be if everything goes as planned?*
 - Lori – It would be 16 train sets and 6 cars per train set (96 cars). There is a piece of the contract where we could purchase additional cars. The grant application is to help purchase more cars and potentially be all electric.

John Fox

- *Where is the fabrication test work being done?*
 - Lori – Those subassemblies are happening in Switzerland and they will be shipped to Salt Lake City once the plant is done. They will follow the Made in America standards.
- *There is a great publicity opportunity to show how this project is creating jobs in Salt Lake City with the public's money. This can be done on social media or with public service announcements. The more we can make this proactively visible would be in everybody's interest.*
 - Lori – That is great advice. We definitely want to try to make sure people are aware this project is creating jobs.

Barbara Arietta

- *What exactly your plans to make it visible?*
 - Lori – We have a variety of outreach plans. We just finished a campaign called “Did You Know?”, a two-minute cartoon that explains what the CalMod program is and what are the electrification benefits. We pushed it on social media and had a quiz where people could win t-shirts. Our Twitter is still on going strong and the website was launched in February.
- *Anything else going on with the presentations?*
 - Lori – We had four community meetings last month. We will have two city council meetings and one with the Local Policy Makers Group (LPMG) this month.

Rich Hedges

- *I assume the diesel locomotives will be used for the express trip from San Francisco to San Jose?*
 - Lori – They are still developing the schedule and the Caltrain business plan is going to help them form that. The time line has been outlined to the JPB Board.
- *There are about 250 people who going to living by 2022 within a quarter mile of Hayward Park station. Will we be able have more than two trains by the hour?*
 - Lori – That is part of the schedule being worked out. The Caltrain Business Plan should be looking at the growth in the area and what the needs will be.

SAN MATEO COUNTY SHUTTLE PROGRAM DRAFT FUNDING RECOMMENDATIONS

Joel Slavit, Manager of Programming and Monitoring, discussed the San Mateo County Shuttle Program projects for FY 2019 & 2020.

- Presentation Overview – San Mateo County shuttle program is a joint call for projects between the TA and C/CAG. It's a comprise of Measure A local shuttle program and C/CAG local transportation services shuttle program funds. The purpose of the program is to provide matching funds for the operation of local shuttle services. Shuttles will provide access to regional transit and/or meet local mobility needs.
- Process – TA Strategic Plan calls for:
 - Funding considerations made through a Call of Projects.
 - Project Review Committee assembled to evaluate applications.
 - Project reviewed bases on a set of evaluation criteria.
 - Funding recommendations anchored to the evaluation criteria.
- Process: Funding & Evaluation
 - The joint call with C/CAG was issued on December 18, 2017 and closed on February 9, 2018:
 - The call provides funding for the shuttles for Fiscal Years 2019 & 2020.
 - Up to \$9 million from TA Measure A.
 - Up to \$1 million from C/CAG.
 - Total of up to \$10 million available.
 - Minimum match requirement
 - 25% for all shuttles except those that miss the operating cost/passenger benchmark by 50% or more than 2 years, in which case a minimum 50% match is required.
 - Although funding is from two different sources, there is one set of program guidelines, one application process and one staff evaluation panel with representatives from both the TA and C/CAG .
- Evaluation Criteria
 - There is a slight difference between existing and new shuttles with respect to need, readiness and effectiveness. For existing shuttles, we have real performance data that allows us to give it a higher weighting on both scoring projects and their effectiveness. The new shuttles have not started so there is a lot of work to get them up and running. Also, because they don't have the actual performance data, we give it more focus on the need for new shuttles.
- Project Proposals
 - \$11.4 million in sponsor funding requests, up to \$10 million available.
 - 38 shuttles were submitted from nine sponsors.
 - 36 existing shuttles, 2 new shuttles.
 - 30 commuter shuttles, 8 community serving shuttles.
 - 37 shuttles accounting for approximately \$11 million met the program screening requirements and were under consideration for funding.
- Location of shuttles

- Joel showed a series of slides that displayed where the Caltrain and BART stations would make connection to the shuttles, community shuttles and the South San Francisco ferry.
- Draft Recommendations
 - 37 eligible shuttles under consideration for funding:
 - 35 shuttles recommended for \$10 million.
 - We are recommending funding for all the shuttles sponsored by Communte.org. However, we will not recommend funding for approximately \$150,000 of their staff and admin cost through our shuttle program.
 - Funding proposed to support existing Menlo Park Midday (Crosstown) shuttle service levels, but not expanded service.
 - 2 shuttles NOT recommended for funding
 - New SFOX service from Millbrae to SFO.
 - Existing Menlo Park Shoppers' Shuttle.
 - 35 Recommended Shuttles, \$10 million
 - 2/3 of all the funding goes to the JPB (13 shuttles, \$3.095 million) and Communte.org shuttles (10 shuttles, \$3.041 million).
 - Recommended Shuttles: Public/Private Subsidy
 - Shuttles with private subsidy -27 shuttles with private subsidy; 8 shuttles with no private subsidy.
 - Degrees of private subsidy – 23 shuttles: 25 to 50% private subsidy; 8 shuttles: less than 25% private subsidy and 4 shuttles: greater than 50% private subsidy.
 - Schedule
 - April 2018: Informational item to TA CAC and TA Board on Draft Program of Projects List; Presentation to C/CAG TAC and CMEQ Committee.
 - May 2018: TA and C/CAG Boards requested to approve proposed Program of Projects.
 - May – June 2018: TA & C/CAG enter into funding agreements with project sponsors.
 - Shuttle Call for Projects Trend Line
 - First three funding calls we were undersubscribed, however we now have more requests than funding available.
 - Considerations for Future Call for Projects
 - Demand for funds increasing, calls may become more competitive.
 - Potential new sales tax revenue stream: Get Us Moving.
 - Should commuter shuttles with access to private employer contributions pay more than the minimum 25% match?
 - Should there be a set-aside for community serving shuttles that serve transit dependent populations?

Barbara Arietta

- *What were the issues for those who scored this (the two shuttles not recommended for funding)?*
 - Joel – Some of the panel's concerns were that it was unclear whether the sponsors demonstrated a sufficient need for the service. Also, there was no mention of any studies on those shuttles. It was supposed to serve a multitude of purposes and it was going to make some stops at employers like United Airlines. That would serve some of the lower income workers, but the thought was CalTrain is a choice mode so there were some questions how many of the lower income workers would use Caltrain to access the airport.

John Fox

- *Do we know anything about the employers giving them (lower income workers) transit subsidies? For example, they would ride Caltrain if the employer had a program where they got subsidize transit passes.*
 - Rich – I believe there are subsidies, I am checking out right now.
- *For example, a big employer like the maintenance division of United Airlines had some kind of program where they subsidize the transit passes, then you might get better utilization on this.*

Barbara Arietta

- *I was looking at this and it says the Burlingame East-West new community shuttle is not recommended, so was it 35 out of 38?*
 - Joel – There were 38 applications submitted, but 37 were under consideration. The Burlingame (shuttle) did not meet basic program requirements to be considered for funding. All of our sponsors are required to get a letter of concurrence from SamTrans stating it would not duplicate the existing service. They weren't able to get that because concerns of duplication. Another requirement is all new and existing sponsors that did not meet our benchmarks are required to participate in a shuttle assistance program and they did not come in for that.

Jeff Londer

- *Was the Burlingame shuttle submitted by the city of Burlingame?*
 - Joel – Yes.
- *Also, under the percent of the matching funds on the spreadsheet it says 75%, but it seems like it is only 25%.*
 - Joel – We will fix that.

Ken Chin

- *Absent the potential November sales tax, do we have the ability to increase the funds for the shuttles for future calls?*
 - Joel – We have a little bit of reserve available balance. Theoretically, you can make that available or barrow against future funding. Here is the thing about doing that, especially if the sales measure does not pass; it is not sustainable.

Once you provide an existing service to a community, it is hard to say no in the future.

Diana Bautista

- *The shuttle service underperforming as a business model, are they being served by the buses? What other alternative do they have? Can the money go to be set aside? As regarding the employer contributions, I am always hesitant when it comes to any kind of request for additional funding that goes straight to the private entities. At some point it becomes a disincentive when you keep doing that. If it was to increase I would be very cautious as to how much and definitely meet with the business community to say how high and how often.*
 - Joel – That is a good point. I agree there would have to be a lot of coordination for anything that is proposed.

Rich Hedges

- *The South San Francisco community shuttle, does it run through downtown?*
 - Joel – It does.
- *Does it go to the BART station as well?*
 - Joel – It gets to BART and stops maybe a block from the CalTrain station.
- *It will be right at Caltrain station when it is moved. All the housing building downtown it will be a great addition to have that shuttle.*

PUBLIC COMMENT

Drew – *Are the shuttles available for a public use?*

- Joel – That is an actually a requirement of our program. They have to be open to the public.

Drew - *This is a two-year funding cycle so if the shuttle starts underperforming six months or a year from now, can it be discontinued and the funds go back in the bank or do they get the funds for two years regardless of performance?*

- Joel – Once the award is made, we give them the full two-year period before we make a judgement on that. We get progress reports every quarter, plus annual reports and if we see there is something going on and they are really low, we contact them.

DELEGATED AUTHORITY TO EXECUTIVE DIRECTOR ON CERTAIN REAL ESTATE OFFERS, TRANSACTIONS AND PROPERTY RIGHTS CONVEYANCES

- Brian Fitzpatrick, Director of Real Estate & Development for the three agencies spoke. He requested for administrative stream lining.
 - Background – Currently, if staff needs to buy property to support a project, we go to the Board for authority. This happens in a closed session. The other thing is if a project is building a road for an agency or relocating a utility that needs a new location inside an easement. We have to go back to the Board to get the rights to transfer easement to the entity in order to operate and maintain the facility.
 - We are asking the Board for two things:
 - The Board to delegate to the general manager authority to purchase property up to \$500,000.

- Authority for the Board to delegate to the GM in consultation with the Chair of Board to purchase property up to \$750,000. Those amounts are consistent with SFCTA and VTA does as well as FTA rules.
- We have attached a couple caveats:
 - There needs to be budgeted funds, either in the operating budget or capital project budget, to buy that property.
 - Quarterly, we are required to report to the Board on what properties were bought under this administrative delegation. If we have a project to build a street or a utility and we later need to grant the utility an easement we ask that be delegated to the General Manager to streamline the process.

Motion/Second: Hedges/Fox

Ayes: Arietta, Bautista, Chin, Fox, Hedges, Kuklin, Londer, O'Neill, Stamos

Nays: None

Absent: Bond, Chen, El-Dardiry, Scruggs, Warhurst

Rich asked about possible housing near the Hayward Park station parking lot. Brian said the parking lot is owned by CalTrain. They have entered exclusive negotiating with a developer and when a transaction is ripe, they will go to the JPB Board for final approval.

Rich inquired about over on the west side where there is limited property. Brian replied Caltrain has the right of way in that area. It is fairly wide and there is some flexibility.

MINUTES FROM TA BOARD MARCH 1, 2018 MEETING

There were no comments and no recommendations.

ACCEPTANCE TO STATEMENT OF REVENUES AND EXPENSES FOR FEBRUARY 2018

Motion/Second: Londer/Kulkin

Ayes: Arietta, Bautista, Chin, Fox, Hedges, Kuklin, Londer, O'Neill, Stamos

Nays: None

Absent: Bond, Chen, El-Dardiry, Scruggs, Warhurst

REPORT OF THE CHAIR

- The Caltrain electrification presentations will be held in April 2018. The first will be at Redwood City Council on April 9th, the second on April 10th at the Belmont City Council.
- The MTC is inviting comments on the draft public participation plan. One can view it on the MTC website (<https://mtc.ca.gov/>). Anyone who would like enter comments/responses to the MTC must do so by Monday 7th, 4 p.m. The website also has a picture of Rich Hedges in its Public Outreach Programs section.
- Ken Chin was acknowledged for his appointment to the San Mateo/Foster City School Board.

REPORT FROM STAFF

- Joe Hurley participated on the selection committee for the Construction Management General Contractor (CMGC) for the Highway 101 manage lane project. Four firms submitted proposals for the pre-construction component of

the work where they work side by side with the design team and participate in the development of the design of the project.

- Decision on which firm gets the contract will be made within a week.
- Bijan Sartipi, Director of Caltrain District 4 is retiring. He was at District 4 for 36 years, 15 years as District Director. He was the Office Chief for Project Peninsula and very supportive of San Mateo County.
- 92 El Camino Project is coming to an end. The City of San Mateo is looking to have a celebration to acknowledge the completion. That will be either latter April or early May.

MEMBER COMMENTS/REQUESTS

Applications for open spots on the TA CAC committee were made available on the TA website during the final weekend of March. So far, nine have applied.

Rich mentioned if the lights on 20th Ave getting onto El Camino in San Mateo are not sync correctly there will be back-up.

DATE, TIME AND PLACE OF NEXT MEETING

May 1, 2018 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA 94070

Adjourned at 6:00 p.m.