

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

**MINUTES OF JANUARY 5, 2012**

**MEMBERS PRESENT:** R. Foust, C. Groom (Chair), D. Horsley, K. Matsumoto, N. Patridge, S. Richardson

**MEMBERS ABSENT:** T. Nagel

**STAFF PRESENT:** J. Cassman, C. Chung, M. Espinosa, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Chair Rosanne Foust called the meeting to order at 5:03 p.m. and led the Pledge of Allegiance.

**SWEARING IN DON HORSLEY (REPRESENTING THE BOARD OF SUPERVISORS), SEPI RICHARDSON (NORTHERN JUDICIAL CITIES REPRESENTATIVE) AND NAOMI PATRIDGE (CITIES-AT-LARGE REPRESENTATIVE)**

Authority Secretary Martha Martinez administered the Oath of Office to Directors Horsley, Richardson and Patridge.

**ELECTION OF 2012 OFFICERS**

A motion (Horsley/Richardson) to nominate Director Carole Groom for 2012 chair was approved unanimously.

Chair Groom personally thanked Director Foust for her leadership the last three years.

Director Foust said she loves this Board and what it does and enjoyed chairing it. It was an honor and privilege to serve as chair and thanked staff for their hard work.

Director Horsley said Director Foust displayed gracious leadership and guidance along with her other duties outside of the TA.

A motion (Foust/Patridge) to nominate Director Karyl Matsumoto for 2012 vice chair was approved unanimously.

**CITIZENS ADVISORY COMMITTEE (CAC) REPORT**

CAC Chair Barbara Arietta thanked Director Foust for her leadership and congratulated Chair Groom and Vice Chair Matsumoto and welcomed Directors Patridge and Richardson.

At their last meeting:

- Elections were held and she was re-elected chair and April Vargas was re-elected vice chair.
- Received presentations on the Measure A shuttle program and the Draft Shuttle Business Practices Guidebook.

- Supported acceptance of Revenues and Expenditures for November 2011, the amendment of the FY2012 budget and the reassignment of Dumbarton Rail funds.
- Government Affairs Officer Jayme Ackemann gave a legislative update.
- Under her report she spoke about the Metropolitan Transportation Commission (MTC) event January 11 and her attendance at the SamTrans Service Plan community meeting in South San Francisco.
- Manager of Real Estate and Property Development Brian Fitzpatrick provided a status update on the downtown extension.

### **CONSENT CALENDAR**

- a) Approval of Minutes of December 1, 2011
- b) Acceptance of Statement of Revenues and Expenditures for November 2011

A motion (Foust/Horsley) to approve the Consent Calendar was unanimously approved.

### **PUBLIC COMMENT**

Roland Lebrun, San Jose, asked where the cars crossing the Dumbarton Bridge daily are going. Staff should write a letter to Facebook and find out where their employees are travelling from.

### **CHAIRPERSON'S REPORT – CAROLE GROOM**

No report.

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

The December 14, 2011 SamTrans report is included in the agenda packet.

### **JOINT POWERS BOARD (JPB) REPORT**

Executive Director Michael Scanlon reported on the meeting of January 5, 2012:

- Malia Cohen from the San Francisco Board of Supervisors was sworn in and replaces outgoing Director and Chair, Sean Elsbernd.
- Adrienne Tissier was elected chair and Director Ken Yeager was elected vice chair.
- Public comment ranged from electrification, the High Speed Rail Business Plan, a business closure at the Mountain View Station and support of Regional Measure 2 funds for the Dumbarton Bridge.
- A Resolution of Appreciation was presented to outgoing Director and Chair Elsbernd.
- A Certificate of Appreciation was given to outgoing CAC Chair Bruce Jenkins.
- Key Caltrain Performance Statistics
  - Monthly Performance Statistics – November 2011 compared to November 2010
    - Total Ridership was 1,100,515, an increase of 9.8 percent.
    - Average Weekday Ridership was 42,265, an increase of 8.3 percent.
    - Total Revenue was \$4,605,686, an increase of 23.7 percent.
    - On-time Performance was 93.7 percent, a decrease of 0.2 percent.
    - Caltrain Shuttle Ridership was 7,300, an increase of 29 percent.
  - Year-to-Date Performance Statistics – November 2011 compared to November 2010
    - Total Ridership was 5,861,493, an increase of 8.8 percent.
    - Average Weekday Ridership was 43,917, an increase of 7.4 percent.
    - Total Revenue was \$24,720,506, an increase of 23.9 percent.
    - On-time Performance was 93.3, a decrease of 0.1 percent.

- Caltrain Shuttle Ridership was 7,027, an increase of 28.9 percent.
- 2011 was a difficult year with a total of 16 fatalities and the vast majority are suicides. The first fatality of 2012 occurred on January 2 in Menlo Park and appears to be a suicide.
- The Bicycle Advisory Committee didn't meet in December but will meet on January 19 and will be discussing the Warm Planet Bike Facility in San Francisco.
- The rail operator transition is taking longer and will cost more. The transition will now occur in May.
- Special service:
  - New Year's Eve service was up 55 percent over last year with overcrowding on the last train and had to leave nine minutes early.
  - Sharks ridership is up 36 percent over last season.
  - The Kraft Hunger Bowl ridership was up 1 percent.
  - The Martin Luther King Freedom Train, chartered by the Dr. Martin Luther King, Jr. Association of Santa Clara, will operate on January 16. Stops will be made at San Jose Diridon, Sunnyvale, Palo Alto and San Mateo stations.
- The Caltrain Holiday Train will return in 2012 in partnership with the Silicon Valley Community Foundation, which has provided a grant of \$50,000 per year for the next two years.
- Over 500 toys were collected at the District offices and the Redwood City Hometown Holidays event.
- Director of Caltrain Modernization Marian Lee gave an update on the Caltrain Modernization Program.
- The Board:
  - Approved the Consent Calendar.
  - Approved the Statement of Revenues and Expenses for November.
  - Authorized increasing and amending the Fiscal Year 2012 Operating Budget by \$2,574,385.
  - Received a legislative update.
- Closed session contained three items and one item became a public item when the Board approved a complicated property transfer that involved the City and County of San Francisco, SamTrans acting as the agent for the JPB, and Artichoke Joe's.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Scanlon:

- Congratulated Chair Groom and Director Matsumoto as vice chair.
- Welcomed Directors Patridge and Richardson and congratulated Director Horsley on his reappointment.
- Thanked Director Foust for her years as chair and praised her as a remarkable leader.
- Congratulated CAC Chair Arietta and Vice Chair Vargas on their re-election,
- Caltrans is the lead agency on the Calera Parkway Project and is partnering with the city of Pacifica and the TA in preparing responses to the comments received on the draft Environmental Impact Report (EIR). The original schedule called for the environmental approval to occur this summer, but due to the number of comments received the date has been pushed back to the fall.

## **FINANCE**

### **Authorize Amendment to Fiscal Year 2012 Budget by \$481,698 for a New Total of \$88,323,700**

Director of Budgets and Grants April Chan said staff is asking the Board to amend and increase the Fiscal Year (FY) 2012 budget by \$481,698. Staff is proposing four changes:

- Increase the sale tax revenues by \$1.5 million based on actual receipts received the first five months.
- Decrease interest income by \$588,000 based on actual returns received and guidance from the county.
- Increase program expenditures by \$547,500 to reflect the increased tax revenues and associated allocation increases to a number of areas.
- Decrease the administrative staff support by \$65,802 based on the actual expenditures for the first five months.

Director Horsley asked how staff came up with the number for the sales tax increase. Ms. Chan said staff is looking at what has been received and working with the County. She said this is a very conservative number.

A motion (Foust/Horsley) to approve the amendment to the Fiscal Year 2012 Budget was unanimously approved.

### **Authorize Support for Reassignment of Dumbarton Rail Regional Measure 2 (RM2) Operating Funds to Support Dumbarton Bus Service**

Interim Executive Officer of Planning and Development Aidan Hughes said a presentation was given on this item at the last meeting. This project is in the process of environmental review and looking to produce a Draft Environmental Document in the spring and final document in the fall. The Dumbarton Policy Advisory Committee (PAC) has requested that operating funds for rail operations in the corridor be reassigned by MTC annually to support bus operations through the Dumbarton Express bus operations. This would enhance transit service in the corridor and demonstrate transit ridership in the corridor. In the future it is the intention of the Dumbarton PAC to request MTC to reassign the funds back to rail operations. MTC has set up a hearing on this request and is looking for input and staff is asking for Board support of the reassignment of RM2 funds.

Director Richardson asked if the Dumbarton PAC is part of the routine meetings. Mr. Hughes said the Dumbarton PAC is meeting on January 20 and the MTC hearing is on January 11.

Director Matsumoto asked if a quarterly report could be provided with ridership. Mr. Hughes said yes.

### Public Comment

Jim Bigelow, Redwood City/San Mateo County/Menlo Park Chamber of Commerce, said \$5.5 million a year in RM2 funds float away from the Dumbarton Rail Project. Last year the funds were used for the implementation of the Clipper Card in the region. The rail will take time to build and to find the rest of the money for the project so for the interim period this would beef up the opportunity for employees and others to commute east and west in the corridor. Currently there are three Dumbarton Bus Express routes to Palo Alto and the Stanford Business Park.

There is a pocket in Menlo Park and Redwood City where there are over 15,000 employees with no service from that route. This is an important additional step to take pause and focus this money back into the Dumbarton Rail Corridor.

Diane Shaw, Fremont, said she is a daily rider using the Dumbarton Bus Express from the East Bay to San Carlos. She said it is good to increase the bus service and this is a market that has not been tapped into and has the potential to take a lot of cars off the corridor. The proposal will enhance existing bus service, but the service should also address the market that would move people along the north and south Highway 101 corridor. This would mean the service would have to be aligned with the Caltrain service at Palo Alto to allow for better connection and would increase ridership in preparation for the longer-term Dumbarton Rail Project.

Roland LeBrun, San Jose, said he supports this item, but recommends the Board receive a quarterly ridership report.

Lennie Roberts, Committee for Green Foothills, said she supports Mr. Bigelow's comments and is very supportive of the Dumbarton Rail Project.

Director Horsley asked if there are plans to enhance bus service. Mr. Hughes said as part of the application to MTC the Dumbarton PAC submitted an initial service plan that showed the expansion of the existing service. This service has to meet the MTC requirement of a 30 percent farebox recovery. There is a proposal from Alameda County Transportation Commission in an application through the Regional Transportation Plan to provide capital investment in addition to the operating investment from the RM2 fund. This capital investment would allow for additional routes to be considered. This is a first step of a process and over time there could be changes in service.

Director Foust asked if route updates can be provided along with ridership numbers. Mr. Hughes said he doesn't expect to see big shifts in routes.

Director Patridge said it is important for the public to understand the funding portion and what requirements have to be met in order to do changes.

A motion (Horsley/Richardson) to support reassignment of Dumbarton Rail Measure 2 operating funds to support Dumbarton Bus Service was unanimously approved.

## **PROGRAM**

### **Program Report: Transit: Shuttles**

Planner, Celia Chung reported on the Shuttle Program:

- Shuttles account for 4 percent of the 2004 Measure A program.
- The first Call for Projects was conducted in 2010 and \$4.5 million was available of which \$2.8 million was allocated. An additional \$600,000 was given to the City/County Association of Governments (C/CAG) as a pass-through for its shuttle program. A balance of \$1 million was not programmed.
- A total of 19 shuttles were funded in FY2011 and FY2012 for a total operating cost of \$4.4 million of which the TA contributed \$2.8 million. The shuttle sponsors contributed or leveraged other funds for a total of \$1.6 million.

- Eleven of the 19 shuttles are commuter shuttles that provide the last mile from Caltrain to places of employment. There are eight community shuttles or combination shuttles that provide community and commuter service. Community shuttles tend to be geared toward local circulation and may run during the mid-day. Of the 19 shuttles funded, 17 are fixed-route and two are on-demand shuttles, the Menlo Park and Brisbane Senior Shuttles.
- As a condition of the shuttle grant fund the sponsors are required to provide an annual report that includes ridership, operating costs and total service hours data. Based on this information staff calculates ridership, cost per passenger and boarding per service hour.
- Total shuttle ridership for FY2011 was 438,270.
- The average operating cost per passenger for the community shuttle is \$8.49 and the commuter shuttle is \$5.93.
- Per hour boardings averaged 11 for community and 15 for commuter.
- Next steps include continuing to monitor performance and promote existing and new shuttles. A Call for Projects for FY2013 and FY2014 will be done in early 2012 with Board allocation in June.

Director Matsumoto asked if the match is 15-30 percent for all shuttles. Ms. Chung said the match range is very wide. There are a couple of shuttles that may not have a match so the TA funds 100 percent.

Director Matsumoto asked which shuttles don't require a match. Ms. Chung said the East Palo Alto and Bayshore Brisbane community shuttles.

Director Foust said when the boardings per hour are so low and two are funded 100 percent how hard would it be to see if there are other modes of transportation within those areas than can accommodate the needs of the community without having to subsidize the shuttles. She said we are responsible for taxpayer funds and would like to have an understanding of the different shuttles.

Chair Groom asked if the Bayshore Brisbane commuter and senior shuttle was added because people could not get to a grocery store. Deputy CEO Chuck Harvey said several years ago SamTrans fixed-route routes were eliminated and the community was asking for service so the Bayshore Brisbane shuttle service was designed. It is an on-demand shuttle and during the commute hour goes to the Caltrain station. When the first call for projects was done there was more money available than actual shuttle requests.

Manager of Planning and Research Marisa Espinosa reported on the Shuttle Business Practices Guidebook:

- The purpose of the guidebook is to identify key issues facing the Shuttle Program, develop best practices strategies to improve coordination in the key areas of planning, funding, operations/administration and marketing/public information and provide a framework to move strategies towards implementation.
- A Task Force was formed with representatives from the TA, the San Mateo County Transit District, the Peninsula Traffic Congestion Relief Alliance and C/CAG.
- The Task Force identified key issues, policy goals and strategies, identified and prioritized each strategy and developed the Draft Guidebook.

- Multiple strategies were identified, but with the recognition that there were some immediate priorities. All strategies will be advanced over time.
- Each strategy was prioritized in a four tier ranking matrix.
- Issues in the planning area are:
  - Shuttle planning is typically based on available funding with a limited understanding of market potential.
  - The improvement process for underperforming routes is not clearly defined.
  - Robust employer participation in the shuttle program is limited.

Director Horsley asked if staff would consider going to an industrial park area to see if a group of employers would get together for a shuttle. Ms. Espinosa said the Pacific Shores shuttle is an example of this.

Director Matsumoto said in South San Francisco once there is public funding you cannot deny people boarding the shuttles.

- Issues in the funding area are:
  - The funding process consists of multiple funding sources, calls and match requirements.
  - Reporting requirements differ by funding sources and no uniform performance monitoring process is applied across shuttle programs.
- In the operations and administration, the main issue is that several entities perform similar operations, management, procurement and administration roles.
- Issues in marketing/public information are:
  - Provision of coordinated regional transportation information integrating shuttle information is limited.
  - Marketing budgets are constrained.
  - Shuttle vehicles, stations, and marketing materials lack a consistent brand.
- Next steps include seek support for guidebook strategies and concepts and advance the strategies.

Director Richardson said staff is doing so much work and this information should be on the website so the public can see the work being done.

Director Foust said an area to engage stakeholders in this process is the commercial property managers for the potential opportunity of shuttles. Every community in San Mateo County has unique characteristics and as elected officials we make choices as stewards of public funds and live with the consequences of those choices.

Director Patridge said cities and citizens have made the choices of how their cities are governed and what can go in. When amenities are asked for you will suffer on the other end of amenities a city will not get. The Alliance and the Congestion Mitigation and Air Quality Improvement Program have worked hard on shuttles.

Chair Groom likes the idea of one call for projects and the branding idea.

Public Comment

Jim Bigelow, Redwood City/San Mateo County/Menlo Park Chamber of Commerce, said he was on the first task force to enforce the ordinance on Transportation System Management shuttles and requirements on employers. There are a lot of positive things that have occurred over time as evident by the increase to 4 percent under the New Measure A program.

**Legislative Update**

Government Affairs Manager Seamus Murphy reported:

State Update

- The Legislature started their session this week and bill introduction deadline is February 24. Next month staff will have a matrix with the new bills being introduced.
- This morning he reported at the JPB meeting that the governor unexpectedly released his preliminary 2013 this afternoon. Staff has not had a chance to review it but will closely to ensure the Caltrain share of the Proposition 1A connectivity funds is included in the budget as an appropriation and also that the budget doesn't divert any of the diesel fuel sales tax that goes to fund transit operations especially since there is an uptick in diesel fuel sales the past quarter.

Federal Update

The biggest news and most disappointing was the expiration of the pre-tax Transit Commuter Benefits at the end of the year. It amounts to a tax increase on transit riders. It went from \$230 a month down to \$125 per month. It had been at \$230 a month and on par with what drivers can get through the parking commuter benefits for the last three years. To drop it back down is very disappointing and will put more cars back on the road. Today Senator Charles Schumer announced he plans to introduce legislation that would permanently put it on par with what drivers benefit from.

**REQUESTS FROM THE AUTHORITY**

None

**WRITTEN COMMUNICATIONS TO THE AUTHORITY**

None

**REPORT OF LEGAL COUNSEL**

No report

**DATE AND PLACE OF NEXT MEETING**

February 2, 2012 at 5 p.m. in the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> floor, 1250 San Carlos Avenue, San Carlos CA 94070.

The meeting adjourned at 6:46 p.m.