

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

MINUTES OF OCTOBER 3, 2013

MEMBERS PRESENT: D. Canepa, R. Foust, C. Groom, D. Horsley, K. Matsumoto

MEMBERS ABSENT: T. Nagel, N. Patridge

STAFF PRESENT: J. Averill, J. Cassman, C. Cavitt, A. Chan, G. Harrington, C. Harvey, R. Haskin, J. Hurley, M. Martinez, N. McKenna, S. Murphy, M. Scanlon, M. Simon, J. Slavitt, S. van Hoften

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

CITIZENS ADVISORY COMMITTEE (CAC) REPORT

CAC Chair Barbara Arietta provided a report on the meeting of October 1, 2013 (see attached).

Director Rosanne Foust thanked the CAC for their work vetting the TA agenda. She said it says something to the greater community to have that additional support from members of the general public who care about how the tax dollars are spent and how the operations work.

Director Don Horsley thanked the CAC for providing the information about the bus service problem in Half Moon Bay to SamTrans so it could be addressed.

CONSENT CALENDAR

- a. Approval of Minutes of September 5, 2013
- b. Acceptance of Statement of Revenues and Expenditures for August 2013

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

PUBLIC COMMENT

None

CHAIRPERSON'S REPORT – CAROLE GROOM

None

SAMTRANS LIAISON REPORT – KARYL MATSUMOTO

Karyl Matsumoto said the Board had the opportunity to see the new hybrid bus. It will reduce carbon and is a nice step for the county.

JOINT POWERS BOARD (JPB) REPORT

Michael Scanlon, Executive Director, reported:

- The Santa Clara Valley Transportation Authority Board of Directors will be

- appointing a new CEO, Nuria Fernandez, tonight at their Board meeting.
- Director José Cisneros was congratulated on his election to president of the League of California Cities.
 - Key Caltrain Performance Statistics
 - Monthly Performance Statistics – August 2013 compared to August 2012
 - Total Ridership was 1,466,168, an 8.6 percent increase.
 - Average Weekday Ridership was 53,840, a 10.7 percent increase.
 - Total Farebox Revenue was \$6,505,522, a 9 percent increase.
 - On-time Performance (OTP) was 91.1 percent, a decrease of 2.4 percent.
 - Caltrain Shuttle Ridership was 6,962, a decrease of 16.9 percent. There continues to be problems with the automatic counters on the Marguerite Shuttle.
 - Year to Date Performance Statistics – August 2013 compared to August 2012
 - Total Ridership was 2,958,054, an 11.4 percent increase.
 - Average Weekday Ridership was 54,414, an 11.9 percent increase.
 - Total Farebox Revenue was \$13,159,067, an 11.5 percent increase.
 - On-time Performance was 90.7 percent, a decrease of 2.9 percent.
 - Crowding is shown to be the most significant contributor to reduced OTP.
 - OTP is also affected by mechanical problems, which have been increasing. Caltrain's goal is no more than 600 minutes of delays due to mechanical problems but there were 1,500 minutes of delays in August. Chuck Harvey, Deputy CEO, is working with the contract operator to address this problem.
 - On September 22, Granite Construction struck a gas line while working on the San Bruno Grade Separation Project, which caused a delay in the train service. Maps did not indicate the gas line was there.
 - On September 25 a brushfire occurred in the area between Millbrae and Burlingame and fire hoses were laid over the tracks, which delayed Caltrain service. This was during peak hour on a Giants game day, so few buses were available for a bus bridge. Staff will work with first responders so they understand how to run hoses under the tracks in the future and train service is not delayed.
 - On September 11, two fatalities occurred, bringing the total to 12 for the year.
 - More than 527,000 passengers were carried for Giants games this year, down 8 percent from the previous year.
 - On October 19, Caltrain will celebrate 150 years of commuter rail service on the San Francisco Peninsula. In January, a second more formal celebration of the commuter rail service will take place.
 - Two former employees made allegations of irregularities in the San Mateo County Transit District's (District) financial department. All allegations were thoroughly investigated by outside independent auditors and were found to be completely without merit.
 - The Board:
 - Authorized entering into a funding agreement with the California Department of Transportation for a transportation planning grant in the amount of \$49,951 for Caltrain Modernization Program Planning Internships.

- Received a presentation on level boarding.
- Authorized the award of contract to Van Wagner Communications, LLC for train and station advertising for a five-year base term.
- Authorized the award of contract to Community Tree Service, Inc. for the San Mateo Bridges Project advanced site preparation in the total amount of \$375,000.
- Authorized the award of contracts to ICF Jones & Stokes, Inc. and The Louis Berger Group, Inc. to provide on-call environmental planning, permitting and support services for an estimated aggregate not-to-exceed amount of \$4 million for a three-year term.
- Authorized the award of contracts to CDM Smith, Inc., Fehr & Peers, Inc., HNTB Corporation and STANTEC Consulting Services, Inc. to provide on-call transportation planning and support services in an estimated aggregate not-to-exceed amount of \$4 million for a three-year term.
- Received an update on the Caltrain Strategic Plan.

Public Comment

Greg Conlan, Atherton, said the TA received \$6 million from the settlement of Lehman Brothers bankruptcy. He said that is the amount needed for the holdout projects in Burlingame, South San Francisco and Atherton. Mr. Scanlon said this is money the TA was expecting; it is just recovery money. He said as of right now the planning work needs to be done for those projects. Mr. Conlan said the risk of recurring holdout issues is still there and the sooner it gets done the better.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Scanlon said the California Transportation Commission will be taking action at its next meeting to allocate \$3 million of State Transportation Improvement Program money to fund the Route 1 San Pedro Creek Bridge Replacement Project. These funds were at risk of being lost if the project did not advance to a state of readiness by the end of this year. These and other funds will provide the amount necessary for the project to be advertised for construction.

FINANCE

Authorize Award of Contracts to ICF Jones & Stokes, Inc., HDR Engineering, Inc., and The Louis Berger Group, Inc. in the Estimated Aggregate Not-to-Exceed Amount of \$350,000 for a Three-Year Term for On-Call Environmental Planning

Cheryl Cavitt, Director, Contracts and Procurement, said this will provide a pool of on-call consultants who will be available to support capital project planning needs. None of the firms that submitted proposals were Small or Disadvantaged Business Enterprises (SBE/DBE) but each firm has SBE or DBE contractors on their teams.

Director Matsumoto asked since the SamTrans Board also authorized these contracts how staff determines which agency gets a percentage. Ms. Cavitt said all departments that have environmental planning needs are polled and submit independent cost estimates of how much work will be needed.

A motion (Horsley/Foust) to approve the award of contracts to ICF Jones & Stokes, Inc., HDR Engineering, Inc., and The Luis Berger Group, Inc. was approved.

Authorize Award of Contracts to CDM Smith, Inc., Fehr & Peers, Inc., HNTB Corporation, and STANTEC Consulting Services, Inc., in the Estimated Aggregate Not-to-Exceed Amount of \$1.5 Million for a Three-Year Term for On-Call Transportation Planning

Ms. Cavitt said this is the twin of the previous item and is to provide on-call consultants for transportation planning needs.

A motion (Foust/Canepa) to approve the award of contracts to CDM Smith, Inc., Fehr & Peers, Inc., HNTB Corporation, and STANTEC Consulting Services, Inc. was approved.

PROGRAM

Pedestrian and Bicycle Funding Sources

Joel Slavit, Manager, Programming and Monitoring, presented:

- Pedestrian and bicycle needs can be segmented into four general categories:
 - Pedestrian and bicycle master plans, which can be prepared at a regional, countywide, or citywide level
 - Capital infrastructure improvements to enhance walking and bicycling conditions; new capital projects can include studies, environmental, design, engineering and right of way work
 - Maintenance and rehabilitation
 - Operational activities, such as operating a bike station, safety education and outreach programs
- Funding programs include Measure A, Transportation Development Act Article 3 (TDA Article 3), and Federal One Bay Area Grants (OBAG).
 - Measure A:
 - Per the TA Expenditure Plan, funds are to provide funding for the construction of facilities for pedestrians and bicycles.
 - Funding from this program can also be used for preconstruction project activities such as planning and design.
 - Three percent of Measure A funds is dedicated to this program.
 - TA allocates and administers funds to the program.
 - Calls for Projects (CFP) are issued every two years. Sponsors have up to five years to complete work from the time the funding is awarded.
 - Other Measure A funding programs that also can be used for pedestrian and bicycle needs include:
 - Local Streets and Transportation
 - Highway
 - Alternative Congestion Relief
 - TDA Article 3:
 - Can be used for final design and construction of capital pedestrian and bike projects. A limited amount is eligible to be used for maintenance, the preparation of bike and pedestrian plans and bike safety education programs.
 - Funding comes from a statewide sales tax and county tax on diesel fuel.

- The City/County Association of Governments (C/CAG) administers the funds. Recommended projects are submitted to the Metropolitan Transportation Commission (MTC) for approval.
- Approximately \$500,000 is generated from this program.
- CFPs are issued every two years.
- OBAG:
 - Approximately \$11 million is available for Fiscal Years 2013-2016.
 - The funds are primarily for capital projects but outreach and education activities are eligible.
 - There is an 11.5 percent match requirement.
 - Seventy percent of the funds are for priority development areas (PDA).
 - C/CAG is the administrator and recommended projects are submitted to MTC for approval.
- There are other funding programs available for bike and pedestrian projects at the regional, State and Federal levels. Many of these programs are in the process of being consolidated per Moving Ahead for Progress in the 21st Century (MAP-21).
- Approximately \$125 million will be available.
- The Safe Routes to School Program is regional, separate from State and Federal. C/CAG passes about \$1 million annually to the County Office of Education for schools in San Mateo County for education, encouragement, evaluation, engineering, and enforcement activities.

Director Horsley asked if the \$11 million from OBAG is the total amount for the entire county. Mr. Slavitt said yes. Director Horsley said it will all go into PDAs then. Mr. Slavitt said the biggest source of funding dedicated to the county is from the Measure A Bike and Pedestrian Program.

Pedestrian and Bicycle Program Report – First Funding Cycle

April Chan, Executive Director, Planning and Development, presented:

- In July 2011, \$1.9 million for five preconstruction-only activities and \$2.6 million for 11 preconstruction and construction activities were programmed and allocated.
- The geographic distribution of the 16 projects was three to North County, six to Mid-County, four to South County, and three to the Coastsides.
- TA funding agreements are for five years and all must be expended by July 2016.
- Projects funded for the preconstruction-only phase:
 - Burlingame Avenue pedestrian and bike improvement design
 - Pedestrian and bike overcrossings at U.S. Highway 101 in San Mateo, San Carlos, and East Palo Alto
- Projects that include funding for the construction phase:
 - Coastsides Route 1 trail improvements in Half Moon Bay
 - Bikeway striping and signage projects in Burlingame and San Mateo
 - Mid-block crossing projects in Daly City and Woodside
 - Highway 1 multiuse trail extension in Half Moon Bay
- Lessons learned:
 - The community input process for complex projects can take an extended amount of time.

- Extra time can be added to a project obtaining regulatory approvals due to regulatory agency resource constraints.
- An emphasis is needed on project readiness.
- The TA and C/CAG conducted joint CFPs and used two separate evaluation panels, which added an extra level of complexity. This cycle, the timing of TA Measure A and C/CAG TDA Article 3 CFPs is different. Separate CFPs will be conducted.
- Next steps include:
 - November 2013: refine and review evaluation criteria for the second cycle CFP with the TA Board subcommittee
 - December 2013: Present evaluation criteria to the Board
 - Winter 2014: Release CFP
 - Spring 2014: Board approval of projects

Chair Groom said there is talk about taking down a bridge in Half Moon Bay where the Main Street Bike Lanes Project is to rebuild it due to seismic issues. Joe Hurley, Director, Transportation Authority Program, said that bridge had a low rating in its ability to withstand seismic activity and the city council decided to replace the bridge. Mr. Hurley said this project was a blend of a roadway and bicycle facility and this is paying for the bicycle component of the Main Street Bridge.

Director Matsumoto said she is on the C/CAG Bicycle and Pedestrian Advisory Committee and the original idea to have a joint CFP was thought to be a good idea because of the reduction in funds but it was somewhat disastrous. Separate CFPs is better and a smart move.

Program Report: Dumbarton Corridor

Ms. Chan said in early 2012 staff reported they were working on the administrative draft of the Environmental Impact Report/ Environmental Impact Statement (EIR/EIS) and at the end of 2012 the draft was completed and ready for circulation to receive public comments. Staff also looked at the funding plan. She said the various project alternatives costs ranged from \$700 million to \$800 million but available funding was less than \$350 million.

Ms. Chan said the Alameda County sales tax measure that would have included funding failed. She said the Federal Transit Administration (FTA) notified staff if the project does not have a robust funding plan, even though the public comments process was completed, the FTA would not be able to issue a Record of Decision. Staff is preparing a recommendation to put the project on hold and not spend any more resources.

The MTC has asked what the TA will be doing with this project because they set aside approximately \$35 million in Regional Measure 2 funding and they do not want that funding to go unused. Staff has been working with project partners on other projects that would be eligible for the \$35 million in the funds. Next month, staff will bring to the Board what staff proposes to submit to MTC. In 1998, the TA Board approved moving \$50 million from the Grade Separation category from the Original Measure A to the

Dumbarton Rail Project. Staff will ask the Board to reallocate those funds back to the Grade Separation category.

Director Horsley asked how many alternatives there are. Ms. Chan said there are three rail alternatives, one bus alternative, and the alternative to build no project.

Update on State and Federal Legislative Program

Seamus Murphy, Director, Government and Community Affairs, provided the following update.

Federal

Ninety-five percent of the FTA staff is not working due to the government shutdown. This could prove to be a problem when it comes to the awarding of grants.

State

Josh Shaw, the TA's lobbyist from Shaw/Yoder/Antwih, Inc., provided the following update:

Senate Bill (SB) 557 was signed by the governor and will ensure Proposition 1A High-speed Rail funds will be spent on the Caltrain Modernization Program.

Assembly Bill (AB) 797 was signed by the governor and will allow the Construction Manager/General Contractor form of procurement for the District and the JPB.

SB743 did not move but some pieces specific to transit-oriented development (TOD) were put into SB743, which includes provisions that apply statewide for facilitating projects that have the local approvals for TOD and infill development.

SB99 consolidates funding streams for bicycles, pedestrians, complete streets, safe routes to school, and environmental mitigation programs.

AB8 reauthorizes the Carl Moyer Program that provides various revenues for alternatively fueled vehicles.

The governor called for a bill to provide temporary exemption for transit workers in California from the State's pension reform law.

Public transit has mostly been exempted out of the provisions in SB566. This has been made a two-year bill.

There have been conversations all year about lowering the voter threshold for sales tax on transportation. Many measures were introduced that would amend the California Constitution. These have been delayed until next year and may be put on a ballot.

Transit agencies across the state have a general grant of design-build authority but it runs out next year and another bill will have to be introduced that extends that authority.

The TA's delegation voted in support of the TA's priorities 96 percent of the time.

REQUESTS FROM THE AUTHORITY

None

WRITTEN COMMUNICATIONS TO THE AUTHORITY

No discussion

REPORT OF LEGAL COUNSEL

Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Pacificans for a Scenic Coast vs. California Department of Transportation, Respondents and Defendants, and San Mateo County Transportation Authority and City of Pacifica, Real Parties in Interest and Defendants

Joan Cassman, Legal Counsel, said the TA will convene in closed session to hear a status report on a litigation matter that was recently filed. She said there will be no action taken.

Adjourned to closed session at 6:22 p.m.

Reconvened from closed session at 6:23 p.m.

Ms. Cassman said the Board does not need to take action on this item.

DATE AND PLACE OF NEXT MEETING

November 7, 2013 at 5 p.m. in the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd floor, 1250 San Carlos Avenue, San Carlos CA 94070

Meeting adjourned at 6:24 p.m.

CAC CHAIR'S REPORT TO TA 10/3/13

Good evening Madam Chair and Members of the Board.

Here is what I have to report from Tuesday night's meeting:

(TA Item 4a) –The CAC had no questions or comments concerning the Board's Minutes of September 5, 2013.

(TA Item 4b) – The CAC voted to support the Board's Acceptance of the Statement of Revenues and Expenditures for the period ending August 31, 2013.

(TA Item 7)- The CAC did not receive a copy of the SAMTRANS Liaison Report for their meeting because our meeting preceded theirs, but was advised that the summary report will be made available at the TA Board meeting tonight, therefore the CAC had nothing on which to comment concerning same.

(TA Item 10a)-After reviewing the condensed description of the awarding of the contracts and their amounts on the TA Agenda sheet, the CAC voted to support the complete description of the contracts and the amounts of the different contracts being awarded, as fully described in the report submitted as Agenda Item 10a in the TA's packet, which means that the CAC not only supports the awarding of Contracts to ICF Jones & Stokes, Inc., HDR Engineering Inc., and the Louis Berger Group, Inc. in the Estimated Aggregate Not-to-Exceed Amount of \$350,000 for a three year term for On-Call Environmental Planning, as mentioned on the Agenda's summary, but also supports the awarding of two additional one-year terms with the above firms for up to \$87,500, as mentioned in the body of the TA's packet report, for each additional option term, to be shared in the aggregate among the three firms, if it is deemed in the best interest of the San Mateo County Transportation Authority.

(TA Item 10b) –Again, as what happened with the previous Agenda Item, the CAC also voted to support the complete description of the contracts and the amounts of the different contracts being awarded, as fully described in the report submitted as Agenda Item 10b in the TA's packet, which means that the CAC not only supports the awarding of Contracts to CDM Smith, Inc., Fehr & Peers, Inc. HNTB Corporation, and STANTEC Consulting Services, Inc. in the Estimated Aggregate Not-to-Exceed Amount of \$1.5 Million for a three year term for On-Call Transportation Planning, but also that the CAC supports the awarding of up to two additional one-year option terms with these firms for up to \$375,000 for each option term, to be shared in the aggregate among the four firms, if it is deemed in the best interest of the San Mateo County Transportation Authority.

(TA Item 11a)- We received a brief, but highly informative, up date from Joel Slavit, Manager of Programming and Monitoring, on the Bicycle & Pedestrian Fund Programs in the County, which included Measure A, The Transportation Development Act Article 3, the Federal One Bay Area Grant Program, as well as other discretionary programs. No CAC action was required.

(TA Item 11b) - Joel Slavit gave us a comprehensive power point presentation on the Measure A Pedestrian & Bicycle Program Status, which included the background on the Projects that were allocated funds in July 2011, the Project Delivery Status and the Lessons Learned...The CAC was pleased to learn that the TA and C/CAG, who formerly conducted a joint First Cycle Call for Projects and used two separate evaluation panels, will now conduct a separate Call for Projects, one in 2013 for C/CAG and the other in 2014 for the TA, as the timing of funding from the TA and C/CAG is different.

(TA Item 11c) – As part of the ongoing series of program reports on the TA's six program areas, April Chan, Executive Officer, Planning and Development, gave us a comprehensive update on the Dumbarton Rail Corridor Project, revealing that the funding plan for the project is deficient. The costs are estimated to be between \$700 and \$800 million and the funding sources identified thus far only add up to approximately \$350 million. In light of this, the CAC was advised that the Project will be placed on hold indefinitely.

At which point, Adina Levin, from Friends of Caltrain, spoke as a member of the public, at this part of our meeting, telling the CAC that she wants to see bus service extended to Redwood City, in light of the new residential apts being developed along Marsh Rd. near Facebook in Menlo Park. She also mentioned to us that there are completely missing segments of the Bay Trail between Redwood City, Menlo Park and Facebook and asked us what could be done to complete these missing bicycle/pedestrian segments.

(TA Item 11d) As in previous months, Shweta Bhatnagar, Government and Community Affairs, once again gave the CAC both an excellent and comprehensive update on both State and Federal Legislation.

In my own report to the CAC:

- I announced that ten draft interpretive panels for the Devil's Slide section of the California Coastal Trail have been developed and put up on the county's website and will be shared with the San Mateo County Park and Recreation Commission at its October 3rd meeting and that public feedback is being solicited this time either by attending and commenting directly at the Commission meeting or by emailing comments in writing to the Commission.
- Also announced that there will be a Rail Forum on October 14th on topics including faster service and more capacity for Caltrain and the opportunities and challenges of level boarding and platform height. The panel will include our own Marian Lee, Executive Officer for Caltrain Modernization; Bryan Dykes, Transbay Center Project; Ben Tripousis, Northern California Regional Director, California High Speed Rail Authority and Clem Tillier, Caltrain/High Speed Rail Compatibility Blog. The Forum will be held at Mtn View City Hall at 6:30 p.m.
- I also advised that CAC that, as of September 7th, there is a new mobile website for Clipper Card, which will give customers an easy on the go way to manage their Clipper Card accounts. Customers will have the convenience of checking their card balance, adding fare products to

their cards, registering their cards and ordering new cards, all while using a mobile phone...New patrons will be able to do everything on the mobile website that they can do on the main website...

In Joe's report to the CAC, he shared with us an overcapacity situation on Route 17 in Half Moon Bay that had been raised by a member of our CAC. A change in a school schedule on Tuesday 9-10, resulted in situation where a few students were left behind so not to exceed a safe capacity on the bus. As a precautionary measure, Sam Trans implemented a mitigation strategy on Tuesday 9-24 that added an additional bus and monitored the situation. It was noted that supplemental bus was not needed but SamTrans would continue to monitor the situation -and work with the schools.

The CAC appreciates the responsiveness to this matter.

Respectfully submitted,

Barbara Arietta, Chair, TA/CAC