

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

MINUTES OF SEPTEMBER 5, 2013

MEMBERS PRESENT: D. Canepa, R. Foust, C. Groom, D. Horsley, K. Matsumoto, T. Nagel, N. Patridge

MEMBERS ABSENT: None

STAFF PRESENT: J. Averill, G. Cardona, J. Cassman, C. Cavitt, A. Chan, B. Fitzpatrick, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, J. Hurley, D. Kim, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon, J. Slavit

Chair Carole Groom called the meeting to order at 5:05 p.m. and led the Pledge of Allegiance.

CITIZENS ADVISORY COMMITTEE (CAC) REPORT

CAC Chair Barbara Arietta provided a report on the meeting of September 3, 2013 (see attached).

Director Rosanne Foust asked why Friends of Caltrain is unhappy with the location of the bike share racks. Ms. Arietta said it has to do with the clusters being too close to each other.

CONSENT CALENDAR

- a. Approval of Minutes of August 1, 2013
- b. Acceptance of Statement of Revenues and Expenditures for July 2013
- c. Measure A Program Status Report

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

PUBLIC COMMENT

None

CHAIRPERSON'S REPORT – CAROLE GROOM

None

SAMTRANS LIAISON REPORT – KARYL MATSUMOTO

None

JOINT POWERS BOARD (JPB) REPORT

Michael Scanlon, Executive Director, reported:

- Key Caltrain Performance Statistics
 - Monthly Performance Statistics – July 2013 compared to July 2012
 - Total Ridership was 1,491,886, an increase of 14.2 percent.

- Average Weekday Ridership was 54,989, an increase of 13.1 percent.
- Total Farebox Revenue was \$6,653,515, an increase of 14 percent.
- On-time Performance was 90.4 percent, a decrease of 3.3 percent.
- Caltrain Shuttle Ridership was 6,642, a decrease of 10.9 percent, but some of the shuttles' automated counting mechanisms are not functioning correctly.
- Giants baseball ridership is down about 6 percent for the year. There were 14 home games in August and 93,000 people were carried.
- Stanford football begins on September 7 and trains will stop at Stanford Stadium.
- Staff is beginning to plan two celebrations for the 150th Anniversary of Caltrain. They will be October 19 at the Menlo Park Caltrain Station and January 18, 2014 at the Santa Clara Caltrain Station.
- The Board:
 - Adopted a resolution designating September as Rail Safety Month
 - Viewed a video vignette on rail safety
 - Received an update on the 4th and King Caltrain Station as to whether any part of it could be used for development or to support development around or on top of the rail yard
 - Received a presentation on the progress of the new Communications-based Overlay Signal System/Positive Train Control (CBOSS/PTC)
 - Approved the use of a Design-Build contracting approach for the Caltrain Modernization Program
 - Received update on the Statement of Revenues and Expenses for July 2013
 - Authorized award of contract to Jacobs Engineering Group, Inc. to provide on-call program management services for a total not-to-exceed cost of \$10,500,000 for a three-year period
 - Received Legislative update
 - Approved the Capital Projects Quarterly Status Report – 4th Quarter Fiscal Year (FY) 2013

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Scanlon reported:

- In 2009 the San Mateo County Investment Pool wrote off \$155 million due to the Lehman Brothers bankruptcy. The overall recovery amount is \$62 million and about \$10 million of that went to the TA. The final payment was received on August 14.
- The California Department of Transportation approved the Calera Parkway Project Environmental Impact Report and now it is up to the city of Pacifica to go forward with the project and seek additional funds.
- The draft environmental document has been released for the U.S. Highway 101/Willow Interchange Project and is available for public review and comment.
- The Alpine Road Bicycle Improvement Project construction began on August 18 and should be complete at the end of this month.

Director Don Horsley said the County Board of Supervisors sued the principals of the Lehman Brothers bankruptcy. He said all the insurance money was gone so Lehman Brothers partners personally had to pay \$9 million. The government did not prosecute them. He said the County Board of Supervisors is continuing to pursue Ernst and Young.

PROGRAM REPORT: UPDATE ON SHUTTLE BUSINESS PRACTICES GUIDEBOOK

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

- The purpose of the guidebook is to improve coordination, planning and management of shuttles operation in the county.
- Key areas of improvement include developing a consistent countywide planning process, streamlining the funding process and performance monitoring, consolidating and streamlining operations and administrative responsibilities, and coordinating and integrating marketing and public information about regional shuttles.
- Four tiers were identified ranging from high to low degrees of return and effort.
- Tier 1 strategies focus on returns with low effort and include streamlining the funding processes, operations and administrative functions, engaging the San Mateo County Transit District (District) and the Peninsula Traffic Congestion Relief Alliance (Alliance) in the planning process, and reassessing and refining performance metrics.
- Progress to date includes a joint procurement by the District, the JPB and the Alliance of a new shuttle operator, a joint Call for Projects (CFP) with the City/County Association of Governments (C/CAG), and proposal for a technical assistance program for potential applicants. District or Alliance staff would provide planning support or provide assistance to underperforming routes.
- Staff will continue to develop a phased improvement plan for underperforming routes, perform a cost-benefit analysis of consolidating operations and administration, work with program partners to determine a source of funding for ongoing marketing activities for community shuttles, and improve the quality and access to shuttle information.

Director Terry Nagel asked if staff has explored creating an application for smartphones to help people find the closest shuttle. She said there is a population that doesn't know there are shuttles. Ms. Chan said this information will be put into Google Transit, but staff is always looking for ways to get better information to the users.

Director Nagel said a company called Streetline has mapped parking lots in Peninsula cities and that might be another way to connect commuters' last mile so people know where parking lots and shuttles are.

Chair Groom asked if there will be a grant application for the \$100,000 for technical assistance. Ms. Chan said staff will reach out to see if there is interest but will primarily rely on the Alliance and District operations planning staff. It will be informal rather than a CFP process.

FINANCE

Authorize Allocation of \$100,000 in New Measure A Funds to the San Mateo County Transit District for the Shuttle Program Technical Assistance

Ms. Chan said this \$100,000 is included in the FY2014 budget.

A motion (Foust/Nagel) to approve the allocation of \$100,000 to the District for the Shuttle Program Technical Assistance Program was approved.

Authorize Award of Contract to Jacobs Engineering Group, Inc. to Provide On-Call Program Management Oversight Services for a Total Not-to-Exceed Cost of \$200,000 Over a Three-Year Base Period

Cheryl Cavitt, Director, Contracts and Procurement, said this contract also includes two one-year option terms with an aggregate total of \$150,000, making the contract capacity ceiling \$350,000. She said this contract will provide project controls, document control, some training, and budget and invoice tracking across all capital projects. Staff utilized a Request for Proposals (RFP) process to arrive at the recommendation. Staff considered the technical proposals first and the highest-ranked firm was engaged for negotiations.

Director Nagel said this is winding down a much bigger contract. Ms. Cavitt said the original contract was for a higher amount and this contract was based on the cost performance over the last five years and looking forward to the number of projects that will be covered.

Director Nagel asked if the original \$3 million plus the two option years up to \$2 million is completed. Chuck Harvey, Deputy CEO, said the amount of money that is actually spent is done on a project basis. He said this contract anticipates primarily the highway projects that will be managed by the TA. He said existing projects have money allocated in the budgets and have used the contract authority of the previous contract. That contract will expire, this new contract will begin, and new work will be charged to this new contract number.

Director Nagel asked if two proposals is adequate. Mr. Harvey said program management requires that firms pick which work they want to bid on. When a consultant wants to do design work for a project, that same consultant cannot do project controls.

Director Karyl Matsumoto said the SamTrans Board approved \$400,000 to Jacobs. Mr. Scanlon said the JPB also awarded a \$10 million contract to Jacobs. Mr. Harvey said the bulk of it is paid by the JPB and that this is an example of leveraging a project's control group and paying an incremental cost to manage TA projects and an incremental cost to manage SamTrans projects.

Ms. Cavitt said this RFP precluded 10 firms from bidding due to a conflict of interest, so that eliminated some of the potential competition. Staff surveyed the field and found many of the firms were looking to be subcontractors, some firms were not interested, and some did not have the business capacity.

A motion (Foust/Horsley) to approve awarding the contract to Jacobs Engineering was approved.

PROGRAM

Update on Making the Last Mile Connection and Regional Bike Share Programs

Corinne Goodrich, Manager, Strategic Development, said these projects are part of the Metropolitan Transportation Commission's (MTC) Climate Initiatives Program. These are pilot programs that should have immediate effects on greenhouse gas emissions.

- Bay Area Bike Share is a \$7 million project and the TA provided \$80,000.
 - The Bike Share Program's goals include improving air quality and traffic congestion and providing short-distance trips. It is managed by the Bay Area Air Quality Management District (BAAQMD).
 - Seven hundred bikes will be deployed along the Caltrain corridor in San Francisco, Redwood City, Palo Alto, Mountain View, and San Jose. An additional 300 bikes will be in place in early 2014.
 - The BAAQMD is currently developing a request for sponsorship to continue the program.
- Connect, Redwood City!, previously referred to as the Last-Mile Connection, is a \$1.8 million project and the TA provided \$120,000.
 - Connect, Redwood City! is a way to mitigate traffic as the El Camino Real corridor gets denser. It is intended to change travel habits away from personal cars to other transportation, and to increase mobility options. Partners are SamTrans, Redwood City, the county, and the Alliance.
 - New strategies include car share, short-distance vanpool, and to encourage telework and flexible schedules.
 - Marketing will be targeting residents along El Camino Real, downtown Redwood City, Redwood City employers and employees, and Bay Area Bike Share.
 - The program will launch September 12.

Director Foust said if this is tracked today and tracked in 18 months, after 2,000 new housing units come online within a half-mile of Caltrain in and around Redwood City, it will be very telling how the program helps.

Ms. Goodrich said MTC is doing evaluations at the regional and local levels with residential and user surveys to look at commute and travel behavior.

Director Nagel asked how people get into the vanpools. Ms. Goodrich said the Alliance is doing employer-based marketing. Director Nagel asked why the area being targeted is one-half a mile from the Caltrain station. Ms. Goodrich said a project area had to be defined that could be managed within the grant funds. Flyers will be mailed out, and household and user surveys will be conducted.

Update on State and Federal Legislative Program

Mark Simon, Executive Officer, Public Affairs, provided the following updates:

State

The deadline for the Legislature to finish its work is September 13. There are two bills sponsored by the TA that are pending the governor's signature.

Assembly Bill 797 allows for Construction Management/General Contractor (CMGC) authority to allow the TA to select a single contractor for preconstruction design, assistance and construction as a way to save money, streamline the process, and take advantage of features and expertise that aren't available in a traditional Design-Bid-Build.

Senate Bill 557 is to secure the Bay Area's share of High-speed Rail funding for the Caltrain Modernization Program. This ensures those funds allocated by the Legislature are not diverted. The governor is likely to sign the bill.

Senate Constitutional Amendment (SCA) 4 and SCA8 reduce the threshold by which sales tax measures to finance transit could be passed with 55 percent of vote. SCA4 has been amended requiring half the funds go toward sustainability projects and requires funds spent on highway projects include maintenance set asides. SCA8 is more closely aligned with what the TA is hoping will happen. These are two-year bills and will not be voted on by September 13.

Federal

There is a dispute over the U.S. Department of Labor (DOL) asserting that the State pension law violates certain Federal protections that are available to transit workers. The DOL was withholding a significant amount of Federal funds for State projects. There has been an interim resolution. The DOL is expected to decertify a grant by the Sacramento Transit System, which is expected to sue the DOL. The governor committed to signing legislation that temporarily exempts transit from the pension law. If the DOL prevails in court the exemption becomes permanent. The legislation also triggers the release of the funds. If the Sacramento Transit System wins, the funds are released and transit employees remain under the pension law, and if they lose the funds are released and transit employees are exempt.

The TA applied for funds under Tiger V but was unsuccessful. There will be other opportunities to apply for these funds. The funds available amounted to \$474 million, but the number of applications totaled more than \$9 billion.

Director Nagel asked what the status is of the pretax commuter bill. Mr. Simon said staff just sent in a letter of support, but he is unsure where the bill is in the process.

Capital Projects Quarterly Status Report – 4th Quarter Fiscal Year 2013

Joe Hurley, Director, Transportation Authority Program, said this is a report that Jacobs Engineering produces.

REQUESTS FROM THE AUTHORITY

None

WRITTEN COMMUNICATIONS TO THE AUTHORITY

No discussion

REPORT OF LEGAL COUNSEL

David Miller, Legal Counsel, said the TA will convene in closed session as permitted under the Brown Act to discuss various property acquisition matters related to the Burlingame Interchange Project.

Closed Session: Real Estate Negotiations – Pursuant to Government Code 549956.8:
Agency Negotiators: David J. Miller and Brian Fitzpatrick
Under Negotiation: Price and Terms of Purchase

Adjourned to closed session at 6:03 p.m.

Reconvened from closed session at 6:17 p.m.

Mr. Miller said there are two resolutions resulting from the closed session, one of which is to authorize actions relative to the acquisition of property interest from 99 Old Bayshore, LLC required for the Burlingame Interchange Project, and the other is to authorize actions relative to the acquisition of property interest from Northwest Dealerco Holdings, LLC required for the Burlingame Interchange Project.

A motion (Nagel/Canepa) to approve both resolutions relative to the acquisition of property interest required for the Burlingame Interchange Project was approved.

DATE AND PLACE OF NEXT MEETING

October 3, 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 6:18 p.m.

CAC CHAIR'S REPORT TO TA 9/5/2013

Good evening Madam Chair and Members of the Board.

I am pleased to announce that our latest member, John Baker, joined us on Tuesday and we were very pleased with his contributions to our discussions that evening. 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 August 1, 2013.

(TA Item 4b) – The CAC voted to support the Board's acceptance of the Revenues and Expenditures for the period ending July 31, 2013, without questions or comments.

(TA Item 4c) – We received a brief up date from Joel Slavitt, Manager of Programming and Monitoring, on the Measure A Semi-Annual Program Status Report. No CAC action was required.

(TA Item 7) - The CAC reviewed the August 7, 2013 SamTrans Liaison Report, without questions or comments.

(TA Item 10)- April Chan, Executive Officer, Planning and Development, gave us a comprehensive update on the San Mateo County Shuttle Business Practices, which included strategies to improve coordination, planning and management of shuttle operations in San Mateo County.

(TA Item 11a) – The CAC unanimously supported the allocation of \$100,000 in New Measure A Funds to the San Mateo County Transit District for the Shuttle Program Technical Assistance.

(TA Item 11b) – Following a review of the company's work product by Joe Hurley, TA Program Director, the CAC supported the award of a contract to Jacobs Engineering Group, Inc. to Provide On-Call Program Management Oversight Services for a Total Not-To-Exceed a Cost of \$200,000 over a three-year base period. In supporting this new contract, the CAC complimented the work product that this group has already demonstrated in its current contract with the TA.

(TA Item 12a) – Following an update and Q and A session on Making the Last Mile Connection and Regional Bike Sharing Pilot Programs by Corinne Goodrich, Mgr, Strategic Development and Doug Kim, Director, Planning the CAC had questions/comments which included the limited number of bikes initially available in San Mateo County (70) and the locations and spacing of the bike kiosks themselves, pointing out that the initial kiosk locations appear to be rather close to each other to effectively give the optimum response to the community's needs.

(TA Item 12 b) – Directly following an excellent State and Federal Legislative update from Shweta Bhatnagar, Government and Community Affairs, members of the CAC asked me to communicate to the Board this evening the CAC's strong opposition to the Corbett Bill, SB 556, (which would require

displaying on vehicles and uniforms when services are provided by non-public agency employees) , citing that if this bill was passed it would indeed present itself as unworkable for many transit systems around the state, including both Caltrain and Samtrans.

(TA Item 12 c) – We received a brief, targeted update from Joe Hurley, on the 4th Quarter FY 2013 Status Report, who advised us that in reference to Project 00615 the Calera Parkway Project on Route 1, Caltrans has approved the final EIR and the TA is now awaiting to hear from the City of Pacifica concerning their decision to advance the project.

In my own report to the CAC:

- Announced that the CAC has sent a Certificate of Appreciation to Elizabeth Lasensky for her dedicated service to the CAC these past 3 years. Elizabeth is moving to Davis, California.
- Advised CAC that our December meeting fell on New Year's Eve, which proved problematical for all members. CAC voted to change its December meeting date to Monday, December 30th.
- As a fan of both bridge engineering and architectural design, I reported to the CAC about the opening ceremony celebrations and the impressive stats involved in the construction, of the new Oakland-San Francisco Bay Bridge span, which opened ahead of schedule on Labor Day.
- Reported to the CAC that a \$475,590 project to improve pedestrian access to Bart and Train Intermodal Station has been rolled-out in Millbrae. (Project created a street crossing signal with a well-defined path and added sidewalk, bus stop and landscape enhancements to improve safety and access to the station for pedestrians.)
- Advised CAC that a Call for Projects was been issued on August 5, 2013 for Grade Separation Projects with up to \$1m available for planning phase and up to \$5m available for preliminary engineering and environmental work. Closing date is September 13, 2013. Evaluation period w/b in September-October, with draft recommendations presented in November 2013 for TA Board Approval in December 2013.
- Advised CAC that in reference to the recent Bike Share Program Kick-off in Redwood City, Friends of Caltrain are concerned where the bikes are located and are currently soliciting comments from the public as to where they would like or need bikes, if not on the current map, and if their employers or residences would be interested in hosting a bike share kiosk.

In Joe's report to the CAC, he announced that our former CAC secretary, Rosemary Lake, is retiring and would be leaving the TA very shortly. We were saddened to hear this and wish her well in her retirement. We asked Joe to ask Rosemary and other former CAC members to our Holiday party.

Respectfully submitted,

Barbara Arietta, Chair, TA/CAC