

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

MINUTES OF DECEMBER 3, 2015

MEMBERS PRESENT: D. Canepa, D. Horsley, C. Johnson, K. Matsumoto (Chair), T. Nagel, M.A. Nihart

MEMBERS ABSENT: C. Groom

STAFF PRESENT: J. Averill, S. Bhatnagar, J. Cassman, A. Chan, G. Harrington, J. Hartnett, J. Hurley, M. Martinez, N. McKenna, S. Murphy, M. Simon, J. Slavitt, S. van Hoften

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

CITIZENS ADVISORY COMMITTEE (CAC) REPORT

Barbara Arietta, CAC Chair, reported on the meeting of December 1, 2015 (see attached).

Director Mary Ann Nihart arrived at 5:07 p.m.

APPROVAL OF CONSENT CALENDAR

- a) Approval of Minutes of November 5, 2015
- b) Acceptance of Statement of Revenues and Expenditures for Fiscal Year (FY) Ending June 2015 (Unaudited)
- c) Acceptance of Statement of Revenues and Expenditures for October 2015

Motion/Second: Horsley/Nihart

Ayes: Canepa, Horsley, Johnson, Nagel, Nihart, Matsumoto

Absent: Groom

PUBLIC COMMENT

None

CHAIRPERSON'S REPORT

Resolution of Appreciation for Outgoing Director Terry Nagel

Chair Matsumoto presented a resolution of appreciation to outgoing Director Nagel after five years of service on the Board.

Motion/Second: Canepa/Nihart

Ayes: Canepa, Horsley, Johnson, Nagel, Nihart, Matsumoto

Absent: Groom

SAN MATEO COUNTY TRANSIT DISTRICT LIAISON REPORT – K. MATSUMOTO

The December 2 report is in the reading file.

PENINSULA CORRIDOR JOINT POWERS BOARD (JPB) REPORT

The December 3 report is in the reading file.

Jim Hartnett, Executive Director, said Director Tom Nolan's last JPB meeting was today after four years and a second stint. He will be leaving the San Francisco Municipal Transportation Agency next year.

Director Nihart asked if Caltrain is prepared for the Super Bowl. Mr. Hartnett said yes. Super Bowl planning has been a major effort both for Caltrain and regionally. Many people are involved in the planning efforts. Public transportation is going to be integral to the success of getting people to and from the stadium. There are substantial safety considerations as well. The JPB has been working with regional partners, the National Football League and with the Super Bowl Committee for a long time and are as prepared as can be. One issue is that Caltrain can take more people to Mountain View to transfer to the Santa Clara Valley Transportation Authority (VTA) than VTA can handle. VTA is only going to allow people on the light-rail who have tickets to the Super Bowl, and there will be a bus service for people who are not going to the Super Bowl. Federal authorities including Homeland Security are involved in the planning. Caltrain will be as prepared as can be. He said staff can provide an update at the January meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Hartnett said

- U.S. Highway 101/Broadway Interchange Reconstruction Project: A milestone will be reached this week. The deck for the new bridge will be poured. Retaining walls for the new southbound off ramp are now complete. The California State Department of Transportation is evaluating the traffic operations memo that recommends reinstating the left turn on southbound Rollins Road, which was requested by Burlingame. Pacific Gas and Electric constructed the foundation and is scheduled to install the replacement tower mid-December. The project is scheduled for completion in spring 2017.
- Pedestrian and Bicycle Program Call for Projects (CFP): Applications are due by December 18. At the last Board meeting, the Board allocated up to \$4 million in Measure A funding for this program.
- The Quarterly Capital Status Report will be provided at the beginning of the year because not all financial information is available because of the conversion of the financial system.

Director Nagel said Highway 101 will not be shut down during the installation of the new tower at the Broadway Interchange in Burlingame. She thanked staff for the new signage that will hopefully prevent future accidents.

FINANCE

Authorize Amendment of the FY2016 Budget by \$5 Million and Programming and Allocation of \$6.2 Million of Measure A Grade Separation Funding for the City of San Mateo for the Design of the 25th Avenue Grade Separation Project

April Chan, Chief Officer, Planning, Grants, and the TA, said San Mateo made a request to the TA for \$5 million in grade separation funding to complete the final design and right of way certification for this project. In addition, San Mateo is providing \$5 million and the city council took action at its November 16 meeting to allocate the funding.

The remaining \$1.2 million will come from savings from the prior phase of the project for a total of \$11.2 million needed for this phase. Caltrain will be the lead in completing final design. This is out of the CFP cycle. The primary reason the city wanted to proceed with this project is to do it ahead of the electrification project to avoid removing poles and wires that will be put in. The city is working with the California High-speed Rail Authority (CHSRA) to secure funding for this project. This funding allocation is for the final design, but once complete, the city will come back to request construction funding.

Director Nagel asked what will happen if the city does not have a funding plan lined up by the deadline. Ms. Chan said the project will be put on hold, but the work to date will not be wasted.

Director Nagel said there will be \$100 million left in the grade separation budget for the balance of Measure A and asked if there is any way to increase the grade separation budget. Ms. Chan said there are ways to leverage other external funding. The source of funding available for grade separation projects has been from the Public Utilities Commission (PUC) and the Proposition 1B program. Federal resources have not been a source that the TA has looked to. Funds could potentially come from CHSRA as this would benefit them.

Director David Canepa asked what the total cost is for this type of project. These projects change communities and make passage safe. He asked Ms. Chan to contrast funding for this project with the San Bruno project. Ms. Chan said it is hard to pinpoint a project estimate for each project because they are all different. The San Bruno project cost \$160 million for three crossings. The 25th Avenue project is estimated at \$180 million for three crossings, and both projects include station and track work. The San Bruno grade separation was funded with \$30 million of Proposition 1B funds, \$10 million in PUC funding, and most of the rest of the funding was from the TA with some Federal funding for track work.

Mr. Hartnett said San Mateo is contributing more money than San Bruno.

Public Comment

Rich Hedges, San Mateo, said this project meets the urgency criteria. San Mateo is bringing matching funds and has large savings from the environmental phase of this project. The three most dangerous crossings in San Mateo County are at 25th, Broadway, and San Bruno avenues. This project is retrofitting San Mateo County for the future because there is a large population growth and large job growth.

Joe Goethals, Mayor, San Mateo, said the development in this area is a major project and a true transit-oriented development project, will solve issues, could have a significant impact on the daily traffic, and addresses safety. Over 1,000 units of housing have been added to the area and a significant amount of affordable housing. This will impact a development project that has 15 years of planning and \$180 million. This is three grade separations, not just one. The city of San Mateo is contributing significant money to make it happen. The need is urgent. Bus routes will utilize the grade

separations, the project eases traffic from major parts of city, and tens of thousands of residents will be impacted.

Larry Patterson, City Manager, San Mateo, said he is confident the CHSRA will make the financial contribution to this project to complete the overall funding plan.

Director Don Horsley said if the CHSRA is going to be successful, these kinds of projects are needed. These are needed for safety for today's traffic and will be important to the successful implementation of high-speed rail.

Director Nihart said these projects have to go forward and she is hopeful about the CHSRA.

Motion/Second: Nagel/Nihart

Ayes: Canepa, Horsley, Johnson, Nagel, Nihart, Matsumoto

Absent: Groom

PROGRAM

Program Report: Transit – Shuttles

Joel Slavit, Manager, Programming and Monitoring, presented:

- New Measure A Local Shuttle Program
 - Shuttles: 4 percent of Measure A Program
 - Provides matching funds for operation of local shuttle service
 - Minimum 25 percent match required
- Measure A Allocations to Date
 - FY2011 and FY2012: \$2.772 million
 - FY2013 and FY2014: \$4.72 million
 - FY2015 and FY2016: \$5.805 million
- Funding Sources
 - 29 shuttles allocated Measure A funds for operation in FY2015 and FY2016
 - \$5.8 million in Measure A funds (56 percent)
 - \$4.6 million in matching funds (44 percent)
- FY2015 and FY2016 Shuttle Types
 - Commuter: 24
 - Community-serving: three
 - Combination: two
- Measure A Funded Shuttles
 - Maps showing the location of all Measure A-funded shuttles in operation during FY2015 were shown
- FY2015 Performance
 - 28 different operating shuttles
 - Sponsor progress reports on ridership, total operating cost, and total service hours
 - Program performance on ridership, cost/passenger, passengers/service hour
- FY2015 Monthly Ridership
 - Average monthly ridership hovered between 70,000 and 80,000 riders per month

- Total ridership for the year was 891,000 riders
- FY2015 Operating Cost/Passenger
 - Commuter shuttles: \$5.72
 - Community serving and combination shuttles: \$12.48
- FY2015 Passengers/Service Hour
 - Commuter shuttles: 17.7
 - Community serving and combination shuttles: 6.9
- Related Activities
 - Staff proposing refinements to upcoming funding calls to better promote cost-effective service
 - Joint TA/City/County Association of Governments (C/CAG) CFP to be released December 2015

Joint TA and City/County Association of Governments San Mateo County Shuttle Program CFP

Mr. Slavitt presented:

- Program Overview
 - Joint CFP with the TA and C/CAG
 - Program purpose: provide matching funding for the operation of local shuttle services
 - Eligible costs include operations, marketing and administration of shuttles
- Eligibility Requirements
 - Sponsor must be a public agency
 - Services county residents and employees
 - Provides access to regional transit and/or meets local mobility needs
 - Open to public and Americans with Disabilities Act-compliant
 - Funds are to supplement, not supplant, other funding sources
 - SamTrans concurrence letter
 - Governing board resolution
- Process: Funding and Evaluation
 - Joint CFP to be issued December 14, 2015
 - Covers FY2017 and FY2018
 - Up to \$9 million from TA Measure A
 - Up to \$1 million from C/CAG
 - Minimum 25 percent match required
 - One application process, one staff evaluation panel
- Evaluation Criteria
 - Need and Readiness: 50 percent new shuttles, 40 percent existing shuttles
 - Effectiveness: 15 percent new shuttles, 25 percent existing shuttles
 - Funding Leverage: 20 percent new and existing shuttles
 - Policy Consistency and Sustainability: 15 percent new and existing shuttles
- Evaluation Criteria: Need and Readiness
 - Provides service to an area underserved by transit
 - Provides congestion relief
 - Provides service to special populations
 - Solid service plan
 - Solid funding plan

- Evaluation Criteria: Effectiveness
 - Annual operating cost per passenger for past 12 months for existing shuttles or projected if new shuttles
 - Annual passengers per service hour for past 12 months for existing shuttles or projected if new shuttles
 - Shuttle links with other fixed-route transit
 - Improves access from transit-oriented development to major activity centers
 - Reduces single-occupant vehicle trips and vehicle miles traveled
- Evaluation Criteria: Funding Leverage
 - Up to 10 points for 25 to 50 percent match
 - Up to 15 points for 50 to 75 percent match
 - Up to 18 points for 75 to 100 percent match
 - Extra two points for private sector funding
- Evaluation Criteria: Policy Consistency and Sustainability
 - Shuttle is included in an adopted local, specific area, county or regional plan
 - Supports jobs and housing growth/economic development
 - Use of clean fuel vehicles for service
 - Accommodation for bicycles
 - Demonstration of cost savings
- Summary of Proposed Changes for this CFP
 - Required sponsor consultation with SamTrans prior to submittal of applications for new shuttles, as well as existing shuttles that don't meet the established benchmarks
- Changes for Consideration with Future CFPs
 - Propose increasing match requirement for existing shuttles that don't meet the operating cost per passenger benchmark, up to a maximum of 50 percent to help pay for costs above the benchmark
 - Match requirement based on FY2017 performance, effective for funding cycle covering FY2019 and FY2020
- Schedule
 - November 2015: presentation to C/CAG Technical Advisory Committee and Congestion Management and Environmental Quality Committee
 - December 2015: Presentation to TA CAC and TA and C/CAG boards
 - December 14, 2015: CFP released
 - December 15, 2015: CFP workshop
 - February 12, 2016: Application deadline
 - April 2016: Informational item to TA CAC and Board on draft program of projects, presentations to C/CAG committees
 - May 2016: TA and C/CAG boards approve proposed program of projects

Director Cameron Johnson said he likes the measures focusing on effectiveness. He said the scoring for effectiveness was 15 percent for new shuttles and 25 percent for existing shuttles, and that seems low. The focus was on need, but providing an ineffective shuttle would not solve the needs problem. He asked why the weight on effectiveness is not lifted in the underlying scoring instead of putting in secondary requirements. Mr. Slavitt said effectiveness was one of many criteria used to evaluate

shuttles. Historically this program has been undersubscribed and it is hard to turn away sponsors when there is available funding. He said he will take the comment into consideration. He said the program has grown and so has the revenue. Staff anticipates the program to eventually be fully subscribed.

Director Nagel asked how lifeline shuttles are weighted differently. Ms. Slavitt said lifeline shuttles serve people of low income. The shuttles are not evaluated differently, but lifeline shuttles can pick up additional points by serving a special population.

Director Nagel asked if the flex on-demand shuttles are part of this program. Director Nihart said that is a SamTrans route.

Director Nagel asked if on-demand shuttles could be considered for this program. Mr. Slavitt said yes, and C/CAG funds one, but the TA currently does not. A request may come in for this cycle.

Director Nagel asked if there is an application for customers to summon an on-demand shuttle. Mr. Slavitt said Pacifica came up with an application on its own. The new vendor, MV Transportation, has a website and an application that have real-time information on all the shuttles. Commute.org has this information on their website with a map of where the bus is, when the next bus is scheduled and what the projected arrival time is.

Director Nagel asked who determines what type of vehicle is used concerning sustainability and battery-operated vehicles. Mr. Slavitt said it is up to the project sponsor, but the TA encourages clean fuels.

Director Canepa thanked staff for extending the Bayshore Circular Shuttle to FY2016. It means a lot to the residents and has a profound impact on their lives.

Director Nihart asked where safety plays into the program. Mr. Slavitt said it is not part of the actual criteria. He asked Director Nihart to elaborate on her concern.

Director Nihart said sometimes these shuttles and the original inception of them have not been advertised well. The Devil's Slide Shuttle has to have a lot of overhaul if there was any kind of continuation of it, but it is about the county and the park and the lack of availability for access. Some people walk up the hill on Highway 1 putting themselves at risk instead of taking the shuttle.

Mr. Slavitt said in the application staff will consider other extenuating types of circumstances. He said he hopes if Pacifica comes back that they work with SamTrans operations and planning staff. Sometimes a service can try to do too many different things and it ends up not doing any one particular thing well. The shuttle was not performing very well for a long time and then when the Devil's Slide Trail opened ridership went up, but then dropped back down again.

Director Canepa left at 6:19 p.m.

Update on State and Federal Legislative Program

Shweta Bhatnagar, Government Affairs Officer, said the Fixing America's Surface Transportation (FAST) Act will increase funding to States by 5 percent in FY2016 rising to 20 percent by FY2020. California will get \$26 billion in Federal funds for a variety of transportation projects over the life of the bill. This is an increase of 14.5 percent. The measure calls for spending approximately \$205 billion on highways and \$48 billion on transit. It also provides \$100 billion in rail infrastructure safety improvements including rail/highway grade crossing improvements and grade separations. The bill also includes \$200 million for positive train control projects and has an increase on liability claims faced by railroads from \$200 million to \$295 million. The House passed the FAST Act and the Senate has not yet voted on it.

Chair Matsumoto asked what the need is versus the amount of funding this bill will provide. Seamus Murphy, Chief Communications Officer, said it will not meet the needs that the American Public Transportation Association has articulated for the transit program on an ongoing basis. The bill provides more funding than has been available in the past for both the highway and transit programs for the next six years. There have been a lot of projects put on hold because of short-term extensions and no reliable funding. This is six years of dependable funding.

REQUESTS FROM THE AUTHORITY

None

WRITTEN COMMUNICATIONS TO THE AUTHORITY

No discussion.

REPORT OF LEGAL COUNSEL

No report.

DATE AND PLACE OF NEXT REGULAR MEETING

January 7, 2016 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

The meeting adjourned at 6:23 p.m.

TA CAC Chair's Report

December 3, 2015

Good evening, Madame Chair and Members of the Board.

The CAC celebrated its annual holiday dinner after our meeting Tuesday evening. The CAC was both surprised and pleased to have Chuck Harvey, Mark Simon, April Chan, Liria Larano, Joel Slavit, Martha Martinez and other staff members drop by to wish us holiday greetings and join us for dinner that evening.

In reference to the CAC meeting that took place before our holiday dinner, I have the following to report:

(TA Item 4a) The CAC reviewed the TA Board Minutes of November 3, 2015, without questions or comments.

(TA Item 4b) The CAC supported the Acceptance of the Statement of Revenues and Expenditures for Fiscal Year ending June 2015.

(TA Item 4c) The CAC supported the Acceptance of the Statement of Revenues and Expenditures for October 2015.

(TA Item 10a) After a brief overview given by April Chan, Executive Officer, Planning, Grants and Transportation Authority, the CAC supported the Amendment of the Fiscal Year 2016 Budget by \$5 million and the Programming and Allocation of \$6.2 Million of Measure A Grade Separation Funding requested by the City of San Mateo for the Design of the 25th Avenue Grade Separation Project. The CAC also supported the Board's authorization to the Executive Director, or his designee, to take any actions necessary to program and allocate the subject funding, including the execution of agreements with the City and the Peninsula Corridor Joint Powers Board (JPB) to provide funding to complete the final design and right of way phases.

(TA Item 11a) As part of an ongoing series of program reports on the Transportation Authority's (TA) six program areas, this month Joel Slavit, Manager of Programming and Monitoring, advised the CAC about the status of the Local Shuttle Program describing the program in detail, including Measure A allocations to date, funding sources, FY2015 & FY2016 shuttle types, both community and commuter, as well as the FY2015 Performance of 28 different operating shuttles, including progress reports on ridership, total operating cost and total service hours. The CAC was very pleased to hear that the TA staff is proposing a few refinements to the upcoming funding call to better promote cost effective service.

(TA Item 11b) The CAC received a highly informative presentation overview from Joel Slavit covering the Joint TA and City/County Association of Governments(C/CAG) San Mateo County Shuttle Program Call For Projects including information on eligibility, the proposed process, evaluation criteria, and the summary of proposed changes, along with the next steps in the schedule. After listening to the report, members of the CAC agreed with the proposed increase in matching fund requirements for future cycles for existing shuttles that don't meet the operating cost/passenger benchmark, up to a maximum of 50%, to help pay for costs above the benchmark.

(TA Item 11c) The CAC received a comprehensive Legislative update from Shweta Bhatnagar, Government Affairs Officer. The CAC was pleased to hear that at the federal level the House and Senate conference committee members have reached agreement on a 5-year, \$281 billion transportation bill that we hope will put an end to what seemed to be perpetual short term extensions. The bill includes \$205 billion for highways and \$48 billion for transit. We were told that the full House and Senate would be voting on this bill by Friday, before the expiration of the current temporary extension.

In my own Chair's Report to the CAC, I advised the following:

1. CAC members Richard Hedges, Randy Hees and John Fox have been appointed to the Nominating Committee for the recommendation of next year's CAC leadership. They will report their recommendations to the CAC at its January meeting where a vote will be taken by the CAC for the 2015-2016 committee leadership.

2. Additionally, I advised the CAC that San Mateo County Supervisor Warren Slocum recently announced that the business community is very concerned about the growing traffic problems on the Peninsula, especially the 101 congestion and its impact on the business community's ability to recruit and retain employees. Although an earlier effort to create the Dumbarton Spur, a connection between Caltrain in Redwood City/North Fair Oaks area with the Dumbarton Bridge and adjacent communities in Menlo Park and East Palo Alto, was "put on hold" this past May, apparently renewed interests is brewing...

A great big thanks should be extended to Facebook, whose headquarters are located in Menlo Park, for recently making a generous contribution of \$1M to our San Mateo County Transit District for a transportation study of the entire corridor, including a rail bridge, bus, light rail, ferry service and even "gondolas" as one report described it.

All options will be considered along with availability of potential sources of funding.

3. I also announced that the Friends of Caltrain have reported that there will be a Forum this evening on Caltrain capacity and Hwy 101 congestion relief at the downtown Redwood City Library starting at

6:30pm. It is open to all citizens and will cover such issues as caltrain electrification, grade separations and how San Mateo County can help pay for capacity increases.

Staff Report: Joe used his report time to extend his thanks to the CAC for a job well done throughout the year and wished us all to have a happy holiday.

Respectfully submitted,

BARBARA ARIETTA

Chair, San Mateo County Transportation Authority CAC