

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

**MINUTES
OCTOBER 2, 2008**

MEMBERS PRESENT: M. Church, R. Foust (Chair), R. Gordon, J. Lee, K. Matsumoto,
R. O'Mahony, J. Vreeland

MEMBERS ABSENT: None

STAFF PRESENT: G. Cameron, J. Cassman, V. Harrington, C. Harvey, J. Hurley, R. Lake,
M. Lee-Skowronek, M. Martinez, I. McAvoy, N. McKenna, D. Miller,
M. Scanlon, M. Simon

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

CONSENT CALENDAR

- a. Approval of Minutes of September 4, 2008
- b. Acceptance of Statement of Revenues and Expenses for June 2008 - Unaudited
- c. Acceptance of Statement of Revenues and Expenses for August 2008
- d. Authorization to Approve Conveyance of Two Sewer Easements to the City of Belmont

A motion (O'Mahony/Gordon) to approve the Consent Calendar was passed unanimously by roll call.

PUBLIC COMMENT

- Jim Bigelow, Redwood City/San Mateo County Chamber of Commerce, reported:
The Metropolitan Transportation Commission (MTC) moved \$91 million from Dumbarton Rail to the BART Warm Springs Project. There is \$19 million remaining to complete Dumbarton engineering, environmental reports and station planning in Newark and Menlo Park. The MTC is to come back with a repayment from the Alameda County Congestion Management Agency between 2020 and 2027.
- The most exciting items on the horizon are the decision on Proposition 1A and Caltrain electrification.

CITIZENS ADVISORY COMMITTEE (CAC) REPORT

Chair Pat Dixon reported on the meeting of September 30, 2008:

- Received a presentation/video update on California High Speed Rail (HSR).
- Received an update on the TA Strategic Plan including a review of public outreach workshop themes.
- Attended the Strategic Plan outreach session at the Redwood Shores library, which was attended by Chair Foust, TA staff and CAC members.
- CAC members discussed the recent Metrolink accident in Southern California, improvements in bike/pedestrian access from BART to the shops at Tanforan shopping center and the opening of the Devil's Slide bridge.

- CAC members would like to plan a field trip to view the Devil's Slide project.

CHAIRPERSON'S REPORT – ROSANNE FOUST

- a. Thanked CAC members for attending the Strategic Plan public outreach workshops.
- b. Thanked the CAC and TA Board members for attending the completion ceremony for the Highway 92/Route 1 project in Half Moon Bay.
- c. Policy Discussion: South San Francisco Request for Funding of Ferry Service.
Staff has had discussions on the project and are awaiting a funding plan from South San Francisco. A meeting is scheduled for October 14 and details of that meeting will be evaluated and brought to the November 6 Board meeting.

Mr. Scanlon said staff has asked for a cash-flow plan. This issue is being carried on the agenda in order to facilitate prompt action in the event there is agreement on the project immediately preceding a Board meeting. The Water Emergency Transportation Authority (WETA) is planning to issue a construction request for bids in January 2009.

- d. The Board received a memo regarding San Mateo County's investment pool and the economic impact to TA funds.

Chief Financial Officer Gigi Harrington said the September 2008 Statement of Revenues and Expenses will show the proposed write-off loss of approximately \$22 million. This will remain on the financial statement for the remainder of the fiscal year until there is any recovery. Staff has pursued the Board's direction to begin the process of diversifying the portfolio. Staff is proposing a policy to bring to the Board for consideration in the Fall about how funds would be invested, liquidity of funds, and where funds would be placed. Investment Advisor Bill Osher will be presenting these plans to the Board in the next couple of months. Ms. Harrington said, pursuant to the Board's direction, \$25 million of TA funds can be moved slowly this quarter to the TA Local Agency Investment Fund (LAIF) account. There can only be \$40 million in LAIF at any point in time. Staff has met with Mr. Osher and has proposed to bring a policy to the Board for consideration and then Mr. Osher will begin moving slowly to diversify funds.

Director Karyl Matsumoto said she noticed in the memo that the TA has a Bank of America checking account of approximately \$356,000. She said part of the government's economic rescue plan calls for an increase in the Federal Deposit Insurance Corporation (FDIC) to \$200,000. She asked if \$356,000 is the average account balance. Ms. Harrington said that amount would reflect what the balance was for that day of the month. She said District agencies routinely exceed the amount the FDIC insures but staff tries to keep it as low as possible on a daily basis while funds are moved in and out daily to pay bills.

Vice-Chair Rosalie O'Mahony said the county regulations state the TA can only withdraw a certain portion and within no greater frequency than every quarter. She asked if this would hurt the TA. Ms. Harrington said staff does not know. Staff will probably propose a draw in the next week or two and it will be an incremental amount. Staff will work with the county treasurer, but the treasurer has rules, and staff will have to see how strongly the treasurer conforms to the rules and whether it is going to cause the TA problems.

Ms. Harrington said staff is moving money in and out on an ongoing basis because as Director Matsumoto noted, the TA doesn't keep enough money in the bank account to pay bills weekly.

Chair Foust asked if the \$22 million loss is directly related to the Lehman Brothers bankruptcy. Ms. Harrington said this is correct. The county pool had \$155 million of Lehman assets on Friday, September 12, and Lehman declared bankruptcy on Monday, September 15; those assets have been seized in the bankruptcy proceedings. Staff sent a note to the trustee and has not heard back yet but agrees with the recommendation to write off the total amount. The TA will see this on the beneficial side at a later date, should there be any recovery of funds.

SAMTRANS LIAISON REPORT – KARYL MATSUMOTO

Available in the agenda packet.

JOINT POWERS BOARD REPORT (JPB)

Mr. Scanlon reported on the October 2 JPB meeting:

- a. The Board
 - Approved the minutes of September 4, 2008, and accepted the Statement of Revenues and Expenses for June 2008 – Unaudited and the Statement of Revenues and Expenses for August 2008.
- b. Heard a report from Metropolitan Transportation Commission (MTC) liaison Sue Lempert.
- c. Received a report from Chair Bruce Jenkins on the September CAC meeting.
- d. Performance statistics for August 2008 compared to August 2007:
 - Total ridership was 1,188,931, an increase of 10.5 percent.
 - Average weekday ridership was 44,751, an increase of 13.6 percent.
 - Total revenue was \$4,019,713, an increase of 9.3 percent.
 - On time performance was 93.5 percent, a decrease of 0.2 percent.
 - Caltrain shuttle ridership was 6,584, an increase of 22.2 percent.

Year-to-date Statistics:

- Total ridership was 2,434,374, an increase of 15.3 percent.
- Average weekday ridership was 45,460, an increase of 15.5 percent.
- Total revenue was \$8,216,324, an increase of 13.8 percent.
- On time performance was 93.5 percent, a decrease of 0.2 percent.
- Caltrain shuttle ridership was 6,351, an increase of 22 percent.

On-time performance has been affected by the removal of a significant number of cars due to bolster cracks. Five cars remain out of service for repairs and are expected back by October 20.

- e. Five of eight new Bombardier cars have arrived; three are in service and two are being prepared for service.
- f. A recent American Public Transportation Association (APTA) survey notes eight out of 10 transit systems are experiencing significant overloads during peak periods, a number are raising fares and some are considering cuts in service due to increased demands on service.
- g. Twenty-one individuals commented on the Caltrain Bicycle Access and Parking Plan, which was adopted at today's meeting. Staff will proceed with the preliminary work for a modest increase in the numbers of bicycles that can be accommodated on trains and the consolidation of bicycles into one area of the train.

- h. The reading file contained a letter to U.S. Senators Dianne Feinstein and Barbara Boxer in support of federal legislation that will mandate and provide funding for positive train control. The August Safety and Security report was also included.
- i. The Board approved a 25-cent base fare increase.
- j. Year-to-date fuel costs are \$700,000 over budget.
- k. The governor has diverted \$3 billion in three years from state transportation programs.
- l. Caltrain will run a 38-train special schedule the day after Thanksgiving including a northbound morning shopping express.
- m. Special service includes Stanford football, Giants service with a season total of 358,000, and a Halloween party near AT&T Park.

Director Lee asked how many bikes are bumped on average per day. Mr. Scanlon said the last study in February 2008 indicated out of 2,400 day boardings about 50 were bumped, which is approximately 2 percent.

Director O'Mahony asked about bicycle storage capacity at various stations. Mr. Scanlon said a comprehensive study identified specific actions to increase storage.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Scanlon thanked TA Board and CAC members for attending the September 9 celebration in Half Moon Bay for the completion of the Route 92/State Route 1 interchange project.

PROGRAM – TA STRATEGIC PLAN UPDATE

Marian Lee-Skowronek, Director, Planning and Development, said staff has completed the Strategic Plan outreach process and has been focused on developing the draft plan in order to present key components of the Plan to the TA Board. She presented a Measure A overview with a wrap up of the original Measure A and kick off of the reauthorized Measure A, reviewed the key components of the draft Plan, summarized the planning process and public outreach and reviewed next steps.

- The reauthorized Measure A program begins January 1, 2009 and expires in 2033.
- The reauthorized measure has an estimated budget of \$3.7 billion including matching funds.
- The plan must be updated a minimum of every five years.
- Plan funding distribution categories include transit, local streets/transportation, pedestrian/bikes, highways, grade separations and alternative congestion relief.
- Key components of the plan include general procedures for applying for Measure A funding, roles and responsibilities of program participants, criteria that can be used to evaluate and prioritize projects and performance measures that can be used to monitor projects.
- General procedures outline program categories for projects that have funds already committed to them annually and include a process for the reauthorized Measure A to call for new projects.
- Roles and responsibilities are defined for the project initiator, sponsor, project manager/operator and the TA.
- Project prioritization criteria include the expenditure plan requirements, funding requests/availability, evaluation and prioritization of projects, need, policy consistency, readiness and effectiveness. Various criteria noted at public outreach workshops is referenced, including the issue of geographical equity.
- Staff recommended two levels of program monitoring: annual monitoring of funded projects and monitoring of new capital and operating projects during design, construction and post-construction phases.

- Examples of performance measures for capital projects include the funding plan, scope, budget and schedule.
- The planning process includes public outreach to nine stakeholder groups and community meetings in Pacifica, Burlingame, Daly City and Redwood City.
- Following this meeting, a draft plan will be released for public review from October 20 to November 3. Public comments from the review period will be reviewed by staff and presented at the November 6 Board meeting. Final adoption is scheduled for consideration at the December 4 Board meeting.
- The TA CAC was thanked for its level of involvement and support in bridging communications between staff and the public on Plan details.

Chair Foust thanked Ms. Lee-Skowronek and said there is a high level of comfort with the draft Strategic Plan due to ongoing TA subcommittee involvement.

REQUESTS FROM THE AUTHORITY

None.

WRITTEN COMMUNICATIONS TO AUTHORITY

The reading file contains a joint letter from the TA, JPB and SamTrans to the Executive Director of the California High Speed Rail Authority reporting that each board adopted a resolution in support of Proposition 1A.

REPORT OF LEGAL COUNSEL

None.

DATE AND PLACE OF NEXT MEETING

The next meeting will be Thursday, November 6, 2008 at 5 p.m. at the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos CA 94070.

The meeting adjourned at 5:49 p.m.