

BOARD OF DIRECTORS 2024

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO



Agenda

Board of Directors Meeting

April 3, 2024, 2:00 pm

San Mateo County Transit District

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Ave., San Carlos, CA

Members of the public may attend in-person or participate remotely via Zoom at: <https://us06web.zoom.us/j/87609824114?pwd=UGhLRjNXb2xWeFM3aBrNUxVbGNmQT09> or by entering Webinar ID: **876 0982 4114**, Passcode: **519746** in the Zoom app for audio/visual capability or by calling 1-669-900-9128 (enter webinar ID and press # when prompted for participant ID) for audio only.

Please Note the following COVID-19 Protocols for in-person attendance:

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:

Cough	Chills	Sore Throat
Shortness of Breath	Muscle Pain	Loss of Taste or Smell
Fever		

2. Wearing of masks is recommended but not required.

Public Comments: Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>.

Oral public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak and callers should dial *6 to unmute themselves when recognized to speak.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Each public comment is limited to two minutes or less. The Board and Committee Chairs have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

The video live stream will be available after the meeting at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>.

Wednesday, April 3, 2024

2:00 pm

1. Call to Order/Pledge of Allegiance

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

2. Roll Call

3. Report from Closed Sessions at March 6 Board Meeting

3.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Pamela Scannell v. San Mateo County Transit District, et al., Superior Court of California, County of San Mateo, Case No. 22-CIV-00026

3.b. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees)

3.c. Closed Session: Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Two Potential Cases

4. Consent Calendar

4.a. Approval of Minutes of the Board of Directors Meeting of March 6, 2024 Motion

4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending February 29, 2024 Motion

- 4.c. Amending the Contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Studies to Include Technical Support, Extend the Schedule by One Year, and Increase the Value by \$250,000 Resolution
- 4.d. Authorizing the Application for and Receipt of Low Carbon Transportation Operations Program Funds for the Purchase of Fuel Cell Electric Buses Resolution
- 4.e. Amending the Investment Policy for the San Mateo County Transit District and Paratransit Trust Funds and Delegating Investment Authority for Fiscal Year 2024-2025 Resolution
- 5. Public Comment for Items Not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.
- 6. Report of the Chair
 - 6.a Proclamation Honoring Arab-American Heritage Month Motion
- 7. Report of the General Manager/CEO
 - 7.a General Manager/CEO Report – March 27, 2024 Informational
 - 7.b Presentation of Awards for Bus Operator and Maintenance Employee of the Year for 2023 Informational
 - 7.c Presentation of Safety Award Informational
- 8. Board Member Requests/Comments
- 9. Recess to Committee Meetings
 - 9.a. Community Relations Committee / Committee of the Whole
B. Esser (Chair), R. Mueller, P. Ratto
 - 9.a.1. Call to Order
 - 9.a.2. Approval of Minutes of the Community Relations Committee Meeting of March 6, 2024 Motion
 - 9.a.3. Appointment of Member Representing Multimodal Riders to the Citizens Advisory Committee Motion

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|---------|---|---------------|
| 9.a.4. | Accessible Services Update | Informational |
| 9.a.5. | Citizens Advisory Committee Update | Informational |
| 9.a.6. | Paratransit Coordinating Council Update | Informational |
| 9.a.7. | Monthly Performance Report February 2024 | Informational |
| 9.a.8. | Adopting the Code of Conduct and Enforcement Policy for Use of District Services | Motion |
| 9.a.9. | Approving an Update to the Public Comment Process | Motion |
| 9.a.10. | Adjourn | |
| 9.b. | Finance Committee / Committee of the Whole
<i>M. Chuang (Chair), D. Canepa, J. Powell</i> | |
| 9.b.1. | Call to Order | |
| 9.b.2. | Approval of Minutes of the Finance Committee Meeting of March 6, 2024 | Motion |
| 9.b.3. | Adopting a Revised Travel Policy and Procedures | Motion |
| 9.b.4. | Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681 | Motion |
| 9.b.5. | Adjourn | |
| 9.c. | Strategic Planning, Development, and Sustainability Committee / Committee of the Whole
<i>D. Canepa (Chair), R. Medina, J. Powell</i> | |
| 9.c.1. | Call to Order | |
| 9.c.2. | Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of February 7, 2024 | Motion |

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|--------|--|---------------|
| 9.c.3. | Bus Stop Improvement Plan (BSIP) Project Update | Informational |
| 9.c.4. | Adjourn | |
| 9.d. | Legislative Committee / Committee of the Whole
<i>P. Ratto (Chair), J. Gee, R. Medina</i> | |
| 9.d.1. | Call to Order | |
| 9.d.2. | Approval of Minutes of the Legislative Committee Meeting of March 6, 2024 | Motion |
| 9.d.3. | State and Federal Legislative Update | Informational |
| 9.d.4. | Adjourn | |
| 10. | Reconvene Board of Directors Meeting | |
| 11. | Matters for Board Consideration: Community Relations Committee | |
| 11.a. | Appointment of Member Representing Multimodal Riders to the Citizens Advisory Committee | Motion |
| 11.b. | Accessible Services Update | Informational |
| 11.c. | Citizens Advisory Committee Update | Informational |
| 11.d. | Paratransit Coordinating Council Update | Informational |
| 11.e. | Monthly Performance Report February 2024 | Informational |
| 11.f. | Adopting the Code of Conduct and Enforcement Policy for Use of District Services | Resolution |
| 11.g. | Approving an Update to the Public Comment Process | Resolution |
| 12. | Matters for Board Consideration: Finance Committee | |
| 12.a. | Adopting a Revised Travel Policy and Procedures | Resolution |

- | | |
|---|---------------|
| 12.b. Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681 | Resolution |
| 13. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee | |
| 13.a. Bus Stop Improvement Plan (BSIP) Project Update | Informational |
| 14. Matters for Board Consideration: Legislative Committee | |
| 14.a. State and Federal Legislative Update | Informational |
| 15. Communications to the Board of Directors | Informational |
| 16. Date/Time of Next Regular Meeting – Wednesday, May 1, 2024 at 2:00 pm | |
| <i>The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.</i> | |
| 17. General Counsel Report | |
| 18. Adjourn | |

Information for the Public

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans website at: <https://www.samtrans.com/meetings>. Communications to the Board of Directors can be emailed to board@samtrans.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287

Date and Time of Board and Citizens Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm;
SamTrans Citizens Advisory Committee (CAC): Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the website.

Location of Meeting

This meeting will be held in-person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom as per the information provided at the top of the agenda.

*Should Zoom not be operational, please check online at: <https://www.samtrans.com/meetings> for any updates or further instruction.

Public Comment

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the District Secretary. Prior to the meeting's call to order, public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>.

Public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to two minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. The Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070 at the same time that the public records are distributed or made available to the legislative body.

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

Minutes of Board of Directors Meeting

March 6, 2024

Members Present: D. Canepa, M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair),
(In Person) R. Medina, R. Mueller, J. Powell, P. Ratto

Members Present: None
(Via Teleconference)

Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, J. Cassman, S. van Hoften, D. Santoro,
J. Brook, D. Seamans

1. Call to Order/Pledge of Allegiance

Chair Marina Fraser called the meeting to order at 2:00 pm and requested that Director Josh Powell lead the Pledge of Allegiance.

2. Roll Call

District Secretary Dora Seamans confirmed that a quorum of the Board was present.

3. Consent Calendar

3.a. Approval of Minutes of the Board of Directors Meeting of February 7, 2024

3.b. Acceptance of Statement of Revenues and Expenses for the Period Ending January 31, 2024

3.c. Acceptance of Quarterly Fuel Hedge Update

Motion/Second: Esser/Ratto

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

4. Public Comment for Items Not on the Agenda

Roberto, owner of Maldonado's Auto Body, said a bus stop location was taking up parking spaces in front of his business on Middlefield Road.

Jose Moreno, speaking on behalf of himself and with time ceded by his brother Raul who was also present, said that the relocation of the bus stop on Middlefield Road was taking four parking spaces away from the business. April Chan, General Manager/CEO, said that Government and Community Affairs staff would talk to them. Jessica Epstein, Director, Government and Community Affairs, and Charlsie Chang, Government Affairs Officer, spoke to the business owners following public comment.

Aleta Dupree requested having a bus stop near the Westin Hotel on Old Bayshore Highway in Millbrae. She said she was looking forward to trying out the new express bus to the airport.

5. Report of the Chair

Chair Fraser noted that she had attended Redwood City's Lunar New Year event, which featured the wrapped lunar new year SamTrans bus.

5.a. Proclamation Honoring Women's History Month

Tasha Bartholomew, Manager, Communications, summarized the proclamation in honor of Women's History Month. She highlighted upcoming events and workshops with subject matter experts to provide tips on March 22 to help and celebrate SamTrans' female employees.

Motion/Second: Chuang/Gee

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

6. Report of the General Manager/CEO

Ms. Chan said the report was in the packet. She said the District had kicked off the new runbook and the EPX (East Palo Alto) express bus route in early February. She said that staff is currently monitoring the EPX route to see if they need to make any adjustments. She said that due to the runbook starting on Superbowl Sunday, there were a number a of DNOs (Did Not Operate). She said that staff will take note of major events when planning for future runbook start dates.

She said on February 24, the SamTrans team participated in a Lunar New Year celebration in Redwood City, where red envelopes containing SamTrans day passes were handed out to encourage people to try SamTrans service. Ms. Chan said that MTC (Metropolitan Transportation Commission) Commissioners Papan and Canepa helped to organize a meeting with MTC to discuss Regional Measure 3 funding for improvements in the Dumbarton Corridor. She expressed her appreciation to the Commissioners for the meeting, and she reported that SamTrans is currently looking at reactivating the rail corridor for an exclusive transitway project.

Ms. Chan also announced that Mike Levinson, a long-time community leader and paratransit/disability advocate, recently passed away, and that the meeting would be adjourned in his memory.

Chair Fraser asked if Meta was involved in the new proposed partnership for the Dumbarton Corridor. Ms. Chan said it was not and they were seeking public funding for the project.

Director Ray Mueller suggested they reach out regarding the Dumbarton partnership to Menlo Park District 1 Representative Cecilia Taylor, and Ms. Chan confirmed that Government and Community Affairs staff would do so.

Public Comment:

Aleta Dupree supported public transit service across the Dumbarton Bridge. She said she looked forward to the EPX service and hoped the route would use electric buses.

Adina Levin, Menlo Together, a local organization in Menlo Park focusing on affordable housing and sustainable transportation and environmental justice, said the Belle Haven community was interested in improving bus service in their area and that the City of Menlo Park is working on this as a key element of their environmental justice initiative. She said there are opportunities to use funding to improve the existing service, which currently does not run on the weekend and is not reliable.

7. Board Member Requests/Comments

There were no requests or comments.

8. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:26 pm.

9. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 3:42 pm.

10. Matters for Board Consideration: Community Relations Committee

Chair Fraser led the Board on voting on the following item:

10.a. Appointment of Member, Representing Multimodal Riders, to the Citizens Advisory Committee

Motion/Second: Powell/Medina

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

Chair Fraser reported on the following items:

10.b. Accessible Services Update

10.c. Citizens Advisory Committee Update

10.d. Paratransit Coordinating Council Update

10.e. Quarterly Report | Quarter 2 Fiscal Year 2024

10.f. Monthly Performance Report | January 2024

11. Matters for Board Consideration: Finance Committee

Chair Fraser reported on the following item:

11.a. Quarterly Financial Report and Outlook for Fiscal Years 2024 and 2025

Chair Fraser led the Board on voting on the following item:

11.b. Authorizing an Amendment to a Contract with Wipro, LLC to Upgrade the District's PeopleSoft Application from Version 9.1 to Version 9.2 in the Amount of \$2,409,776, and Increasing the Fiscal Year 2024 Capital Budget by \$3,259,776, from \$187,925,555 to \$191,185,331 – Approved by Resolution No. 2024-4

Motion/Second: Powell/Chuang

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

12. Matters for Board Consideration: Legislative Committee

Chair Fraser reported on the following item:

12.a. State and Federal Legislative Update

13. Communications to the Board of Directors

Chair Fraser noted that the correspondence was in the agenda packet (available online).

14. Date/Time of Next Regular Meeting

Chair Fraser announced the time and location of the next meeting as Wednesday, April 3, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

15. General Counsel Report

15.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Pamela Scannell v. San Mateo County Transit District, et al., Superior Court of California, County of San Mateo, Case No. 22-CIV-00026

15.b. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees)

15.c. Closed Session: Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Two Potential Cases

Joan Cassman, Legal Counsel, announced the closed sessions and said she would provide a report-out at the next Board meeting on April 3.

The Board adjourned to closed session at 3:47 pm in memory of Mike Levinson.

16. Adjourn

The meeting adjourned at 5:57 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Acceptance of Statement of Revenues and Expenses for the Period
Ending February 29, 2024**

Action

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenses for the period ending February 29, 2024 and supplemental information.

This staff report provides a brief discussion of significant items and trends in the attached Statement of Revenues and Expenses through February 29, 2024. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide an easy comparison of current year-to-date actuals to information for the prior year-to-date actuals, including dollar and percentage variances.

Year-to-Date Revenues: As of February year-to-date actual, the Total Sources of Funds (page 1, line 16) are \$14.8 million higher than the prior year. This is primarily driven by the increases in Investment Income (page 1, line 12) and Other Interest, Rent & Other Income (page 1, line 13). The significant increases are attributed to \$22.2 million in receipts of payment for the Caltrain Right of Way. These increases are partially offset by the decreases in CARES ACT and CRRSAA and ARPA (page 1, line 4).

Year-to-Date Expenses: As of February year-to-date actual, the Total Uses of Funds (page 1, line 36) are \$38.3 million higher than the prior year-to-date actual. This is primarily due to the increases in Motor Bus (page 1, line 20), A.D.A. Programs (page 1, line 21), and Sales Tax Allocation for Capital Programs (page 1, line 32).

Other Information: Starting July 2023, the Agency accounts for revenues and expenses on a full accrual basis on the monthly financial statement. As such, the variances of certain line items between the current year actual and the prior year actual may show noticeable variances due to the change in methodology.

Annual Forecast: The FY24 budget was approved with a projected deficit of \$7.1 million, using a draw from Prior Years' Surplus to cover the balance. The Midyear Forecast projects the Agency may end FY24 with a surplus of \$30.1 million, a change of \$37.2 million from the approved budget. The FY24 Q2 Quarterly Financial Report (QFR) includes the details of the annual forecast.

Budget Impact

There is no budget impact for the month of February 2024.

Prepared By:	Kyle Huie	Accountant III	650-551-6180
	Annie To	Director, Accounting	650-622-7890

Statement of Revenues and Expenses								
SUMMARY OF REVENUES AND EXPENSES FISCAL YEAR 2024 FEBRUARY 2024								
% OF YEAR ELAPSED: 66.7%								
	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	VARIANCE	
SOURCES OF FUNDS								
Operating Revenues								
1	Passenger Fares	7,272,378	8,508,498	1,236,119	17.0%	11,506,000	12,000,000	494,000
2	Local TDA and STA Funds	51,924,304	45,911,864	(6,012,440)	(11.6%)	68,867,790	68,867,790	-
3	Pass through to Other Agencies	398,248	-	(398,248)	(100.0%)	-	-	-
4	CARES ACT and CRRSAA and ARPA	11,882,760	-	(11,882,760)	(100.0%)	-	-	-
5	Operating Grants	1,774,340	624,270	(1,150,070)	(64.8%)	4,300,863	4,300,863	-
6	SMCTA Measure A	3,246,223	3,067,560	(178,663)	(5.5%)	4,650,560	4,650,560	-
7	AB434 Funds, TA Funded Shuttle & Other	130,083	-	(130,083)	(100.0%)	-	-	-
8	Subtotal - Operating Revenues	76,628,336	58,112,191	(18,516,144)	(24.2%)	89,325,213	89,819,213	494,000
Other Revenue Sources								
10	District Sales Tax	75,740,604	76,317,813	577,209	0.8%	116,264,000	116,399,000	135,000
11	Measure W Sales Tax	37,800,799	38,141,229	340,430	0.9%	58,132,000	58,199,500	67,500
12	Investment Income	5,132,403	12,648,744	7,516,341	146.4%	8,098,649	17,066,762	8,968,113
13	Other Interest, Rent & Other Income	7,754,572	29,200,621	21,446,049	276.6%	10,206,685	30,816,207	20,609,522
14	Due from PCJPB, SMCTA & SAMTR Capital W&B	20,162,114	23,567,592	3,405,478	16.9%	55,308,187	55,308,187	-
15	Subtotal - Other Revenues	146,590,493	179,875,999	33,285,506	22.7%	248,009,521	277,789,656	29,780,135
16	Total Sources of Funds	223,218,829	237,988,191	14,769,362	6.6%	337,334,734	367,608,869	30,274,135
USES OF FUNDS								
19	PCJPB, SMCTA & SAMTR Capital W&B	20,162,114	23,567,592	3,405,478	16.9%	55,308,187	55,308,187	-
20	Motor Bus	97,571,253	114,016,450	16,445,196	16.9%	187,715,458	180,170,682	(7,544,776)
21	A. D. A. Programs	12,655,287	14,352,857	1,697,570	13.4%	20,673,892	22,320,290	1,646,398
22	Other Multi-Modal Programs	3,401,196	3,526,952	125,756	3.7%	6,489,357	5,496,357	(993,000)
23	Pass through to Other Agencies	398,248	-	(398,248)	(100.0%)	-	-	-
24	Total Operating Expense	134,188,099	155,463,851	21,275,752	15.9%	270,186,894	263,295,516	(6,891,378)
25	Total Operating Surplus / (Deficit)	89,030,730	82,524,339	(6,506,390)	(7.3%)	67,147,840	104,313,353	37,165,513
28	District Sales Tax Capital	3,684,933	9,131,384	5,446,451	147.8%	13,697,076	13,697,076	-
29	Measure W Sales Tax Capital	15,690,659	19,148,381	3,457,723	22.0%	28,722,572	28,722,572	-
30	Reserves for Future Measure W Capital Allocation	-	8,455,139	8,455,139	100.0%	12,682,709	12,682,709	-
31	Reserves for Future Capital Allocation	-	-	-	-	-	-	-
32	Sales Tax Allocation - Capital Program	19,375,592	36,734,905	17,359,313	89.6%	55,102,357	55,102,357	-
34	Total Debt Service	5,266,054	4,910,021	(356,033)	(6.8%)	19,142,898	19,142,898	-
36	Total Uses of Funds	158,829,745	197,108,777	38,279,031	24.1%	344,432,149	337,540,771	(6,891,378)
38	SURPLUS/(DEFICIT)	64,389,084	40,879,414	(23,509,670)	(36.5%)	(7,097,415)	30,068,098	37,165,513
39	Draw from Prior Years' Surplus	-	-	-	-	7,097,415	-	(7,097,415)
40	ADJUSTED SURPLUS/(DEFICIT)	64,389,084	40,879,414	(23,509,670)	(36.5%)	-	30,068,098	30,068,098

Statement of Revenues and Expenses							
SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2024 FEBRUARY 2024							
% OF YEAR ELAPSED: 66.7%							
REVENUE	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
OPERATING REVENUES - MOTOR BUS							
1 PASSENGER FARES	6,927,490	8,125,008	1,197,518	17.3%	11,000,000	11,494,000	494,000
2							
3 LOCAL (TDA) TRANSIT FUND	35,352,000	35,729,168	377,168	1.1%	53,593,748	53,593,748	-
4							
5 STATE TRANSIT ASSISTANCE	14,063,464	7,591,056	(6,472,408)	(46.0%)	11,386,584	11,386,584	-
6							
7 OPERATING GRANTS	468,322	184,607	(283,716)	(60.6%)	1,587,507	1,587,507	-
8							
9 DISTRICT SALES TAX REVENUE	32,079,480	21,712,298	(10,367,182)	(32.3%)	85,947,063	47,199,252	(38,747,811)
10							
11 MEASURE W SALES TAX	-	2,840,248	2,840,248	100.0%	13,201,881	13,201,881	-
12							
13 INVESTMENT INTEREST INCOME	4,830,979	12,156,838	7,325,859	151.6%	7,431,808	16,399,921	8,968,113
14							
15 OTHER REVENUE SOURCES:							
16 Rental Income	2,526,756	2,034,687	(492,069)	(19.5%)	2,195,931	3,000,000	804,069
17 Advertising Income	931,117	801,468	(129,649)	(13.9%)	1,009,299	1,034,909	25,610
18 Other Income	391,646	22,841,073	22,449,427	5,732.1%	361,637	21,272,880	20,911,243
19 TOTAL OTHER REVENUES	3,849,518	25,677,227	21,827,709	567.0%	3,566,867	25,307,789	21,740,922
20							
21 TOTAL MOTOR BUS	97,571,253	114,016,450	16,445,197	16.9%	187,715,458	180,170,682	(7,544,776)
22							
23 AMERICAN DISABILITIES ACT:							
24 Passenger Fares Redi-Wheels	344,889	383,490	38,601	11.2%	506,000	506,000	-
25 Local TDA 4.5 Redi-Wheels	1,860,632	1,880,480	19,848	1.1%	2,820,723	2,820,723	-
26 Local STA - Paratransit	648,208	711,160	62,952	9.7%	1,066,735	1,066,735	-
27 Operating Grants	1,306,018	439,663	(866,355)	(66.3%)	2,713,356	2,713,356	-
28 Sales Tax Revenue - ADA	4,420,994	3,563,424	(857,569)	(19.4%)	3,524,839	5,171,237	1,646,398
29 Measure W Sales Tax - ADA	-	3,563,424	3,563,424	100.0%	3,524,838	3,524,838	-
30 Interest Income - Paratransit Fund	301,425	491,906	190,481	63.2%	666,841	666,841	-
31 SMCTA Measure A Redi-Wheels	3,246,223	3,067,560	(178,663)	(5.5%)	4,650,560	4,650,560	-
32 Measure M Paratransit	526,899	251,749	(275,150)	(52.2%)	1,200,000	1,200,000	-
33 TOTAL ADA PROGRAMS	12,655,287	14,352,857	1,697,571	13.4%	20,673,892	22,320,290	1,646,398
34							
35 MULTI-MODAL TRANSIT PROGRAMS:							
36							
37 AB434 Funds-SamTrans Shuttle	130,083	-	(130,083)	(100.0%)	-	-	-
38 Employer SamTrans Shuttle Funds	2,913,763	2,602,474	(311,290)	(10.7%)	5,257,400	4,126,000	(1,131,400)
39 Dumbarton Rental Income	464,391	669,171	204,779	44.1%	182,418	182,418	-
40 Sales Tax Revenue - Gen. Operating Asst.	(107,041)	255,308	362,349	(338.5%)	1,049,539	1,187,939	138,400
41							
42 TOTAL MULTIMODAL	3,401,196	3,526,952	125,756	3.7%	6,489,357	5,496,357	(993,000)
43							
44 TOTAL REVENUES	113,627,736	131,896,259	18,268,523	16.1%	214,878,707	207,987,329	(6,891,378)

Statement of Revenues and Expenses

SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2024
FEBRUARY 2024

% OF YEAR ELAPSEC: 66.7%

EXPENSES	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
DISTRICT OPERATED BUSES							
1 Motor Bus Wages & Benefits	52,797,387	61,480,861	8,683,474	16.4%	95,894,954	85,783,653	(10,111,301)
2							
3 Services:							
4 Board of Directors	171,197	99,317	(71,880)	(42.0%)	142,484	172,484	30,000
5 Contracted Vehicle Maintenance	809,323	405,501	(403,823)	(49.9%)	1,197,256	996,276	(200,980)
6 Property Maintenance	1,152,516	1,476,558	324,042	28.1%	2,732,602	2,388,275	(344,327)
7 Professional Services	2,974,386	2,979,946	5,561	0.2%	6,307,989	7,408,427	1,100,438
8 Technical Services	6,048,327	5,916,471	(131,856)	(2.2%)	13,178,254	13,521,561	343,307
9 Other Services	2,175,879	2,922,171	746,292	34.3%	6,454,734	4,988,041	(1,466,693)
10 Materials & Supply:							
11 Fuel and Electricity*	3,429,357	3,301,606	(127,751)	(3.7%)	5,529,826	5,529,826	-
12 Bus Parts and Materials	2,015,848	2,298,647	282,799	14.0%	3,500,510	3,872,510	372,000
13 Uniforms and Driver Expense	250,076	296,286	46,210	18.5%	916,134	917,134	1,000
14 Timetables and Tickets	49,255	36,754	(12,501)	(25.4%)	175,633	156,633	(19,000)
15 Office Supplies / Printing	375,529	401,157	25,628	6.8%	837,799	905,574	67,775
16 Other Materials and Supply	130,672	126,242	(4,430)	(3.4%)	183,800	238,800	55,000
17							
18 Utilities:							
19 Telephone	444,393	480,122	35,729	8.0%	745,200	745,200	-
20 Other Utilities	1,000,254	1,267,308	267,055	26.7%	1,842,600	1,789,300	(53,300)
21 Insurance	2,877,933	2,149,088	(728,844)	(25.3%)	3,309,439	3,378,044	68,605
22 Claims Reserves and Payments	663,532	914,696	251,164	37.9%	800,000	1,575,000	775,000
23 Workers Compensation	2,502,433	2,231,605	(270,828)	(10.8%)	3,835,476	3,835,476	-
24 Taxes and License Fees	492,628	472,973	(19,654)	(4.0%)	732,339	732,339	-
25 Leases and Rentals	31,488	78,976	47,488	150.8%	241,894	302,260	60,366
26 Promotional and Legal Advertising	489,244	461,863	(27,380)	(5.6%)	1,356,384	1,407,106	50,722
27 Training and Business Travel	199,757	219,741	19,984	10.0%	977,040	1,172,015	194,975
28 Dues and Membership	91,403	179,110	87,707	96.0%	262,707	254,761	(7,946)
29 Postage and Other	93,741	75,032	(18,709)	(20.0%)	218,244	215,894	(2,350)
30							
31 Total District Operated Buses	81,266,557	90,272,032	9,005,476	11.1%	151,373,298	142,286,589	(9,086,709)
32							
33 CONTRACTED BUS SERVICES							
34 Contracted Urban Bus Service	12,001,311	15,647,210	3,645,900	30.4%	27,321,300	25,877,950	(1,443,350)
35 Coastsides Services	1,199,681	1,364,780	165,098	13.8%	2,070,800	2,070,800	-
36 Redi Coast Non-ADA	151,660	200,649	48,990	32.3%	246,380	246,380	-
37 La Honda - Pescadero	26,513	26,513	-	0.0%	52,600	52,600	-
38 SamCoast - Pescadero	106,465	226,175	119,710	112.4%	210,327	405,000	194,673
39 Microtransit	-	2,001,863	2,001,863	100.0%	3,319,877	3,066,367	(253,510)
40 CUB Related Wages & Benefits	361,680	509,594	147,915	40.9%	702,566	702,566	-
41 CUB Related Other Support	184,647	117,472	(67,175)	(36.4%)	160,360	160,360	-
42 CUB Insurance	1,397,472	1,049,612	(347,860)	(24.9%)	1,657,950	1,627,070	(30,880)
43 CUB Claims Reserves & Payments	875,269	2,600,548	1,725,279	197.1%	600,000	3,675,000	3,075,000
44 Total Contracted Bus Service	16,304,697	23,744,417	7,439,720	45.6%	36,342,160	37,884,093	1,541,933
45							
46 TOTAL MOTOR BUS	97,571,253	114,016,450	16,445,196	16.9%	187,715,458	180,170,682	(7,544,776)

* Fuel and Electricity costs were reduced by a realized gain of \$261,584 from the fuel hedge program.

Statement of Revenues and Expenses

OPERATING EXPENSES
FISCAL YEAR 2024
FEBRUARY 2024

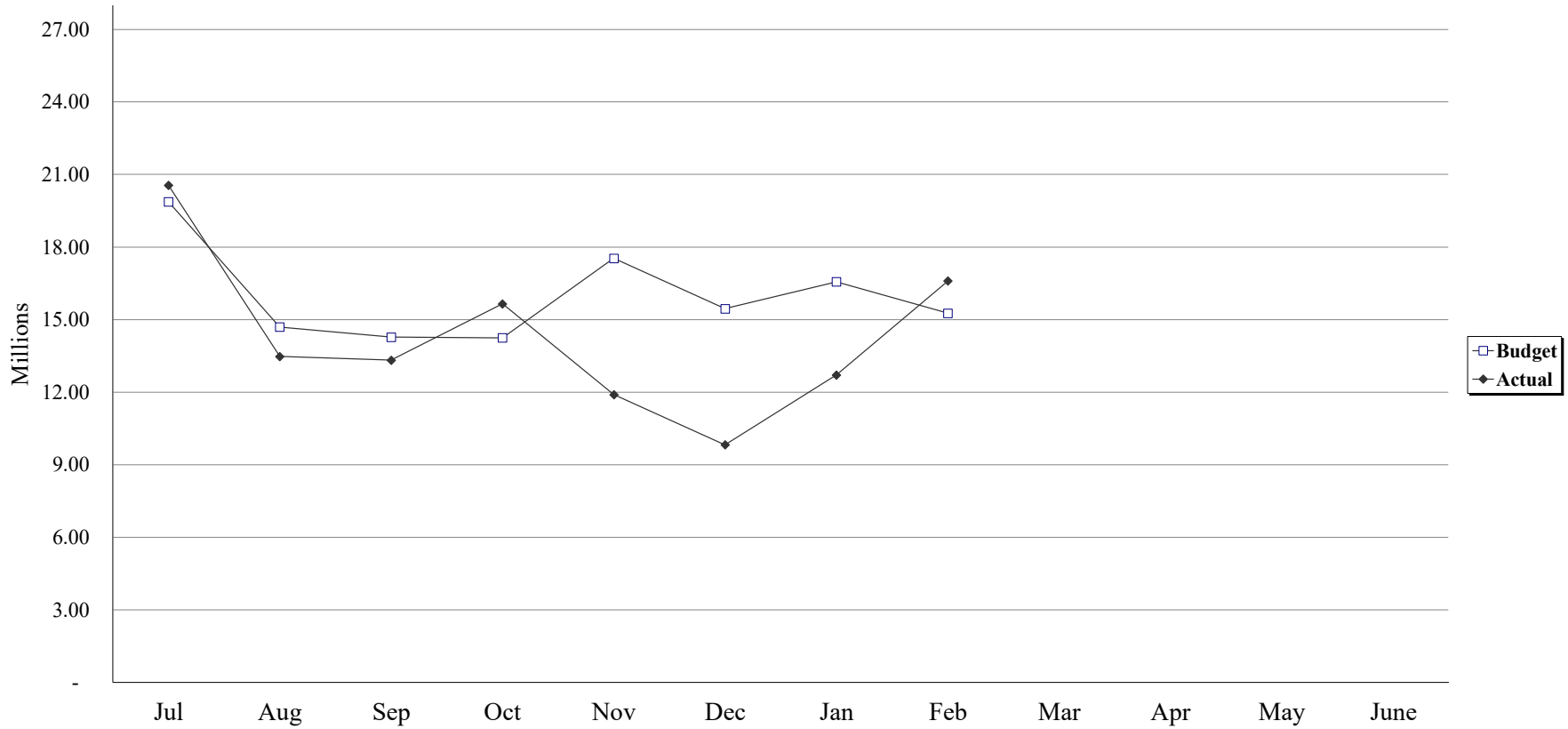
% OF YEAR ELAPSED: 66.7%

EXPENSES	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
AMERICAN DISABILITY ACT PROGRAMS							
47 Elderly & Disabled/Redi-Wheels	5,525,878	6,225,280	699,402	12.7%	8,465,551	9,210,000	744,449
48 ADA Sedans / Taxi Service	1,664,865	2,210,782	545,917	32.8%	2,390,907	3,640,000	1,249,093
49 Coastside ADA	1,184,822	1,783,713	598,891	50.5%	2,281,914	2,680,000	398,086
50 ADA Related Wages & Benefits	1,868,408	1,945,421	77,013	4.1%	3,328,660	2,883,570	(445,090)
51 ADA Related Other Support	1,236,300	1,304,139	67,839	5.5%	2,701,942	2,570,662	(131,280)
52 ADA Insurance	1,174,414	882,523	(291,891)	(24.9%)	1,304,918	1,331,058	26,140
53 ADA Claims Reserves & Payments	600	1,000	400	66.7%	200,000	5,000	(195,000)
54 TOTAL ADA PROGRAMS	12,655,287	14,352,857	1,697,570	13.4%	20,673,892	22,320,290	1,646,398
MULTI-MODAL TRANSIT PROGRAMS							
56 SamTrans Shuttle Service	3,069,695	3,014,757	(54,938)	(1.8%)	5,782,900	4,651,500	(1,131,400)
57 Shuttle Related Wages & Benefits	165,170	172,001	6,832	4.1%	285,439	285,439	-
58 Dumbarton M.O.W.	26,814	23,953	(2,861)	(10.7%)	182,418	182,418	-
59 Maintenance Multimodal Facilities	139,517	316,241	176,724	126.7%	238,600	377,000	138,400
60 TOTAL MULTI-MODAL PROGRAMS	3,401,196	3,526,952	125,756	118.3%	6,489,357	5,496,357	(993,000)
61 TOTAL OPERATING EXPENSES	113,627,736	131,896,259	18,268,523	16.1%	214,878,707	207,987,329	(6,891,378)

SAN MATEO COUNTY TRANSIT DISTRICT

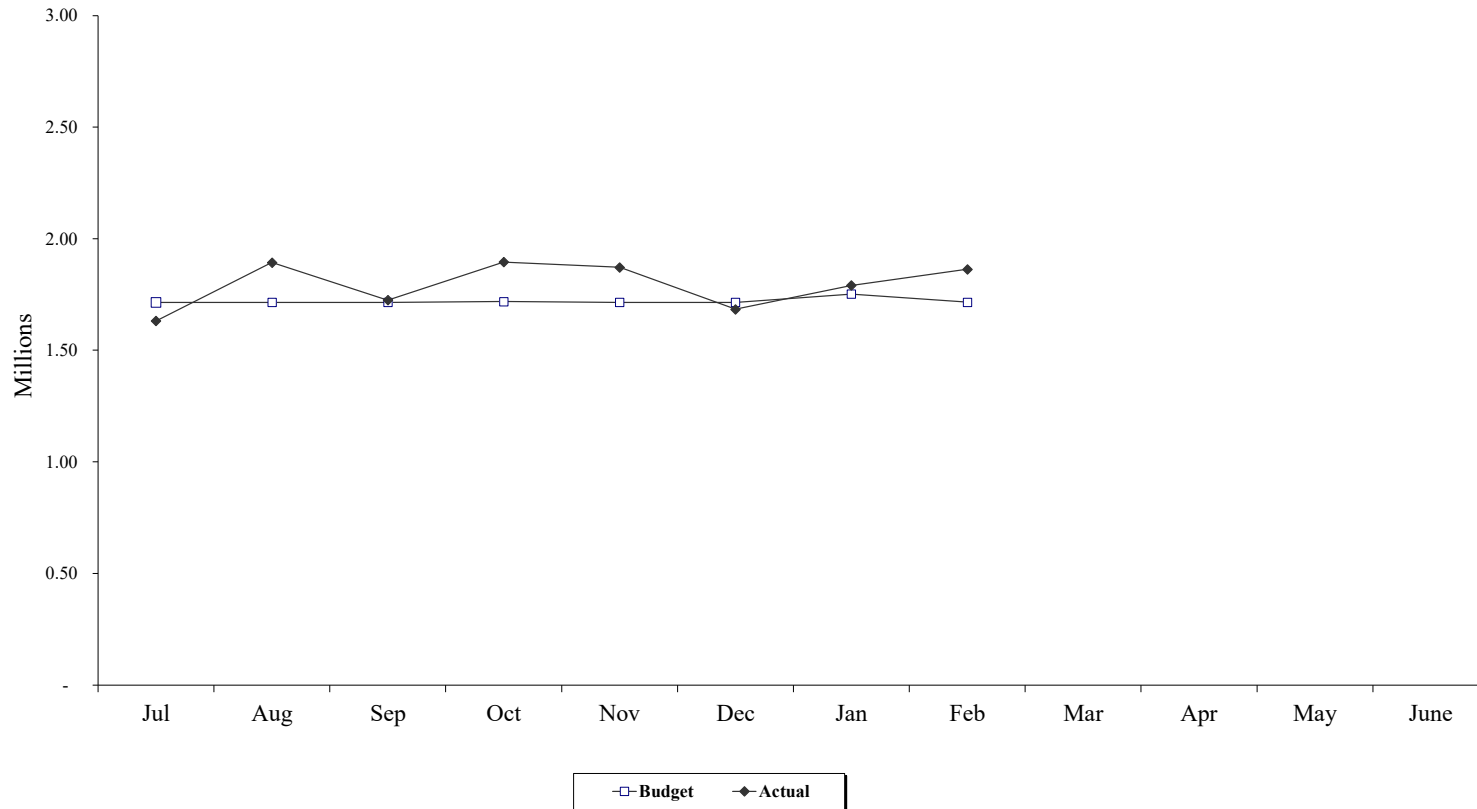
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2024



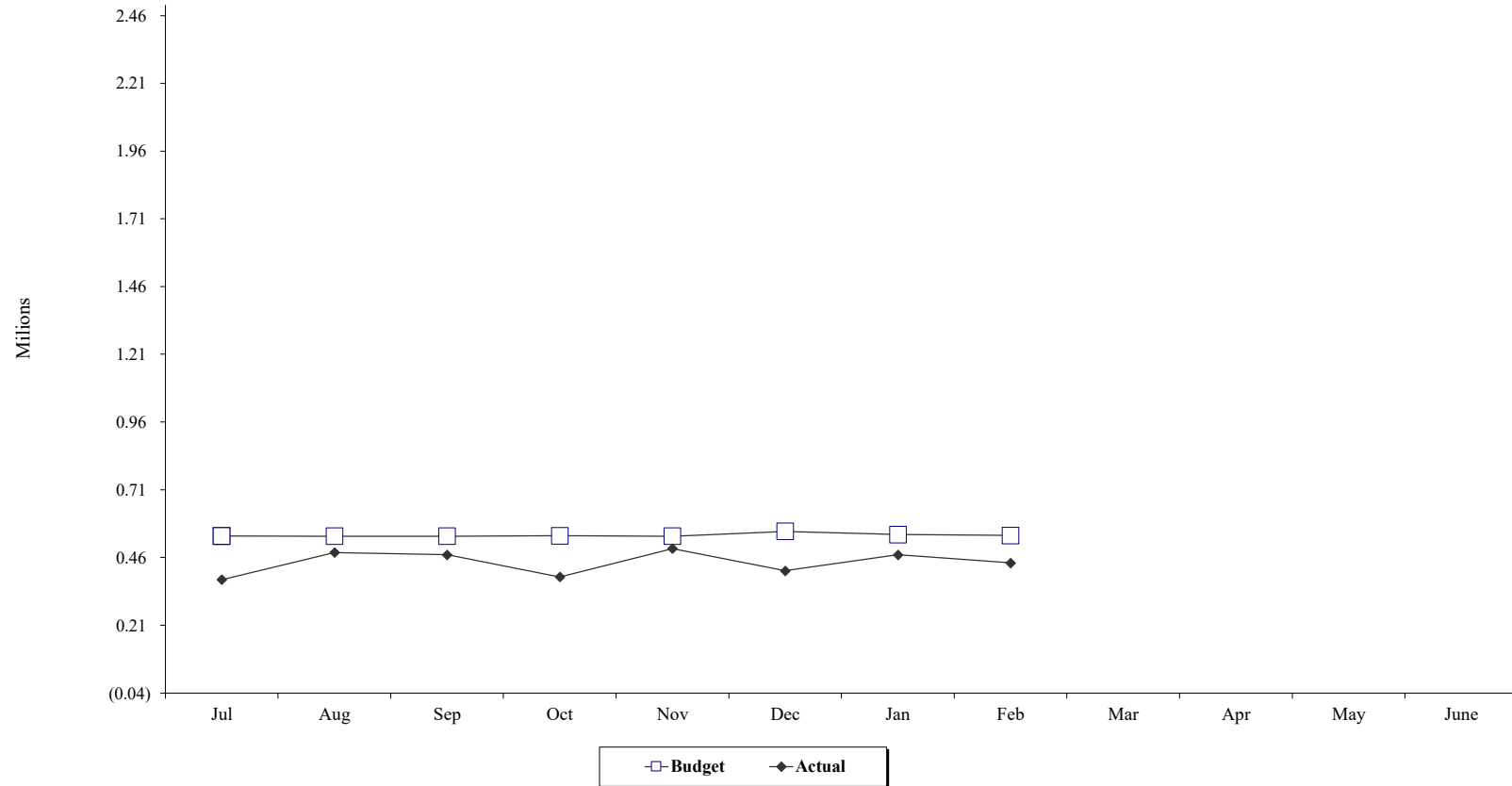
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	19,866,045	14,694,052	14,274,168	14,243,543	17,529,886	15,447,905	16,560,301	15,260,911				
Actual	20,546,859	13,474,273	13,323,863	15,647,397	11,895,188	9,826,528	12,708,110	16,594,231				
CUMULATIVE EXPENSES												
Budget	19,866,045	34,560,097	48,834,265	63,077,808	80,607,694	96,055,599	112,615,900	127,876,811				
Actual	20,546,859	34,021,132	47,344,995	62,992,392	74,887,580	84,714,109	97,422,219	114,016,450				
Variance - F(U)	(680,814)	538,965	1,489,270	85,416	5,720,114	11,341,490	15,193,681	13,860,361				
Variance %	-3.4%	1.6%	3.0%	0.1%	7.1%	11.8%	13.5%	10.8%				

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2024



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,715,532	1,715,532	1,715,532	1,718,032	1,715,532	1,715,532	1,752,033	1,715,533				
Actual	1,631,213	1,892,860	1,724,407	1,894,946	1,871,801	1,683,747	1,790,820	1,863,063				
CUMULATIVE EXPENSES												
Budget	1,715,532	3,431,064	5,146,596	6,864,628	8,580,160	10,295,692	12,047,725	13,763,258				
Actual	1,631,213	3,524,073	5,248,481	7,143,426	9,015,227	10,698,974	12,489,794	14,352,857				
Variance - F(U)	84,319	(93,009)	(101,885)	(278,798)	(435,067)	(403,282)	(442,069)	(589,599)				
Variance %	4.9%	-2.7%	-2.0%	-4.1%	-5.1%	-3.9%	-3.7%	-4.3%				

SAN MATEO COUNTY TRANSIT DISTRICT MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL FISCAL YEAR 2024



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	538,655	538,155	538,155	539,755	538,155	556,605	544,305	541,355				
Actual	378,152	478,023	469,596	387,866	492,831	410,608	469,977	439,899				
CUMULATIVE EXPENSES												
Budget	538,655	1,076,810	1,614,965	2,154,720	2,692,875	3,249,480	3,793,785	4,335,140				
Actual	378,152	856,175	1,325,771	1,713,637	2,206,468	2,617,077	3,087,054	3,526,952				
Variance - F(U)	160,503	598,787	1,145,369	1,766,854	2,200,044	2,838,872	3,323,808	3,895,241				
Variance %	29.8%	55.6%	70.9%	82.0%	81.7%	87.4%	87.6%	89.9%				

**SAN MATEO COUNTY TRANSIT DISTRICT
CASH AND INVESTMENTS AS OF FEBRUARY 29, 2024**

	2/29/2024
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF</u>	
Bank of America (unrestricted: includes Checking)	\$ 113,684,137
Bank of America (Restricted: includes grant/endowment funds)	16,724,989
CAMP	183,298,053
LAIF	5,586,347
ICD Investment (Market values)**	1,054,150
 <u>INVESTMENT FUNDS</u>	
Investment Portfolio (Market Values+ Accrued interest)*	210,757,266
MMF - US Bank Custodian Account	11,319,467
 TRUSTEE HELD- SALES TAX FUNDS FOR NEXT DEBT SERVICE PAYMENT	 10,836,586
 TOTAL	 <u><u>\$ 553,260,995</u></u>

* Fund Managed by PFM Investment Advisor

** Institutional Cash Distributors, LLC is an independent portal that helps organizations make short-term investments simple, safe, and efficient.

Cash and Fixed Income Summary	
<i>Risk Metric</i>	<i>Value</i>
Cash	-2,033,818.29
MMFund	201,258,017.25
Fixed Income	212,791,083.89
Duration	1.079
Convexity	0.034
WAL	1.204
Years to Final Maturity	1.622
Years to Effective Maturity	1.519
Yield	5.198
Book Yield	4.007
Avg Credit Rating	AA/Aa2/AA

Issuer Concentration	
<i>Issuer Concentration</i>	<i>% of Base Market Value + Accrued</i>
(SM-CAMP) California Asset Management Program	44.410%
Other	21.316%
United States	15.669%
Federal Home Loan Mortgage Corporation	8.092%
Federal National Mortgage Association	4.508%
U.S. Bancorp	3.184%
Mitsubishi UFJ Financial Group, Inc.	1.464%
(SM - LAIF) State of California	1.358%
---	100.000%

Footnotes: 1,2

Footnotes:

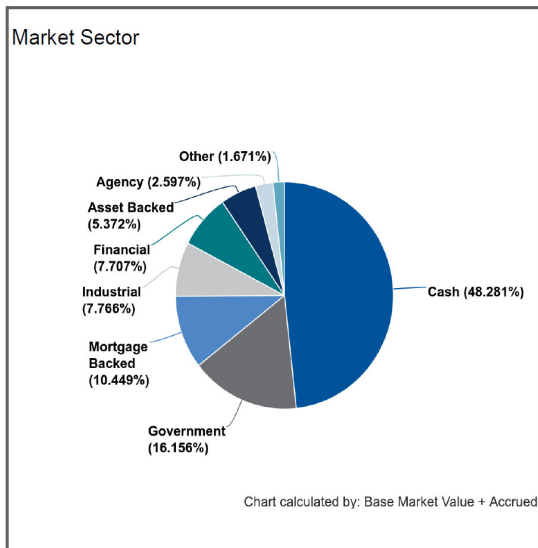
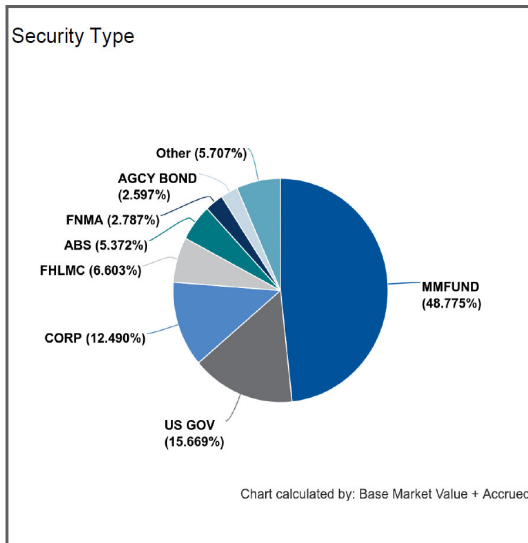
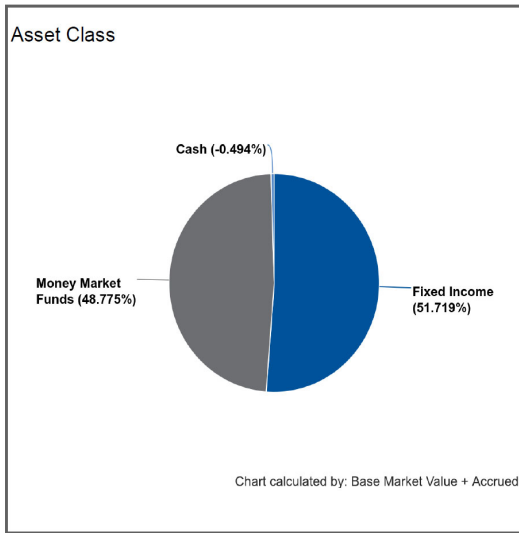
- 1) Grouped by Issuer Concentration
- 2) Groups sorted by: % of Base Market Value+Accrued

Risk Summary

02/01/2024 - 02/29/2024

SAM Transit District Agg (136232)

Dated: 03/13/2024



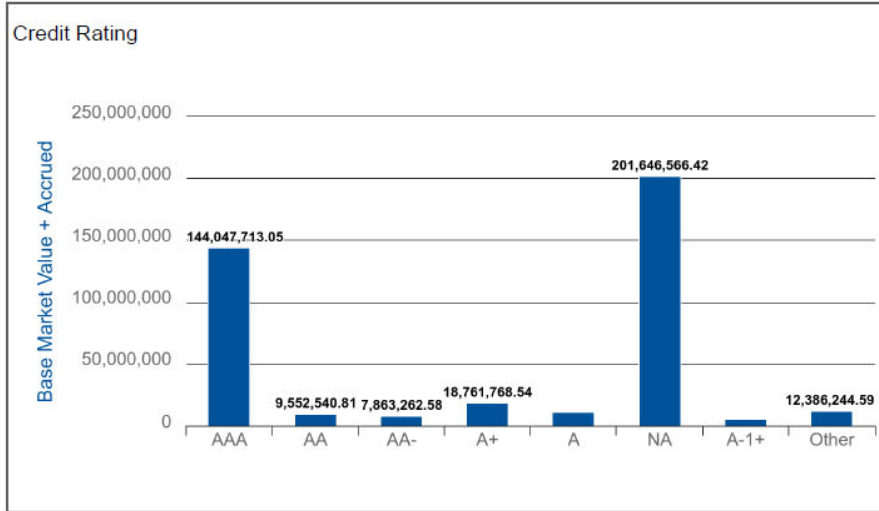


Risk Summary

02/01/2024 - 02/29/2024

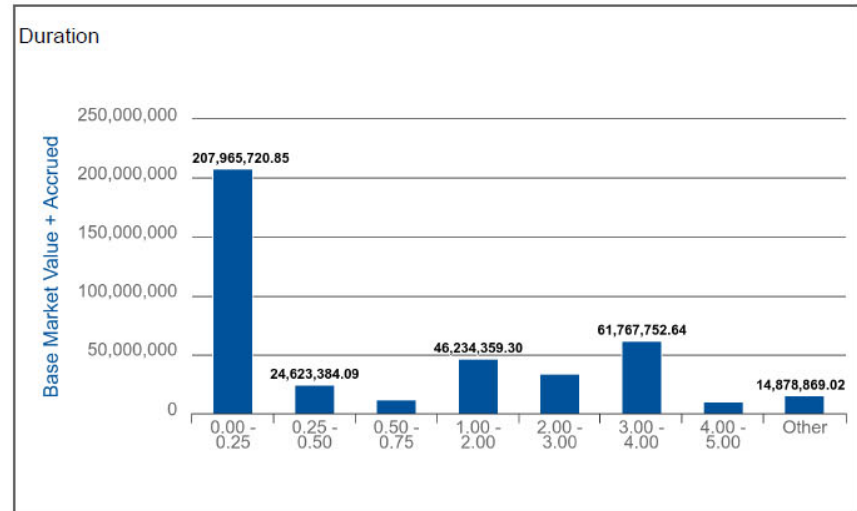
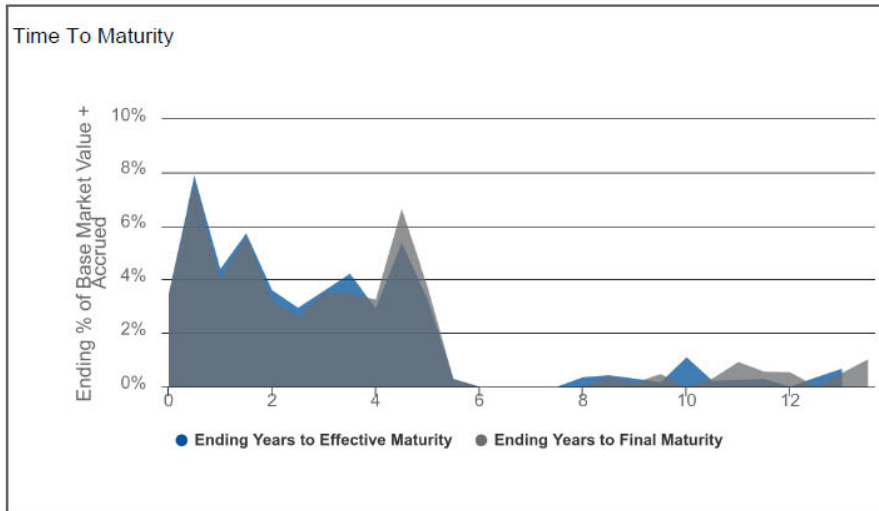
SAM Transit District Agg (136232)

Dated: 03/13/2024



Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	11.091%	6.219%	5.122%	12.746%	1.297%	0.000%	0.000%	0.000%	0.000%
AA	1.094%	2.247%	0.714%	1.324%	0.000%	0.000%	0.000%	0.000%	0.000%
A	3.157%	1.861%	1.638%	0.942%	1.128%	0.000%	0.000%	0.000%	0.000%
BBB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	45.439%	0.911%	0.771%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%

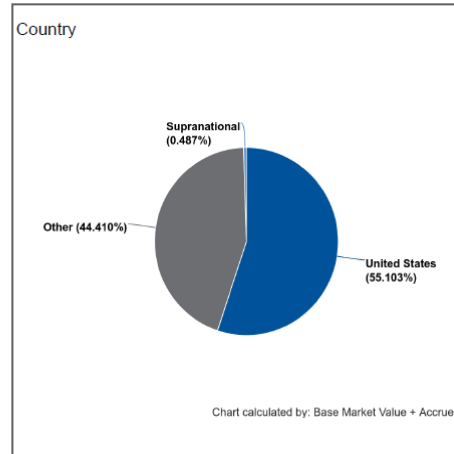
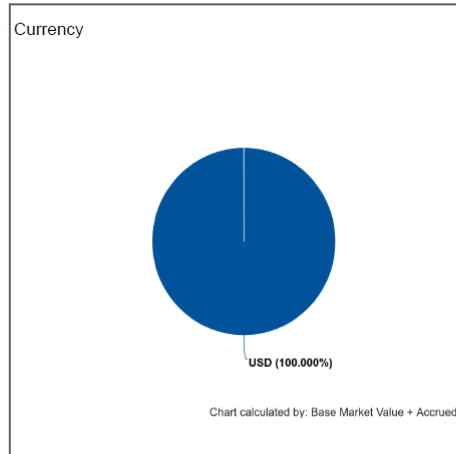
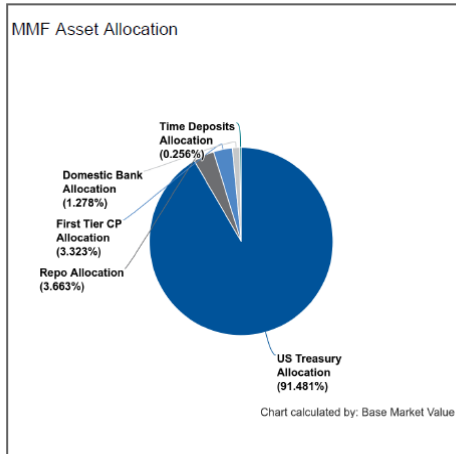
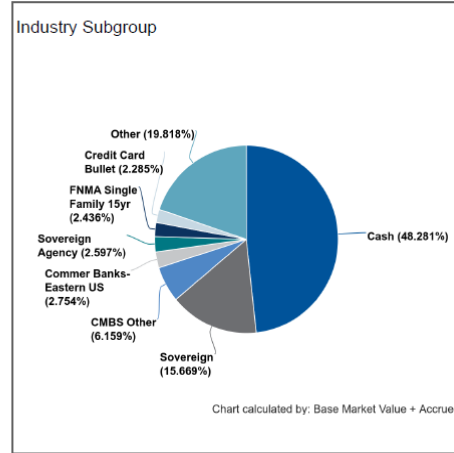
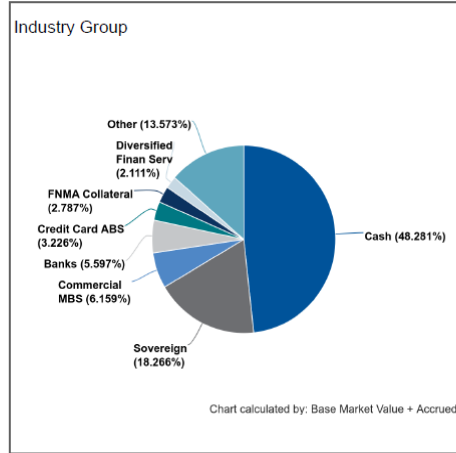
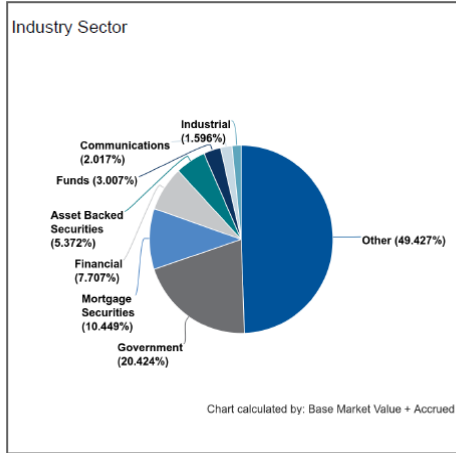


Risk Summary

SAM Transit District Agg (136232)

02/01/2024 - 02/29/2024

Dated: 03/13/2024



CLEARWATER ANALYTICS.

Report: Master BS by lot - group by Security type
 Account: SAM TR Reimbursement Fund (136225)
 As of: 02/29/2024
 Base Currenc USD

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Receivable	35,057.32	---	02/29/2024	35,057.32	0.00	35,057.32	35,057.32
CASH			35,057.32			35,057.32	0.00	35,057.32	35,057.32

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,977,949.36	---	02/29/2024	8,977,949.36	0.00	8,977,949.36	8,977,949.36
MMFUND			8,977,949.36			8,977,949.36	0.00	8,977,949.36	8,977,949.36

SUMMARY

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	9,013,006.68			9,013,006.68	0.00	9,013,006.68	9,013,006.68

- * Grouped by: Security Type
- * Groups Sorted by: Security Type
- * Weighted by: Base Market Value + Accrued
- * Holdings Displayed by: Lot

CLEARWATER ANALYTICS

Report: Master BS by lot - group by Security type
Account: SAM TR Reserve Fund (136226)
As of: 02/29/2024
Base Currency: USD

ABS (ASSET-BACKED SECURITY)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
ABS	02582JZ4	AMXCA 2023-1 A	680,000.00	06/14/2023	05/15/2028	679,939.68	1,471.82	678,884.80	680,356.62
ABS	05522RDG0	BACCT 2023-1 A	610,000.00	06/16/2023	05/15/2026	609,861.90	1,298.62	607,999.20	609,297.82
ABS	05522RDH8	BACCT 2023-2 A	640,000.00	12/14/2023	11/16/2026	639,914.05	1,416.53	641,728.00	643,144.53
ABS	14041NFW6	COMET 2021-1 A	1,475,000.00	07/22/2021	07/15/2024	1,474,940.26	360.56	1,448,420.50	1,448,781.06
ABS	14041NFY2	COMET 2021-3 A	1,145,000.00	11/30/2021	11/15/2024	1,144,842.22	529.24	1,110,214.90	1,110,744.14
ABS	14044CAC6	COPAR 2021-1 A3	290,888.59	10/27/2021	09/15/2026	290,883.09	99.55	282,310.28	282,409.83
ABS	14316HAC6	CARMX 2020-4 A3	43,077.12	10/21/2020	08/15/2025	43,067.64	9.57	42,815.21	42,824.78
ABS	14316NAC3	CARMX 2021-1 A3	52,249.07	01/27/2021	12/15/2025	52,238.74	7.90	51,497.73	51,505.62
ABS	14318MAD1	CARMX 2022-3 A3	1,230,000.00	07/20/2022	04/15/2027	1,229,970.97	2,170.27	1,211,992.80	1,214,163.07
ABS	161571HT4	CHAIT 2023-1 A	1,450,000.00	09/15/2023	09/15/2028	1,449,598.06	3,325.33	1,458,540.50	1,461,865.83
ABS	161571HV9	CHAIT 241 A	1,565,000.00	01/31/2024	01/16/2029	1,564,761.65	3,199.56	1,555,672.60	1,558,872.16
ABS	254683CP8	DCENT 2021-1 A	890,000.00	09/27/2021	09/15/2024	889,809.45	229.42	866,931.20	867,160.62
ABS	254683CZ6	DCENT 2023-2 A	1,255,000.00	06/28/2023	06/15/2028	1,254,830.45	2,749.84	1,254,422.70	1,257,172.54
ABS	31680EAD3	FITAT 2023-1 A3	1,265,000.00	08/23/2023	08/15/2028	1,264,921.57	3,109.09	1,272,526.75	1,275,635.84
ABS	344928AD8	FORDO 2023-A A3	470,000.00	03/31/2023	02/15/2028	469,950.98	971.33	465,779.40	466,750.73
ABS	362554AC1	GMCAR 2021-4 A3	242,453.16	10/21/2021	09/16/2026	242,446.97	68.70	235,048.64	235,117.33
ABS	36260KAC8	GMCAR 2020-4 A3	23,724.47	10/14/2020	08/18/2025	23,719.40	3.76	23,623.17	23,626.93
ABS	380140AC7	GMCAR 2021-3 A3	283,559.38	07/21/2021	06/16/2026	283,541.86	56.71	276,490.25	276,546.96
ABS	437918AC9	HAROT 2024-1 A3	1,065,000.00	02/21/2024	08/15/2028	1,064,953.67	1,541.29	1,064,467.50	1,066,008.79
ABS	438123AC5	HAROT 2023-4 A3	310,000.00	11/08/2023	06/21/2028	309,945.41	488.25	314,191.20	314,679.45
ABS	43815GAC3	HAROT 2021-4 A3	272,719.04	11/24/2021	01/21/2026	272,661.55	66.66	265,472.90	265,539.56
ABS	44891RAC4	HART 2020-C A3	39,130.37	10/28/2020	05/15/2025	39,121.35	6.61	39,051.71	39,058.32
ABS	44933LAC7	HART 2021-A A3	67,064.52	04/28/2021	09/15/2025	67,057.46	11.33	66,403.26	66,414.59
ABS	44935FAD6	HART 2021-C A3	207,145.46	11/17/2021	05/15/2026	207,099.22	68.13	202,265.11	202,333.24
ABS	50117TAC5	KCOT 2021-1 A3	133,584.01	04/14/2021	08/15/2025	133,556.68	36.81	131,500.10	131,536.91
ABS	65480BAC1	NAROT 2021-A A3	526,493.63	06/23/2021	10/15/2025	526,484.74	77.22	517,411.62	517,488.84
ABS	92868AAD7	VWALT 2022-A A4	605,000.00	06/14/2022	01/20/2027	604,887.35	674.74	598,387.35	599,062.09
ABS	92868KAC7	VALET 2021-1 A3	385,586.46	12/13/2021	06/22/2026	385,571.34	120.17	376,232.13	376,352.30
ABS	92970QAA3	WFCIT 2024-1 A	1,800,000.00	03/01/2024	02/15/2029	1,799,511.48	0.00	1,800,000.00	1,800,000.00
ABS	98163KAC6	WOART 2021-D A3	337,156.46	11/03/2021	10/15/2026	337,110.54	121.38	327,749.80	327,871.17
ABS			19,359,831.74			19,357,199.75	24,290.39	19,188,031.31	19,212,321.70

AGCY BOND (FEDERAL AGENCY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
AGCY BOND	3130AJHU6	FEDERAL HOME LOAN BANKS	1,000,000.00	04/16/2020	04/14/2025	995,040.00	1,902.78	951,970.00	953,872.78
AGCY BOND	3130AKSE2	FEDERAL HOME LOAN BANKS	550,000.00	09/11/2020	09/04/2025	548,350.00	1,014.06	514,624.00	515,638.06
AGCY BOND	3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	04/24/2020	04/22/2025	997,940.00	2,239.58	952,430.00	954,669.58
AGCY BOND	3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	06/19/2020	06/17/2025	997,930.00	1,027.78	946,340.00	947,367.78
AGCY BOND	3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,300,000.00	08/27/2020	08/25/2025	1,293,916.00	81.25	1,218,035.00	1,218,116.25
AGCY BOND	3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,200,000.00	11/12/2020	11/07/2025	1,195,704.00	1,900.00	1,118,760.00	1,120,660.00
AGCY BOND	3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP	1,600,000.00	07/23/2020	07/21/2025	1,592,032.00	666.67	1,506,448.00	1,507,114.67
AGCY BOND	3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP	1,300,000.00	09/25/2020	09/23/2025	1,296,087.00	2,139.58	1,214,265.00	1,216,404.58
AGCY BOND			8,950,000.00			8,916,999.00	10,971.70	8,422,872.00	8,433,843.70

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Payable	(1,799,511.48)	---	02/29/2024	(1,799,511.48)	0.00	(1,799,511.48)	(1,799,511.48)
CASH	CCYUSD	Receivable	2,795.04	---	02/29/2024	2,795.04	0.00	2,795.04	2,795.04
CASH	CCYUSD		(1,796,716.44)			(1,796,716.44)	0.00	(1,796,716.44)	(1,796,716.44)

CD (CERTIFICATE OF DEPOSIT)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CD	89115B6K1	Toronto-Dominion Bank - New York Branch	2,500,000.00	10/31/2022	10/27/2025	2,500,000.00	48,328.77	2,529,950.00	2,578,278.77
CD			2,500,000.00			2,500,000.00	48,328.77	2,529,950.00	2,578,278.77

CORP (COPORATE NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CORP	009158BH8	AIR PRODUCTS AND CHEMICALS INC	1,225,000.00	02/08/2024	02/08/2029	1,223,370.75	3,600.14	1,210,398.00	1,213,998.14
CORP	023135BW5	AMAZON.COM INC	1,315,000.00	05/12/2021	05/12/2024	1,313,080.10	1,791.69	1,302,691.60	1,304,483.29
CORP	023135CE4	AMAZON.COM INC	880,000.00	04/13/2022	04/13/2025	878,600.80	10,120.00	859,821.60	869,941.60
CORP	02665WCZ2	AMERICAN HONDA FINANCE CORP	900,000.00	06/28/2019	06/27/2024	898,776.00	3,840.00	890,964.00	894,804.00
CORP	037833DT4	APPLE INC	1,000,000.00	05/13/2020	05/11/2025	1,002,010.00	3,437.50	954,800.00	958,237.50
CORP	037833DT4	APPLE INC	1,000,000.00	07/17/2020	05/11/2025	1,026,120.00	3,437.50	954,800.00	958,237.50
CORP	037833DT4	APPLE INC	700,000.00	12/21/2020	05/11/2025	718,249.00	2,406.25	668,360.00	670,766.25
CORP	04636NAF0	ASTRAZENECA FINANCE LLC	1,300,000.00	03/03/2023	03/03/2028	1,297,374.00	31,335.42	1,298,765.00	1,330,100.42
CORP	05531FBH5	TRUIST FINANCIAL CORP	900,000.00	08/05/2019	08/01/2024	901,494.00	1,875.00	887,463.00	889,338.00
CORP	05565EBU8	BMW US CAPITAL LLC	325,000.00	08/12/2021	08/12/2024	324,970.75	128.65	317,911.75	318,040.40
CORP	05565EBW4	BMW US CAPITAL LLC	850,000.00	08/16/2021	08/12/2026	849,745.00	560.76	776,636.50	777,197.26
CORP	06051GFS3	BANK OF AMERICA CORP	800,000.00	12/18/2020	08/01/2025	907,952.00	2,583.33	787,528.00	790,111.33
CORP	06051GJD2	BANK OF AMERICA CORP	1,100,000.00	07/27/2021	06/19/2026	1,105,049.00	2,901.80	1,041,161.00	1,044,062.80
CORP	06051GJR1	BANK OF AMERICA CORP	400,000.00	04/22/2021	04/22/2025	400,000.00	1,398.93	397,072.00	398,470.93
CORP	06406RBA4	BANK OF NEW YORK MELLON CORP	2,700,000.00	01/28/2022	01/26/2027	2,694,006.00	5,381.25	2,494,881.00	2,500,262.25
CORP	084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	2,700,000.00	03/17/2022	03/15/2027	2,649,348.00	28,635.00	2,529,765.00	2,558,400.00
CORP	14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	1,350,000.00	01/13/2022	01/08/2027	1,343,182.50	3,378.75	1,242,202.50	1,245,581.25
CORP	166764BW9	CHEVRON CORP	900,000.00	07/17/2020	05/11/2025	934,353.00	4,273.50	863,559.00	867,832.50
CORP	17252MAP5	CINTAS NO 2 CORP	390,000.00	05/03/2022	05/01/2025	389,914.20	4,485.00	381,829.50	386,314.50
CORP	17275RBR2	CISCO SYSTEMS INC	1,485,000.00	02/26/2024	02/26/2029	1,484,480.25	1,000.31	1,487,286.90	1,488,287.21
CORP	17325FBB3	CITIBANK NA	2,600,000.00	10/04/2023	09/29/2028	2,587,104.00	63,704.04	2,678,702.00	2,742,406.04
CORP	24422EXB0	JOHN DEERE CAPITAL CORP	1,300,000.00	07/25/2023	07/14/2028	1,309,932.00	8,401.25	1,307,280.00	1,315,681.25
CORP	254687FK7	WALT DISNEY CO	900,000.00	09/06/2019	08/30/2024	946,124.00	138.54	932,814.50	932,953.04
CORP	30231GBC5	EXXON MOBIL CORP	900,000.00	07/20/2020	08/16/2024	945,567.00	757.13	886,428.00	887,185.13
CORP	38141EC23	GOLDMAN SACHS GROUP INC	900,000.00	07/11/2019	07/08/2024	941,922.00	5,101.25	894,357.00	899,458.25
CORP	437076CM2	HOME DEPOT INC	140,000.00	03/28/2022	04/15/2025	139,755.00	1,428.00	136,396.40	137,824.40
CORP	459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	1,300,000.00	07/27/2022	07/27/2025	1,300,000.00	4,911.11	1,279,694.00	1,284,605.11
CORP	46625HMN7	JPMORGAN CHASE & CO	450,000.00	12/21/2020	07/15/2025	509,647.50	2,242.50	442,359.00	444,601.50
CORP	46647PCH7	JPMORGAN CHASE & CO	580,000.00	06/01/2021	06/01/2025	580,000.00	1,194.80	572,355.60	573,550.40
CORP	46647PCV6	JPMORGAN CHASE & CO	750,000.00	02/24/2022	02/24/2026	750,000.00	378.44	729,435.00	729,813.44
CORP	539830BZ1	LOCKHEED MARTIN CORP	205,000.00	05/25/2023	05/15/2028	204,631.00	2,686.07	202,082.85	204,768.92
CORP	58933YBH7	MERCK & CO INC	515,000.00	05/17/2023	05/17/2028	514,582.85	6,025.50	504,792.70	510,818.20
CORP	61747YET8	MORGAN STANLEY	1,300,000.00	07/20/2022	07/17/2026	1,300,000.00	7,434.41	1,286,051.00	1,293,485.41
CORP	63743HFC1	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	390,000.00	02/07/2022	02/07/2025	389,988.30	487.50	377,555.10	378,042.60
CORP	63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	220,000.00	05/04/2022	06/15/2025	219,940.60	1,602.33	214,986.20	216,588.53
CORP	69371RR40	PACCAR FINANCIAL CORP	635,000.00	08/09/2021	08/09/2024	634,657.10	194.03	621,804.70	621,998.73
CORP	771196BT8	ROCHE HOLDINGS INC	2,330,000.00	03/10/2022	03/10/2025	2,330,000.00	23,595.91	2,258,049.60	2,281,645.51
CORP	808513BN4	CHARLES SCHWAB CORP	495,000.00	03/18/2021	03/18/2024	494,752.50	1,680.94	495,985.25	495,666.19
CORP	857477BR3	STATE STREET CORP	400,000.00	02/07/2022	02/06/2026	400,000.00	485.00	385,600.00	386,085.00
CORP	87612EBM7	TARGET CORP	240,000.00	01/24/2022	01/15/2027	239,592.00	598.00	221,932.80	222,530.80
CORP	89236TLL7	TOYOTA MOTOR CREDIT CORP	575,000.00	01/05/2024	01/05/2029	574,241.00	4,159.17	568,876.25	573,035.42
CORP	89236TLL7	TOYOTA MOTOR CREDIT CORP	775,000.00	01/05/2024	01/05/2029	773,938.25	5,605.83	766,746.25	772,352.08
CORP	90327QD89	USAA CAPITAL CORP	1,255,000.00	05/26/2022	05/01/2025	1,250,896.15	14,118.75	1,225,557.70	1,239,676.45
CORP	904764BN6	UNILEVER CAPITAL CORP	280,000.00	08/12/2021	08/12/2024	280,000.00	92.51	274,052.80	274,145.31
CORP	91159HHX1	US BANCORP	1,800,000.00	07/20/2020	07/30/2024	1,920,420.00	3,720.00	1,776,150.00	1,779,870.00
CORP	91324PEC2	UNITEDHEALTH GROUP INC	1,150,000.00	05/19/2021	05/15/2026	1,147,999.00	3,894.03	1,059,092.50	1,062,986.53
CORP	931142FB4	WALMART INC	930,000.00	04/18/2023	04/15/2028	928,288.80	13,702.00	907,447.50	921,149.50
CORP			45,585,000.00			45,956,054.40	294,909.82	44,352,481.05	44,647,390.87

CP (COMMERCIAL PAPER)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CP	62479LJ63	MUFG Bank, Ltd., New York Branch	5,400,000.00	12/20/2023	09/06/2024	5,194,854.00	0.00	5,247,180.00	5,247,180.00
CP			5,400,000.00			5,194,854.00	0.00	5,247,180.00	5,247,180.00

FHLMC (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC	3132CWMM3	FH SB0364	782,384.82	06/25/2021	06/01/2035	843,019.64	2,281.96	743,985.37	746,267.33
FHLMC	3133L7LB1	FH RCI222	869,785.88	10/19/2021	12/01/2034	935,019.82	2,536.88	828,731.98	831,268.86
FHLMC	3133L9AJ2	FH RC2709	975,256.81	10/18/2022	09/01/2037	957,580.29	3,657.21	957,292.58	960,949.80
FHLMC	3137BGK24	FHMS K-043 A2	638,529.20	03/25/2020	12/25/2024	670,156.35	1,629.31	626,793.04	628,422.35
FHLMC	3137H4RZ5	FHMS K-J36 A1	60,493.47	12/16/2021	12/25/2026	60,493.22	65.43	57,105.23	57,170.66
FHLMC	3137H8B42	FHMS K-J40 A1	821,246.17	07/14/2022	06/25/2028	821,236.31	2,326.86	788,051.40	790,378.26
FHLMC	3137H8H79	FHMS K-J41 A1	1,689,563.00	08/04/2022	01/25/2029	1,689,542.72	4,416.80	1,588,527.13	1,592,943.93
FHLMC	3137H92N8	FHMS K-J42 A1	1,035,671.97	09/15/2022	07/25/2029	1,035,632.61	3,367.66	997,714.59	1,001,082.25
FHLMC	3137H9MM8	FHMS K-J43 A1	1,789,205.15	12/15/2022	12/25/2028	1,789,174.73	1,305.23	1,757,196.27	1,758,501.49
FHLMC	3137H9QT9	FHMS K-J44 A1	1,784,104.11	02/23/2023	01/25/2029	1,784,048.80	6,776.62	1,760,179.27	1,766,955.90
FHLMC	3137HA4K9	FHMS K-J45 A1	1,794,753.61	05/25/2023	11/25/2028	1,794,750.02	6,663.02	1,761,927.57	1,768,590.59
FHLMC	3137HACX2	FHMS K-505 A2	1,800,000.00	07/20/2023	06/25/2028	1,817,978.40	7,228.50	1,801,908.00	1,809,136.50
FHLMC	3137HAD45	FHMS K-J46 A1	1,444,601.85	07/27/2023	06/25/2028	1,444,565.74	5,750.72	1,433,637.32	1,439,388.04
FHLMC	3137HAGY6	FHMS K-752 A1	832,922.34	08/24/2023	01/25/2029	808,318.65	2,973.53	818,829.30	821,802.83
FHLMC	3137HAMH6	FHMS K-506 A2	1,800,000.00	09/14/2023	08/25/2028	1,773,372.60	6,975.00	1,790,676.00	1,797,651.00
FHLMC	3137HAM52	FHMS K-507 A2	1,800,000.00	09/28/2023	09/25/2028	1,778,484.60	7,200.00	1,801,710.00	1,808,910.00
FHLMC	3137HAQ74	FHMS K-508 A2	1,800,000.00	10/19/2023	08/25/2028	1,760,515.20	7,110.00	1,797,174.00	1,804,284.00
FHLMC	3137HAST4	FHMS K-509 A2	1,350,000.00	10/31/2023	09/25/2028	1,306,957.95	5,456.25	1,354,279.50	1,359,735.75
FHLMC	3137HB3D4	FHMS K-510 A2	655,000.00	11/21/2023	10/25/2028	653,106.40	2,766.83	662,702.80	665,469.63
FHLMC			23,723,518.38			23,723,954.07	80,487.82	23,328,421.35	23,408,909.17

FHLMC CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC CMO	3133Q5GZ3	FHS 370 A3	845,584.34	12/29/2020	09/25/2033	857,541.44	704.65	790,858.13	791,562.78
FHLMC CMO	3137F7DH5	FHR 5048 B	564,856.66	11/30/2020	05/25/2033	572,005.62	470.71	501,146.47	501,617.19
FHLMC CMO	3137HB3G7	FHMS K-511 A2	1,000,000.00	12/07/2023	10/25/2028	997,127.00	4,050.00	1,003,140.00	1,007,190.00
FHLMC CMO			2,410,441.00			2,426,674.06	5,225.37	2,295,144.60	2,300,369.97

FNMA (FEDERAL AGENCY MORTGAGE BACK SECURITY)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA	3140K7XA6	FN BP0672	891,021.56	05/18/2021	03/01/2035	954,785.29	2,227.55	833,933.81	836,161.36
FNMA	3140Q9FM0	FN CA1971	1,042,197.52	01/18/2022	06/01/2033	1,099,681.23	3,039.74	987,784.39	990,824.13
FNMA	3140QGKN6	FN CA8400	906,115.12	03/22/2021	12/01/2035	991,346.58	2,642.84	869,444.64	872,087.48
FNMA	3140X92C8	FN FM6170	640,002.98	06/25/2021	07/01/2035	693,603.23	2,133.34	620,502.09	622,635.43
FNMA	3140X9K46	FN FM5714	582,735.48	03/25/2021	11/01/2035	634,817.46	1,942.45	565,737.09	567,679.54
FNMA	3140XALC4	FN FM6622	1,069,750.13	03/29/2021	02/01/2036	1,124,909.12	2,228.65	971,761.02	973,989.66
FNMA	3140XC4K1	FN FM8925	1,054,173.20	11/16/2021	08/01/2034	1,143,119.07	3,513.91	1,030,823.26	1,034,337.17
FNMA	3140XHQQ3	FN FS2262	1,463,691.19	06/30/2022	06/01/2037	1,482,216.03	4,878.97	1,426,088.96	1,430,967.93
FNMA	3140XJHF3	FN FS2929	1,443,868.65	10/18/2022	09/01/2037	1,400,778.20	4,812.90	1,394,084.06	1,398,896.95
FNMA	3140XJH87	FN FS2986	1,298,190.24	10/21/2022	10/01/2032	1,259,650.22	4,327.30	1,260,724.47	1,265,051.77
FNMA			10,391,746.07			10,784,906.42	31,747.65	9,960,883.78	9,992,631.43

FNMA CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA CMO	31394CP22	FNR 2005-33 QE	1,565,676.62	03/31/2023	04/25/2035	1,595,828.12	6,523.65	1,558,114.40	1,564,638.05
FNMA CMO			1,565,676.62			1,595,828.12	6,523.65	1,558,114.40	1,564,638.05

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER.US TRS MM Y	1,914,170.63	---	02/29/2024	1,914,170.63	0.00	1,914,170.63	1,914,170.63
MMFUND			1,914,170.63			1,914,170.63	0.00	1,914,170.63	1,914,170.63

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MUNI	13077D0D7	CALIFORNIA ST UNIV REV	430,000.00	07/29/2021	11/01/2025	430,000.00	1,235.53	402,617.60	403,853.13
MUNI	157411TK5	CHAFFEY CALIF JT UN HIGH SCH DIST	230,000.00	12/05/2019	08/01/2024	230,000.00	402.69	227,177.90	227,580.59
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	350,000.00	09/16/2020	07/01/2025	352,320.50	733.83	332,692.50	333,426.33
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	650,000.00	09/16/2020	07/01/2025	650,000.00	1,362.83	617,857.50	619,220.33
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	250,000.00	09/16/2020	07/01/2025	251,767.50	524.17	237,637.50	238,161.67
MUNI	54438CYK2	LOS ANGELES CALIF CMNTY COLLEGE DIST	550,000.00	11/10/2020	08/01/2025	550,000.00	354.29	519,156.00	519,510.29
MUNI	574193TQ1	MARYLAND ST	750,000.00	08/05/2020	08/01/2024	749,790.00	318.75	734,827.50	735,146.25
MUNI	60412AVJ9	MINNESOTA ST	405,000.00	08/25/2020	08/01/2025	405,000.00	212.63	381,554.55	381,767.18
MUNI	646140DP5	NEW JERSEY ST TPK AUTH TPK REV	330,000.00	02/04/2021	01/01/2026	330,000.00	575.85	308,045.10	308,620.95
MUNI	650036DT0	NEW YORK ST URBAN DEV CORP REV	1,600,000.00	12/23/2020	03/15/2025	1,600,000.00	6,418.67	1,532,624.00	1,539,042.67
MUNI	798306WN2	SAN JUAN CALIF UNI SCH DIST	575,000.00	10/29/2020	08/01/2024	575,000.00	336.38	563,919.75	564,256.13
MUNI			6,120,000.00			6,123,878.00	12,475.62	5,858,109.90	5,870,585.52

SUPRANATIONAL

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
SUPRANATIONAL	459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,800,000.00	07/19/2022	06/15/2027	1,799,064.00	11,875.00	1,726,722.00	1,738,597.00
SUPRANATIONAL			1,800,000.00			1,799,064.00	11,875.00	1,726,722.00	1,738,597.00

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
US GOV	9128286R6	UNITED STATES TREASURY	4,000,000.00	09/29/2021	04/30/2024	4,185,312.50	30,164.84	3,979,680.00	4,009,844.84
US GOV	912828U24	UNITED STATES TREASURY	500,000.00	10/11/2022	11/15/2026	460,820.31	2,939.56	468,965.00	471,904.56
US GOV	912828U24	UNITED STATES TREASURY	2,000,000.00	12/07/2022	11/15/2026	1,861,015.63	11,758.24	1,875,860.00	1,887,618.24
US GOV	912828U24	UNITED STATES TREASURY	1,550,000.00	01/06/2023	11/15/2026	1,442,044.92	9,112.64	1,453,791.50	1,462,904.14
US GOV	912828XX3	UNITED STATES TREASURY	650,000.00	01/07/2020	06/30/2024	659,572.27	2,178.57	642,817.50	644,996.07
US GOV	912828XX3	UNITED STATES TREASURY	450,000.00	02/07/2020	06/30/2024	462,216.80	1,508.24	445,027.50	446,535.74
US GOV	912828XX3	UNITED STATES TREASURY	5,000,000.00	11/06/2019	06/30/2024	5,101,171.88	16,758.24	4,944,750.00	4,961,508.24
US GOV	912828XX3	UNITED STATES TREASURY	1,475,000.00	12/05/2019	06/30/2024	1,497,125.00	4,943.68	1,458,701.25	1,463,644.93
US GOV	912828XX3	UNITED STATES TREASURY	1,350,000.00	03/06/2020	06/30/2024	1,415,759.77	4,524.73	1,335,082.50	1,339,607.23
US GOV	912828YY0	UNITED STATES TREASURY	850,000.00	08/07/2020	12/31/2024	908,503.91	2,492.79	826,795.00	829,287.79
US GOV	912828ZW3	UNITED STATES TREASURY	2,400,000.00	12/24/2020	06/30/2025	2,391,187.50	1,005.49	2,258,448.00	2,259,453.49
US GOV	91282CBC4	UNITED STATES TREASURY	350,000.00	06/07/2021	12/31/2025	344,859.38	219.95	323,806.00	324,025.95
US GOV	91282CBC4	UNITED STATES TREASURY	1,200,000.00	11/04/2021	12/31/2025	1,167,234.38	754.12	1,110,192.00	1,110,946.12
US GOV	91282CBC4	UNITED STATES TREASURY	7,200,000.00	12/06/2021	12/31/2025	6,983,437.50	4,524.73	6,661,152.00	6,665,676.73
US GOV	91282CBV2	UNITED STATES TREASURY	8,000,000.00	12/06/2021	04/15/2024	7,930,000.00	11,311.48	7,950,880.00	7,962,191.48
US GOV	91282CEN7	UNITED STATES TREASURY	4,400,000.00	02/03/2023	04/30/2027	4,236,546.88	40,554.95	4,186,688.00	4,227,242.95
US GOV	91282CFB2	UNITED STATES TREASURY	4,950,000.00	05/05/2023	07/31/2027	4,782,744.14	11,219.09	4,695,520.50	4,706,739.59
US GOV	91282CFB2	UNITED STATES TREASURY	1,900,000.00	06/06/2023	07/31/2027	1,811,976.56	4,306.32	1,802,321.00	1,806,627.32
US GOV	91282CFB2	UNITED STATES TREASURY	1,525,000.00	07/07/2023	07/31/2027	1,437,669.92	3,456.39	1,446,599.75	1,450,056.14
US GOV	91282CFB2	UNITED STATES TREASURY	1,600,000.00	09/15/2023	07/31/2027	1,498,750.00	3,626.37	1,517,744.00	1,521,370.37
US GOV	91282CFZ9	UNITED STATES TREASURY	3,100,000.00	12/05/2023	11/30/2027	3,058,949.22	30,195.36	3,048,540.00	3,078,735.36
US GOV	91282CFZ9	UNITED STATES TREASURY	3,100,000.00	01/05/2024	11/30/2027	3,088,132.81	30,195.36	3,048,540.00	3,078,735.36
US GOV	91282CGP0	UNITED STATES TREASURY	1,500,000.00	02/06/2024	02/29/2028	1,506,269.53	163.04	1,481,550.00	1,481,713.04
US GOV			59,050,000.00			58,231,300.81	227,914.17	56,963,451.50	57,191,365.67

YANKEE

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
YANKEE	63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH	1,395,000.00	06/09/2022	06/09/2025	1,395,000.00	11,121.25	1,367,699.85	1,378,821.10
YANKEE	63254ABE7	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH	1,250,000.00	06/13/2022	06/09/2027	1,238,825.00	11,118.40	1,211,587.50	1,222,705.90
YANKEE			2,645,000.00			2,633,825.00	22,239.65	2,579,287.35	2,601,527.00

SUMMARY

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	189,618,667.99	---	---	189,361,991.81	776,989.60	184,128,103.43	184,905,093.03

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot

CLEARWATER
ANALYTICS.

Report: Master BS by lot - group by Security type
Account: SAM Paratransit Fund (136227)
As of: 02/29/2024
Base Currency: USD

ABS (ASSET-BACKED SECURITY)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
ABS	02582JZ4	AMXCA 2023-1 A	105,000.00	06/14/2023	05/15/2028	104,990.69	227.27	104,827.80	105,055.07
ABS	05522RDG0	BACCT 2023-1 A	95,000.00	06/16/2023	05/15/2026	94,978.49	202.24	94,688.40	94,890.64
ABS	05522RDH8	BACCT 2023-2 A	100,000.00	12/14/2023	11/16/2026	99,986.57	221.33	100,270.00	100,491.33
ABS	14041NFV6	COMET 2021-1 A	255,000.00	07/22/2021	07/15/2024	254,989.67	62.33	250,404.90	250,467.23
ABS	14041NFY2	COMET 2021-3 A	215,000.00	11/30/2021	11/15/2024	214,970.37	99.38	208,468.30	208,567.68
ABS	14044CAC6	COPAR 2021-1 A3	50,589.32	10/27/2021	09/15/2026	50,588.36	17.31	49,097.44	49,114.75
ABS	14316HAC6	CARMX 2020-4 A3	10,135.79	10/21/2020	08/15/2025	10,133.56	2.25	10,074.17	10,076.42
ABS	14316MAC3	CARMX 2021-1 A3	9,220.42	01/27/2021	12/15/2025	9,218.60	1.39	9,087.83	9,089.23
ABS	14318MAD1	CARMX 2022-3 A3	195,000.00	07/20/2022	04/15/2027	194,995.40	344.07	192,145.20	192,489.27
ABS	161571HT4	CHAIT 2023-1 A	220,000.00	09/15/2023	09/15/2028	219,939.02	504.53	221,295.80	221,800.33
ABS	161571HV9	CHAIT 241 A	240,000.00	01/31/2024	01/16/2029	239,963.45	490.67	238,569.60	239,060.27
ABS	254683CP8	DCENT 2021-1 A	155,000.00	09/27/2021	09/15/2024	154,966.81	39.96	150,982.40	151,022.36
ABS	254683CZ6	DCENT 2023-2 A	190,000.00	06/28/2023	06/15/2028	189,974.33	416.31	189,912.60	190,328.91
ABS	31680EAD3	FITAT 2023-1 A3	195,000.00	08/23/2023	08/15/2028	194,987.91	479.27	196,160.25	196,639.52
ABS	344928AD8	FORDO 2023-A A3	70,000.00	03/31/2023	02/15/2028	69,992.70	144.67	69,371.40	69,516.07
ABS	362554AC1	GMCAR 2021-4 A3	40,933.65	10/21/2021	09/16/2026	40,932.60	11.60	39,683.54	39,695.13
ABS	36260KAC8	GMCAR 2020-4 A3	5,041.45	10/14/2020	08/18/2025	5,040.37	0.80	5,019.92	5,020.72
ABS	380140AC7	GMCAR 2021-3 A3	48,809.40	07/21/2021	06/16/2026	48,806.39	9.76	47,592.58	47,602.35
ABS	437918AC9	HAROT 2024-1 A3	165,000.00	02/21/2024	08/15/2028	164,992.82	238.79	164,917.50	165,156.29
ABS	438123AC5	HAROT 2023-4 A3	45,000.00	11/08/2023	06/21/2028	44,992.08	70.88	45,608.40	45,679.28
ABS	43815GAC3	HAROT 2021-4 A3	50,393.74	11/24/2021	01/21/2026	50,383.11	12.32	49,054.77	49,067.09
ABS	44891RAC4	HART 2020-C A3	8,608.68	10/28/2020	05/15/2025	8,606.70	1.45	8,591.38	8,592.83
ABS	44933LAC7	HART 2021-A A3	13,012.52	04/28/2021	09/15/2025	13,011.15	2.20	12,884.22	12,886.41
ABS	44935FAD6	HART 2021-C A3	35,010.50	11/17/2021	05/15/2026	35,002.69	11.51	34,185.65	34,197.17
ABS	92868KAC7	VALET 2021-1 A3	64,733.49	12/13/2021	06/22/2026	64,730.95	20.18	63,163.06	63,183.23
ABS	92970QAA3	WFCT 2024-1 A	275,000.00	03/01/2024	02/15/2029	274,925.36	0.00	275,000.00	275,000.00
ABS	98163KAC6	WOART 2021-D A3	57,196.19	11/03/2021	10/15/2026	57,188.39	20.59	55,600.41	55,621.00
ABS			2,913,685.15			2,913,288.56	3,653.06	2,886,657.53	2,890,310.58

AGCY BOND (FEDERAL AGENCY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
AGCY BOND	3130AJHU6	FEDERAL HOME LOAN BANKS	275,000.00	04/16/2020	04/14/2025	273,636.00	523.26	261,791.75	262,315.01
AGCY BOND	3130AK5E2	FEDERAL HOME LOAN BANKS	115,000.00	09/11/2020	09/04/2025	114,655.00	212.03	107,603.20	107,815.23
AGCY BOND	3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	04/24/2020	04/22/2025	274,433.50	615.89	261,918.25	262,534.14
AGCY BOND	3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	06/19/2020	06/17/2025	274,430.75	282.64	260,243.50	260,526.14
AGCY BOND	3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	08/27/2020	08/25/2025	273,713.00	17.19	257,661.25	257,678.44
AGCY BOND	3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	11/12/2020	11/12/2025	274,015.50	435.42	256,382.50	256,817.92
AGCY BOND	3137AEU9	FEDERAL HOME LOAN MORTGAGE CORP	350,000.00	07/23/2020	07/21/2025	348,257.00	145.83	329,535.50	329,681.33
AGCY BOND	3137AEX3	FEDERAL HOME LOAN MORTGAGE CORP	550,000.00	09/25/2020	09/23/2025	548,344.50	905.21	513,727.50	514,632.71
AGCY BOND			2,390,000.00			2,381,485.25	3,137.47	2,248,863.45	2,252,000.92

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Payable	(274,925.36)	--	02/29/2024	(274,925.36)	0.00	(274,925.36)	(274,925.36)
CASH	CCYUSD	Receivable	2,766.19	--	02/29/2024	2,766.19	0.00	2,766.19	2,766.19
CASH			(272,159.17)			(272,159.17)	0.00	(272,159.17)	(272,159.17)

CD (CERTIFICATE OF DEPOSIT)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CD	65558UYF3	Nordea ABP - New York Branch	400,000.00	11/03/2022	11/03/2025	400,000.00	7,311.89	404,512.00	411,823.89
CD	89115B6K1	Toronto-Dominion Bank - New York Branch	400,000.00	10/31/2022	10/27/2025	400,000.00	7,732.60	404,792.00	412,524.60
CD			800,000.00			800,000.00	15,044.49	809,304.00	824,348.49

CORP (CORPORATE NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CORP	009158BH8	AIR PRODUCTS AND CHEMICALS INC	180,000.00	02/08/2024	02/08/2029	179,760.60	529.00	177,854.40	178,383.40
CORP	023135BW5	AMAZON.COM INC	245,000.00	05/12/2021	05/12/2024	244,642.30	333.81	242,706.80	243,040.61
CORP	023135CE4	AMAZON.COM INC	130,000.00	04/13/2022	04/13/2025	129,793.30	1,495.00	127,019.10	128,514.10
CORP	02665WCZ2	AMERICAN HONDA FINANCE CORP	250,000.00	06/28/2019	06/27/2024	249,660.00	1,066.67	247,490.00	248,556.67
CORP	037833DT4	APPLE INC	275,000.00	05/13/2020	05/11/2025	275,552.75	945.31	262,570.00	263,515.31
CORP	04636NAF0	ASTRAZENECA FINANCE LLC	200,000.00	03/03/2023	03/03/2028	199,596.00	4,820.83	199,810.00	204,630.83
CORP	05531FBH5	TRUIST FINANCIAL CORP	250,000.00	08/05/2019	08/01/2024	250,415.00	520.83	246,517.50	247,038.33
CORP	05565EBU8	BMW US CAPITAL LLC	55,000.00	08/12/2021	08/12/2024	54,995.05	21.77	53,800.45	53,822.22
CORP	05565EBW4	BMW US CAPITAL LLC	150,000.00	08/16/2021	08/12/2026	149,955.00	98.96	137,053.50	137,152.46
CORP	06051GJD2	BANK OF AMERICA CORP	200,000.00	07/27/2021	06/19/2026	200,918.00	527.60	189,302.00	189,829.60
CORP	06051GJR1	BANK OF AMERICA CORP	200,000.00	04/22/2021	04/22/2025	200,000.00	699.47	198,536.00	199,235.47
CORP	06406RBA4	BANK OF NEW YORK MELLON CORP	425,000.00	01/28/2022	01/26/2027	424,056.50	847.05	392,712.75	393,559.80
CORP	084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	400,000.00	03/17/2022	03/15/2027	392,496.00	4,242.22	374,780.00	379,022.22
CORP	14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	200,000.00	01/13/2022	01/08/2027	198,990.00	500.56	184,030.00	184,530.56
CORP	17252MAP5	CINTAS NO 2 CORP	60,000.00	05/03/2022	05/01/2025	59,986.80	690.00	58,743.00	59,433.00
CORP	17275RBR2	CISCO SYSTEMS INC	215,000.00	02/26/2024	02/26/2029	214,924.75	144.83	215,331.10	215,475.93
CORP	17325FBB3	CITIBANK NA	400,000.00	10/04/2023	09/29/2028	398,016.00	9,800.62	412,108.00	421,908.62
CORP	24422EXB0	JOHN DEERE CAPITAL CORP	200,000.00	07/25/2023	07/14/2028	201,528.00	1,292.50	201,120.00	202,412.50
CORP	254687FK7	WALT DISNEY CO	270,000.00	09/06/2019	08/30/2024	268,898.40	39.38	265,115.70	265,155.08
CORP	38141EC23	GOLDMAN SACHS GROUP INC	250,000.00	07/11/2019	07/08/2024	261,645.00	1,417.01	248,432.50	249,849.51
CORP	437076CM2	HOME DEPOT INC	20,000.00	03/28/2022	04/15/2025	19,965.00	204.00	19,485.20	19,689.20
CORP	459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	200,000.00	07/27/2022	07/27/2025	200,000.00	755.56	196,876.00	197,631.56
CORP	46647PC17	JPMORGAN CHASE & CO	205,000.00	06/01/2021	06/01/2025	205,000.00	422.30	202,298.10	202,720.40
CORP	46647PCV6	JPMORGAN CHASE & CO	100,000.00	02/24/2022	02/24/2026	100,000.00	50.46	97,258.00	97,308.46
CORP	539830BZ1	LOCKHEED MARTIN CORP	30,000.00	05/25/2023	05/15/2028	29,946.00	393.08	29,573.10	29,966.18
CORP	58933YBH7	MERCK & CO INC	80,000.00	05/17/2023	05/17/2028	79,935.20	936.00	78,414.40	79,350.40
CORP	61747YEH8	MORGAN STANLEY	200,000.00	07/20/2022	07/17/2026	200,000.00	1,143.76	197,854.00	198,997.76
CORP	63743HFC1	NATIONAL RURAL UTILITIES FINANCE CORP	60,000.00	02/07/2022	02/07/2025	59,998.20	75.00	58,085.40	58,160.40
CORP	63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	35,000.00	05/04/2022	06/15/2025	34,990.55	254.92	34,202.35	34,457.27
CORP	69371RR40	PACCAR FINANCIAL CORP	105,000.00	08/09/2021	08/09/2024	104,943.30	32.08	102,818.10	102,850.18
CORP	771196BT8	ROCHE HOLDINGS INC	365,000.00	03/10/2022	03/10/2025	365,000.00	3,696.36	353,728.80	357,425.16
CORP	808513BN4	CHARLES SCHWAB CORP	85,000.00	03/18/2021	03/18/2024	84,957.50	288.65	84,825.75	85,114.40
CORP	857477BR3	STATE STREET CORP	60,000.00	02/07/2022	02/06/2026	60,000.00	72.75	57,840.00	57,912.75
CORP	87612EBM7	TARGET CORP	35,000.00	01/24/2022	01/15/2027	34,940.50	87.21	32,365.20	32,452.41
CORP	89236LL7	TOYOTA MOTOR CREDIT CORP	115,000.00	01/05/2024	01/05/2029	114,842.45	831.83	113,775.25	114,607.08
CORP	89236LL7	TOYOTA MOTOR CREDIT CORP	85,000.00	01/05/2024	01/05/2029	84,887.80	614.83	84,094.75	84,709.58
CORP	90327QD89	USAA CAPITAL CORP	200,000.00	05/26/2022	05/01/2025	199,346.00	2,250.00	195,308.00	197,558.00
CORP	91324PEC2	UNITEDHEALTH GROUP INC	200,000.00	05/19/2021	05/15/2026	199,652.00	677.22	184,190.00	184,867.22
CORP	931142FB4	WALMART INC	140,000.00	04/18/2023	04/15/2028	139,742.40	2,062.67	136,605.00	138,667.67
CORP			6,875,000.00			6,873,976.35	44,882.09	6,694,630.20	6,739,512.29

CP (COMMERCIAL PAPER)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CP	62479LJ63	MUFG Bank, Ltd., New York Branch	800,000.00	12/20/2023	09/06/2024	769,608.00	0.00	777,360.00	777,360.00
CP			800,000.00			769,608.00	0.00	777,360.00	777,360.00

FHLMC (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC	3132CWMM3	FH SB0364	145,222.24	06/25/2021	06/01/2035	156,476.96	423.56	138,094.73	138,518.30
FHLMC	3133L7LB1	FH RC1222	156,561.46	10/19/2021	12/01/2034	168,303.57	456.64	149,171.76	149,628.40
FHLMC	3133L9AJ2	FH RC2709	158,134.15	10/18/2022	09/01/2037	155,267.97	593.00	155,221.32	155,814.33
FHLMC	3137BGK24	FHMS K-043 A2	171,911.71	03/25/2020	12/25/2024	180,426.71	438.66	168,751.97	169,190.63
FHLMC	3137H4R25	FHMS K-J36 A1	9,623.96	12/16/2021	12/25/2026	9,623.92	10.41	9,084.92	9,095.33
FHLMC	3137H8B42	FHMS K-J40 A1	136,874.36	07/14/2022	06/25/2028	136,872.72	387.81	131,341.90	131,729.71
FHLMC	3137H8H79	FHMS K-J41 A1	281,593.83	08/04/2022	01/25/2029	281,590.45	736.13	264,754.52	265,490.66
FHLMC	3137H92N8	FHMS K-J42 A1	173,393.04	09/15/2022	07/25/2029	173,386.46	563.82	167,038.19	167,602.01
FHLMC	3137H9MM8	FHMS K-J43 A1	273,350.79	12/15/2022	12/25/2028	273,346.13	199.41	268,460.54	268,659.95
FHLMC	3137H9Q19	FHMS K-J44 A1	272,571.46	02/23/2023	01/25/2029	272,563.02	1,035.32	268,916.28	269,951.60
FHLMC	3137HA4K9	FHMS K-J45 A1	274,198.47	05/25/2023	11/25/2028	274,197.92	1,017.96	269,183.38	270,201.34
FHLMC	3137HACX2	FHMS K-505 A2	275,000.00	07/20/2023	06/25/2028	277,746.70	1,104.35	275,291.50	276,395.85
FHLMC	3137HAD45	FHMS K-146 A1	224,162.36	07/27/2023	06/25/2028	224,156.76	892.35	222,460.96	223,353.32
FHLMC	3137HAGY6	FHMS K-752 A1	128,904.65	08/24/2023	01/25/2029	125,096.93	460.19	126,723.58	127,183.77
FHLMC	3137HAMH6	FHMS K-506 A2	275,000.00	09/14/2023	08/25/2028	270,931.93	1,065.63	273,575.50	274,641.13
FHLMC	3137HAMS2	FHMS K-507 A2	275,000.00	09/28/2023	09/25/2028	271,712.93	1,000.00	275,261.25	276,361.25
FHLMC	3137HAQ74	FHMS K-508 A2	275,000.00	10/19/2023	08/25/2028	268,967.60	1,086.25	274,568.25	275,654.50
FHLMC	3137HAST4	FHMS K-509 A2	205,000.00	10/31/2023	09/25/2028	198,463.98	828.54	205,649.85	206,478.39
FHLMC	3137HB3D4	FHMS K-510 A2	100,000.00	11/21/2023	10/25/2028	99,710.90	422.42	101,176.00	101,598.42
FHLMC			3,811,502.48			3,818,843.57	12,822.46	3,744,726.41	3,757,548.87

FHLMC CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC CMO	3137F7DH5	FHR 5048 B	119,488.91	11/30/2020	05/25/2033	121,001.19	99.57	106,011.75	106,111.33
FHLMC CMO	3137HB3G7	FHMS K-511 A2	150,000.00	12/07/2023	10/25/2028	149,569.05	607.50	150,471.00	151,078.50
FHLMC CMO			269,488.91			270,570.24	707.07	256,482.75	257,189.83

FNMA (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA	3140K7XA6	FN BP0672	157,239.10	05/18/2021	03/01/2035	168,491.52	393.10	147,164.79	147,557.89
FNMA	3140Q9FM0	FN CA1971	156,329.63	01/18/2022	06/01/2033	164,952.18	455.96	148,167.66	148,623.62
FNMA	3140QGKN6	FN CA8400	177,353.76	03/22/2021	12/01/2035	194,036.10	517.28	170,176.25	170,693.53
FNMA	3140X92C8	FN FM6170	120,000.56	06/25/2021	07/01/2035	130,050.61	400.00	116,344.14	116,744.14
FNMA	3140X9K46	FN FM5714	104,059.91	03/25/2021	11/01/2035	113,360.26	346.87	101,024.48	101,371.35
FNMA	3140XALC4	FN FM6622	200,578.15	03/29/2021	02/01/2036	210,920.46	417.87	182,205.19	182,623.06
FNMA	3140XC4R1	FN FM8925	197,657.48	11/16/2021	08/01/2034	214,334.83	658.86	193,279.36	193,938.22
FNMA	3140XJHF3	FN FS2929	240,644.78	10/18/2022	09/01/2037	233,463.03	802.15	232,347.34	233,149.49
FNMA	3140XJH87	FN FS2986	183,803.51	10/21/2022	10/01/2032	178,346.85	612.68	178,498.94	179,111.62
FNMA			1,537,666.86			1,607,955.83	4,604.77	1,469,208.16	1,473,812.92

FNMA CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA CMO	31394CP22	FNR 2005-33 QE	237,647.34	03/31/2023	04/25/2035	242,223.91	990.20	236,499.51	237,489.70
FNMA CMO			237,647.34			242,223.91	990.20	236,499.51	237,489.70

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	427,346.62	---	02/29/2024	427,346.62	0.00	427,346.62	427,346.62
MMFUND			427,346.62			427,346.62	0.00	427,346.62	427,346.62

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MUNI	13077DQD7	CALIFORNIA ST UNIV REV	75,000.00	07/29/2021	11/01/2025	75,000.00	215.50	70,224.00	70,439.50
MUNI	157411TK5	CHAFFEY CALIF JT UN HIGH SCH DIST	60,000.00	12/05/2019	08/01/2024	60,000.00	105.05	59,263.80	59,368.85
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	55,000.00	09/16/2020	07/01/2025	55,388.85	115.32	52,280.25	52,395.57
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	75,000.00	09/16/2020	07/01/2025	75,497.25	157.25	71,291.25	71,448.50
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	130,000.00	09/16/2020	07/01/2025	130,000.00	272.57	123,571.50	123,844.07
MUNI	54438CYK2	LOS ANGELES CALIF CMNTY COLLEGE DIST	115,000.00	11/10/2020	08/01/2025	115,000.00	74.08	108,550.80	108,624.88
MUNI	60412AVJ9	MINNESOTA ST	85,000.00	08/25/2020	08/01/2025	85,000.00	44.63	80,079.35	80,123.98
MUNI	646140DP5	NEW JERSEY ST TPK AUTH TPK REV	55,000.00	02/04/2021	01/01/2026	55,000.00	95.98	51,340.85	51,436.83
MUNI	650036DT0	NEW YORK ST URBAN DEV CORP REV	275,000.00	12/23/2020	03/15/2025	275,000.00	1,103.21	263,419.75	264,522.96
MUNI	798306WN2	SAN JUAN CALIF UNI SCH DIST	125,000.00	10/29/2020	08/01/2024	125,000.00	73.13	122,591.25	122,664.38
MUNI			1,050,000.00			1,050,886.10	2,256.70	1,002,612.80	1,004,869.50

SUPRANATIONAL

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
SUPRANATIONAL	459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	275,000.00	07/19/2022	06/15/2027	274,857.00	1,814.24	263,804.75	265,618.99
SUPRANATIONAL			275,000.00			274,857.00	1,814.24	263,804.75	265,618.99

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
US GOV	912828U24	UNITED STATES TREASURY	150,000.00	10/11/2022	11/15/2026	138,246.09	881.87	140,689.50	141,571.37
US GOV	912828U24	UNITED STATES TREASURY	100,000.00	01/06/2023	11/15/2026	93,035.16	587.91	93,793.00	94,380.91
US GOV	912828XX3	UNITED STATES TREASURY	1,050,000.00	11/06/2019	06/30/2024	1,071,246.10	3,519.23	1,038,397.50	1,041,916.73
US GOV	912828XX3	UNITED STATES TREASURY	450,000.00	03/06/2020	06/30/2024	471,919.92	1,508.24	445,027.50	446,535.74
US GOV	912828XX3	UNITED STATES TREASURY	125,000.00	01/07/2020	06/30/2024	126,840.82	418.96	123,618.75	124,037.71
US GOV	912828XX3	UNITED STATES TREASURY	425,000.00	12/05/2019	06/30/2024	431,375.00	1,424.45	420,303.75	421,728.20
US GOV	912828XX3	UNITED STATES TREASURY	175,000.00	02/07/2020	06/30/2024	179,750.98	586.54	173,066.25	173,652.79
US GOV	912828YY0	UNITED STATES TREASURY	250,000.00	08/07/2020	12/31/2024	267,207.03	733.17	243,175.00	243,908.17
US GOV	91282CBC4	UNITED STATES TREASURY	50,000.00	10/06/2021	12/31/2025	49,101.56	31.42	46,258.00	46,289.42
US GOV	91282CBC4	UNITED STATES TREASURY	525,000.00	11/04/2021	12/31/2025	510,665.04	329.93	485,709.00	486,038.93
US GOV	91282CBW0	UNITED STATES TREASURY	350,000.00	01/06/2022	04/30/2026	341,468.75	879.81	322,668.50	323,548.31
US GOV	91282CCP4	UNITED STATES TREASURY	450,000.00	07/08/2022	07/31/2026	441,943.36	231.80	410,274.00	410,505.80
US GOV	91282CCP4	UNITED STATES TREASURY	150,000.00	08/15/2022	07/31/2026	136,593.75	77.27	136,758.00	136,835.27
US GOV	91282CEN7	UNITED STATES TREASURY	650,000.00	02/03/2023	04/30/2027	625,853.52	5,991.07	618,488.00	624,479.07
US GOV	91282CFB2	UNITED STATES TREASURY	875,000.00	05/05/2023	07/31/2027	845,434.57	1,983.17	830,016.25	831,999.42
US GOV	91282CFB2	UNITED STATES TREASURY	300,000.00	06/06/2023	07/31/2027	286,101.56	679.95	284,577.00	285,256.95
US GOV	91282CFB2	UNITED STATES TREASURY	225,000.00	07/07/2023	07/31/2027	212,115.23	509.96	213,432.75	213,942.71
US GOV	91282CFB2	UNITED STATES TREASURY	250,000.00	09/15/2023	07/31/2027	234,179.69	566.62	237,147.50	237,714.12
US GOV	91282CFZ9	UNITED STATES TREASURY	325,000.00	12/05/2023	11/30/2027	320,696.29	3,165.64	319,605.00	322,770.64
US GOV	91282CFZ9	UNITED STATES TREASURY	450,000.00	01/05/2024	11/30/2027	448,277.34	4,383.20	442,530.00	446,913.20
US GOV	91282CGP0	UNITED STATES TREASURY	225,000.00	02/06/2024	02/29/2028	225,940.43	24.46	222,232.50	222,256.96
US GOV			7,550,000.00			7,427,992.19	28,514.66	7,247,767.75	7,276,282.41

YANKEE

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
YANKEE	63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	250,000.00	06/09/2022	06/09/2025	250,000.00	1,993.06	245,107.50	247,100.56
YANKEE		NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	250,000.00			250,000.00	1,993.06	245,107.50	247,100.56

SUMMARY

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	28,915,178.20	---	---	28,836,874.45	120,420.24	28,038,212.26	28,158,632.50

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot

CLEARWATER
ANALYTICS

Report: GAAP Trading Activity
Account: SAM Transit District Agg (136232)
Date: 02/01/2024 - 02/29/2024

* Does not Lock Down

Account	Identifier	Description	Original Units	Current Units	Coupon Rate	Transaction Type	Trade Date	Settle Date	Final Maturity	Principal	Accrued Interest	Realized Gain/Loss	Amount
SAM TR Reserve Fund	009158BH8	AIR PRODUCTS AND CHEMICALS INC	1,225,000.00	1,225,000.00	4.600	Buy	02/06/2024	02/08/2024	02/08/2029	1,223,370.75	0.00	0.00	(1,223,370.75)
SAM Paratransit Fund	009158BH8	AIR PRODUCTS AND CHEMICALS INC	180,000.00	180,000.00	4.600	Buy	02/06/2024	02/08/2024	02/08/2029	179,760.60	0.00	0.00	(179,760.60)
SAM TR Reserve Fund	14044CAC6	COPAR 2021-1 A3	0.00	(21,991.74)	0.770	Principal Paydown	02/15/2024	02/15/2024	09/15/2026	(21,991.74)	0.00	0.00	21,991.74
SAM Paratransit Fund	14044CAC6	COPAR 2021-1 A3	0.00	(3,824.65)	0.770	Principal Paydown	02/15/2024	02/15/2024	09/15/2026	(3,824.65)	0.00	0.00	3,824.65
SAM TR Reserve Fund	14316HAC6	CARMX 2020-4 A3	0.00	(15,322.46)	0.500	Principal Paydown	02/15/2024	02/15/2024	08/15/2025	(15,322.46)	0.00	(0.00)	15,322.46
SAM Paratransit Fund	14316HAC6	CARMX 2020-4 A3	0.00	(3,605.28)	0.500	Principal Paydown	02/15/2024	02/15/2024	08/15/2025	(3,605.29)	0.00	0.01	3,605.29
SAM TR Reserve Fund	14316NAC3	CARMX 2021-1 A3	0.00	(8,571.98)	0.340	Principal Paydown	02/15/2024	02/15/2024	12/15/2025	(8,571.98)	0.00	0.00	8,571.98
SAM Paratransit Fund	14316NAC3	CARMX 2021-1 A3	0.00	(1,512.70)	0.340	Principal Paydown	02/15/2024	02/15/2024	12/15/2025	(1,512.70)	0.00	(0.00)	1,512.70
SAM TR Reserve Fund	17275RBR2	CISCO SYSTEMS INC	1,485,000.00	1,485,000.00	4.850	Buy	02/21/2024	02/26/2024	02/26/2029	1,484,480.25	0.00	0.00	(1,484,480.25)
SAM Paratransit Fund	17275RBR2	CISCO SYSTEMS INC	215,000.00	215,000.00	4.850	Buy	02/21/2024	02/26/2024	02/26/2029	214,924.75	0.00	0.00	(214,924.75)
SAM TR Reserve Fund	3132CWMM3	FH SB0364	0.00	(19,574.77)	3.500	Principal Paydown	02/01/2024	02/01/2024	06/01/2035	(19,574.77)	0.00	(0.00)	19,574.77
SAM Paratransit Fund	3132CWMM3	FH SB0364	0.00	(3,633.37)	3.500	Principal Paydown	02/01/2024	02/01/2024	06/01/2035	(3,633.37)	0.00	0.00	3,633.37
SAM TR Reserve Fund	313317LB1	FH RC1222	0.00	(20,906.93)	3.500	Principal Paydown	02/01/2024	02/01/2024	12/01/2034	(20,906.93)	0.00	0.01	20,906.93
SAM Paratransit Fund	313317LB1	FH RC1222	0.00	(3,763.25)	3.500	Principal Paydown	02/01/2024	02/01/2024	12/01/2034	(3,763.25)	0.00	0.00	3,763.25
SAM TR Reserve Fund	313319AJ2	FH RC2709	0.00	(11,382.84)	4.500	Principal Paydown	02/01/2024	02/01/2024	09/01/2037	(11,382.84)	0.00	(0.00)	11,382.84
SAM Paratransit Fund	313319AJ2	FH RC2709	0.00	(1,845.68)	4.500	Principal Paydown	02/01/2024	02/01/2024	09/01/2037	(1,845.68)	0.00	(0.00)	1,845.68
SAM TR Reserve Fund	313305ZG3	FHS 370 A3	0.00	(21,836.06)	1.000	Principal Paydown	02/01/2024	02/01/2024	09/25/2033	(21,836.06)	0.00	(0.00)	21,836.06
SAM Paratransit Fund	3137BGK24	FHMS K-043 A2	0.00	(1,061.44)	3.062	Principal Paydown	02/01/2024	02/01/2024	12/25/2024	(1,061.44)	0.00	(0.00)	1,061.44
SAM TR Reserve Fund	3137BGK24	FHMS K-043 A2	0.00	(285.77)	3.062	Principal Paydown	02/01/2024	02/01/2024	12/25/2024	(285.77)	0.00	(0.00)	285.77
SAM Paratransit Fund	313762S5	FHMS K-31 A1	0.00	(16,731.39)	0.569	Principal Paydown	02/01/2024	02/01/2024	05/26/2026	(16,731.39)	0.00	0.00	16,731.39
SAM TR Reserve Fund	313762S5	FHMS K-31 A1	0.00	(3,946.08)	0.569	Principal Paydown	02/01/2024	02/01/2024	05/26/2026	(3,946.08)	0.00	(0.02)	3,946.06
SAM Paratransit Fund	31377DHS	FHR 5048 B	0.00	(12,366.93)	1.000	Principal Paydown	02/01/2024	02/01/2024	05/25/2033	(12,366.93)	0.00	0.00	12,366.93
SAM TR Reserve Fund	31377DHS	FHR 5048 B	0.00	(2,616.08)	1.000	Principal Paydown	02/01/2024	02/01/2024	05/25/2033	(2,616.08)	0.00	(0.00)	2,616.08
SAM Paratransit Fund	3137H4RZ5	FHMS K-J36 A1	0.00	(866.41)	1.298	Principal Paydown	02/01/2024	02/01/2024	12/25/2026	(866.41)	0.00	0.00	866.41
SAM TR Reserve Fund	3137H4RZ5	FHMS K-J36 A1	0.00	(137.84)	1.298	Principal Paydown	02/01/2024	02/01/2024	12/25/2026	(137.84)	0.00	0.00	137.84
SAM Paratransit Fund	3137H8B42	FHMS K-J40 A1	0.00	(1,234.56)	3.400	Principal Paydown	02/25/2024	02/25/2024	06/25/2028	(1,234.56)	0.00	0.00	1,234.56
SAM TR Reserve Fund	3137H8B42	FHMS K-J40 A1	0.00	(205.76)	3.400	Principal Paydown	02/25/2024	02/25/2024	06/25/2028	(205.76)	0.00	0.00	205.76
SAM Paratransit Fund	3137H8H79	FHMS K-J41 A1	0.00	(1,133.42)	3.137	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(1,133.42)	0.00	(0.00)	1,133.42
SAM TR Reserve Fund	3137H8H79	FHMS K-J41 A1	0.00	(188.90)	3.137	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(188.90)	0.00	(0.00)	188.90
SAM Paratransit Fund	3137H92N8	FHMS K-J42 A1	0.00	(53,196.04)	3.902	Principal Paydown	02/01/2024	02/01/2024	07/25/2029	(53,196.04)	0.00	0.00	53,196.04
SAM TR Reserve Fund	3137H92N8	FHMS K-J42 A1	0.00	(8,906.12)	3.902	Principal Paydown	02/01/2024	02/01/2024	07/25/2029	(8,906.12)	0.00	(0.00)	8,906.12
SAM Paratransit Fund	3137H9MM8	FHMS K-J43 A1	0.00	(1,092.37)	4.377	Principal Paydown	02/25/2024	02/25/2024	12/25/2028	(1,092.37)	0.00	0.00	1,092.37
SAM TR Reserve Fund	3137H9MM8	FHMS K-J43 A1	0.00	(166.89)	4.377	Principal Paydown	02/25/2024	02/25/2024	12/25/2028	(166.89)	0.00	0.00	166.89
SAM Paratransit Fund	3137H9QT9	FHMS K-J44 A1	0.00	(1,623.08)	4.558	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(1,623.08)	0.00	0.00	1,623.08
SAM TR Reserve Fund	3137H9QT9	FHMS K-J44 A1	0.00	(247.97)	4.558	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(247.97)	0.00	(0.00)	247.97
SAM Paratransit Fund	3137HA4K9	FHMS K-J45 A1	0.00	(619.38)	4.455	Principal Paydown	02/01/2024	02/01/2024	11/25/2028	(619.38)	0.00	0.00	619.38
SAM TR Reserve Fund	3137HA4K9	FHMS K-J45 A1	0.00	(94.63)	4.455	Principal Paydown	02/01/2024	02/01/2024	11/25/2028	(94.63)	0.00	0.00	94.63
SAM Paratransit Fund	3137HAD45	FHMS K-J46 A1	0.00	(748.50)	4.777	Principal Paydown	02/01/2024	02/01/2024	06/25/2028	(748.50)	0.00	(0.00)	748.50
SAM TR Reserve Fund	3137HAD45	FHMS K-J46 A1	0.00	(116.15)	4.777	Principal Paydown	02/01/2024	02/01/2024	06/25/2028	(116.15)	0.00	0.00	116.15
SAM Paratransit Fund	3137HAGY6	FHMS K-752 A1	0.00	(1,167.15)	4.284	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(1,167.15)	0.00	(0.00)	1,167.15
SAM TR Reserve Fund	3137HAGY6	FHMS K-752 A1	0.00	(180.63)	4.284	Principal Paydown	02/01/2024	02/01/2024	01/25/2029	(180.63)	0.00	(0.00)	180.63
SAM Paratransit Fund	31394CP22	FNR 2005-33 QE	0.00	(18,015.31)	5.000	Principal Paydown	02/01/2024	02/01/2024	04/25/2035	(18,015.31)	0.00	(0.00)	18,015.31
SAM TR Reserve Fund	31394CP22	FNR 2005-33 QE	0.00	(2,734.47)	5.000	Principal Paydown	02/01/2024	02/01/2024	04/25/2035	(2,734.47)	0.00	0.00	2,734.47
SAM Paratransit Fund	3140K7XA6	FN BP0672	0.00	(9,370.40)	3.000	Principal Paydown	02/01/2024	02/01/2024	03/01/2035	(9,370.40)	0.00	0.00	9,370.40
SAM TR Reserve Fund	3140K7XA6	FN BP0672	0.00	(1,653.60)	3.000	Principal Paydown	02/01/2024	02/01/2024	03/01/2035	(1,653.60)	0.00	0.00	1,653.60
SAM Paratransit Fund	3140Q9FM0	FN CA1971	0.00	(44,506.88)	3.500	Principal Paydown	02/01/2024	02/01/2024	06/01/2033	(44,506.88)	0.00	0.00	44,506.88
SAM TR Reserve Fund	3140Q9FM0	FN CA1971	0.00	(6,676.03)	3.500	Principal Paydown	02/01/2024	02/01/2024	06/01/2033	(6,676.03)	0.00	(0.00)	6,676.03
SAM Paratransit Fund	3140QGKN6	FN CA8400	0.00	(6,853.99)	3.500	Principal Paydown	02/01/2024	02/01/2024	12/01/2035	(6,853.99)	0.00	(0.00)	6,853.99
SAM TR Reserve Fund	3140QGKN6	FN CA8400	0.00	(1,341.53)	3.500	Principal Paydown	02/01/2024	02/01/2024	12/01/2035	(1,341.53)	0.00	(0.00)	1,341.53
SAM Paratransit Fund	3140X92C8	FN FM6170	0.00	(7,397.55)	4.000	Principal Paydown	02/01/2024	02/01/2024	07/01/2035	(7,397.55)	0.00	(0.00)	7,397.55
SAM TR Reserve Fund	3140X92C8	FN FM6170	0.00	(1,387.04)	4.000	Principal Paydown	02/01/2024	02/01/2024	07/01/2035	(1,387.04)	0.00	(0.00)	1,387.04
SAM Paratransit Fund	3140X9K46	FN FM5714	0.00	(6,767.29)	4.000	Principal Paydown	02/01/2024	02/01/2024	11/01/2035	(6,767.29)	0.00	(0.00)	6,767.29
SAM TR Reserve Fund	3140X9K46	FN FM5714	0.00	(1,208.45)	4.000	Principal Paydown	02/01/2024	02/01/2024	11/01/2035	(1,208.45)	0.00	0.01	1,208.45
SAM Paratransit Fund	3140XALC4	FN FM6622	0.00	(7,558.37)	2.500	Principal Paydown	02/01/2024	02/01/2024	02/01/2036	(7,558.37)	0.00	0.00	7,558.37
SAM TR Reserve Fund	3140XALC4	FN FM6622	0.00	(1,417.19)	2.500	Principal Paydown	02/01/2024	02/01/2024	02/01/2036	(1,417.19)	0.00	(0.00)	1,417.19
SAM Paratransit Fund	3140XC4K1	FN FM8925	0.00	(11,942.98)	4.000	Principal Paydown	02/01/2024	02/01/2024	08/01/2034	(11,942.98)	0.00	0.00	11,942.98
SAM TR Reserve Fund	3140XC4K1	FN FM8925	0.00	(2,239.31)	4.000	Principal Paydown	02/01/2024	02/01/2024	08/01/2034	(2,239.31)	0.00	0.00	2,239.31
SAM Paratransit Fund	3140XHQQ3	FN FS2262	0.00	(14,629.32)	4.000	Principal Paydown	02/01/2024	02/01/2024	06/01/2037	(14,629.32)	0.00	0.00	14,629.32
SAM TR Reserve Fund	3140XJHE3	FN FS2929	0.00	(27,844.45)	4.000	Principal Paydown	02/01/2024	02/01/2024	09/01/2037	(27,844.45)	0.00	(0.00)	27,844.45
SAM Paratransit Fund	3140XJHE3	FN FS2929	0.00	(4,640.74)	4.000	Principal Paydown	02/01/2024	02/01/2024	09/01/2037	(4,640.74)	0.00	(0.00)	4,640.74
SAM TR Reserve Fund	3140XJ87	FN FS2986	0.00	(19,532.20)	4.000	Principal Paydown	02/01/2024	02/01/2024	10/01/2032	(19,532.20)	0.00	0.00	19,532.20
SAM Paratransit Fund	3140XJ87	FN FS2986	0.00	(2,765.46)	4.000	Principal Paydown	02/01/2024	02/01/2024	10/01/2032	(2,765.46)	0.00	0.01	2,765.46
SAM TR Reimbursement Fund	31846V534	FIRST AMER-US TRS MM Y	37,420.37	37,420.37	4.930	Buy	02/02/2024	02/02/2024	02/29/2024	37,420.37	0.00	0.00	(37,420.37)
SAM TR Reserve Fund	31846V534	FIRST AMER-US TRS MM Y	2,296,415.22	2,296,415.22	4.930	Buy	---	---	02/29/2024	2,296,415.22	0.00	0.00	(2,296,415.22)
SAM TR Reserve Fund	31846V534	FIRST AMER-US TRS MM Y	(2,314,426.65)	(2,314,426.65)	4.930	Sell	---	---	02/29/2024	(2,314,426.65)	0.00	0.00	2,314,426.65
SAM Paratransit Fund	31846V534	FIRST AMER-US TRS MM Y	101,676.15	101,676.15	4.930	Buy	---	---	02/29/2024	101,676.15	0.00	0.00	(101,676.15)
SAM Paratransit Fund	31846V534	FIRST AMER-US TRS MM Y	(742,009.73)	(742,009.73)	4.930	Sell	---	---	02/29/2024	(742,009.73)	0.00	0.00	742,009.73
SAM TR Reserve Fund	362554AC1	GM CAR 2021-4 A3	0.00	(17,452.67)	0.680	Principal Paydown	02/16/2024	02/16/2024	09/16/2026	(17,452.67)	0.00	(0.00)	17,452.67
SAM Paratransit Fund	362554AC1	GM CAR 2021-4 A3	0.00	(2,946.56)	0.680	Principal Paydown	02/16/2024	02/16/2024	09/16/2026	(2,946.56)	0.00	0.00	2,946.56

Account	Identifier	Description	Original Units	Current Units	Coupon Rate	Transaction Type	Trade Date	Settle Date	Final Maturity	Principal	Accrued Interest	Realized Gain/Loss	Amount
SAM TR Reserve Fund	362590AC5	GMCAR 2020-3 A3	0.00	(11,230.88)	0.450	Principal Paydown	02/16/2024	02/16/2024	04/16/2025	(11,230.86)	0.00	(0.02)	11,230.86
SAM TR Reserve Fund	36260KAC8	GMCAR 2020-4 A3	0.00	(12,974.43)	0.380	Principal Paydown	02/16/2024	02/16/2024	08/18/2025	(12,974.43)	0.00	0.00	12,974.43
SAM Paratransit Fund	36260KAC8	GMCAR 2020-4 A3	0.00	(2,757.07)	0.380	Principal Paydown	02/16/2024	02/16/2024	08/18/2025	(2,757.07)	0.00	0.00	2,757.07
SAM TR Reserve Fund	380140AC7	GMCAR 2021-3 A3	0.00	(25,570.41)	0.480	Principal Paydown	02/16/2024	02/16/2024	06/16/2026	(25,570.41)	0.00	0.00	25,570.41
SAM Paratransit Fund	380140AC7	GMCAR 2021-3 A3	0.00	(4,401.46)	0.480	Principal Paydown	02/16/2024	02/16/2024	06/16/2026	(4,401.46)	0.00	(0.00)	4,401.46
SAM TR Reserve Fund	437918AC9	HAROT 2024-1 A3	1,065,000.00	1,065,000.00	5.210	Buy	02/13/2024	02/21/2024	08/15/2028	1,064,953.67	0.00	0.00	(1,064,953.67)
SAM Paratransit Fund	437918AC9	HAROT 2024-1 A3	165,000.00	165,000.00	5.210	Buy	02/13/2024	02/21/2024	08/15/2028	164,992.82	0.00	0.00	(164,992.82)
SAM TR Reserve Fund	43815GAC3	HAROT 2021-4 A3	0.00	(23,791.90)	0.880	Principal Paydown	02/21/2024	02/21/2024	01/21/2026	(23,791.90)	0.00	(0.00)	23,791.90
SAM Paratransit Fund	43815GAC3	HAROT 2021-4 A3	0.00	(4,396.33)	0.880	Principal Paydown	02/21/2024	02/21/2024	01/21/2026	(4,396.33)	0.00	0.00	4,396.33
SAM TR Reserve Fund	44891RAC4	HART 2020-C A3	0.00	(45,139.21)	0.380	Principal Paydown	02/15/2024	02/15/2024	05/15/2025	(45,139.21)	0.00	0.00	45,139.21
SAM Paratransit Fund	44891RAC4	HART 2020-C A3	0.00	(9,930.63)	0.380	Principal Paydown	02/15/2024	02/15/2024	05/15/2025	(9,930.63)	0.00	0.00	9,930.63
SAM TR Reserve Fund	44933LAC7	HART 2021-A A3	0.00	(14,836.75)	0.380	Principal Paydown	02/15/2024	02/15/2024	09/15/2025	(14,836.75)	0.00	(0.00)	14,836.75
SAM Paratransit Fund	44933LAC7	HART 2021-A A3	0.00	(2,878.77)	0.380	Principal Paydown	02/15/2024	02/15/2024	09/15/2025	(2,878.77)	0.00	(0.00)	2,878.77
SAM TR Reserve Fund	44935FAD6	HART 2021-C A3	0.00	(19,105.64)	0.740	Principal Paydown	02/15/2024	02/15/2024	05/15/2026	(19,105.63)	0.00	(0.01)	19,105.63
SAM Paratransit Fund	44935FAD6	HART 2021-C A3	0.00	(3,229.12)	0.740	Principal Paydown	02/15/2024	02/15/2024	05/15/2026	(3,229.12)	0.00	(0.00)	3,229.12
SAM TR Reserve Fund	50117TAC5	KCOT 2021-1 A3	0.00	(20,244.54)	0.620	Principal Paydown	02/15/2024	02/15/2024	08/15/2025	(20,244.54)	0.00	(0.00)	20,244.54
SAM TR Reserve Fund	65480BAC1	NAROT 2021-A A3	0.00	(66,811.83)	0.330	Principal Paydown	02/15/2024	02/15/2024	10/15/2025	(66,811.82)	0.00	(0.01)	66,811.82
SAMTR - ICD	90262Y869	UBS SL PRIME PFD	1,054,045.02	1,054,045.02	5.410	Buy	02/26/2024	02/26/2024	02/29/2024	1,054,045.02	0.00	0.00	(1,054,045.02)
SAMTR - ICD	902656602	UBS SL ESG PRIME PFD	4,837.07	4,837.07	5.320	Buy	02/01/2024	02/01/2024	02/29/2024	4,838.04	0.00	0.00	(4,838.04)
SAMTR - ICD	902656602	UBS SL ESG PRIME PFD	(1,054,045.03)	(1,054,045.03)	5.320	Sell	02/26/2024	02/26/2024	02/29/2024	(1,054,045.02)	0.00	(247.22)	1,054,045.02
SAM TR Reserve Fund	91282CBV2	UNITED STATES TREASURY	(500,000.00)	(500,000.00)	0.375	Sell	02/14/2024	02/21/2024	04/15/2024	(496,367.19)	(660.86)	(3,357.08)	497,028.05
SAM TR Reserve Fund	91282CBV2	UNITED STATES TREASURY	(50,000.00)	(50,000.00)	0.375	Sell	02/20/2024	02/21/2024	04/15/2024	(49,638.67)	(66.09)	(333.76)	49,704.76
SAM TR Reserve Fund	91282CBV2	UNITED STATES TREASURY	(1,500,000.00)	(1,500,000.00)	0.375	Sell	02/21/2024	02/26/2024	04/15/2024	(1,490,214.84)	(2,059.43)	(9,034.56)	1,492,274.27
SAM TR Reserve Fund	91282CBV2	UNITED STATES TREASURY	(1,300,000.00)	(1,300,000.00)	0.375	Sell	02/21/2024	02/28/2024	04/15/2024	(1,291,925.78)	(1,811.48)	(7,450.25)	1,293,737.26
SAM TR Reserve Fund	91282CFB2	UNITED STATES TREASURY	(1,000,000.00)	(1,000,000.00)	2.750	Sell	02/06/2024	02/08/2024	07/31/2027	(955,546.88)	(604.40)	(16,393.21)	956,151.28
SAM TR Reserve Fund	91282CGP0	UNITED STATES TREASURY	1,500,000.00	1,500,000.00	4.000	Buy	02/02/2024	02/06/2024	02/29/2028	1,506,269.53	26,208.79	0.00	(1,532,478.32)
SAM Paratransit Fund	91282CGP0	UNITED STATES TREASURY	225,000.00	225,000.00	4.000	Buy	02/02/2024	02/06/2024	02/29/2028	225,940.43	3,931.32	0.00	(229,871.75)
SAM TR Reserve Fund	92868KAC7	VALET 2021-1 A3	0.00	(36,412.90)	1.020	Principal Paydown	02/20/2024	02/20/2024	06/22/2026	(36,412.90)	0.00	(0.00)	36,412.90
SAM Paratransit Fund	92868KAC7	VALET 2021-1 A3	0.00	(6,113.12)	1.020	Principal Paydown	02/20/2024	02/20/2024	06/22/2026	(6,113.11)	0.00	(0.01)	6,113.11
SAM TR Reserve Fund	92970QAA3	WFCIT 2024-1 A	1,800,000.00	1,800,000.00	4.940	Buy	02/21/2024	03/01/2024	02/15/2029	1,799,511.48	0.00	0.00	(1,799,511.48)
SAM Paratransit Fund	92970QAA3	WFCIT 2024-1 A	275,000.00	275,000.00	4.940	Buy	02/21/2024	03/01/2024	02/15/2029	274,925.36	0.00	0.00	(274,925.36)
SAM TR Reserve Fund	98163KAC6	WOART 2021-D A3	0.00	(26,704.39)	0.810	Principal Paydown	02/15/2024	02/15/2024	10/15/2026	(26,704.40)	0.00	0.01	26,704.40
SAM Paratransit Fund	98163KAC6	WOART 2021-D A3	0.00	(4,530.21)	0.810	Principal Paydown	02/15/2024	02/15/2024	10/15/2026	(4,530.21)	0.00	0.00	4,530.21
--	--	--	3,168,912.43	2,360,265.85	3.942	--	--	--	05/20/2026	2,430,703.15	24,937.85	(36,816.12)	(2,455,641.00)

* Weighted by: Absolute Value of Principal

* MMF transactions are collapsed

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Glossary of Terms

Accrued Interest - The interest that has accumulated on a bond since the last interest payment up to, but not including, the settlement date
Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows

Amortized Cost - The amount at which an investment is acquired, adjusted for accretion, amortization, and collection of cash

Book Yield - The measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization

Average Credit Rating - The average credit worthiness of a portfolio, weighted in proportion to the dollar amount that is invested in the portfolio

Convexity - The relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate changes

Credit Rating - An assessment of the credit worthiness of an entity with respect to a particular financial obligation. The credit rating is inversely related to the possibility of debt default.

Duration - A measure of the exposure to interest rate risk and sensitivity to price fluctuation of fixed-income investments
Duration is expressed as a number of years.

Income Return - The percentage of the total return generated by the income from interest or dividends

Original Cost - The original cost of an asset takes into consideration all of the costs that can be attributed to its purchase and to putting the asset to use

Par Value - The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Price Return - The percentage of the total return generated by capital appreciation due to changes in the market price of an asset

Short-Term Portfolio - The city's investment portfolio whose securities' average maturity is between 1 and 5 years

Targeted-Maturities Portfolio - The city's investment portfolio whose securities' average maturity is between 0 and 3 years

Total Return - The actual rate of return of an investment over a given evaluation period. Total return is the combination of income and price return

Unrealized Gains/(Loss) - A profitable/(losing) position that has yet to be cashed in. The actual gain/(loss) is not realized until the position is closed
A position with an unrealized gain may eventually turn into a position with an unrealized loss, as the market fluctuates and vice versa

Weighted Average Life (WAL) - The average number of years for which each dollar of unpaid principal on an investment remains outstanding, weighted by the size of each principal payment

Yield - The income return on an investment. This refers to the interest or dividends received from a security and is expressed as a percentage based on the investment's cost and its current market value.

Yield to Maturity at Cost (YTM @ Cost) - The internal rate of return of a security given the amortized price as of the report date and future expected cash flows

Yield to Maturity at Market (YTM @ Market) - The internal rate of return of a security given the market price as of the report date and future expected cash flows

Years to Effective Maturity - The average time it takes for securities in a portfolio to mature, taking into account the possibility that any of the bonds might be called back to the issuer

Years to Final Maturity - The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio
Weighted average maturity measures the sensitivity of fixed-income portfolios to interest rate changes.

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR FEBRUARY 2024

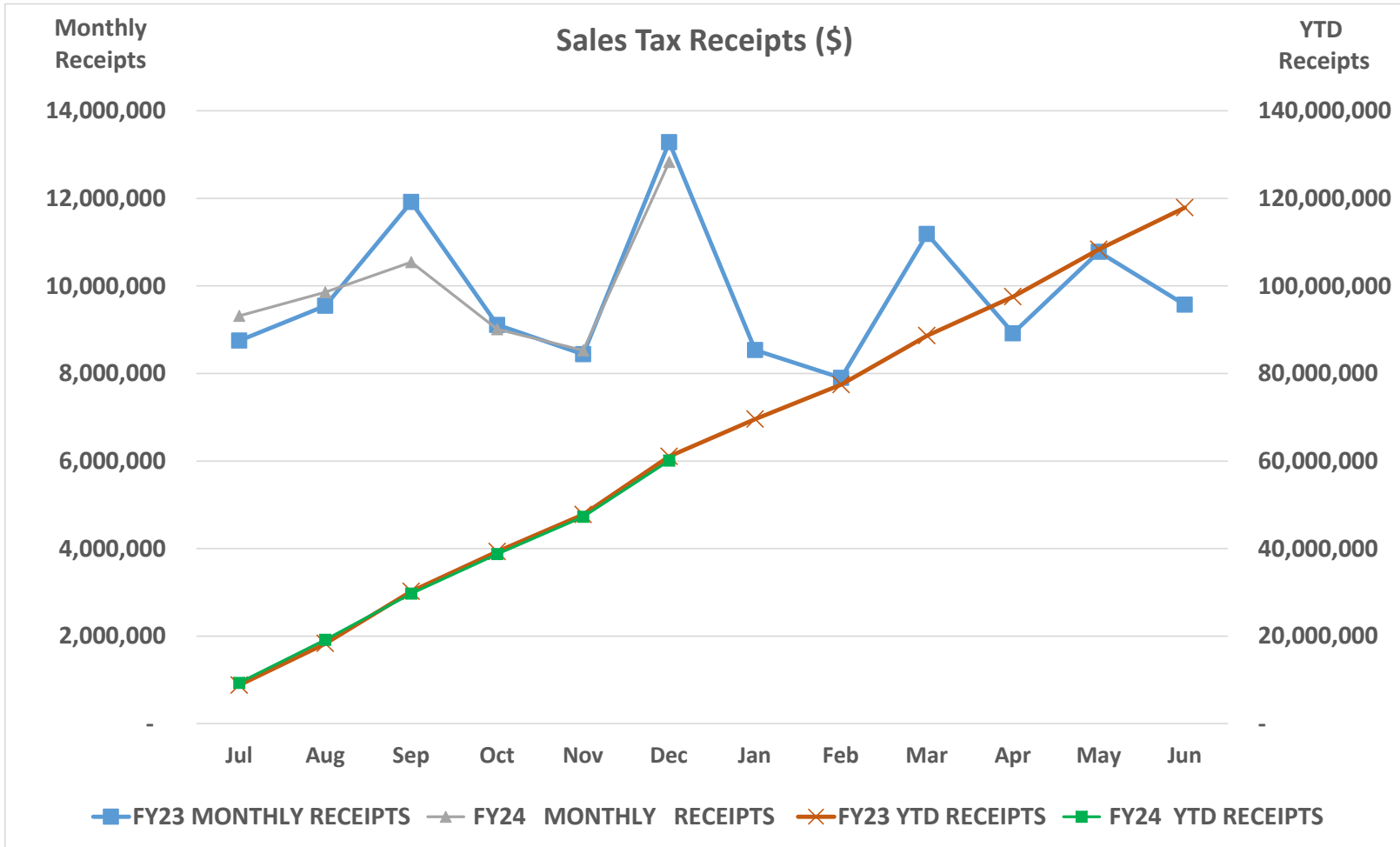
BUDGET AMENDMENTS

Amount	Line Item	Description
Feb-24		No Budget Amendments for February 2024
<u>\$ -</u> Total		<u>\$ -</u> Total

BUDGET REVISIONS

Amount	Line Item	Description
Feb-24		No Budget Revisions for February 2024
<u>\$ -</u> Total		<u>\$ -</u> Total

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2024
Measure A Sales Tax
February 2024**



* Sales tax receipts are received and reconciled two months in arrears
with a quarterly true up by the State of California also two months in arrears

SAN MATEO COUNTY TRANSIT DISTRICT
Monthly Sales Tax Receipts
FY2024
February 2024

	FY23 MONTHLY RECEIPTS*	FY24 MONTHLY RECEIPTS*	MONTHLY % Change	FY23 YTD RECEIPTS	FY24 YTD RECEIPTS	YTD % Change
Jul	8,751,087	9,314,718	6.4%	8,751,087	9,314,718	6.4%
Aug	9,545,280	9,853,612	3.2%	18,296,367	19,168,331	4.8%
Sep	11,914,443	10,543,395	(11.5%)	30,211,052	29,711,726	(1.7%)
Oct	9,109,158	9,013,470	(1.1%)	39,320,211	38,725,196	(1.5%)
Nov	8,437,702	8,526,577	1.1%	47,757,912	47,251,774	(1.1%)
Dec	13,282,326	12,835,532	(3.4%)	61,040,237	60,087,306	(1.6%)
Jan	8,533,234		(100.0%)	69,573,472		(100.0%)
Feb	7,899,675		(100.0%)	77,473,147		(100.0%)
Mar	11,183,491		(100.0%)	88,656,640		(100.0%)
Apr	8,918,606		(100.0%)	97,575,245		(100.0%)
May	10,777,353		(100.0%)	108,352,598		(100.0%)
Jun	9,567,557		(100.0%)	117,919,911		(100.0%)
Total	<u>117,919,911</u>	<u>60,087,306</u>				

**San Mateo County Transit District
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: David Olmeda, Chief Operating Officer, Bus

Subject: **Amending the Contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Studies to Include Technical Support, Extend the Schedule by One Year, and Increase the Value by \$250,000**

Action

Staff proposes that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Authorize an amendment to contract 22-S-P-057 (Contract) with the Center for Transportation and the Environment (CTE) for Hydrogen Fuel Cell Electric Bus Feasibility Study services to increase the Contract value by \$250,000 to accommodate additional services and extend the Contract by one additional year; and
2. Authorize the General Manager/CEO or designee to execute the contract amendment, as negotiated, and in a form approved by legal counsel.

Significance

On April 29, 2022, within the General Manager/CEO's contract authority, the District awarded a single-source Contract to CTE for a not-to-exceed amount of \$150,000 to perform two feasibility studies: a 10-bus hydrogen fuel cell electric bus (FCEB) Demonstration Program, and replacement of the entire fleet of diesel buses housed at the North Base bus maintenance facility (North Base) with FCEBs. The feasibility studies were completed in July 2022 and June 2023, respectively. Two of the 10 FCEBs included in the Demonstration Program have been delivered, and the remaining eight FCEBs are anticipated for delivery by the summer of 2024.

On January 4, 2023, the Board authorized an amendment to CTE's contract. The amendment exercised two one-year option terms, extending the Contract completion date from April 28, 2023 to April 27, 2025, and increased the Contract value by \$200,000 to a total not-to-exceed amount of \$350,000. The scope of work for the amendment included technical support and project management to implement the FCEB Demonstration Program.

In May 2023, the Board approved acquisition of a mobile hydrogen refueler for the FCEB Demonstration Program and construction work for modifications at North Base to enable indoor maintenance of the FCEBs. CTE supported the District's efforts to acquire the refueler

and will oversee testing and commissioning of the refueler. CTE also provided technical support for design, construction, and testing of the Maintenance Building Facility modifications.

On December 6, 2023, the Board adopted an update to the SamTrans Innovative Clean Transit Plan (ICT Plan) that guides replacement of the District's diesel bus fleet with a zero-emission bus (ZEB) fleet. The updated Plan includes replacement of the entire diesel fleet at North Base with FCEBs, rather than battery electric buses, and construction of a permanent hydrogen fueling station to fuel the buses at North Base. On December 6, 2023, through a separate Board action, the Board also authorized the purchase and delivery of up to 108 new FCEBs. Staff is working towards purchasing the new FCEBs by June 2024, with an anticipated delivery between late 2025 and early 2027.

Now, the District needs CTE's assistance with developing technical requirements for and overseeing the design and installation of hydrogen storage, fueling, and maintenance infrastructure at North Base for the new FCEBs. CTE is well-acquainted with the District's efforts to transition its entire North Base diesel fleet to a FCEB fleet and possesses the necessary expertise and experience to provide this assistance. The technical assistance from CTE is estimated to cost an additional \$250,000 and will take an additional year to complete. Accordingly, Staff recommends that the Board authorize a Contract amendment that would increase the value by \$250,000 and extend the contract term by one year.

Budget Impact

The Hydrogen Fuel Cell Electric Bus Infrastructure Project (Project) was first approved by the Board in and included in the Fiscal Year 2023 Capital Budget with \$4,008,474 in Measure W Sales Tax funds. Since then, the Board has approved several amendments to increase the Project budget to \$24,233,153 with state grants and Measure W Sales Tax funds. Funds to support the award of this contract are included in the approved Project budget.

Background

Diesel buses are major contributors to greenhouse gas emissions (GHG) and are the source of 89% of SamTrans' GHG emissions. The FCEBs will help reduce energy consumption, direct carbon emissions, and other harmful emissions. Replacement of the diesel buses is a component of the District's ICT Plan, described above, that is guiding the District's transition from diesel and gasoline-powered vehicles to a zero emission fleet before the State mandated deadline for ZEB transitions, without early retirement of diesel vehicles.

The FCEBs will benefit not only those who rely on public transportation, but also help improve air quality while reducing GHG emissions. The transition to zero-emission technology is consistent with the District's commitment to providing sustainable public transit services for the communities it serves, and supporting the State of California and California Air Resources Board in leading the reduction of transportation impacts on air quality and the climate.

CTE is a non-profit organization that is experienced in developing, implementing, and administering advanced transportation technology projects, with a focus on zero-emission transit buses. CTE has provided technical assistance and project management services to public transit agencies within California and around the United States on many ZEB deployment

projects. CTE has demonstrated experience in the fuel cell arena as one of the three members of the National Fuel Cell Bus Program Consortia responsible for deploying fuel cell transit buses for the Federal Transit Administration.

Prepared By: Tanisha Werner Deputy Director, Infrastructure (650) 508-7771

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Amending the Contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Studies to Include Technical Support, Extend the Schedule by One Year, and Increase the Value by \$250,000

Whereas, on April 29, 2022, and within the General Manager/CEO's contract authority, the San Mateo County Transit District (District) awarded a single-source contract to the Center for Transportation and the Environment of Atlanta, Georgia (CTE) for a not-to-exceed amount of \$150,000 for a one-year term, with up to two one-year option terms, to perform feasibility studies for: (1) a 10-bus fuel cell electric bus (FCEB) Demonstration Program, and (2) a total replacement of the bus fleet housed at the SamTrans North Base bus maintenance facility (North Base) with FCEBs, plus additional tasks to be performed pursuant to District-issued work directives on an as needed basis; and

Whereas, on January 4, 2023, the Board of Directors (Board) authorized an amendment to CTE's contract to increase the amount by \$200,000 to manage the implementation of the FCEB Demonstration Program; and

Whereas, in May 2023, the Board authorized the acquisition of a mobile hydrogen refueler for the FCEB Demonstration Program and construction work for modifications at North Base to enable indoor maintenance of the FCEBs; and

Whereas, on December 6, 2023, the Board authorized an update to the SamTrans Innovative Clean Transit Plan to include options to replace the entire fleet at North Base with FCEBs and to construct a permanent hydrogen fueling station for North Base; and

Whereas, on December 6, 2023, the Board also authorized the purchase and delivery of up to 108 new FCEBs; and

Whereas, the District now desires for CTE to provide additional technical support services, including development of designs and installation requirements for hydrogen storage, fueling and maintenance structures at North Base, and preparation of solicitation documents for a permanent hydrogen fueling station; and

Whereas, staff conducted a price analysis for these technical support services and determined that CTE has proposed to perform the specified services at fair and reasonable prices; and

Whereas, staff recommends that the Board authorize an amendment to the contract with CTE to provide technical support services for hydrogen infrastructure for an additional \$250,000, and to extend the contract term by one year.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby authorizes an amendment to the contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Study services expand the scope of work to include additional technical support services, increase the total contract amount by \$250,000, for a new total contract value of \$600,000, and extend the contract term by one year; and

Be It Further Resolved that the Board authorizes the General Manager/CEO, or designee, to execute the contract amendment as negotiated, and in a form approved by legal counsel; and

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Authorizing the Application for and Receipt of Low Carbon Transportation Operations Program Funds for the Purchase of Fuel Cell Electric Buses**

Action

Staff proposes the Board of Directors (Board) authorize the General Manager/CEO, or her designee, to:

- 1) Apply for and receive \$2,627,393 in Fiscal Year (FY) 2024 California Low Carbon Transportation Operations Program (LCTOP) funds from the California Department of Transportation (Caltrans), which will help fund the purchase of up to 50 fuel cell electric buses (FCEBs); and
- 2) Take such actions as may be necessary to give effect to this resolution, including filing and executing annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, related amendments and any other documentation required for the San Mateo County Transit District (District) to apply for and receive LCTOP funds.

Significance

The LCTOP is one of several funding programs that are part of a broad-based State effort to invest cap-and-trade auction proceeds to reduce greenhouse gas emissions as required under California's climate action law, A.B. 32. These funds are distributed annually on a formula basis to transit agencies and Regional Transportation Planning Agencies, including the Metropolitan Transportation Commission (MTC). Similar to the State Transit Assistance program, transit agencies receive a portion of the LCTOP funds via a formula that is based on operating revenues. Caltrans is the administering agency for the funds and requires eligible funding recipients to submit annual resolutions authorizing agency officer(s) to execute and process materials associated with the receipt of LCTOP funds. Caltrans also requires applicants to specify the projects to receive the funds within the resolution.

For FY 2024, the District's formula allocation of LCTOP funding is \$2,627,393. The LCTOP program allows agencies to bank up to four years' worth of funding for multi-year projects, such as the purchase of zero-emission buses. The District is in the process of replacing a total of 135 model-year 2009 diesel buses that have reached the end of their useful lives (Project). If approved, this will be the fourth year of banking funds for this Project. The four years of LCTOP funding will be used as part of the 20 percent local match required for the District to use

Federal Transit Administration (FTA) Section 5307 formula funding for the purchase of up to 50 FCEBs.

Budget Impact

There is no impact to the budget associated with this action. LCTOP funding for the replacement of the buses was included in the FY2024 and FY2025 Capital budgets, along with FTA and local funding.

Background

The LCTOP provides capital funding as well as operational assistance for expanding transit service to reduce greenhouse gas emissions and improve mobility. LCTOP is funded annually with 5 percent of the auction proceeds from the State's cap-and-trade program. Through the established LCTOP formula, the District received \$1,042,535 in FY 2021, \$2,448,447 in FY 2022, and \$2,450,146 in FY 2023. Combined with the FY 2024 funds, the District will have banked a total of \$8,568,521 for this Project.

Prepared By: Ashley Thompson

Principal Grants Analyst

605-508-6387

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Authorizing the Application for and Receipt of Low Carbon Transportation Operations
Program Funds for the Purchase of Fuel Cell Electric Buses**

Whereas, the San Mateo County Transit District (District) is an eligible project sponsor and may receive State funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

Whereas, the statutes related to State-funded transit projects require a local or regional implementing agency to abide by various regulations; and

Whereas, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

Whereas, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors, including the District; and

Whereas, the District wishes to use Fiscal Year (FY) 2024 LCTOP funds allocated to the District to help fund the purchase up to 50 fuel cell electric buses (Project), which will reduce greenhouse gas emissions in San Mateo County, benefiting disadvantaged communities identified by the State of California; and

Whereas, staff recommends that the Board of Directors authorize the General Manager/CEO, or her designee, to:

1. Apply for and receive \$2,627,393 in FY 2024 LCTOP funds for the Project; and

2. File and execute annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents, and take any other actions that may be required, for the District to apply for and receive LCTOP funding.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District, hereby:

1. Authorizes the General Manager/CEO, her designee, to apply for and receive from the California Department of Transportation \$2,627,393 in FY 2024 Low Carbon Transportation Operations Program funds, which will help fund the purchase of up to 50 fuel cell electric buses; and
2. Authorizes the General Manager/CEO, or her designee, to take such actions as may be necessary to give effect to this resolution, including filing and executing annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents that may be required for the District to apply for and receive LCTOP funds; and
3. Agrees to comply with all conditions and requirements set forth in the annual certifications and assurances, authorized agent forms, and any applicable statutes, regulations and guidelines for all Low Carbon Transit Operations Program-funded transit projects.

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Amending the Investment Policy for the San Mateo County Transit District and Paratransit Trust Funds and Delegating Investment Authority for Fiscal Year 2024-2025**

Action

Staff proposes the Board of Directors (Board):

1. Amend the San Mateo County Transit District (District) Statement of Investment Policy (Investment Policy) to include the Paratransit Trust Fund, and reflect recent updates to State law, including California Government Code Section 53600 et seq.; and
2. Appoint the General Manager/CEO, or designee, as trustee for purposes of placing investments pursuant to the aforementioned policy.

Discussion

The District's investments are made in accordance with sound treasury management practices and in compliance with the objectives of safety, liquidity, and yield in that order of priority.

The General Manager/ CEO or designee serves as the District's trustee for purposes of placing investments pursuant to the Investment Policy. The Board of Directors, in accordance with Government Code Section 53607 and 53646(a), may review the Investment Policy and also reauthorize the included delegations of authority on an annual basis at a public meeting.

With the expiration of Original Measure A on December 31, 2008, the San Mateo County Transportation Authority (TA) transferred the corpus of the Paratransit Trust Fund to the District in 2009 to be maintained in perpetuity as called for in the TA's Transportation Expenditure Plan. In March 2009, the District adopted a separate Investment Policy for investment of the Paratransit Trust Fund. The investment guidelines for the District's funds and the Paratransit Trust Fund are the same, so there is no longer a need to have two separate policies. Staff recommends including the Paratransit Trust Fund in the Investment Policy for District funds. The Paratransit Trust Fund will remain in an account separate from the District's funds.

After consideration of the existing policy, staff recommends amending the Investment Policy to include the Paratransit Trust Fund and reflect recent updates to the law. In particular, the proposed action will:

- Amend the Investment Policy to clarify the delegation of investment authority provided by Government Code Section 53607;

- Amend the Investment Policy to increase, from 30 to 45 days, the time allowed for quarterly investment reporting to be made to the board, per updates to Government Code Section 53646;
- Amend the Investment Policy's section on maturity to note that, while state law allows for investment in federal and federal agency securities with a maturity of up to 15 years, not more than 30% of the portfolio will be invested in securities with a maturity of more than five years;
- Add language to reflect an amendment to Government Code section 53601(o), which took effect on January 1, 2024, and clarified that mortgage and lease backed securities issued by the federal government or its agencies are not subject to the AA minimum rating imposed on non-governmental issued securities;
- Update the language pertaining to realized losses to clarify that it is permitted to incur losses for the purpose of rebalancing the portfolio to increase overall earnings;
- Update the table of authorized investments to denote that Shares of Beneficial Interest issued by diversified management companies must maintain the highest rating issued by at least two Nationally Recognized Statistical Rating Organization (NRSROs); and
- Appoint the General Manager/CEO, or designee, as trustee for purposes of placing investments pursuant to the Investment Policy.

Budget Impact

There is no impact on the budget.

Background

The District originally adopted the Investment Policy for District funds in October 1985 and the Investment Policy for the Paratransit Trust Fund in March 2009, and has, from time to time, amended these policies. The District most recently amended the Investment Policies in November 2020 to reflect updates to State law.

Prepared By:	Kevin Beltz	Manager, Treasury Debt and Investments	650-508-6405
	Connie Mobley-Ritter	Director, Treasury	650-508-7765

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

**Amending the Investment Policy for the
San Mateo County Transit District and Paratransit Trust Funds and Delegating Investment
Authority for Fiscal Year 2024-2025**

Whereas, as encouraged by applicable State law and in accordance with best practices, the San Mateo County Transit District (District) adopted a Statement of Investment Policy (Investment Policy) for the investment of District Funds in October 1985; and

Whereas, since the corpus of the Paratransit Trust Fund was transferred to the District from the San Mateo County Transportation Authority in 2009, the District has maintained a separate Investment Policy for the Paratransit Trust Fund; and

Whereas, the investment guidelines for District Funds and the Paratransit Trust Fund are the same, and there is no longer a need to have two separate Investment Policies; and

Whereas, the District may annually render a statement of said Investment Policies to the Board of Directors for review and approval pursuant to Section 53646 of the Government Code; and

Whereas, the District has amended or reaffirmed its Investment Policies over the years, most recently in November 2020, to align with descriptions of investments contained in California law and more clearly reflect the District's strategy for the investment of its funds; and

Whereas, in presenting the Investment Policies to the Board of Directors for this year, staff recommends amending the Investment Policy for District Funds to include the Paratransit Trust Fund, which will continue to be kept in an account separate from District Funds, and reflect recent updates to state law, including Government Code 53600 et seq.; and

Whereas, staff further recommends appointment of the General Manager/CEO, or designee, as trustee for purposes of placing investments pursuant to the Investment Policy for the period of July 1, 2024, through June 30, 2025.

Now, Therefore Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby:

1. Amends the Investment Policy for District Funds as reflected in Exhibit A, which is attached hereto, as follows:
 - Amend the Investment Policy to clarify the delegation of investment authority provided by Government Code Section 53607;
 - Amend the Investment Policy to increase, from 30 to 45 days, the time allowed for quarterly investment reporting to be made to the Board, per updates to Government Code Section 53646;
 - Amend the Investment Policy's section on maturity to note that, while state law allows for investment in federal and federal agency securities with a maturity of up to 15 years, not more than 30 percent of the portfolio will be invested in securities with a maturity of more than five years;
 - Add language to reflect an amendment to Government Code Section 53601(o), which took effect on January 1, 2024, and clarified that mortgage and lease backed

securities issued by the federal government or its agencies are not subject to the AA minimum rating imposed on non-governmental issued securities;

- Update the language pertaining to realized losses to clarify that it is permitted to incur losses for the purpose of rebalancing the portfolio to increase overall earnings;
- Update the table of authorized investments to denote that Shares of Beneficial Interest issued by diversified management companies must maintain the highest rating issued by at least two Nationally Recognized Statistical Rating Organization (NRSROs); and

2. Appoints the General Manager/CEO, or designee, as trustee for purposes of placing investments pursuant to said Investment Policy for District Funds for the period of July 1, 2024, through June 30, 2025.

Regularly passed and adopted this 4th day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

EXHIBIT A

SAN MATEO COUNTY TRANSIT DISTRICT

STATEMENT OF INVESTMENT POLICY

I. PURPOSE

This Statement of Investment Policy (Investment Policy) sets forth the investment guidelines for the prudent investment and cash management of the San Mateo County Transit District's (DISTRICT) general and Paratransit Trust Fund funds. It is the goal of this Investment Policy to establish investment objectives in accordance with the provisions of the *California Government Code, Section 53600 et seq.* (hereafter "*Code*"), and investment guidelines to ensure that the funds under its purview are prudently invested to preserve capital, provide necessary liquidity, and achieve a market-average rate of return over an economic cycle consistent with the DISTRICT's goals of preserving principal and minimizing the risk of diminishing the principal.

Investments may only be made as authorized by this Investment Policy, and subsequent revisions. This Statement of Investment Policy may be reviewed annually by the DISTRICT's Board of Directors at a public meeting. (*California Government Code Section 53646(a)*). Irrespective of these policy provisions, should the provisions of the *Code* be, or become, more restrictive than those contained herein, then such provisions will be considered immediately incorporated into this Statement of Investment Policy.

II. OBJECTIVE

The DISTRICT's cash management system is designed to monitor and forecast accurately, expenditures and revenues, thus enabling the DISTRICT to invest funds to the fullest extent possible. Idle funds of the DISTRICT shall be invested in accordance with sound treasury management and in accordance with the provisions of the *Code* and this Investment Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be applied in the context of managing an overall portfolio. DISTRICT officials shall act in accordance with written procedures and the Investment Policy, and should report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

The DISTRICT's primary objective with respect to its invested funds is to safeguard the principal of the funds. The second objective is to meet the liquidity needs of the DISTRICT. The third objective is to achieve a return on its invested funds.

III. BENCHMARKS

Investment performance will be compared to the performance benchmark selected by the DISTRICT, which approximates the DISTRICT's portfolio and the specific restrictions on the DISTRICT's portfolio in accordance with applicable current legislation by the State of California. The benchmark will be reviewed periodically to ensure it remains appropriate and consistent with the DISTRICT's risk and return expectations.

IV. POLICY

At all times, the DISTRICT shall invest its funds in accordance with the rules and restrictions established by the law of the State of California (including the *Code*). In addition, the DISTRICT shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (*California Government Code Section 53600.3*).

The Board of Directors delegates on an annual basis, the authority to invest to the General Manager/CEO of the DISTRICT, or designee, who shall serve as the DISTRICT's trustee for purposes of placing investments pursuant to this Investment Policy. The Board of Directors shall review and specifically reauthorize this delegation of authority on an annual basis (*California Government Code Section 53607*).

1. **Criteria for Selecting Investments.** Criteria for selecting investments and the order of priority are:
 - a. Safety. The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The DISTRICT shall operate only in those investments that are considered safe. Investments in instruments and with institutions permitted under Section 2, Section 6, and Section 7, are deemed to constitute safe investments within the meaning of this Investment Policy.
 - b. Liquidity. An adequate percentage of the portfolio, in the approximate amount of six months' operating expenses, should be maintained in liquid short-term investments which can convert to cash if necessary to meet disbursement requirements. For purposes of this Investment Policy, fixed income securities maturing in one year or more are considered investment term, and fixed income

securities maturing in less than one year are considered short-term cash equivalents. All funds available for investment shall be directed to the managers of the DISTRICT's investment portfolio.

- c. **Return on Investment.** The DISTRICT's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, consistent with the portfolio's benchmark as described in the section entitled "Objective" (see above). This benchmark takes into account the DISTRICT's investment risk constraints and the cash flow characteristics of the portfolio.
2. **Diversification.** The DISTRICT will focus on diversification and invest in securities consistent with the diversification limits established by this policy and consistent with California Government Code.
3. **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, will be executed on a Delivery versus Pay Basis (DVP). The assets of the DISTRICT shall be held in safekeeping by the DISTRICT's safekeeping agent, or secured through third party custody and safekeeping procedures. A due bill or other substitutions will not be acceptable.
4. **Maturity of Investments.** The specific security guidelines including maximum maturities and qualified Fixed Income instruments can be found in Section 9 "Summary of Instruments & Limitations" of this Investment Policy. For purposes of compliance with this Policy, an investment's term or remaining maturity shall be measured from the settlement date to final maturity. Although state law allows investment in U.S. Agencies or Government Sponsored Enterprises and U.S. Treasury obligations with a maturity of up to fifteen years, securities with term to maturity greater than five years shall not exceed 30% of the overall portfolio value.

The maximum dollar weighted average maturity of the fund is five years. This policy limitation leaves open the flexibility to take advantage of interest rate fluctuations as well as yield curve differences to maximize the return on investment. The imposed maximum dollar weighted five year average maturity limits the market risk to levels appropriate for an intermediate income fund. For the purposes of calculating the "average life" of the fund, callable and asset backed securities will be run to their stated final maturity.
5. **Deposit of Funds.** As far as possible, all money belonging to or in the custody of the DISTRICT including money paid to the DISTRICT to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by *California Government Code Section 53630*). Pursuant to *California Government Code Sections 53635, 53637 and 53638*, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

6. **Allowable Investment Instruments.** The DISTRICT also may invest in any investment instrument as authorized by the *California Government Code*, as it may be amended from time to time, and subject to any conditions set forth in the *California Government Code*. This Policy may be more restrictive than *California Government Code* regarding the limitations of certain investment types, as shown in the table in Section 9. These investment instruments include but are not limited to:
- a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest, pursuant to *California Government Code Section 53601(b)*.
 - b. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government sponsored enterprises, pursuant to *California Government Code Section 53601(f)*.
 - c. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section. This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (*California Public Utilities Code Section 11501, et seq.*). Pursuant to *California Government Code Section 53601(g)*.
 - d. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). Eligible commercial paper shall have a maximum maturity of 270 days or less. No more than 40 percent of the agency's money may be invested in eligible commercial paper. The agency may invest no more than 10 percent of its total investment assets in the commercial paper and the medium-term notes of any single issuer pursuant to *California Government Code Section 53601(h)*.
 - e. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by *California Financial Code Section 5102*), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601(i)*.

- f. Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements as defined in *California Government Code Section 53601(j)*.
- g. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of “A” or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(k)*. The agency may invest no more than 10 percent of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- h. Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as described by *California Government Code Section 53601(l)*.
- i. Local government investment pools. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 as described by *California Government Code Section 53601(p)*. The Board of Directors has authorized the Authority to invest in the Local Agency Investment Fund (LAIF) pursuant to California Government Code Section 16429.1 and in the San Mateo County Investment Fund (SMCIF).
- j. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. For securities eligible for investment under this subdivision that are not issued or guaranteed by an agency or issuer identified in subdivision (a) or (b) of this Policy, the following limitations apply: 1) The security shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less; 2) Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency’s surplus moneys that may be invested pursuant to this *California Government Code Section 53601(o)*.
- k. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Pursuant to *California Government Code 53601(c)*.

Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Pursuant to *California Government Code 53601(d)*.

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Pursuant to *California Government Code 53601(e)*.

- l. Supranational obligations including United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(q)*.
- m. Collateral is defined in this Investment Policy to mean property (as securities) pledged by a borrower to protect the interest of the lender. For purposes of this Investment Policy, the following investments are considered to have collateral backing: Certificates of Deposit protected by either the FDIC or pledged securities in conformance with California Codes and this Investment Policy; or Bankers' Acceptances (protected by an irrevocable time draft or bill of exchange) whereby the accepting bank incurs an irrevocable primary obligation thus guaranteeing payment on the draft or bill. A secondary obligation rests with the issuing company; Commercial Paper (protected by an unsecured promissory note from the issuer who must be rated A1/P1/F1 or better) thereby guaranteeing that the earning power and/or liquidity had been established to fulfill the obligation to pay; and, asset backed securities which are rated AAA by both Moody’s and Standard & Poor’s.

7. **Prohibited Investments.** The DISTRICT shall not invest any funds in inverse floaters, range notes or mortgage derived interest-only strips. The DISTRICT shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the DISTRICT may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in *California Government Code Section 53601.6*.

8. **Portfolio Transactions.** The DISTRICT's investment advisors are expected to seek best execution for all portfolio transactions. Best execution relates to the expected

realized price net of commissions and is not necessarily synonymous with the lowest commission rate. Investment advisors are to obtain three independent bids from SEC licensed brokerage institutions, licensed by the state as a broker-dealer, as defined in *California Government Code Section 53601.5*, or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, prior to the execution of each portfolio transaction. The investment advisors, at their sole discretion and authority, will choose which broker dealers or brokerage firms from which to solicit bids and final selection is to be made based on the best interests of the DISTRICT. Investment advisors may incur Realized capital losses as part of their management of the portfolio in order to maximize overall earnings through reinvestment into different securities.

- 9. Summary of Instruments & Limitations.** Subject to the limitations set forth in *California Government Code Sections 53600 et seq.* which may be amended from time to time, the General Manager/CEO or his designee may invest in the following instruments, subject to the limits of flexibility described above and in the table below. Limitations set in this Policy may be more restrictive than required by *California Government Code*:

Instrument	Credit Rating	% of Fund	% of Fund per Issuer	Maximum Maturity
(a) U.S. Treasury Obligations		100	N/A	15 years
(b) Obligations of U.S. Agencies or Government Sponsored Enterprises		100	N/A	15 years
(c) Bankers' Acceptances		40	30	180 days
(d) Commercial Paper	A1/P1/F1	40	10	270 days
(e) Negotiable Certificates of Deposit		30	N/A	5 years
(f) Repurchase Agreements		100	N/A	1 year
Reverse Repurchase Agreements & Securities Lending		20	N/A	92 days
(g) Medium Term Corporate Notes	"A" category (split rated issues not allowed)	30	10	5 years

(h) Shares of beneficial interest issued by diversified management companies	Highest rating by two NRSROs	20	10	N/A
(i) Local Government Investment Pools		100	N/A	N/A
(j) Asset-backed and mortgage-backed securities	“AA” category	20	N/A	5 years
(k) Municipal Obligations		100	N/A	10 years
(l) Supranational Obligations	“AA” category	30	N/A	5 years
Local Agency Investment Fund				Up to current state limit
San Mateo County Investment Fund				Up to current state limit

10. Oversight.

- a. Quarterly, the General Manager/CEO shall submit an investment report to the Board of Directors within 45 days of the end of the quarter. The report shall include the following information:
 1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the DISTRICT;
 2. description of any of the DISTRICT’s funds, investments or programs that are under the management of contracted parties, including lending programs;
 3. for all securities held by the DISTRICT or under management by any outside party that is not a local agency or the State of California LAIF, a current market value as of the date of the report and the source of this valuation;
 4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
 5. statement that the DISTRICT has the ability to meet its pool’s expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

- b. Annually, the General Manager/CEO shall perform, or cause to be performed, an independent audit of the DISTRICT's assets as reported for the investment program's activities. It is to be conducted in such a way as to determine compliance with the DISTRICT's Investment Policy and State Codes. Such independent auditors will express an opinion whether the statement of assets is presented fairly and in accordance with generally accepted accounting principles.

- c. If the DISTRICT places all of its investments in the LAIF, FDIC-insured accounts in a bank or savings and loan association, or the SMCIF (or any combination of these three), the General Manager/CEO can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (*California Government Code Section 53646(b)-(e)*).

October, 1985	Revised October, 1993	Reaffirmed October, 2001	Amended March 2009
Revised October, 1986	Revised November, 1994	Reaffirmed December, 2002	Reaffirmed March 2010
Revised October, 1987	Reaffirmed October, 1995	Revised December, 2003	Amended April 2011
Revised October, 1988	Revised March, 1996	Reaffirmed December, 2004	Amended April 2012
Revised October, 1989	Revised September, 1997	Reaffirmed October, 2005	Reaffirmed April 2013
Reaffirmed October, 1990	Reaffirmed October, 1998	Reaffirmed November, 2006	Reaffirmed April 2014
Revised October, 1991	Reaffirmed October, 1999	Amended November 2007	Amended August 2016
Reaffirmed October, 1992	Reaffirmed October, 2000	Reaffirmed December 2008	Reaffirmed September 2017
			Amended October 2019

REDLINE VERSION EXHIBIT A

SAN MATEO COUNTY TRANSIT DISTRICT

STATEMENT OF INVESTMENT POLICY

I. PURPOSE

This Statement of Investment Policy (Investment Policy) sets forth the investment guidelines for the prudent investment and cash management of the San Mateo County Transit District’s (DISTRICT) [general and Paratransit Trust Fund](#) funds. It is the goal of this Investment Policy to establish investment objectives in accordance with the provisions of the *California Government Code, Section 53600 et seq.* (hereafter “Code”), and investment guidelines to ensure that the funds under its purview are prudently invested to preserve capital, provide necessary liquidity, and achieve a market-average rate of return over an economic cycle consistent with the DISTRICT’s goals of preserving principal and minimizing the risk of diminishing the principal.

Investments may only be made as authorized by this Investment Policy, and subsequent revisions. This Statement of Investment Policy may be reviewed annually by the DISTRICT’s Board of Directors at a public meeting. (*California Government Code Section 53646(a)*). Irrespective of these policy provisions, should the provisions of the Code be, or become, more restrictive than those contained herein, then such provisions will be considered immediately incorporated into this Statement of Investment Policy.

II. OBJECTIVE

The DISTRICT’s cash management system is designed to monitor and forecast accurately, expenditures and revenues, thus enabling the DISTRICT to invest funds to the fullest extent possible. Idle funds of the DISTRICT shall be invested in accordance with sound treasury management and in accordance with the provisions of the Code and this Investment Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for

speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be applied in the context of managing an overall portfolio. DISTRICT officials shall act in accordance with written procedures and the Investment Policy, and should report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

The DISTRICT's primary objective with respect to its invested funds is to safeguard the principal of the funds. The second objective is to meet the liquidity needs of the DISTRICT. The third objective is to achieve a return on its invested funds.

III. BENCHMARKS

Investment performance will be compared to the performance benchmark selected by the DISTRICT, which approximates the DISTRICT's portfolio and the specific restrictions on the DISTRICT's portfolio in accordance with applicable current legislation by the State of California. The benchmark will be reviewed periodically to ensure it remains appropriate and consistent with the DISTRICT's risk and return expectations.

IV. POLICY

At all times, the DISTRICT shall invest its funds in accordance with the rules and restrictions established by the law of the State of California (including the *Code*). In addition, the DISTRICT shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (*California Government Code Section 53600.3*).

The [Board of Directors delegates on an annual basis, the authority to invest to the](#) General Manager/CEO of the DISTRICT, or ~~his~~ designee, [who](#) shall serve as the DISTRICT's trustee for purposes of placing investments pursuant to this Investment Policy. The Board of Directors ~~shall may~~ review and specifically reauthorize this delegation of authority on an annual basis [\(*California Government Code Section 53607*\)](#).

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1. **Criteria for Selecting Investments.** Criteria for selecting investments and the order of priority are:
 - a. Safety. The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The DISTRICT shall operate only in those investments that are considered safe. Investments in instruments and with institutions permitted under Section 2, Section 6, and

Section 7, are deemed to constitute safe investments within the meaning of this Investment Policy.

- b. **Liquidity.** An adequate percentage of the portfolio, in the approximate amount of six months' operating expenses, should be maintained in liquid short-term investments which can convert to cash if necessary to meet disbursement requirements. For purposes of this Investment Policy, fixed income securities maturing in one year or more are considered investment term, and fixed income securities maturing in less than one year are considered short-term cash equivalents. All funds available for investment shall be directed to the managers of the DISTRICT's investment portfolio.
 - c. **Return on Investment.** The DISTRICT's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, consistent with the portfolio's benchmark as described in the section entitled "Objective" (see above). This benchmark takes into account the DISTRICT's investment risk constraints and the cash flow characteristics of the portfolio.
2. **Diversification.** The DISTRICT will focus on diversification and invest in securities consistent with the diversification limits established by this policy and consistent with California Government Code.
 3. **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, will be executed on a Delivery versus Pay Basis (DVP). The assets of the DISTRICT shall be held in safekeeping by the DISTRICT's safekeeping agent, or secured through third party custody and safekeeping procedures. A due bill or other substitutions will not be acceptable.
 4. **Maturity of Investments.** The specific security guidelines including maximum maturities and qualified Fixed Income instruments can be found in Section ~~10-9~~ "Summary of Instruments & Limitations" of this Investment Policy. ~~The DISTRICT has received authorization to purchase securities with a term remaining to maturity greater than five years.~~ For purposes of compliance with this Policy, an investment's term or remaining maturity shall be measured from the settlement date to final maturity. Although state law allows investment in U.S. Agencies or Government Sponsored Enterprises and U.S. Treasury obligations with a maturity of up to fifteen years, securities with term to maturity greater than five years shall not exceed 30% of the overall portfolio value.

The maximum dollar weighted average maturity of the fund is five years. This policy limitation leaves open the flexibility to take advantage of interest rate fluctuations as well as yield curve differences to maximize the return on investment. The imposed maximum dollar weighted five year average maturity limits the market risk to levels appropriate

for an intermediate income fund. For the purposes of calculating the “average life” of the fund, callable and asset backed securities will be run to their stated final maturity.

5. **Deposit of Funds.** As far as possible, all money belonging to or in the custody of the DISTRICT including money paid to the DISTRICT to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by *California Government Code Section 53630*). Pursuant to *California Government Code Sections 53635, 53637 and 53638*, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

6. **Allowable Investment Instruments.** The DISTRICT also may invest in any investment instrument as authorized by the *California Government Code*, as it may be amended from time to time, and subject to any conditions set forth in the *California Government Code*. This Policy may be more restrictive than *California Government Code* regarding the limitations of certain investment types, as shown in the table in Section 109. These investment instruments include but are not limited to:
 - a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest, pursuant to *California Government Code Section 53601(b)*.

 - b. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government sponsored enterprises, pursuant to *California Government Code Section 53601(f)*.

 - c. Bankers’ acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers’ acceptances shall not exceed 180 days’ maturity or 40 percent of the agency’s moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency’s moneys may be invested in the bankers’ acceptances of any one commercial bank pursuant to this section. This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (*California Public Utilities Code Section 11501, et seq.*). Pursuant to *California Government Code Section 53601(g)*.

 - d. Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). Eligible commercial paper shall have a maximum maturity of 270 days or less. No more than 40 percent of the agency’s money may be invested in eligible commercial paper. The agency may invest no more

than 10 percent of its total investment assets in the commercial paper and the medium-term notes of any single issuer pursuant to *California Government Code Section 53601(h)*.

- e. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by *California Financial Code Section 5102*), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601(i)*.
- f. Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements as defined in *California Government Code Section 53601(j)*.
- g. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601(k)*. The agency may invest no more than 10 percent of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- h. Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as described by *California Government Code Section 53601(l)*.
- i. Local government investment pools. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 as described by *California Government Code Section 53601(p)*. [The Board of Directors has authorized the Authority to invest in the Local Agency Investment Fund \(LAIF\) pursuant to California Government Code Section 16429.1 and in the San Mateo County Investment Fund \(SMCIF\).](#)
- j. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. [For securities eligible for investment under this subdivision that are not issued or guaranteed by an agency or issuer identified in subdivision \(a\) or \(b\) of this Policy, the following limitations apply: 1\) The security shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less; 2\) Purchase of securities](#)

authorized by this subdivision may not exceed 20 percent of the agency's surplus moneys that may be invested pursuant to this *California Government Code Section 53601(o)*.

- k. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Pursuant to *California Government Code 53601(c)*.

Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Pursuant to *California Government Code 53601(d)*.

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Pursuant to *California Government Code 53601(e)*.

- l. Supranational obligations including United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601(q)*.

- m. Collateral is defined in this Investment Policy to mean property (as securities) pledged by a borrower to protect the interest of the lender. For purposes of this Investment Policy, the following investments are considered to have collateral backing: Certificates of Deposit protected by either the FDIC or pledged securities in conformance with California Codes and this Investment Policy; or Bankers' Acceptances (protected by an irrevocable time draft or bill of exchange) whereby the accepting bank incurs an irrevocable primary obligation thus guaranteeing payment on the draft or bill. A secondary obligation rests with the issuing company; Commercial Paper (protected by an unsecured promissory note from the issuer who must be rated A1/P1/F1 or better) thereby guaranteeing that the earning power and/or liquidity had been established to fulfill the obligation to pay; and, asset backed securities which are rated AAA by both Moody's and Standard & Poor's.

~~7. **Local Agency Investment Fund & San Mateo County Investment Pool.** The Board of Directors also authorizes the DISTRICT to invest in the Local Agency Investment Fund (LAIF) pursuant to *California Government Code Section 16429.1* and in the San Mateo County Investment Fund (SMCIF).~~

78. Prohibited Investments. The DISTRICT shall not invest any funds in inverse floaters, range notes or mortgage derived interest-only strips. The DISTRICT shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the DISTRICT may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in *California Government Code Section 53601.6*.

98. Portfolio Transactions. The DISTRICT's investment advisors are expected to seek best execution for all portfolio transactions. Best execution relates to the expected realized price net of commissions and is not necessarily synonymous with the lowest commission rate. Investment advisors are to obtain three independent bids from SEC licensed brokerage institutions, licensed by the state as a broker-dealer, as defined in *California Government Code Section 53601.5*, or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, prior to the execution of each portfolio transaction. The investment advisors, at their sole discretion and authority, will choose which broker dealers or brokerage firms from which to solicit bids and final selection is to be made based on the best interests of the DISTRICT. Investment advisors may incur Realized capital losses as part of their management of the portfolio in order to maximize overall earnings through reinvestment into different securities. ~~in order to minimize the decrease in real purchasing power of the assets over an indefinite period of time.~~

910. Summary of Instruments & Limitations. Subject to the limitations set forth in *California Government Code Sections 53600 et seq.* which may be amended from time to time, the General Manager/CEO or his designee may invest in the following instruments, subject to the limits of flexibility described above and in the table below. Limitations set in this Policy may be more restrictive than required by *California Government Code*:

Instrument	Credit Rating	% of Fund	% of Fund per Issuer	Maximum Maturity
(a) U.S. Treasury Obligations		100	N/A	15 years
(b) Obligations of U.S. Agencies or Government Sponsored Enterprises		100	N/A	15 years

(c) Bankers' Acceptances		40	30	180 days
(d) Commercial Paper	A1/P1/F1	40	10	270 days
(e) Negotiable Certificates of Deposit		30	N/A	5 years
(f) Repurchase Agreements		100	N/A	1 year
Reverse Repurchase Agreements & Securities Lending		20	N/A	92 days
(g) Medium Term Corporate Notes	"A" category (split rated issues not allowed)	30	10	5 years
(h) Shares of beneficial interest issued by diversified management companies	Highest rating by two NRSROs	20	10	N/A
(i) Local Government Investment Pools		100	N/A	N/A
(j) Asset-backed and mortgage-backed securities	"AA" category	20	N/A	5 years
(k) Municipal Obligations		100	N/A	10 years
(l) Supranational Obligations	"AA" category	30	N/A	5 years
Local Agency Investment Fund				Up to current state limit
San Mateo County Investment Fund				Up to current state limit

11.10. Oversight.

- a. Quarterly, the General Manager/CEO shall submit an investment report to the Board of Directors within ~~30~~45 days of the end of the quarter. The report shall include the following information:
 1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the DISTRICT;
 2. description of any of the DISTRICT's funds, investments or programs that are under the management of contracted parties, including lending programs;
 3. for all securities held by the DISTRICT or under management by any outside party that is not a local agency or the State of California LAIF, a

current market value as of the date of the report and the source of this valuation;

4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
 5. statement that the DISTRICT has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.
- b. Annually, the General Manager/CEO shall perform, or cause to be performed, an independent audit of the DISTRICT's assets as reported for the investment program's activities. It is to be conducted in such a way as to determine compliance with the DISTRICT's Investment Policy and State Codes. Such independent auditors will express an opinion whether the statement of assets is presented fairly and in accordance with generally accepted accounting principles.
- c. If the DISTRICT places all of its investments in the LAIF, FDIC-insured accounts in a bank or savings and loan association, or the SMCIF (or any combination of these three), the General Manager/CEO can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (*California Government Code Section 53646(b)-(e)*).

Proclamation

Honoring Arab-American Heritage Month

Whereas, from April 1 through April 30, 2024, the United States celebrates Arab-American Heritage Month; and

Whereas, for over a century, Arab-Americans have been making valuable contributions in every aspect of American society, including medicine, law, business, technology, civic government, and culture; and

Whereas, since coming to America, Arab-Americans brought with them traditions of resilient family values, a strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our democracy; and

Whereas, for Arab-American Heritage Month, the San Mateo County Transit District will be highlighting some of its Arab-American employees on various social media platforms; and

Whereas, according to Census Bureau data, Arabic is one of the fastest growing languages in the United States; and

Whereas, there is a need for public education, awareness, and policies that are culturally-competent when describing, discussing, or addressing the impacts of being Arab-American in all aspects of American society, including discourse and policy; and

Whereas the Board of Directors remains committed to the mission of promoting equity and will continue to advance the cause of diversity, access, equity and inclusion in the San Mateo County Transit District's policies, programs, and practices.

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors hereby recognizes April as **Arab-American Heritage Month** to celebrate the immense contributions of Arab-Americans in the United States.

Regularly passed and adopted this 3rd day of April, 2024.



Chair, San Mateo County Transit District

BOARD OF DIRECTORS 2024

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO



Memorandum

Date: March 27, 2024
To: SamTrans Board of Directors
From: April Chan, General Manager/CEO
Subject: General Manager/CEO Report

Ridership Recovery

SamTrans total trips for the first seven months of FY 2024, ending January 31, 2024, was 87.6 percent compared to the same seven months ending January 31, 2020. SamTrans ridership recovery compares favorably with local peer agencies and out-of-state bus public transportation providers. The national bus ridership recovery rate is 77.6 percent. Local rail systems remain at a lower ridership recovery rate compared to buses and the national rail.

	7 Months Ending January 2020	7 Months Ending January 2024	Ridership Recovery Rate
SamTrans	6,503,101	5,713,529	87.6%
AC Transit	32,196,401	22,828,666	70.7%
SFMTA	123,182,818	89,133,399	72.4%
VTA	16,144,531	12,894,575	79.9%
Dallas	22,252,244	16,465,545	74.0%
Seattle - King	71,009,078	45,027,561	63.4%
Chicago	139,883,055	97,653,701	69.8%
Atlanta	30,735,772	19,178,669	62.4%
New York MTA	419,240,649	361,985,593	86.3%
National Bus	2,666,236,387	2,069,069,807	77.6%
Caltrain	11,128,002	4,236,615	38.1%
BART Extension	7,869,051	3,398,605	43.2%

	7 Months Ending January 2020	7 Months Ending January 2024	Ridership Recovery Rate
BART System	74,191,319	31,344,436	42.2%
National Rail	2,889,788,141	1,949,159,238	67.4%
Total NTD Trips	5,847,744,419	4,223,558,446	72.2%

Bus Operator Staffing

	Approved FTEs	Trainees*	No. Bus Operators
Bus Operators	348	24	324**

* Class 186 started on January 8, 2024, and graduated 9 trainees on March 15, 2024. Class 187 started on January 31, 2024, with 15 Trainees scheduled to graduate on April 12, 2024.

** This number excludes 24 trainees from Classes 186 and 187.

Bus Operators are being trained on the new Battery Electric Buses. As of mid-March, about half of the Bus Operators (163) have been trained to operate the new BEBs.

Special Bus Services

May 1 – Art Takes a Bus Ride, two buses will be on display at Central Headquarters’ breezeway.

ADA Same-Day Paratransit Service

The ADA Same-Day Paratransit Service began on December 18, 2023. During the first 90-days of operation, 201 one-way trips were completed. A total of 88 individuals used the service, with 21 of them taking more than two trips, and two riders making 10 trips each. Approximately 40 percent of the trips were medical-related. Staff will continue to monitor the same-day paratransit service and, will provide the Board with the program performance from the initial 120 days of service next month.

2024 District Strategic Plan Update

The staff continues to make good progress in its development of the 2024 Strategic Plan, which will guide the District’s strategic vision and its pursuit of programs and service initiatives for the next 10 years. The 2024 Strategic Plan will also include the following components: 10-Year Financial Model, 10-Year Capital Improvement Program (CIP), and a 10-year Budget Framework for Measure W.

New Strategic Plan

The draft mission, vision, and goals for the Strategic Plan are complete; developed based on input from staff across the agency, the Board, and industry stakeholders and peers. Next up is the development of an implementation plan for the initiatives and drafting of the plan

document for discussion with the Board later this Spring. Staff will be conducting a second round of internal and external outreach throughout this Spring to seek feedback on the draft Strategic Plan.

Capital Improvement Program (CIP)

A draft CIP is expected to be completed later this summer. The CIP will reflect the District's anticipated financial expenditures and project delivery capacities, and the priorities of the new Strategic Plan. The CIP will include both a financially-unconstrained list of projects, as well as a prioritized list of capital projects, and potential funding sources for them.

Measure W 10-Year Budget Framework

The Measure W 10-Year Budget Framework will establish the spending plan for SamTrans' share of Measure W funds for the next 10 years including what projects and operational expenses will be covered using Measure W funds. A draft Measure W 10-year Budget Framework is expected to be completed later this summer. The Measure W Budget Framework will reflect the priorities of the new Strategic Plan and will be consistent with the principles of the voter-approved congestion relief plan associated with the original ballot measure.

10-Year Financial Model

Staff will finalize the District's financial model, including information on grant revenue assumptions and incorporate the prioritized CIP and Measure W budget. Staff will use the model to assess various funding scenarios, conduct a detailed funding gap analysis and assess strategies to close the gaps identified, if needed. A preliminary draft of the financial model is expected to be available in early summer, with the final model completed when the CIP and Measure W budgets are finalized.

Regional/MTC Matters

The Regional Transportation Ballot Measure Bill was introduced Monday, March 18 and has been combined with Senator Wahab's consolidation measure under a new designation SB 1031. The bill has expanded well beyond a funding measure and now addresses issues around consolidation of agencies, MTC authority, and priorities for regional transit improvements. The bill is expected to go back to the MTC Legislative Committee for review and potential action. At this point the bill is in the hands of the legislature and could see substantial revisions. Staff will provide further updates of the bill at the April 2024 Board meeting.

District Headquarters

Since the Board authorized in December 2023 the execution of an agreement to lease 166 N. Rollins Road in Millbrae for a new headquarters building, with an option to purchase the building, staff has been working in earnest with the developer on a space plan that can accommodate the current administrative staff, as well as accounting for growth into the future. The space layout also supports Caltrain and it provides over 26,000 sq. ft of space for the rail division team. District staff is continuing discussion with Caltrain on their space needs, while acknowledging Caltrain real estate team is also analyzing other office options outside of Millbrae.

Finally, the District project team is working with the developer on the selection of a general contractor to complete construction of the tenant improvements, which include such things as doors, walls, ceilings, and other office finishes. Later this year, staff anticipates returning to the board to identify the funding required for furniture and equipment, move planning and management, packing and moving, as well as the digitization and disposal of documents.

Bus Transportation Safety Campaign

The March 2024 Safety Campaign focuses on avoiding distractions such as optic, manual, and mental distractions. The operators are reminded to focus safety on themselves, the passengers, and for other drivers on the road.

Fixed-route North Base and contracted service did not meet the goal of 100,000 miles between preventable accidents during February 2024. South Base and paratransit services met the goal with South Base averaging 105,450 miles between preventable accidents and paratransit driving 148,007 miles with one preventable accident.

	Total Miles	Preventable Accidents	Miles Between Preventable Accidents
North Base	307,724	4	76,931
South Base	210,900	2	105,450
CUB	231,093	6	38,516
ADA	148,007	1	148,007
Micro Transit	12,809	0	N/M

Bus Operator Employee of the Month (EOM) Recognitions

Henry Tang is the February 2024 Bus Operator of the Month at North Base. This is his first EOM award during his five years of service with the District. **Antonios Khalil** is the February 2024 Bus Operator of the Month at South Base. Operator Khalil has been driving with the District for almost two years, and this is his first EOM award.

Bus Maintenance Employee of the Month (EOM) Recognitions

Tevita Pepa is the February 2024 Mechanic of the Month at North Base. He was Maintenance Employee of the Year in 2010. This is his ninth EOM Award during his nearly 19 years of service with the District. **Olivier Salles** is the February 2024 Mechanic of the Month at South Base. This is his second EOM Award during his 12+ years of service with the District.

Bus Operator Employee of the Year (EOY) Recognition

Qi Ni Chen, Bus Operator at North Base, is being recognized as Bus Operator of the Year 2023.

Bus Maintenance Employee of the Year (EOY) Recognition

Zhuolun Liao, Mechanic A/Lead Mechanic Graveyard shift at North Base, is being recognized as Bus Maintenance Employee of the Year 2023.



Agenda

Community Relations Committee Committee of the Whole (Accessibility, Senior Services, and Community Issues)

San Mateo County Transit District

Wednesday, April 3, 2024 – 2:30 pm

- | | | |
|---------|---|---------------|
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of March 6, 2024 | Motion |
| 9.a.3. | Appointment of Member Representing Multimodal Riders to the Citizens Advisory Committee | Motion |
| 9.a.4. | Accessible Services Update | Informational |
| 9.a.5. | Citizens Advisory Committee Update | Informational |
| 9.a.6. | Paratransit Coordinating Council Update | Informational |
| 9.a.7. | Monthly Performance Report February 2024 | Informational |
| 9.a.8. | Adopting the Code of Conduct and Enforcement Policy for Use of District Services | Motion |
| 9.a.9. | Approving an Update to the Public Comment Process | Motion |
| 9.a.10. | Adjourn | |

Committee Members: Brooks Esser (Chair), Ray Mueller, Peter Ratto

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Community Relations Committee Meeting /
Committee of the Whole**

March 6, 2024

Committee Members Present: B. Esser (Chair), R. Mueller, P. Ratto

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: D. Canepa, M. Chuang, M. Fraser, J. Gee, R. Medina, J. Powell

Other Board Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, J. Cassman, S. van Hoften, D. Santoro, J. Brook, D. Seamans

8.a.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 2:26 pm.

8.a.2. Approval of Minutes of the Community Relations Committee Meeting of February 7, 2024

Motion/Second: Chuang/Medina

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.a.3. Appointment of Member, Representing Multimodal Riders, to the Citizens Advisory Committee

The Board approved the appointment of Dylan Finch to the Citizens Advisory Committee, representing Multimodal Riders, for a partial term expiring April 30, 2025.

Motion/Second: Medina/Gee

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.a.4. Accessible Services Update

Tina Dubost, Manager, Accessible Services, thanked the Board for adjourning the meeting in memory of paratransit advocate Mike Levinson.

8.a.6. Paratransit Coordinating Council Update

Ben McMullan, PCC Chair, noted with sadness the passing of Mike Levinson. He said the PCC would be conducting a presentation to the Commission on Disabilities on paratransit services.

8.a.7. Quarterly Report | Quarter 2 Fiscal Year 2024

Jonathan Steketee, Manager, Operations Planning, provided the presentation on the performance statistics from October through December of 2023. He noted that ridership was up 16.2 percent compared to the same quarter last year. He said ridership recovery was at 91 percent in December, which puts the District at the top in the Bay Area, the top 7 percent in California, and in the top 8 percent nationwide for similar-sized populations.

Public Comment:

Aleta Dupree said she supported getting more people to use Clipper and expressed appreciation for practicing equity for all.

8.a.8. Monthly Performance Report | January 2024

Ana Rivas, Director of Bus Transportation, provided the latest performance statistics, noting that they were ahead of their goal for miles between preventable accidents for the month.

Public Comment:

Marlon Jonathan Herrera Sanchez said he enjoyed and felt safe riding SamTrans buses. He encouraged non-riders to try riding transit.

Harland Harris, resident of the Navigation Center shelter in Redwood City, complimented bus operators and requested access to day passes and monthly passes for shelter residents.

8.a.5. Citizens Advisory Committee Update

John Baker provided a summary of the February 28 CAC meeting, which included presentations on the SamTrans Rider Code of Conduct and the Public Comment Process Policy and how people may be affected by the proposed service changes.

Public Comment:

Adina Levin said members of TEAMC (Transportation Equity Allied Movement Coalition) had expressed concern over the threshold for making service changes without bringing them before the Board, noted that she had made a similar comment at the February 28 SamTrans CAC meeting, and asked for the threshold to be reconsidered.

8.a.9. Adjourn

The meeting adjourned at 2:47 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer, Tina Dubost, Manager, Accessible
Bus Transit Services
Subject: **Accessible Services Update**

Action

This item is for information only. No action is required.

Significance

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Policy Advocacy and Legislative Committee (PAL-Committee) is the advocacy arm of the PCC.

The PCC and the PAL meet monthly (except for August).

Minutes from the February 2024 PAL and PCC meetings are attached to this report.

Budget Impact

There is no impact to the budget.

Background

No additional information.

Prepared By: Lynn Spicer Accessibility Coordinator 650-508-6475

SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)
Minutes of February 13, 2024, Meeting

ATTENDANCE

Members in person:

Tina Dubost, SamTrans; Sandra Lang, Community Member; Benjamin McMullan, Chair, CID; Sammi Riley, Consumer, Vice Chair, Educ. Comm. Chair; Marie Violet, Dignity Health. (Member attendance = 5/9, Quorum = Yes)

Members on Zoom:

Mike Levinson, Consumer, PAL Chair; Dao Do, Rosener House

Guests:

David Koffman, Nelson\Nygaard (on Zoom); Jane Stahl, PCC Staff; Lynn Spicer, SamTrans; Larisa Vaserman, Consumer; Jim Engvall, Consumer; Sarah Verity, AbilityPath; Kenneth Richardson, TransDev/Redi-Wheels; Vicky Churchill, TransDev/Redi-Wheels

Absent:

Susan Capeloto, Dept. of Rehabilitation; Kathy Uhl, CoA, Consumer.

WELCOME/INTRODUCTIONS

The meeting was held in person and via Zoom conference call. Introductions were made.

APPROVAL OF JANUARY MINUTES

Tina Dubost moved to approve the January meeting minutes; Sammi Riley seconded the motion. Mike Levinson abstained. The minutes were approved.

PUBLIC COMMENTS

Sandra Lang advised the committee that today, February 13, was Worldwide Flight Attendants Day and this relates to working conditions and efforts underway to improve travel conditions for people with disabilities.

COMMITTEE REPORTS

Policy/Advocacy/Legislative (PAL) – Mike Levinson, Chair

See page 10.

Education – Sammi Riley

There was a tabling on February 10 at the Transition to Independence Fair. There were lots of attendees. Ben advised that the Commission on Disabilities had invited the Education Committee to give a presentation in March.

The next meeting will be on March 5th, at 3pm.

Executive – Ben McMullan

The committee met on February 6th; the PCC Work Plan for 2023-25 was included in the packet. It was decided to review progress on the plan quarterly – May, August, November, January. The Work Plan was approved.

A new PCC Advocacy Toolkit was included in the packet to help anyone wanting to take action at the federal, state or local level.

The future composition of the PCC was discussed around the idea of dissolving and reforming as a SamTrans advisory committee created by and reporting to staff. This would negate the need to follow rules in the Brown Act, i.e. in person attendance and quorum. The meetings would be hybrid.

In addition, David Koffman will be retiring and Nelson\Nygaard will not be continuing in the consulting role after June 2024.

Sammi asked if, after David retires, there would still be a paid staff person? Tina responded that this has not yet been finalized.

Ben had asked about the group's advocacy efforts in writing support letters, taking positions on legislation, etc. Tina has asked Legal about this although an Advisory Committee should not take a position that is opposite to that of the SamTrans Board. Sandra asked about new bylaws, structure, and how it would be governed. Tina will also check on this. Ben reported that the Voting Accessibility Committee has a charter in lieu of bylaws. This will be further discussed at the next Executive Committee meeting.

The next meeting will be on March 5th, at 2pm.

Nominations/Membership – Open

No report. This chair position is open to anyone who is interested.

OPERATIONAL REPORTS

PERFORMANCE REPORT

Total ridership and average weekday ridership increased by about 12% in December compared to last year. Subscription trips were approximately 23% of the total; agency trips were approximately 6%; trips sent to taxis were 16%. Same day cancels and the percentage of late cancels were typical. On time performance met the standard of 90% and productivity was 1.52 passengers per hour.

COMMENT STATISTICS REPORT

There were fewer total comments in December compared to pre-COVID levels as there are fewer rides. There were 8 compliments, 7 policy comments, and 14 service-related comments. Most reports are through Consumer Reports rather than Comment Cards. Response time is good.

Sandra asked if cards were still available on the buses – Tina responded that they are. She also commented that out of the 5,000 cards produced in a year, less than 100 are submitted. Riders also have the ability to call, email, send a letter, or submit a form via the website. The 800 number is displayed on the buses, on the Redi-Wheels ID card, and customer service is available 7 days a week.

SAFETY REPORT

Kenneth Richardson reported that there was one preventable incident and one non-preventable accident in January.

LIAISON REPORTS

Agency – Dao Do & Marie Violet

No meeting.

ERC – Mike Levinson

Tina reported that the new version of Trapeze was implemented at the end of October and they are getting closer to the switch to tablets. They are starting to look at some new features.

Commission on Disabilities (CoD) – Ben McMullan

CoD has reached out for a presentation on Redi-Wheels.

Center for Independence (CID) – Ben McMullan

There is a new program to assist people with the effects of long COVID.

Commission on Aging (CoA) – Kathy Uhl

No report.

Coastside Transportation Committee (CTC) – Tina Dubost

They met in January; there were many questions on the Ride Plus program and SamCoast.

Larisa asked about the area covered by RediCoast. Tina referred to the service area map in the Rider's Guide. Generally, the trips must begin or end on the coast side.

Redi-Wheels can provide information to riders on trip coordination with other transit agencies.

**Citizen’s Advisory Committee for the San Mateo County Transportation Authority (TA)
– Sandra Lang**

The CAC-TA met on January 30th.

- A motion was approved to increase the 2024 budget from \$180M to \$191M to reflect increases in Measure W tax revenues.
- They received an update on the TA-CAC procedural process.
- There was an acceptance of revenues and expenditures for the period ending December 2023, and acceptance of the quarterly investment report.

The next meeting is on March 5th.

Department of Rehabilitation – Susan Capeloto

No report.

Other Business

ADA Refresher: Tina reminded council members that the ADA requires paratransit to provide service within $\frac{3}{4}$ of a mile of the SamTrans bus service area, and on the same days and times. Redi-Wheels goes beyond the mandated $\frac{3}{4}$ of a mile and the provides the same service during all service hours.

Jane gave the Consumer Corps report for 4Q2023. The number of reports received, and the number riders reporting were both down by about a third compared to 3Q2023. Both the pickup time and wait time improved. Night before and same day reminder calls reported decreased. Fewer people saw the comment cards. Most comments were very positive with a few negative comments. Riders were generally very appreciative.

Sandra mentioned that AT&T are planning to cut landline service. There will be public meetings, however some are being held online. Some people have landlines that are linked to Sutter Health’s lifeline service. Ben said that CID had discussed an advocacy letter on this issue, and he will distribute this to members.

Marie said that Margaret Baggerly gave an excellent presentation webinar on transportation resources in San Mateo County. She will send the link to Jane to be distributed to the PCC.

The meeting was adjourned at 3pm.

The next meeting is on March 12th, in person and remotely via Zoom.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: Josh Mello, Executive Officer, Planning and Development David Olmeda, Chief Operating Officer, Bus
Subject: **Monthly Performance Report | February 2024**

Action

This report is for information only. No action is required.

Significance

SamTrans: Average weekday ridership (AWR) across all four modes (Bus, Paratransit, Shuttles, and Ride Plus) increased by 19.1 percent in February 2024 compared to February 2023. The total monthly ridership increased by 24.4 percent. This year was a leap year adding 1 additional day of service in February 2024 compared to February 2023.

Post-pandemic SamTrans total fixed-route bus ridership recovery in February 2024 reached 88.9 percent of pre-pandemic total bus ridership in February 2020. SamTrans Adult fare usage recovery is 102.7 percent compared to pre-pandemic adult fare usage.

Ride Plus: For February 2024, average weekday ridership for Ride Plus was 103 trips and a total ridership of 2,792 trips. Of the total ridership, 71.5 percent of trips were taken in East Palo Alto/Belle Haven and 28.5.9 percent were taken in Half Moon Bay/El Granada. The free fare promotion ended on February 10.

Other SamTrans Key Performance Indicators (includes Contracted Urban Bus Service [CUBS]):

- **Preventable Accidents** – There were 12 preventable accidents in February 2024. The goal is to have one or fewer preventable accidents per 100,000 miles; SamTrans did not meet its goal with 1.6 accidents per 100,000 miles.
- **Miles Between Service Calls (MBSC)** – There were 25 service calls in February 2024. The goal is to have one or fewer service calls per every 25,000 miles. SamTrans did meet its goal with 0.83 service call per 25,000 miles.
- **On-Time-Performance (OTP)** – OTP systemwide for February 2024 was 81.2 percent. This is below the goal of 85.0 percent.
- **Did Not Operate (DNOs)** – In February 2024, there were 58 DNOs. Most DNOs occurred on the day after the Super Bowl.

RIDERSHIP (ALL MODES)

SAMTRANS Average Weekday Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Bus	22,535	25,963	31,643	21.9%	21,163	26,386	31,070	17.8%
Paratransit	539	652	719	10.3%	527	642	715	11.3%
Shuttles	1,427	1,818	1,410	-22.4%	1,273	1,724	1,676	-2.8%
Ride Plus			103				111	
Total	24,501	28,433	33,875	19.1%	22,963	28,752	33,572	16.8%

SAMTRANS Total Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Bus	544,571	627,777	794,929	26.6%	4,400,673	5,462,653	6,508,458	19.1%
Paratransit	12,474	15,529	17,768	14.4%	107,966	130,889	146,378	11.8%
Shuttles	28,216	35,119	28,279	-19.5%	214,499	284,069	276,542	-2.6%
Ride Plus			2,792				25,089	
Total	585,261	678,425	843,768	24.4%	4,723,138	5,877,611	6,956,467	18.4%

CALTRAIN Average Weekday Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Caltrain	10,956	16,489	21,193	28.5%	10,356	16,668	20,149	20.9%

CALTRAIN Total Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Caltrain	259,190	356,049	487,979	37.1%	2,170,300	3,150,669	3,874,189	23.0%

OTHER MODES in San Mateo County Average Weekday Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Dumbarton	58	87	95	8.6%	53	78	97	24.4%
BART (San Mateo County)	11,053	15,190	16,368	7.8%	11,003	16,453	17,721	7.7%

OTHER MODES in San Mateo County Total Ridership								
Mode	Feb-22	Feb-23	Feb-24	%Δ ¹	YTD FY22	YTD FY23	YTD FY24	%Δ ²
Dumbarton	1,098	1,661	1,910	15.0%	9,017	13,191	16,369	24.1%
BART (San Mateo County)	277,338	378,056	409,200	8.2%	2,379,130	3,558,792	3,819,293	7.3%

Important Notes:

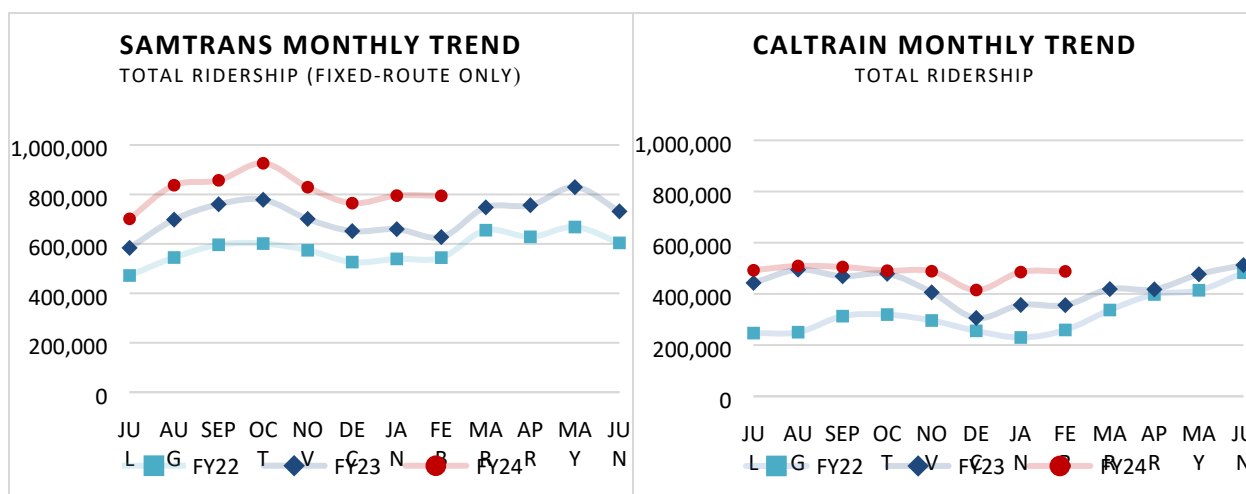
SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

Shuttle ridership includes SamTrans shuttles, JPB Caltrain shuttles, and other Transportation Authority funded shuttles.

BART ridership in San Mateo County does not include Daly City BART Station.

%Δ¹ indicates the percentage change for the month, current year to previous year.

%Δ² indicates the percentage change current year to previous, Year to Date.



FARES

SAMTRANS (BUS) Fare Usage			
Fare Type	Feb-22	Feb-23	Feb-24
Adult	311,915	376,662	490,169
Eligible Discount	138,763	138,185	168,477
Youth	93,735	112,753	135,970
--- Youth Unlimited Pass	26,873	53,674	69,162
Total	544,413	627,600	794,616

This table illustrates the number of riders by fare category (Dumbarton Express and rural demand-response service excluded).

The **Youth Unlimited Pass** number is a subset of the Youth Fare Type. The program started in January 2022.

KEY PERFORMANCE INDICATORS

SAMTRANS (BUS) Operations Key Performance Indicators			
KPI	Feb-22	Feb-23	Feb-24
On-Time Performance	82.3%	79.9%	81.2%
Preventable Accidents	4	5	12
Service Calls	21	18	25
Trips Scheduled	35,455	34,580	39,159
Did Not Operate DNOs	472	21	58

SamTrans' OTP goal is 85.0 percent. On-Time Performance (OTP) is calculated by evaluating time points within the route's schedules across the system for late, early, and on-time arrival and departure. A route is considered late if it exceeds 5 minutes. A route is considered early if it departs 59 seconds ahead of schedule.

SamTrans' Miles between Preventable Accidents goal is 100,000 miles. There were 62,476 miles between preventable accidents this month.

SamTrans' Miles between Service Calls goal is 25,000 miles. There were 29,989 miles between service calls this month.

Ride Plus started in June 2023.

The **load factor** represents the average number of passengers in a vehicle. It is calculated by dividing the total number of passengers by the number of trips in service.

SAMTRANS (BUS) Ride Plus Key Performance Indicators			
KPI	Feb-22	Feb-23	Feb-24
Total Ridership	--	--	2,792
--- East Palo Alto Trips	--	--	1,996
--- Half Moon Bay Trips	--	--	796
Active Users	--	--	345
New Registrations	--	--	154
Total Downloads	--	--	252
--- iOS Downloads	--	--	219
--- Android Downloads	--	--	33
Load Factor	--	--	1.2

SAMTRANS (BUS) Fleet Key Performance Indicators			
KPI	Feb-22	Feb-23	Feb-24
Revenue Hours (Sched.)	42,917	42,358	50,537
Revenue Miles (Sched.)	478,770	450,547	479,959
Total Fleet Miles (Actual)	658,809	658,053	749,715

Notes: All KPIs include all SamTrans service operated directly and by contract.

Sched. = Scheduled, which includes in-service and layover.

PARATRANSIT Operations Key Performance Indicators			
KPI	Feb-22	Feb-23	Feb-24
On-Time Performance (RW)	95.7%	90.0%	88.8%
On-Time Performance (RC)	95.3%	92.7%	93.8%
Preventable Accidents (RW)	0	3	1
Preventable Accidents (RC)	0	0	0
Service Calls (RW)	5	6	3
Service Calls (RC)	0	0	0

RW = Redi-Wheels
RC = RediCoast

PARATRANSIT Fleet Key Performance Indicators			
KPI	Feb-22	Feb-23	Feb-24
Revenue Miles (RW)	108,804	132,962	147,738
Revenue Miles (RC)	11,703	14,078	17,595
Fleet Miles (RW)	122,307	149,475	165,428
Fleet Miles (RC)	14,635	17,375	23,763

PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS Average Weekday Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Bus	37,113	22,535	25,963	31,643	85.3%
Paratransit	1,046	539	652	719	68.7%
Shuttles	12,135	1,427	1,818	1,410	11.6%
Ride Plus				103	
Total	50,294	24,501	28,433	33,875	67.4%

The following tables show the change in ridership over the last four years to encompass changes due to the COVID-19 pandemic.

SAMTRANS Total Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Bus	893,726	544,571	627,777	794,929	88.9%
Paratransit	25,538	12,474	15,529	17,768	69.6%
Shuttles	238,246	28,216	35,119	28,279	11.9%
Ride Plus				2,792	
Total	1,157,510	585,261	678,425	843,768	72.9%

%³ indicates the rate of ridership recovery, current year (FY2023) to pre-pandemic year (FY2020). For example, SamTrans Bus Average Weekday Ridership reached 85.3 percent of pre-pandemic levels (2020) for this month of February 2024.

CALTRAIN Average Weekday Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Caltrain	67,218	10,956	16,489	21,193	31.5%

CALTRAIN Total Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Caltrain	1,406,951	259,190	356,049	487,979	34.7%

OTHER MODES in San Mateo County Average Weekday Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Dumbarton	142	58	87	95	66.9%
BART (San Mateo County)	43,088	11,053	15,190	16,368	38.0%

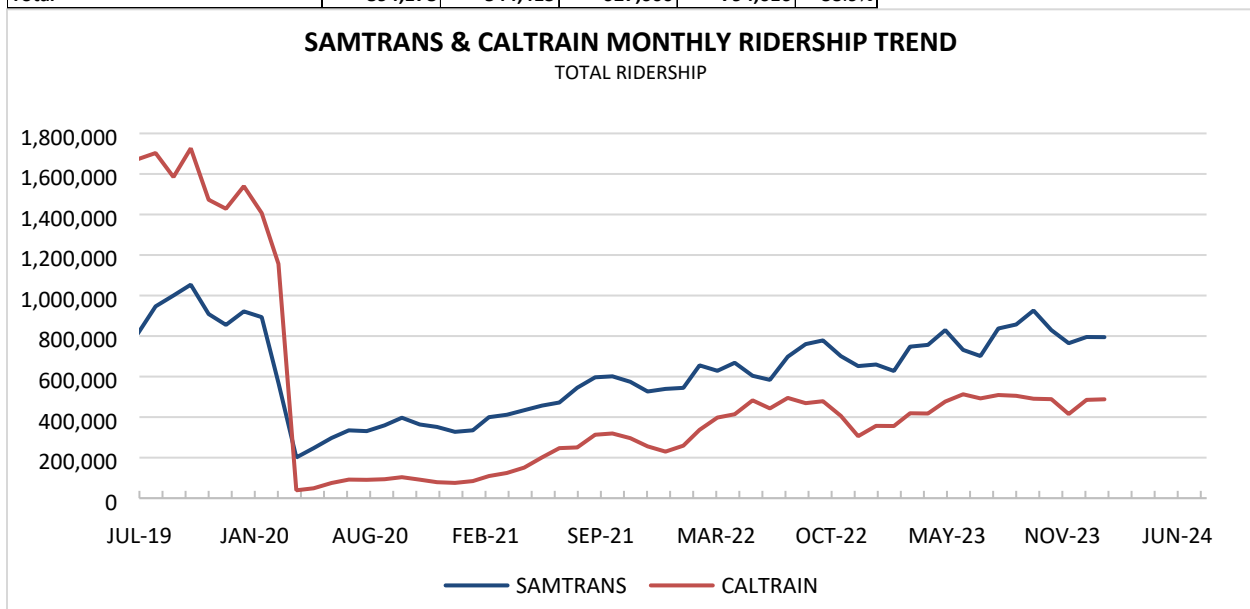
OTHER MODES in San Mateo County Total Ridership					
Mode	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Dumbarton	2,706	1,098	1,661	1,910	70.6%
BART (San Mateo County)	977,245	277,338	378,056	409,200	41.9%

PRE-PANDEMIC FARES COMPARISON

SAMTRANS (BUS) Fare Usage					
Fare Type	Feb-20	Feb-22	Feb-23	Feb-24	% ³
Adult	477,304	311,915	376,662	490,169	102.7%
Youth	182,369	93,735	112,753	135,970	74.6%
Eligible Discount	234,505	138,763	138,185	168,477	71.8%
Total	894,178	544,413	627,600	794,616	88.9%

%³ indicates the rate of ridership recovery, current year (FY2024) to pre-pandemic year (FY2020).

Dumbarton and demand-response service are excluded.



CUSTOMER EXPERIENCE

SAMTRANS (BUS) Customer Experience			
KPI	Feb-22	Feb-23	Feb-24
Complaints	88	72	104
Accessibility	9	9	15
Compliments	12	25	24
Service Requests	34	44	69
Reports Total	143	150	212

The table is a detailed summary of SamTrans Consumer Reports received by the Customer Experience Department.

The total number of reports for SamTrans increased from February 2023 (150) to February 2024 (212).

COMMUNICATIONS & MARKETING

Communications and Marketing:

The following is a list of the Communications Division’s marketing and promotional efforts in February:

- Press Release: "New Rider Code of Conduct policy to be presented at SamTrans Citizens Advisory Committee"
- Press Release: "San Mateo County Transit District to Sell FasTrak at Central Office"
- Press Release: "SamTrans Citizens Advisory Committee to Revisit Public Comment Process"
- Press Release: "SamTrans to Run a Non-School Day Schedule for Presidents’ Day"
- Press Release: "SamTrans to Hold Public Hearing on FY2023 Measure W Audit"
- Press Release: "New zero-emission express route connects South San Mateo County residents with transit hubs and downtown San Francisco"
- Press Release: "Ride Plus set to launch Clipper payment system, fare collection"
- Press Release: "SamTrans to celebrate Rosa Parks Day in Redwood City"
- “Superhero, Drive with Us” Bus Operator Recruitment Campaign
- “Gear Up” Bus Mechanic Recruitment Campaign
- Route EPX Campaign
- Ride Plus Campaign
- Clipper Mobile (ongoing)
- Clipper START (ongoing)

Digital Marketing Report:

In February, SamTrans celebrated Rosa Parks Day at the Domini Hoskins Black History Museum & Learning Center and introduced Route EPX, an express route connecting East Palo Alto to San Bruno BART, SFO, and San Francisco. A press conference and marketing campaign accompanied EPX's launch. Ride Plus microtransit started charging riders after the end of its free fares promotional period on February 11th, and educational content prepared riders for the change. The 'Gear Up' mechanic recruitment campaign officially kicked off later in February, coinciding with the graduation of Class 185, whose new operators were introduced through small interviews on social channels.

SamTrans marked Black History Month with operator interviews and participated in the Redwood City Lunar New Year festival for the Year of the Dragon, featuring the newest bus wrap. The team also distributed personalized Valentine's Day cards to school contacts and passengers. SamTrans engaged in educational activities at the Boys & Girls Clubs of the Peninsula's Career Pathways

transportation program event and collaborated with Caltrain to support SF Beer Week, promoting events throughout the Peninsula.

February Digital Marketing Highlights:

- Route EPX Launch and Press Event
- Ride Plus Free Fares Promo Ending
- Drive with Us Operator Recruitment Messaging
- Gear Up Mechanic Recruitment Messaging
- Rosa Parks Day
- Transit Equity Day
- Domini Hoskins Black History Museum & Learning Center Rosa Parks Event
- Black History Month Interviews
- Valentine's Day Cards
- Runbook 143 Service Changes
- Class 185 Graduation + Interviews
- Redwood City Lunar New Year Festival
- "Take Transit to Beer Week" Promo
- Boys & Girls Club of the Peninsula Career Pathways Event
- Comprehensive and Popular Financial Report FY23
- 49ers Super Bowl Championship Promo

Prepared By:	Emily Chen	Senior Planner, Operations Planning	650-551-6127
	Robert Casumbal	Director, Marketing	650-508-6280
	Jeremy Lipps	Digital Communications Manager	650-508-7845
	Jamie Vizmanos	Digital Communications Specialist	650-508-7704

**San Mateo County Transit District Board
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Nathaniel Kramer, Chief People and Culture Officer
Subject: **Adopting the Code of Conduct and Enforcement Policy for Use of District Services**

Action

Staff recommends that the Board of Directors (Board) of the San Mateo County Transit District (District) adopt the attached Code of Conduct and Enforcement Policy for all passengers and members of the public using SamTrans, Redi-Wheels, RediCoast, Ride Plus, and other District services and facilities, including at bus stops and stations.

Significance

The proposed Code of Conduct and Enforcement Policy would support the District's commitment to the safety of all transit worker staff, including front line bus operators, and passengers. The goal of the proposed Code of Conduct and Enforcement Policy is to ensure that all District services is operated in a safe manner and that respectful decorum is maintained on all vehicles and facilities so that the public may use District services and facilities safely.

The proposed Code of Conduct is part of the District's effort to improve transit staff and public safety, deter passengers from engaging in disruptive or dangerous behavior while on-board, and minimize the risk of harassment and assault against bus operators. It would establish passenger expectations and establish enforcement mechanisms to promote a safe and welcoming environment while using District services and property.

The proposed Code of Conduct addresses behaviors that may disrupt the safe operation of public transit vehicles, including harassment, disruptive conduct, discrimination, fare evasion, sexual harassment, physical and verbal assault, tampering with emergency exits, use of prohibited substances, blocking entry and exit ways, carrying and using weapons, disregarding safety instructions, and other conduct that may distract bus operators.

Budget Impact

There will be no budget impact by adopting this Code of Conduct and Enforcement Policy.

Background

The Federal Transit Administration (FTA) recognizes a significant and continuing national-level safety concern related to assaults on transit workers, including front line bus operators. Over the last decade, the National Transit Database (NTD) has recorded an average annual increase of 8 percent in assaults on transit workers.*

In early 2023, in the first comprehensive effort to address transit worker safety, the District’s Bus Operations, Office of Civil Rights, and Safety and Security divisions worked together to develop several methods to prevent disruptive behavior and minimize the risk of harassment and assault on all District vehicles and facilities. Staff looked to peer transit agencies in the Bay Area and beyond for best practices to address transit staff and public safety and found many to have a passenger code of conduct or guidelines for using their services.

This proposed Code of Conduct and Enforcement Policy is a significant part of the District’s effort to improve rider experience, improve safety for all transit workers and passengers, and address concerns about safety on public transit.

In anticipation of the Board’s adoption of the Code of Conduct, staff is developing an internal Standard Operating Procedure that describes how bus operators will report violations and other incidents. Staff is also preparing updated ad cards and signage for all buses to deter disruptive or prohibited behavior against operators.

Staff presented a draft of the Code of Conduct and Enforcement Policy to all bus operators (including employee and contracted resources) in November 2023, and to the SamTrans Citizens’ Advisory Committee on February 28, 2024 for feedback. The proposed Code of Conduct and Enforcement Policy incorporates comments received from these stakeholders.

**Source: 2021. Federal Transit Administration (FTA). Addressing Operator Assault Through Your Agency’s Safety Management System. <https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-02/Addressing-Operator-Assault-Webinar-20210224.pdf>*

Prepared By:	Michelle Louie	Title VI and Social Equity Administrator	650-622-8038
	Wendy Lau	Deputy Director, Office of Civil Rights	650-622-7864

Resolution No. 2024 -

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Adopting the Code of Conduct and Enforcement Policy for Use of District Services

Whereas, the San Mateo County Transit District (District) is committed to the safety and security of all passengers using its services, and all District staff, including bus operators; and

Whereas, the District seeks to ensure that all of its services, including SamTrans, Redi-Wheels, Redi-Coast, and Ride Plus, are operated in a safe manner and that appropriate, respectful conduct is maintained on all District vehicles and property so that members of the public may use these services and facilities safely; and

Whereas, the District has developed a new Code of Conduct and Enforcement Policy, which establishes expectations for appropriate conduct and provides rules while using District services, and includes a policy for enforcing the guidelines; and

Whereas, the new Code of Conduct and Enforcement Policy is part of the District's effort to improve transit worker safety, deter passengers from engaging in disruptive and dangerous behavior towards bus operators, and minimize the risk of harassment and assault against bus operators; and

Whereas, the Code of Conduct and Enforcement Policy addresses behaviors that may disrupt the safe operation of public transit vehicles, including harassment, bus operator distraction, disruptive conduct, discrimination, fare evasion, sexual harassment, physical and verbal assault, tampering with emergency exits, use of prohibited substances, blocking entry

and exit ways, carrying and using weapons, disregarding safety instructions, and other conduct that may distract bus operators; and

Whereas, the Code of Conduct will apply to all passengers who use District services, whether entering, exiting, or riding a transit vehicle or District facility, including while waiting for the bus at a designated SamTrans bus stop; and

Whereas, the Enforcement Policy describes how bus operators will respond to passengers who violate the Code of Conduct; and

Whereas, the District does not intend for the Code of Conduct and Enforcement Policy to limit, replace, or conflict with any federal, state, or local law, regulation, or ordinance; and

Whereas, staff presented a draft Code of Conduct to bus operators in November 2023 and to the SamTrans Citizens' Advisory Committee on February 28, 2024, and has since incorporated these stakeholders' feedback into the updated version (Attachment 1) presented for adoption by the Board; and

Whereas, staff and the General Manager/CEO recommends that the Board of Directors adopt the attached Code of Conduct and Enforcement Policy for all passengers and members of the public using District services and facilities.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby adopts the attached Code of Conduct and Enforcement Policy, to be effective immediately.

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

San Mateo County Transit District Code of Conduct and Enforcement Policy for Use of District Services

Purpose

The San Mateo County Transit District (District) is committed to the safety and security of all passengers using its services and of all District staff, including SamTrans bus operators. The District seeks to ensure that all its services, including SamTrans, Redi-Wheels, RediCoast and Ride Plus, are operated in a safe manner and that appropriate, respectful conduct is maintained on all District vehicles and property so that members of the public may use these services and facilities safely.

The District has developed a Code of Conduct and Enforcement Policy to establish rules and expectations regarding appropriate conduct on District vehicles, describe the enforcement mechanisms, and foster a safe and welcoming environment that promotes civil and respectful interaction for all who use District property, buses, and facilities. Passengers are prohibited from engaging in disruptive or harassing conduct. This Code of Conduct and its Enforcement Policy is intended to minimize the risk of (1) harassment and assault against bus operators and, (2) conduct that may disrupt the safe operation of SamTrans buses and other District vehicles. The following Code of Conduct and Enforcement Policy applies to all passengers who use District services, including passengers entering, exiting, or riding the bus, paratransit, or microtransit; or waiting for the bus at a designated SamTrans bus stop.

Code of Conduct

1. Harassment against SamTrans bus operators or other staff or passengers is not tolerated on the bus, paratransit, microtransit, or at bus stops and stations. "Harassment" includes physical harm, intimidation, verbal threats, name-calling, and sexual harassment.
2. Avoid disruptive conduct, horseplay, unnecessary conversation, and close contact with District vehicle and bus operators. Let drivers focus on the road.
3. The District does not tolerate discrimination towards any passenger or SamTrans employee based on their race, color, national origin, religion, marital status, sex, sexual orientation, gender identity, pregnancy, ancestry, age, military status, disability, genetic information, or any other protected status.
4. Paying the correct fare is required to ride the bus.
5. Sexual harassment, sexual conduct, and indecent exposure towards a fellow passenger or SamTrans employee are strictly prohibited.
6. Fighting, pushing, unwanted physical contact, spitting, throwing objects, vulgar language, yelling, shouting, and excessive noise are prohibited on buses, and at bus stops and stations.

7. Opening or tampering with emergency windows and doors is prohibited, except during an emergency.
8. The use of alcohol, marijuana, tobacco, e-cigarettes, vaporizers, and illegal drugs is prohibited on buses, paratransit, and microtransit, and at bus stops and stations. Open containers of alcohol are not allowed on buses, paratransit, and microtransit.
9. For safety reasons, congregating or loitering on a bus near the doorways and in aisles, or at a bus stop in a way that blocks entry and exit to a bus, or intentionally delaying a bus, is prohibited. All aisles must be kept clear of personal items throughout a bus.
10. Weapons, firearms, projectiles, knives, replica weapons, explosives, and containers including flammable materials are not allowed onboard District vehicles.
11. Riders must always comply with the instructions of the driver regarding operating of the vehicle and matters of safety to avoid an accident.
12. Please be respectful and attentive of others. If you see something, say something.

Report incidents and complaints by calling SamTrans Customer Service at 1-800-660-4287.

Code of Conduct Enforcement Policy

PROHIBITED OR ILLEGAL ACTIVITIES:

Illegal activity in violation of any applicable federal, state, or local law, ordinance, or regulation, including operator assault and harassment, is an actionable offense that is subject to enforcement action ranging from verbal warnings, ejection, and exclusion from vehicles or property, to issuance of a citation, arrest, and prosecution.

ENFORCEMENT:

Bus operators and other front-line employees are the primary observers of Code of Conduct violations. If they observe a violation, bus operators and front-line employees are responsible for gathering facts needed to report the incident, and for reporting the incident to Radio Control, who will then notify the appropriate responders. If law enforcement arrives, bus, paratransit, or microtransit operators should request a Criminal Protective Order against the person who violated the Code of Conduct.

EJECTION:

A person who violates the Code of Conduct or commits another public offense may be immediately removed from a District facility or vehicle, without a fare refund, by any authorized representative, including Transit Police or any law enforcement officer.

When a person fails to comply with an order to leave a District vehicle or facility, they will be deemed a trespasser and subject to further enforcement action.

EXCLUSION:

A person who violates the Code of Conduct or commits another public offense on a District vehicle or facility may be excluded from SamTrans and other District vehicles and/or facilities for a defined or indefinite period of time. Exclusions are issued by court order sought by the District's General Counsel.

REMAIN ON-SCENE:

Only if it is safe to do so, any operator or front-line employee who witnesses a prohibited or illegal activity should attempt to remain at the scene with the victim or reporting party until a first responder or another District official arrives and releases them. If a violator is still on the SamTrans bus or other District vehicle, operators should stop at the nearest safe location, open all doors to the vehicle, and allow everyone who wishes to exit, the opportunity to do so.

FIRST RESPONDERS:

The San Mateo County Sheriff's Office Transit Bureau is the primary law enforcement agency responsible for District security incidents. Additional first responders include SamTrans safety and security personnel and supervisors, and members of other responding law enforcement agencies. When appropriate, law enforcement personnel from neighboring jurisdictions or allied agencies in the SamTrans service area will respond to incidents and provide support until Transit Police arrive.

The Code of Conduct is not intended to limit, replace, or conflict with any federal, state, or local law, regulation, or ordinance, and does not limit or prevent any law enforcement agency or entity from taking any lawful action against any person in or on any District vehicle, facility, or property.



Code of Conduct and Enforcement Policy for Use of District Services

Item #9.a.8.
4/3/2024



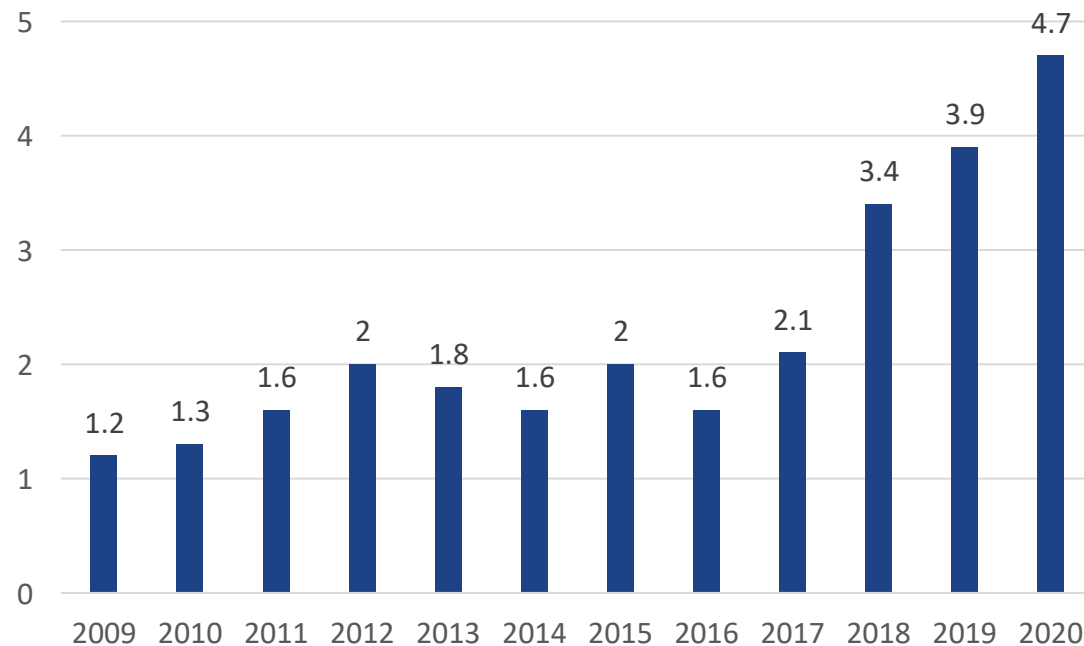
Board of Directors
April 3, 2024

Project Background

Addressing Transit Worker Safety & Bus Operator Assaults

Addressing Transit Worker Safety

Transit Operator Assault Events Reported to NTD per 100M Unlinked Passenger Trip



- Nationwide, there is a significant increase in bus operator assaults in the transit industry
- Operator assaults are a **security and safety concern**
- Reports to the National Transit Database (NTD): average of **174 operator assault major incidents** per year (4x increase since 2009)
- Incidents at the District are not as high, but we want to **prevent incidents**

Examples of Operator Assault

National Transit Database (NTD): *“an unlawful attack by one person upon another”*

Verbal Assaults

- Tend to occur **more frequently**, but do not result in physical harm
- More likely, less severe
- Examples:
 - Threats
 - Harassment
 - Intimidation

Physical Assaults

- Tend to occur **less frequently**, but typically pose greater danger to operators and passengers
- Less likely, more severe
- Examples:
 - Spitting or coughing deliberately on the operator
 - Striking (or attempting to strike) the operator with hands, feet, body, or an object
 - Using or raising weapons against the operator

What is a Code of Conduct?

A set of guidelines outlining the rules, expectations, and appropriate conduct on board District vehicles and at District facilities



Creates a safe environment that promotes civil and respectful interaction for all



Informs the public of the District's expectations of riders while using its service



Many transit agencies across the Bay Area, California, and nation have an official code of conduct, or "rules" to use their service

Objectives & Deliverables

Bus Transportation | Office of Civil Rights | Safety & Security



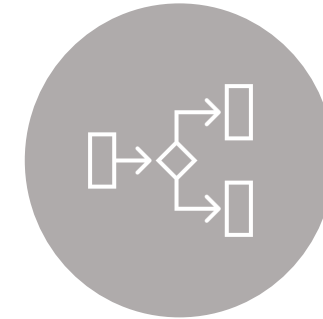
San Mateo County Transit District Code of Conduct

Set agency standard of providing a safe environment for all passengers and operators of District vehicles



New Ad Cards

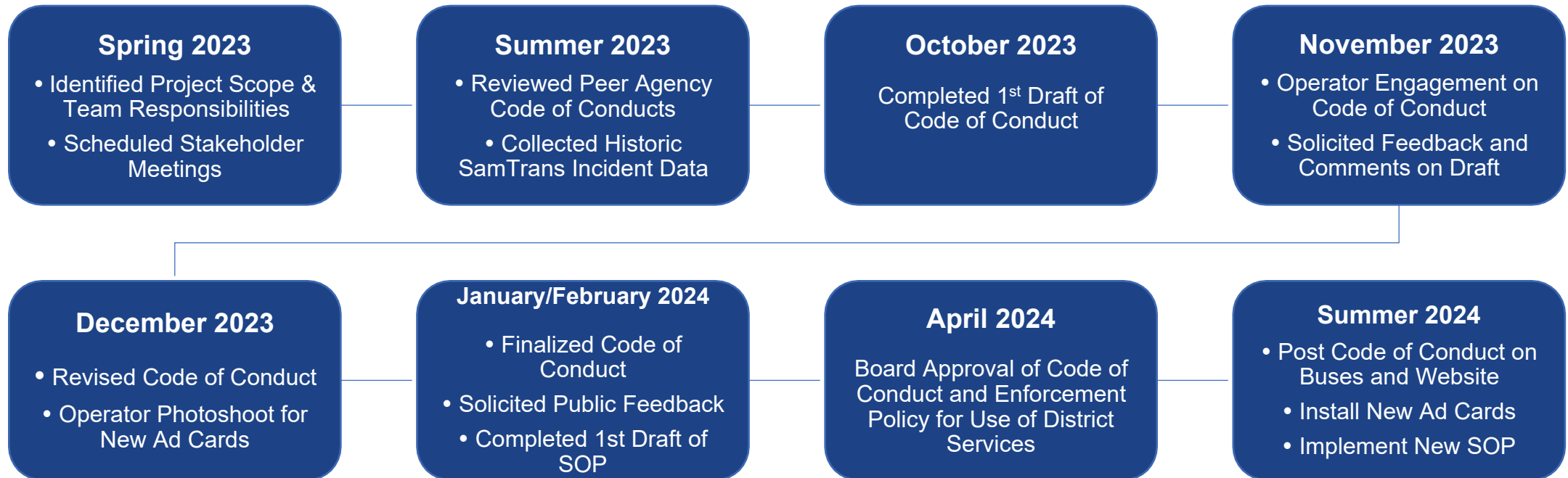
Replace current ad cards addressing bus operator assault on all vehicles



Standard Operating Procedure (SOP)

Report and track incidents of District operator assaults

Timeline and Milestones



Code of Conduct and Enforcement Policy for Use of District Services

Guidelines and Enforcement

Code of Conduct



- 1** Harassment against SamTrans bus operators or other staff or passengers is not tolerated on the bus, paratransit, microtransit, or at bus stops and stations. “Harassment” includes physical harm, intimidation, verbal threats, name-calling, and sexual harassment.
- 2** Avoid disruptive conduct, unnecessary conversation, and close contact with District vehicles and bus operators. Let drivers focus on the road.
- 3** The District does not tolerate discrimination towards any passenger or SamTrans employee based on their race, color, national origin, religion, marital status, sex, sexual orientation, gender identity, pregnancy, ancestry, age, military status, disability, genetic information, or any other protected status.

Code of Conduct



- 4** Paying the correct fare is required to ride the bus.
- 5** Sexual harassment, sexual conduct, and indecent exposure towards fellow passengers or SamTrans employees are strictly prohibited.
- 6** Fighting, pushing, unwanted physical contact, spitting, throwing objects, vulgar language, yelling, shouting, and excessive noise are prohibited on buses, and at bus stops and stations.

Code of Conduct



- 7 Opening or tampering with emergency windows and doors is prohibited, except during an emergency.
- 8 The use of alcohol, marijuana, tobacco, e-cigarettes, vaporizers, and illegal drugs, is prohibited on buses, paratransit, and microtransit, and at bus stops and stations. Open containers of alcohol are not allowed on buses, paratransit, and microtransit.
- 9 For safety reasons, congregating or loitering on a bus near the doorways and aisles, or at a bus stop in a way that blocks entry and exit to a bus, or intentionally delaying a bus is prohibited. All aisles must be kept clear of personal items throughout a bus.

Code of Conduct



- 10** Weapons, firearms, projectiles, knives, replica weapons, explosives, and containers including flammable materials are not allowed onboard District vehicles.
- 11** Riders must always comply with the instructions of the driver regarding operating of the vehicles and matters of safety to avoid an accident.
- 12** Please be respectful and attentive of others. If you see something, say something.

Code of Conduct Enforcement Policy

RESPONSE TO VIOLATIONS

Operators ➡ Radio Control ➡ First Responders

EJECTION & EXCLUSION

Violators of the Code of Conduct may be immediately removed from the vehicle by an authorized SamTrans representative.

Violators may further be excluded from using the system indefinitely. Exclusions will be sought by the District's General Counsel.

LIMITATIONS

The Code of Conduct does not seek to limit, replace, or conflict with any federal, state, or local law.



Citizens' Advisory Committee Feedback

CAC and Public Comments

Appreciate the creation of this Code of Conduct to address overall safety

Some initial concern about the Code of Conduct before presentation, but felt at ease after presentation due to common-sense items

Question about whether this Code of Conduct applies to operators too

Question about fare payment violation, because they often see operators letting passengers who cannot pay on board

Staff Response

While this Code of Conduct is public-facing and applies to passengers, operators must follow similar guidelines provided during training

Passengers who do not pay proper fare are not immediately removed from the bus to prevent schedule delay, but proper fare guidelines must be included

Thank You & Acknowledgements



Bus Transportation: Wilfredo Alvarez, Said El-Khatib, Randy Lafon, Kris Longa, Ana Rivas, Enrique Silvas

Hanson Bridgett: David Casarrubias, Joan Cassman, Mina Turan, Shayna VanHofen

Office of Civil Rights: Athena Gong, Michelle Louie

Safety & Security: Omar Brown, Tabby Davenport, Scott Kirkpatrick

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Nathaniel Kramer, Chief People and Culture Officer
Subject: **Approving an Update to the Public Comment Process**

Action

Staff recommends the Board of Directors (Board) of the San Mateo County Transit District (District) approve the proposed revisions to the Public Comment Process Policy (Policy) to:

- Update the process with more modern and relevant methods of public participation;
- Clarify when the Board will hold a public hearing in addition to giving the public an opportunity to comment at public meetings; and
- Reduce barriers to public participation and increase public engagement in decision-making processes.

Significance

The proposed Policy outlines the District's locally-developed public comment process for any fare changes and major service changes. Public engagement is an essential piece of the decision-making process and is required as part of the Public Participation Plan of the District's Title VI Program. The proposed Policy details how the District will conduct public hearings and meetings to encourage meaningful public participation, and how the District will consider the public comments received in the decision-making process of changing fares and major service.

Due to low participation in public hearings, staff intends for the proposed Policy to reduce the barriers of public participation and minimize the number of public hearings required, while allowing opportunities for public participation and comment in the form of more flexible public meetings, including Citizens Advisory Committee (CAC) meetings and less formal, staff-led public meetings held with community-based organizations. The proposed Policy reflects the minimum public comment requirements for adoption of fare changes and major service changes. The Policy would eliminate the need for public hearings for major service changes; however, such service changes could only be adopted after a minimum of two public meetings. Due to federal requirements, the District is still required to hold a public hearing for proposed fare changes, and, under the proposed Policy, would be required to hold an additional public meeting to meet the minimum public comment requirements.

Under the proposed Policy, all public hearings and meetings will require public notices to be translated according to the Tier 1 languages listed in the Language Assistance Plan of the District's Title VI Program. The noticing requirement for public hearings would remain the same (two public notices published in the newspaper of general circulation ten days prior to any

public hearing, with five days between the first and last publication). For public meetings, the Policy would require at least one public notice to be issued at least ten days prior to the public meeting. Public meeting notices would not have to be published in the newspaper. Instead, they may be issued in the form of press releases, notices on the SamTrans website, or social media posts.

In addition to the minimum requirements of gathering public comment at public meetings, staff would also continue to consider other means of public engagement including collecting input through surveys and social media.

Budget Impact

Adoption of the Policy would have no impact on the budget.

Background

Pursuant to Federal Transit Administration (FTA) guidelines in Circular 9030.1E on Urbanized Area Formula Program Grant Application Instructions (originally issued in September 1987 and reissued in January 2014), grant recipients must certify that they have “a locally developed process to solicit and consider public comment before raising a fare or implementing a major reduction of public transportation service”.

The Board adopted the current Public Comment Process in December 2004, nearly 20 years ago. It provides the minimum public comment requirements for certain fare and service changes. The proposed Policy would align the District’s public comment requirements with other current District policies, including those set forth in the District’s Title VI Program. The proposed Policy also would clarify the definitions of a “public hearing” and a “public meeting,” as follows:

- A “public hearing” is calendared as part of a regular or special meeting of the Board of Directors or Board Committee, and is subject to Brown Act noticing requirements. It provides an opportunity to make public comments to be included in the record of a Board action.
- A “public meeting” is defined as any public meeting that is conducted by the District, by a community-based organization, or where the District sends staff representatives to receive public input. Under the proposed Policy, certain public meetings are would not be subject to Brown Act noticing requirements, including community-based organization meetings and meetings organized by staff solely to receive public input. However, a meeting of the Board, its committees, and the CAC are always subject to the Brown Act.

Currently, the District’s Public Comment Process requires formal public hearings for both fare and major service changes, which implicates extensive noticing requirements that do not allow flexibility in gathering public comment and do not reflect current means of information sharing, such as the Internet and social media. Under the current process, the District is required to spend approximately \$10,500 on public notices for each public hearing. These costs are largely associated with translation of the public notices into multiple languages, which are then posted

in five regional newspaper publications. Even still, these public hearings are often held during times when community members are working and unable to attend, yielding lower participation than staff desires and expects to elicit under the proposed Policy's more flexible requirements.

Prepared By:	Wendy Lau	Deputy Director, Office of Civil Rights	650-622-7864
	Michelle Louie	Title VI and Social Equity Administrator	650-622-8038

Resolution No. 2024 -

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Approving an Update to the Public Comment Process

Whereas, as a recipient of grand funds from the Federal Transit Administration (FTA), the San Mateo County Transit District (District) is required to develop a policy establishing a local public comment process for fare and major service changes; and

Whereas, public engagement is essential to the decision-making process and is required as part of the Public Participation Plan in the District's Title VI Program; and

Whereas, in order to better serve SamTrans riders and the community, and to ensure compliance with FTA requirements, the District is updating its Public Comment Policy, dated December 2004, which outlines procedures to encourage meaningful public participation in decisions regarding proposed fare and major service changes; and

Whereas, the intent of the updated policy is to reduce barriers to public participation and minimize the number of public hearings to only those required by law, in lieu of more frequent public hearings; and

Whereas, the updated policy provides that, in the place of certain public hearings, the District will conduct more flexible public meetings, which change is intended to increase public access and engagement and conserve agency funds; and

Whereas, the updated Public Comment Process Policy, set forth in Attachment 1, establishes the minimum public comment processes required before the District may adopt fare and major service changes; and

Whereas, the General Manager/CEO, recommended that the Board adopt the updated Public Comment Process Policy to supersede the existing policy dated December 2004.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby approves the updated Public Comment Process Policy, which is attached hereto as Attachment 1, to be effective immediately.

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

<i>San Mateo County</i> TRANSIT DISTRICT	
Title: Public Comment Process	Code: OCR 1
Department: Office of Civil Rights	Issuing Date: April 2024
Issuing Position: Deputy Director, Office of Civil Rights	Next Revision Date: April 2034
See Also: Public Comment Process Toolkit	Control Department: Office of Civil Rights

I. **PURPOSE:**

The purpose of this Policy is to serve as a guide for staff and the Board of Directors (Board) on the solicitation and consideration of public comments prior to making fare and service changes and other specified decisions that impact riders and the community. Public engagement is an essential piece of the decision-making process and is required as part of the Public Participation Plan in the San Mateo County Transit District’s Title VI Program. This policy reflects the minimum public comment requirements to adopt changes related to fare and service.

II. **SCOPE:**

This Policy covers public hearings, public meetings, and noticing for fare and major service changes.

III. **REFERENCES:**

San Mateo County Transit District Public Comment Process for Fare and Service Changes
Adopted December 8, 2004

IV. **DEFINITIONS:**

- a. **Agency:** The San Mateo County Transit District
- b. **Board Action:** Board approval of a proposal or change via motion, resolution, or adoption of findings.
- c. **Fare Policy:** A collection of principles that orient fare-related decisions to a set of strategic goals, which are typically outlined in a guiding document, such as a strategic plan.
- d. **Fare Structure:** A legal document that outlines the collection of various fare products for sale and their prices.

- e. **Public Comment:** Input provided by the public for consideration when the Board considers a Board Action. Public Comments may be submitted in writing or as spoken statements.
- f. **Public Hearing:** A Public Hearing provides an opportunity to make Public Comments to be included in the record of a Board Action. Public Hearings are calendared as part of regular or special meetings of the Board of Directors or Board Committee. Public Hearings do not need to be called through a separate action.
- g. **Public Meetings:** Any meeting that is conducted by either the Agency, or a Community Based Organization (CBO), or where the Agency sends representatives to receive public input. Public meetings need not be subject to Brown Act.
- h. **Public Notice:** A publicized, written announcement that Public Comment is being sought in advance of a proposed Board Action. Public Notices provide details on the time, date, location, and issue to be discussed and presented during a Public Meeting or Public Hearing. Public Notices include contact information for requesting translation of written materials, interpretation, or hearing assistance to support participation of individuals with limited English proficiency or individuals with disabilities. Public Notices should be translated into at least two of the most widely spoken languages among Limited English Proficient (LEP) communities in the service area(s) impacted by the subject potential Board Action. These languages are identified in the Agency's Title VI Program Language Assistance Plan.

V. PUBLIC MEETING

A. **Scope**

Public Meetings are REQUIRED before the following Board Actions can be taken:

1. **Amendment of the Major Service Change Policy**
This policy establishes a threshold and standard for Major Service Changes as part of the Agency's Title VI Program.
2. **Major Service Change**
This is defined as any service increase or decrease that reaches the established threshold as defined by Major Service Change Policy.
3. **Amendment of the Disparate Impact or Disproportionate Burden Policy**
These policies establish thresholds for determining whether a given service or fare change has a disparate impact on minority populations versus non-minority populations, or on low-income populations versus non-low-income populations, respectively.
4. **Surplus Land Findings and Determinations**
The Surplus Land Act and Surplus Real Property Act require local agencies to offer surplus land for sale or lease to affordable home developers and certain

other entities before selling or leasing the land to any other individual or entity. Findings and declarations of property surplus must occur at Public Meetings.

B. Minimum Requirements

Two opportunities for public comment, one of which can be part of an informational item at a Board or Committee, must be held to fulfill the minimum public outreach requirement for the above Board Actions. Public Meetings are to occur prior to the Board Action.

Public Notice is required as stated under Section V.D below.

C. Board Submission

When a Public Meeting is held in advance of Board Action, Public Meeting outcomes and information will be submitted to the Board in the staff report or staff presentation.

D. Public Notice

At least one Public Notice will be issued at least 10 business days prior to the Public Meeting with additional notices to be determined by individual community needs and staff. Examples of Public Notices include press releases, notices on Agency websites, or social media posts.

Notices will be translated in languages identified in each Agency's Title VI Program Language Assistance Plan.

VI. PUBLIC HEARINGS

A. Scope

Public Hearings are REQUIRED before the following Board Actions can be taken:

1. Adoption or Amendment of a General Transit Plan (Public Utilities Code Section 103262)
2. Certain Real Property Transfers
The Surplus Land Act and Surplus Real Property Act require local agencies to offer surplus land for sale or lease to affordable home developers and certain other entities before selling or leasing the land to any other individual or entity. A Public Hearing is required after real property is declared to be surplus and before the property is transferred. (Government Code Section 50572)
3. Adoption or Amendment of a Charter Bus Service Rate (Public Utilities Code 103281)
The Agency is restricted from operating Charter Bus Services in most situations. However, if the Agency take steps required to operate Charter Bus Service, then it must conduct a public hearing.

4. Fare Adoption or Change
Public Hearings are required for Fare Structure changes that introduce new fares, change existing fares, or eliminate fares, including: changing fare discounts, fare products, or fare media; adding or deleting fare instruments; or reconfiguring zonal/distance/express fare structures if doing so causes increases or decreases fares. Public Hearings are not required for Board Actions amending the Fare Structure to make technical changes, corrections, or clarifications; amending general language; or adding options for accessing existing fares or discounts, fare products or fare media. Government Code Section 66018.
5. Adoption or Change in Fare Policy
The Fare Policy lays out the principles and goals that will shape any future changes to the Agency's fare structure. The Fare Policy guides the Agency in pricing-related decisions.
6. Change in Amenities Fees
Any addition, deletion, or change in the existing fees for station amenities that are collected by the Agency requires a Public Hearing. These include fees for car parking or bicycle lockers. Government Code Section 66018.
7. Adoptions of New Fees or Changes to Existing Fees
This includes fees related to service provision or fare adjustment. Government Code Section 66018.
8. Adoption of Ordinances that Penalize Certain Infractions of the Passenger Code of Conduct
This applies to penalizing the infraction of failure to yield reserved seating. Other Public Hearing requirements for additional infractions is within agency discretion.
9. Measure W Citizens Oversight Committee Review of Annual Audit of Measure W Tax Revenues and Expenditures in Accordance with the Congestion Relief Plan
This applies to the presentation of audit results to the Agency Board.
10. Federally Required Public Hearings, including but not limited to the following,
 - a. Requests for Equivalent Facilitation
 - b. Development of a Paratransit Plan
 - c. Environmental Review of Federally Assisted Capital Projects under the National Environmental Policy Act (NEPA)

B. Minimum Requirements

Two opportunities for public comment, one of which must be a Public Hearing, must be held to fulfill the minimum public outreach requirement for the above Board Actions. At least one

Public Hearing must occur prior to Board Action. Public Hearings must be scheduled and coordinated with the Office of the Agency Board Secretary. The Public may submit written or verbal testimony at the Public Hearing.

Public Notice is required as stated under VI.C below

C. Public Notice

One Public Notice will be published at least 10 business days prior to the Public Hearing in a newspaper regularly published in the Agency’s service area. The notice must be published twice with at least five days intervening between the dates of the first and last publication, not counting such publication dates. The notice period begins on the first day of publication and terminates at the end of the tenth day.

Notices will be translated in languages identified in each Agency’s Title VI Program Language Assistance Plan. Notices in languages other than English will need to be published in a regularly published newspaper. Location of newspaper notices within newspaper sections is determined by staff.

If the Board determines to continue or delay a properly noticed Public Hearing to a subsequent date, a Public Notice will be re-publicized in manner determined by staff at least 5 days before the hearing.

VII. DOCUMENT CONTROL:

Amendment Date:	Version	Amendment Description:	Date of Adoption:

VIII. APPROVAL:

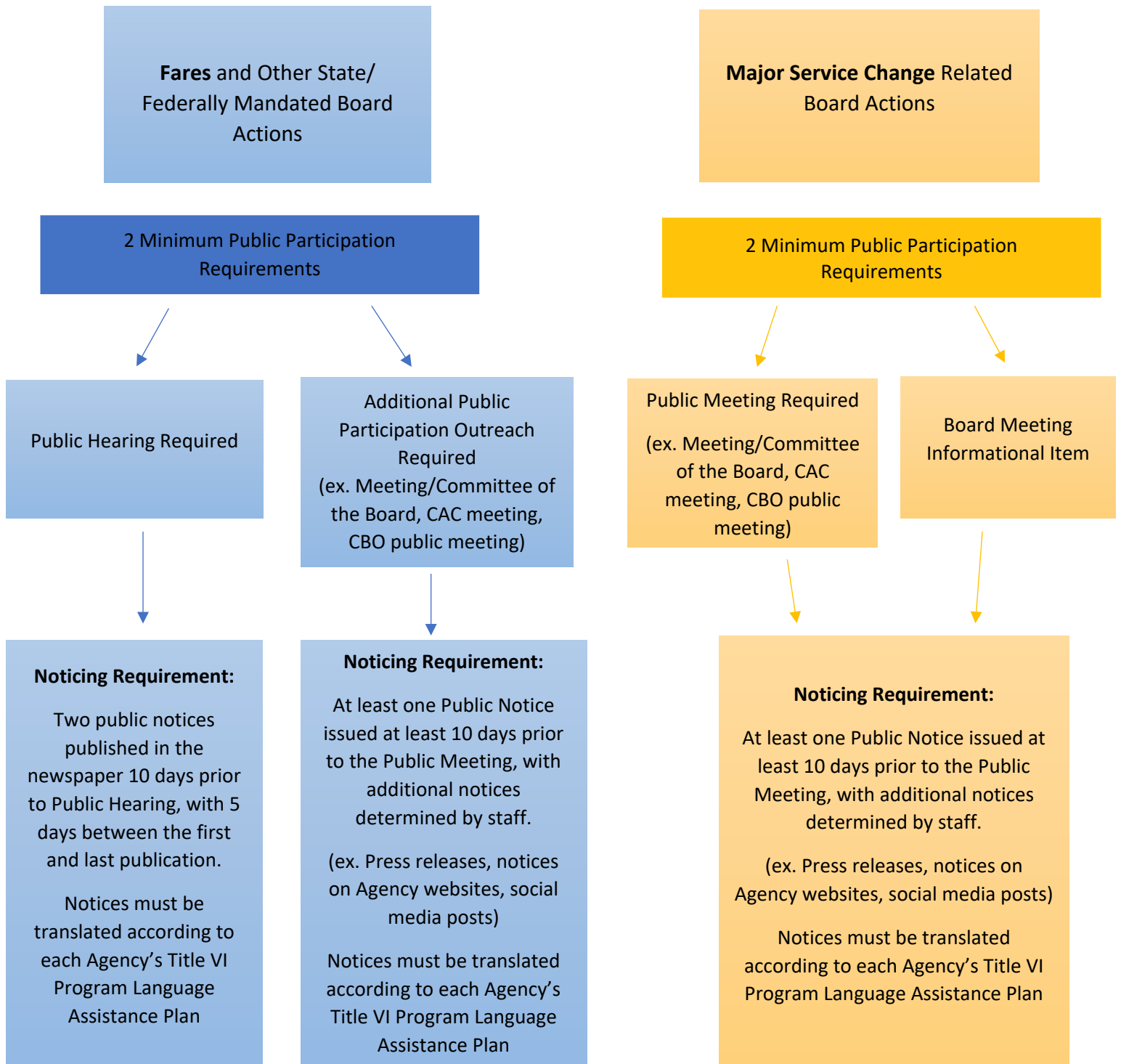
1.	Issued by:		
Name	Position	Signature	

2.	Reviewed and Approved by:		
Name		Position	Signature

IX. ATTACHMENTS:

- A. Process Design Chart

Attachment: Process Diagram





SamTrans Public Comment Process



Board of Directors

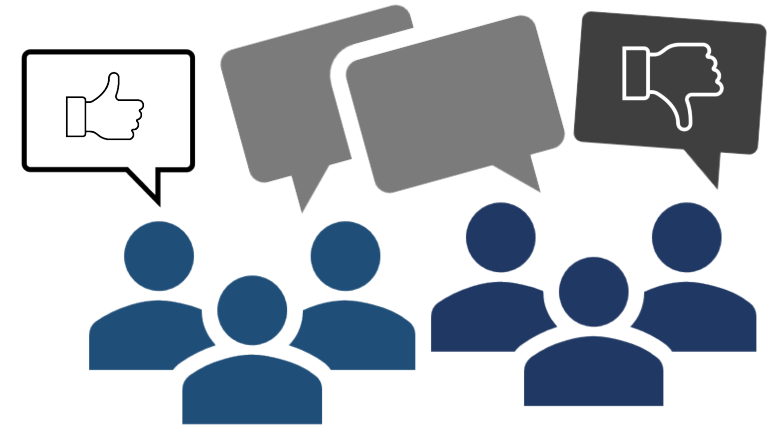
April 3, 2024

What is a Public Comment Process?

- Since 1987, the Federal Transit Administration (FTA) requires agencies to have:

*“a process to solicit and consider public comment prior to **raising fares** or implementing **a major reduction of transit service.**”*

- **December 2004:** SamTrans developed public comment processes for fare and service changes



Public Hearing vs. Public Meeting

An opportunity to make public comments to be **included in the record of a board action**

An opportunity to make public comments at a **meeting conducted by SamTrans staff**

Public Notice

A publicized, written announcement that Public Comment is being sought in advance of a Board Action

- Newspaper posting
- Agency press release
 - Website notice
- Social media post

The SamTrans Board of Directors will hold a **public meeting on 10/30/2023** and a **public hearing on 12/6/2023** to receive public comments on the following proposed changes to the SamTrans fare structure:

To be implemented on 1/1/2024:

- Elimination of the Summer Youth Pass
- Consolidation of Local and Express fares for a single price
- Waiver of fares for pre-arranged public school school field trips

To be implemented upon launch of Clipper® Next Generation (estimated Fall 2024):

- Introduction of contactless, on-board payment using credit and debit cards (also known as "Open Payment")
- Introduction of Day Pass and Monthly Pass accumulators (also known as "Fare Capping")
- Discontinuation of bus fare payment on the SamTrans mobile application; Replace with bus fare payment on the Clipper mobile application
- Participation in regional transfer discount program

The San Mateo County Transit District Board of Directors invites public comment on the potential changes at the public meeting and public hearing. The public may participate via a Zoom web link and/or by phone.

Public Meeting

10-30-2023 at 5:30 pm

Zoom Info: <https://us06web.zoom.us/j/88078523828>.

Webinar ID/ Meeting ID 880 7852 3828

Access via Telephone: 1.253.215.8782 (enter webinar ID and press # when prompted for participant ID) for audio only.

Public Hearing

Wednesday, December 6, 2023, at 2 p.m.

(or as soon thereafter as the matter may be heard)

Zoom Info:

<https://us06web.zoom.us/j/87609824114?pwd=UGhLRjNxb2xWeFM3alBrNUxVbGNmQT09>

Webinar/Meeting ID: 876 0982 4114

Passcode: 519746 in the Zoom app for audio/visual capability

Access via Telephone: 1.669.900.9128 (enter webinar ID and press # when prompted for participant ID) for audio only.

Prior to the hearing, comments may be sent by mail, e-mail, or phone:

Board Secretary

San Mateo County Transit District

P.O. Box 3006, San Carlos, CA 94070-1306

publiccomment@samtrans.com 1.800.660.4287 (TTY 650.508.6448)

Why Update Now?

SamTrans' Public Comment Process has not been revised since 2004



Two processes under one District:

Caltrain and **SamTrans**

Updated, single process to streamline both agencies



Increase overall public engagement



Decisions That Require:

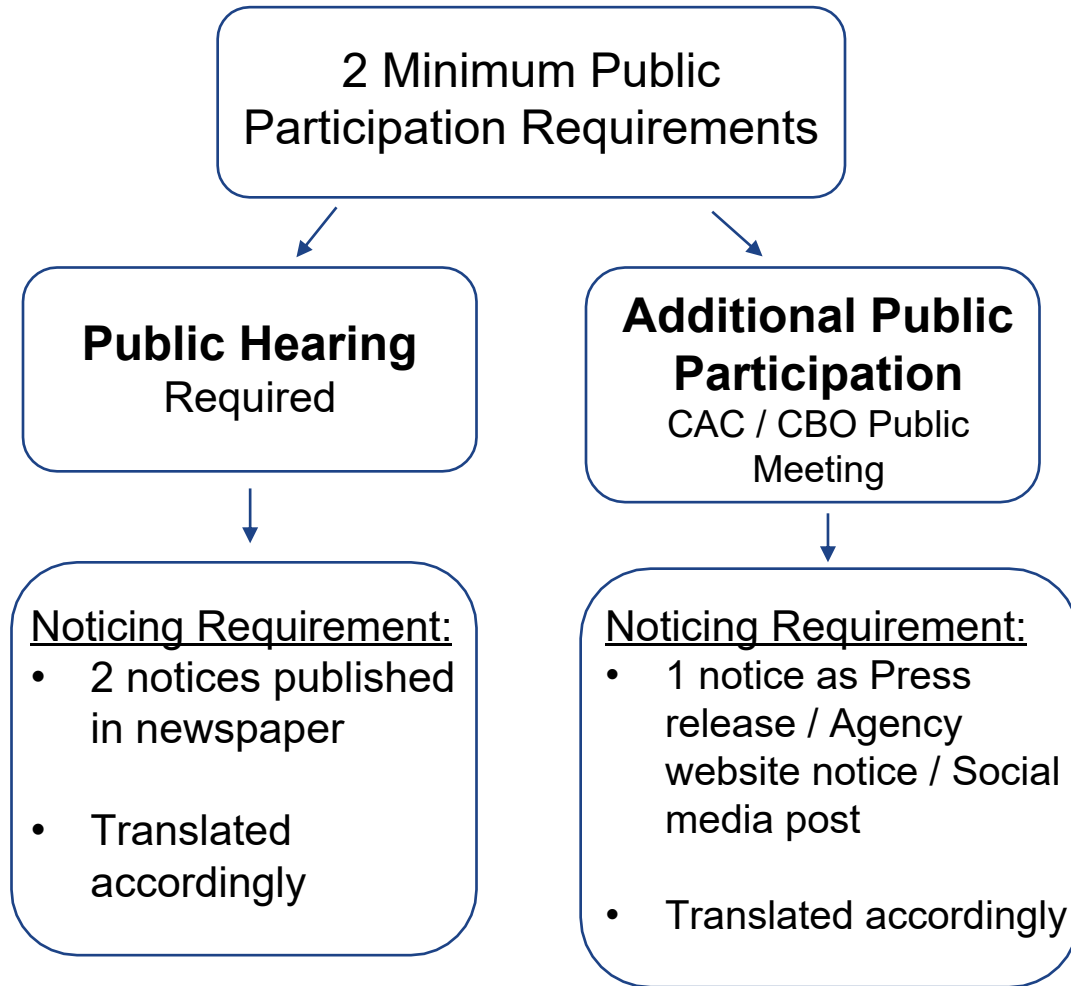
PUBLIC HEARING

- ~~Major Service Changes~~
- Adoption or Changes in Fare Policy & Fares (Increases or Decreases)
 - Property Transfers
- Adoption or Amendment of General Transit Plan
 - Amenities Fees
 - Budget & Funding Approval
- Penalization of Infractions of the Code of Conduct

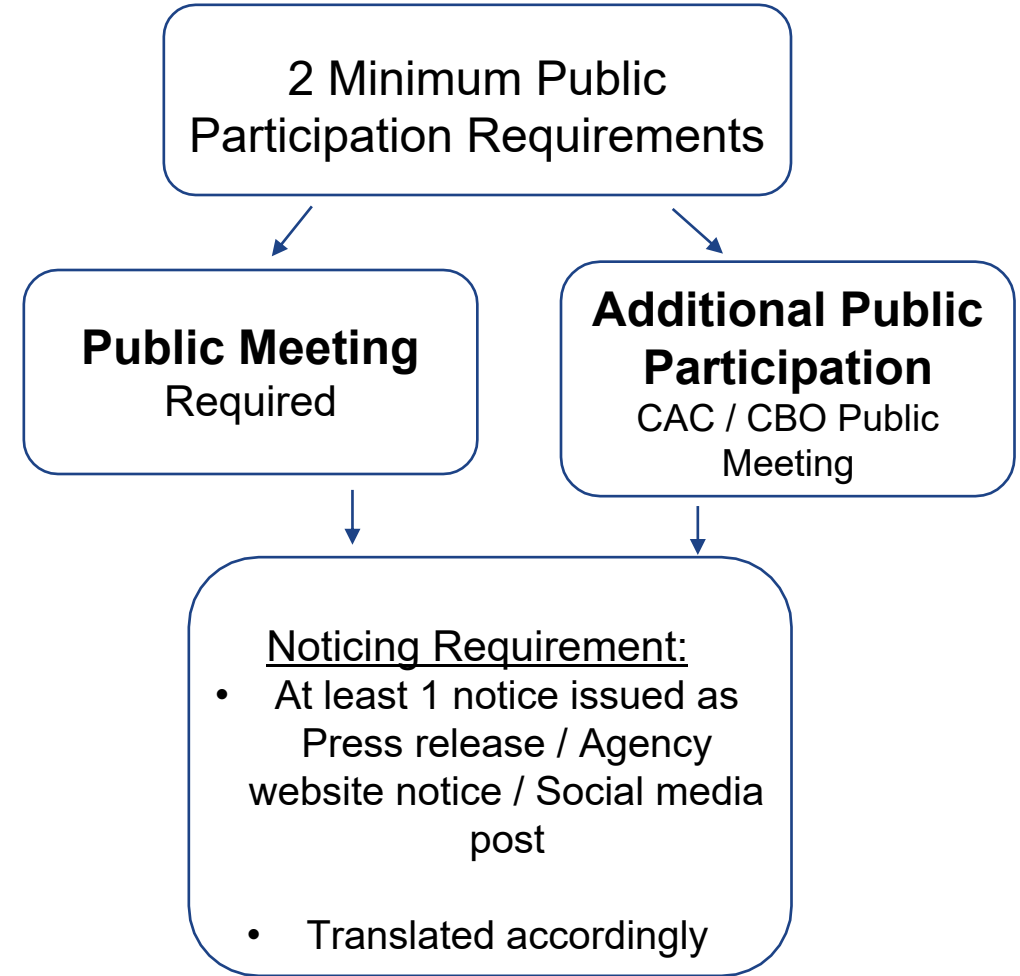
PUBLIC MEETING

- Major Service Changes
- Amendment of the Major Service Change Policy
- Amendment of the Disparate Impact or Disproportionate Burden (DI/DB) Policy
- Surplus Land Findings & Determinations

FARES



MAJOR SERVICE CHANGE



Citizens' Advisory Committee Feedback

CAC and Public Comments

Appreciated more venues to provide public comment

Agree that this update is timely and necessary 20 years later

Suggestions of other types of public notices that would catch attention, especially to younger demographics

Some wanted assurances that the public would still be able to comment before the board in advance of a Major Service Change

Staff Response

Staff will continue working with Marketing/ Communications teams to create a variety of public noticing formats in addition to print publication in newspapers

Public members are still afforded opportunities to comment before the Board before any Major Service Change at a Board Meeting;

Future change is that no separate public hearing will be calendared



Item #9.a.9.
4/3/2024

Thank You





MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda
Finance Committee
Committee of the Whole
San Mateo County Transit District

Wednesday, April 3, 2024 – 2:45 pm

or immediately following the Community Relations Committee meeting

- 9.b.1. Call to Order
- 9.b.2. Approval of Minutes of the Finance Committee Meeting of March 6, 2024 Motion
- 9.b.3. Adopting a Revised Travel Policy and Procedures Motion
- 9.b.4. Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681 Motion
- 9.b.5. Adjourn

Committee Members: Marie Chuang (Chair), David J. Canepa, Josh Powell

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Finance Committee Meeting /
Committee of the Whole**

March 6, 2024

Committee Members Present: M. Chuang (Chair), D. Canepa, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: B. Esser, M. Fraser, J. Gee, R. Medina, R. Mueller, P. Ratto

Other Board Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, J. Cassman, M. Kumar, D. Santoro, K. Yin, J. Brook, D. Seamans

8.b.1. Call to Order

Committee Chair Marie Chuang called the meeting to order at 2:47 pm.

8.b.2. Approval of Minutes of the Finance Committee Meeting of February 7, 2024

Motion/Second: Ratto/Canepa

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.b.3. Quarterly Financial Report and Outlook for Fiscal Years 2024 and 2025

Kate Jordan Steiner, Chief Financial Officer, provided the presentation on the financial report for the second quarter of Fiscal Year 2024 that included major initiatives and investments. She recommended not putting more into reserves for pension at the current time and said she would check with the actuary for funding recommendations for OPEB (other post-employment benefits) and CalPERS (California Public Employees Retirement System).

Committee Member David Canepa asked if it made potential sense to make advance payments to reach a certain threshold. Ms. Jordan Steiner said they put in \$20 million towards those needs but at this time did not recommend putting more into the reserve until they see the ten-year outlook and where they land on bargaining.

Director Jeff Gee said the guidelines between PERS, the trust, and the ten-year projection should be 85 percent funding. Ms. Jordan Steiner said she would check with the actuary to see what they recommend.

8.b.4. Authorize an Amendment to a Contract with Wipro, LLC to Upgrade the District's PeopleSoft ERP System, and Increase the Fiscal Year 2024 Capital Budget

Mehul Kumar, Chief Information and Technology Officer, IT, presented the staff report.

Director Rico Medina asked if the three agencies were aware of the funding needed for the ERP (enterprise resource planning) upgrade. April Chan, General Manager/CEO confirmed that such information was communicated to the respective agencies. He asked what the ROI (return on investment) was. Mr. Kumar provided background on the agreement that the District has with Wipro. Director Medina said it was a lot of money and wondered why it was not addressed in previous years. Mr. Kumar explained it was an enterprise-wide product.

Director Gee asked what the District's total investment in PeopleSoft has been. Ms. Jordan Steiner said that staff would get back to him. Director Gee said the District should be more proactive with Human Resources and find a platform that best serves the District's needs.

Committee Chair Chuang asked if it is a given that each agency would contribute their share of the costs. Ms. Chan said they had met with Michelle Bouchard, Executive Director of Caltrain, and said Ms. Bouchard is aware of the necessity of the shared cost. She said that the TA (Transportation Authority) is picking up a small share and the finance arm of the JPA (San Mateo County Express Lanes Joint Powers Authority) is picking up a small share as well. She said that cost sharing is based on the number of transactions from each agency.

Motion/Second: Powell/Esser

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.b.5. Adjourn

The meeting adjourned at 3:24 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Finance Committee
Through: April Chan, General Manager/CEO
From: David Santoro, Deputy General Manager/CEO Kate Jordan Steiner, Chief Financial Officer
Subject: **Adopting a Revised Travel Policy and Procedures**

Action

Staff proposes the Board of Directors (Board) adopt a revised, free-standing Travel Policy and Procedures (Policy) to replace the travel reimbursement elements of the San Mateo County Transit District (District) Travel, Food and Beverage, and Relocation Expense Policy last amended by the Board pursuant to Resolution No. 2021-46.

Significance

The District is obligated to ensure that expenditures made by Board members and employees are reasonable, solely for public purposes, and incurred during the conduct of agency business.

The District's current Travel, Food and Beverage, and Relocation Expense Policy was last amended in 2021. Staff recommends that the Board adopt the proposed Policy with the understanding that the portions of the existing policy concerning reimbursement for food and drink expenses for District meetings and relocation expenses will be addressed in separate staff and/or Board-adopted policies and procedures.

The proposed Policy would:

- Set out the process by which District Board members and employees may seek reimbursement or be entitled to a per diem allowance, as applicable, for expenses incurred while conducting District business;
- Reflect current legislation and business conditions, including Senate Bill 447, which took effect on September 13, 2023 and repealed the prohibition on traveling to states that enacted laws that serve to discriminate, or permit discrimination, against individuals on the basis of sexual orientation, gender identity, or gender expression;
- Account for changes in reporting relationships within the District, and permit the Executive Director of the Peninsula Corridor Joint Powers Board (JPB) to oversee travel of Rail Division personnel;
- Require District Board members to have a written pre-approved travel authorization to attend conferences, trainings, seminars, or other events if they will incur lodging and/or transportation expenses for reimbursement;
- Establish reimbursement limits for Board members at \$10,000 per Board member per fiscal year;

- Provide that no more than four members of the Board may attend any single conference that is greater than 50 miles from the District without special approval; and
- Adjust and modernize, but not substantially alter, limitations on and requirements for reimbursement of employee travel expenses.

The proposed Policy does *not* address travel or expense reimbursement by members of the Boards of Directors of the JPB, San Mateo County Transportation Authority or San Mateo County Express Lanes Joint Powers Authority.

Budget Impact

There is no budget impact.

Background

The proposed Policy reflects current business conditions and documents the standards and procedures under which Board members and employees are reimbursed for authorized expenses. The District's first Travel, Food and Beverage, and Relocation Expense Policy was created in 1976. It was amended in 2007 (following passage of Assembly Bill 1234) and 2021.

Prepared By: David Santoro

Deputy General Manager/CEO

650-350-8903

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Adopting a Revised Travel Policy and Procedures

Whereas, the San Mateo County Transit District (District) is obligated to ensure that it reimburses only those expenditures made by Board members and employees that are reasonable, solely for public purposes and incurred during the conduct of District business; and

Whereas, the District's Travel, Food and Beverage, and Relocation Expense Policy, which applies both to members of the Board of Directors and to District employees, was last amended in 2021 pursuant to Resolution No. 2021-46;

Whereas, the District desires to adopt a more focused Travel Policy and Procedures to reflect current business conditions and to allow for greater efficiency in the administration of District expenses; and

Whereas, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors adopt the attached Travel Policy and Procedure to replace the current Travel, Food and Beverage, and Relocation Expense Policy, with the understanding that the portions of the existing policy concerning reimbursement for food and drink expenses for District meetings and relocation expenses will be addressed in separate staff and/or Board-adopted policies and procedures.

Now, therefore, be it resolved that the Board of Directors of the San Mateo County Transit District hereby adopts the Travel Policy and Procedures attached to this resolution as Exhibit A to replace the travel portion of the Travel, Food and Beverage, and Relocation

Expense Policy most recently amended by Resolution No. 2021-46, with the understanding that portions of the existing Travel, Food and Beverage, and Relocation Expense Policy concerning reimbursement for food and drinks for District meetings and relocation expenses will be addressed in separate staff-level and/or Board-adopted policies and procedures.

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

<i>San Mateo County</i> TRANSIT DISTRICT	
Title: Travel Policy and Procedures	Code: FIN – 00[1]
Department: Finance	Issuing Date: April, 2024
Issuing Position: Chief Financial Officer	Next Revision Date: [2 years from date of issuance]
See Also:	Control Department: Accounting

I. PURPOSE AND OBJECTIVES:

A. Purpose

The purpose of the Travel Policy is to establish uniform standards for authorized travel and reimbursement of expenses incurred by members of the Board of Directors (Board) of the San Mateo County Transit District (District) and employees of the District, some of whom also support the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transportation Authority (TA) and/or the San Mateo County Express Lanes Joint Powers Authority (SMC-EL JPA) (collectively with the District, the “Agencies”), in the normal conduct of the Agencies’ business.

B. Obligations

1. The Agencies must ensure that expenses incurred by their officers and employees are solely for public business purposes.
2. The Agencies are obligated to maintain accountability and transparency when public funds are used to reimburse expenses.
3. The Agencies are responsible to taxpayers and the public to be prudent in making expenditures.
4. To meet these obligations, the District commits to maintaining standards for acceptable reimbursable expenses and approving only reasonable and appropriate expenses.

II. DEFINITIONS:

A. Actual and Necessary Expense.

1. An expense is “Actual” when it was truly incurred. Per diem and other specified rates are used in lieu of evidencing and calculating “actual” expenses for certain categories of expense reimbursement.
2. An expense is “Necessary” when it is required to achieve a particular Business Purpose.

- B.** Allowable Expense. An expense is “Allowable” when it is appropriate, reasonable, and incurred primarily for a Business Purpose of one or more of the Agencies.
1. An expense is “Appropriate” when it is suitable or fitting in the eyes of an objective third party, and it fulfills a valid Business Purpose.
 2. An expense is “Reasonable” when it is ordinary—not lavish or excessive—and reflects a prudent decision to incur the expense on behalf of the Agencies in furtherance of a Business Purpose.
- C.** Business Purpose. A “Business Purpose” establishes that a particular good, service, or activity is necessary to fulfill the mission of the Agencies, as opposed to benefitting only or primarily an individual.
- D.** GSA Per Diem Rates. Established by the federal General Service Administration (GSA), the Per Diem Rates set forth in the Meals and Incidental Expenses per diem rates table (www.gsa.gov/mie) sets the full amounts that federal employees may receive for a single calendar day of travel for breakfast, lunch, dinner, and incidental expenses within the lower 48 Continental States. For purposes of this Policy, the GSA Per Diem Rate sets the full amount employees may receive, and the maximum amount Board members may receive, for a single calendar day. The first and last day of travel are reimbursed at 75% of the full day’s GSA Per Diem Rate for employees, and no more than 75% for Board members.
- E.** IRS Mileage Rate. Established by the Internal Revenue Service (IRS), the IRS Mileage Rate is a standard per-mile rate set for tax reporting or obtaining reimbursement for use of a private vehicle for business travel (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).
- F.** Pre-approval. “Pre-approval” is authorization for travel expenses or reimbursements:
1. For members of the Board and for the General Manager/CEO: Pre-approval may only be provided by the Board President.
 2. For the Board President: Pre-approval may only be provided by the Chief Financial Officer.
 3. For an employee traveling on behalf of the District, the TA or the SMCEL-JPA: Pre-approval requires approval both by both the employee’s department director or manager, and by the General Manager/CEO (who also serves as Executive Director of the TA and a member of the Executive Council of the SMCEL-JPA).
 4. For an employee traveling on behalf of the JPB: Pre-approval requires approval both from the employee’s department director or manager, and from the JPB’s Executive Director¹.
- G.** Receipt. A receipt is a document that substantiates a business transaction and provides proof of payment of an expense. A receipt will typically include the date of transaction, merchant name, list of items purchased or received, form of payment (cash, check, credit card), and amount paid.

¹ The JPB’s Board of Directors is responsible for establishing policy/making decisions regarding its own travel and reimbursement, and that of the JPB’s Executive Director.

III. POLICY STATEMENT:

A. General Travel

Members of the Board and employees of the Agencies are authorized to travel, at the Agencies' expense, to attend conferences, trainings, seminars, and other events that are related to a Business Purpose. Each Board member and employee must, at all times, exercise sound judgment when incurring expenses, and when submitting requests for expenditures or reimbursement, consistent with the standards and proprieties of an agency supported by public tax dollars.

B. Board of Directors Travel

Reimbursements for conferences, trainings, seminars, other events, and related travel expenses are limited to \$10,000 per Board member per fiscal year. This expense limit applies to the year in which events occur. (For example, prepayment of conference registration in one fiscal year for an event in a second fiscal year is counted against the limit for the second fiscal year.) Unspent funds do not carry over from year to year. Board members must have a written Pre-approved [Travel Authorization Form](#) to attend conferences, trainings, seminars, or other events if they will incur lodging and/or transportation expenses expected to be reimbursed by the District.

Board members must provide, not later than the next Board meeting following return from an event for which they receive reimbursement, a brief oral or written summary of their activities and/or information learned. Attachments and/or other substantive materials from the event are encouraged but not required. The District Secretary will coordinate the distribution of such information to Board members and staff as the General Manager/CEO may designate.

No more than four members of the Board may attend the same conference that is greater than 50 miles from District headquarters. If more than four Board members are interested in attending the same such conference, the Board Chair may decide which Board members may attend the conference or seek Board approval to waive this provision of the Policy.

C. Employee Travel

Employee travel to conferences, trainings, seminars, or other events requires a written, Pre-approved [Travel Authorization Form](#) if the employee will incur lodging and/or transportation expenses expected to be reimbursed by one or more of the Agencies.

IV. REIMBURSABLE AND NON-REIMBURSABLE EXPENDITURES:

A. Reimbursable Expenditures

For Board members, only Actual and Necessary expenses are subject to reimbursement by the District. For employees, only Allowable expenses are subject to reimbursement by the Agencies.

The following expenses incurred in connection with a Business Purpose generally will be subject to reimbursement, as long as this Policy's other requirements are met. The following is a list of guidelines and not necessarily a complete list.

1. Registration Fees. Registration fees for a conference, training, or seminar that will support or enhance Board member(s)/employee(s)' development or skill set or other events that are directly related to the business of one or more of the Agencies.
2. Transportation expenses. Board members and employees are encouraged to use public transportation and pool cars to the maximum extent possible. When this is not possible, transportation expenses for travel pursuant to this Policy will be reimbursed in accordance with the following guidelines.
 - a. Airfare. The Agencies will reimburse the most economical coach/economy airfare that will guarantee a seat assignment and allow for carry-ons.
 - i. If a Board member or employee purchases an upgraded seat (e.g., premium economy, business, or first class), the Agencies will only provide reimbursement for the portion of the fare associated with a coach/economy ticket. The Board member or employee must provide a side-by-side comparison of the cost of the upgraded and economy airfares at the time the ticket was purchased on the same flight. (A screenshot showing both fares for the same flight must be submitted with the receipt for the [Expense Report](#).)
 - ii. Ticket purchases should be made at least four weeks in advance of the travel date to take advantage of lower fares.
 - iii. The Agencies will reimburse for one checked bag per flight.
 - b. Car Rentals. With Pre-approval, rental cars (as well as gas and insurance charges for such cars) are authorized for reimbursement when necessary and when other modes of transportation are not feasible or economical. Board members and employees should select the lowest cost vehicle and type that is reasonable, and purchase the insurance offered by the car rental company.

- c. Personal Vehicles. With Pre-approval, the use of the employee's personal vehicle for business-related travel will be reimbursed at the published IRS Mileage Rate. Proof of Pre-approval must be included with the [Expense Report](#). Employees must maintain the appropriate insurance level on their vehicles when they are being used for Agencies' business.
 - d. Parking and bridge tolls. Actual parking and bridge toll expenses are subject to reimbursement. Toll charges on express lanes are not eligible for reimbursement.
 - e. Other Ground Transportation. Expenses for taxis, rideshare services (e.g., Uber, Lyft), shuttle services, subway, or other forms of transportation to and from hotels, airports, railroad stations, or other businesses, connected with the Agencies' business activities are reimbursable. Tips of up to 20% are reimbursable. Transportation to restaurants, entertainment, and non-business-related meetings will not be reimbursed.
3. Lodging expenses.
- a. Limitations on Lodging Expenses. The Agencies will reimburse expenses for lodging in locations that are more than two hours' driving distance one-way, or greater than 50 miles from, a Board member's or employee's point of origin or District headquarters. If a location is within two hours' driving distance or less than 50 miles from the Board member's or employee's point of origin or District headquarters, Board members and employees are not eligible for reimbursement for lodging expenses without Pre-approval.
 - b. Reasonable Cost of Lodging. The Agencies will reimburse actual and reasonable lodging costs, including resort fees or other mandatory charges associated with the reservation, as supported by the detailed receipt showing each day that lodging away from home is required for business purposes.
 - i. Group Rates. If lodging is related to attending a conference, training, seminar, or other event that is directly related to the Agencies' business, lodging expenses must not exceed the group rate published by the conference or event organizer for the event in question, if such rates are available at the time of booking.
 - ii. Standard Hotel Rates. If a group rate is unavailable, reimbursement will be limited to per diem rate for a single room, as shown at www.gsa.gov/mie. Exceptions must be Pre-approved.

- iii. Airbnb and Vacation Rentals by Owner (VRBO) and Other Lodging Alternatives. When traveling on business for the Agencies business, renting homes directly or through sites like Airbnb or VRBO is not reimbursable or permitted, unless there is no other lodging available within a 50-mile radius of the training or meeting location and Pre-approval is provided.
 - c. Lodging with Friends or Family. A Board member or employee may elect to stay with family or friends in lieu of staying in a hotel. In such case, the Agencies will not provide reimbursement for lodging.
4. Meals and other incidentals. The GSA Per Diem Rates provide guidance on what a Board member or an employee will be reimbursed daily for breakfast, lunch, dinner, and incidentals. However, first and last day Meals and other incidentals will be reimbursable at the GSA First & Last Day of Travel rate, which is calculated at 75% of the full day's rate. No receipts are needed for employees; however, Board members must submit evidence of Actual and Necessary expenses for meals and incidentals. No meal allowance will be provided for meals that are included in a conference, seminar, or training package.
5. Additional necessary expenses and tips and gratuities.
 - a. Additional Expenses. Visa fees, required immunizations, exchange rate fees, and other necessary items may be reimbursable. Board members and employees must obtain Pre-approval.
 - b. Taxes. Any taxes (e.g., transit occupancy, airport, sales) will be included as part of the reimbursable expenses.
 - c. Tips and Gratuities. Tips and gratuities, up to 20% of the reimbursable expenses, are reimbursable for normal services associated with Agencies' business travel. Meals, bellhop, and housekeeping expenses are not reimbursable, as these are included in the GSA Per Diem Rates.

B. Non-Reimbursable Expenditures

The following expenses are not authorized for reimbursement:

1. The personal portion of any trip.
2. Political, religious, or charitable contributions.
3. Family expenses, including partner's expenses, if accompanying Board member or employee on business for one or more of the Agencies business, and children and/or pet-related expenses.
4. Airline upgrades (above economy class airfare), early check-in fees, flight insurance, optional items offered by the airline during the flight, or airline rewards, credits, or points.
5. Hotel rewards, credits, or points, room upgrades, and late check out fees.

6. Entertainment expenses, including but not limited to the theater, movies (in-room or at the theater), sporting events (including gym, massages, and/or golf-related expenses), or other cultural events.
7. Alcohol.
8. Passport Fees.
9. Tips greater than 20% percent (unless automatically included in the bill).
10. Personal automobile expenses, including but not limited to repairs, traffic citations, toll rates for express lanes, insurance, gasoline, or EV charging.
11. Loss of personal apparel and accessories (e.g., eyeglasses, briefcases, luggage, headphones).
12. Cigarettes/e-cigarettes, magazines, books, newspapers, drycleaning, shoeshine, sundries or other personal expenses.

C. Combining Business and Personal Travel

1. When business travel is extended for personal reasons, the Board member or employee is responsible for any expenses incurred as part of their personal travel. When travel includes transportation to or from a non-business travel location, the Agencies will reimburse only that portion of business-related transportation. The employee must provide documentation to support the cost of the portion of the trip related to a Business Purpose.
2. A Board member or employee extending business travel for personal reasons must compare the cost difference between traveling on the original departure and/or return date(s) and the extended departure and/or return date(s). In addition to comparing flights for departure and/or return dates, the Board member or employee must take into account any additional costs incurred due to changes in transportation and lodging reservations (e.g., change fees, fare differences, or any other related expenses). Board members and employees are responsible for paying the flight and lodging cost differences and any other associated costs. Board members and employees must attach quotes or estimates for the cost of flights and lodging for both the required travel dates and the extended travel dates. This allows the Agencies to compare the financial implications of the travel extension.

V. RESPONSIBILITIES OF BOARD MEMBERS AND EMPLOYEES:

Board members and employees must:

- A.** Ensure all expenses being paid or reimbursed by the Agencies are Actual and Necessary (for Directors) and Allowable (for employees), with a legitimate Business Purpose, and in conformance with this Travel Policy.

- B. Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted [Expense Report](#), advance of per diem costs, or P-Card. P-Card statements for the months when registration, accommodations, and travel expenses were paid should also be submitted.
- C. Comply with this Policy and related procedures for expense reimbursement.

VI. PROCEDURES:

The Board authorizes the CFO to implement procedures in furtherance of this Policy, such as those set forth in Attachment A . The CFO may revise the attached procedures at any time in compliance with all laws.

VII. COMPLIANCE WITH POLICY AND PROCEDURES:

A. Violation of Policy

Board members’ or employees’ misuse of one or more of the Agencies’ resources, or falsification of expense reports, in violation of this Policy may result in any or all of the following:

1. Loss of reimbursement privileges;
2. Payment of restitution to one or more of the Agencies;
3. Reporting of the expenses as income to state and federal tax authorities;
4. Civil penalties of up to \$1,000 per day and up to three times the value of the resources used;
5. Prosecution for misuse of public resources;
6. For employees, discipline up to and including employee termination; and/or
7. For Board members, censure by the Board or such other measures as may be determined by the Board.

B. Public Records

All expense reports, associated receipts, and other documentation are public records subject to disclosure under the California Public Records Act.

VIII. DOCUMENT CONTROL:

Amendment Date:	Version	Amendment Description:	Date of Adoption:

IX. APPROVAL:

1. Issued by:		
Name	Position	Signature

2. Reviewed and Approved by:		
Name	Position	Signature

X. ATTACHMENTS:

Attachment A, Procedures

Attachment A Procedures

I. Completion and Submission of Expense Reports

- A. **Completing an [Expense Report](#).** Important things to note for an expense report:
1. Dates must be listed on receipts and supporting documents.
 2. The personal mileage rate is from the IRS website each year, which will be provided annually by Accounts Payable (AP).
 3. For employees and Board members, the GSA Meals and Incidental Expenses rates should pertain to the city/county and state you are visiting.
 4. Lodging expenses must be listed on itemized hotel receipts.
 5. Other expenses may include bridge toll, parking, tips, etc. as allowed in the Policy.
 6. The stated business purpose must include a description.
 7. Supervisor or Manager approval is required in order for the AP team to process the [Expense Report](#).
 8. The Accounting Codes are very important for the AP team to efficiently process the [Expense Report](#).
 9. Attach the Pre-approved [Travel Authorization Form](#) with the [Expense Report](#) when seeking reimbursement for Travel Expenses.
 10. Email the completed, properly signed [Expense Report](#) form to the AP department at AccountsPayable@samtrans.com.



EXPENSE REPORT

DATE	PERSONAL CAR MILEAGE	MEALS			PER DIEM	LODGING	OTHER EXPENSE	OTHER EXPENSE	DAILY TOTAL	DESCRIBE THE BUSINESS PURPOSE
		B	L	D						
6/1/2020	10	10.00	15.00	10.00					35.00	
6/2/2020							20.00	10	30.00	Parking/Tips
6/3/2020							5.00		5.00	Bridge Toll
6/1-6/3/2020						325.00			325.00	Hotel
6/1-6/3/2020						300.00			300.00	Airline Tickets
									-	
									-	
									-	
									-	
									-	
									-	
									-	
TOTAL MILEAGE	10.00	TOTAL MILEAGE @ \$.575 PER MILE EQUALS							\$ 5.75	report of authorized expenses that I incurred in accordance with Expense Policy, while on Company business during the above mentioned period.

*CODE FOR OTHER EXPENSES

- A- Taxi, Bus Fare
- B- Telephone
- C- Parking Fees
- D- Bridge Tolls

- E- Car Rental
- F- Tips
- G- Miscellaneous (Explain Below)

TOTAL EXPENSES \$ 700.75

LESS TOTAL ADVANCE RECEIVED/CORP CREDIT CARD CHGS \$)

TOTAL DUE EMPLOYEE/COMPANY \$ 700.75
(CIRCLE ONE)

6/12/2020

DATE OPEN ITEM #

Michelle King

Employee Name (Print)

Employee Signature

Supervisor's Approval Signature

Manager/Director's Review

ACCOUNTING CODES										
B/U	ACCOUNT	FUND	ORG.	PROJ	ACTIVITY	SOURCE TYPE	CATEGORY	CLASS	AMOUNT	
	SAMTR	XXXXX	XXXX	XXXX	XXX	XX	XXXX	XXXXX	XXXX	650.00

B. Submission of Expense Report. When seeking reimbursement for business travel and/or training expenses, Board members and employees must submit the following (available via hyperlinks below):

1. Signed [Expense Report](#) with receipts
2. Pre-approved [Travel Authorization Form](#), if applicable
3. Lost Receipt Form, if applicable

If any receipts are written in a language other than English, the Board member or employee must explain or translate those receipts. Board members should request assistance from the District Secretary's Office if they do not have access to the required forms, etc.

C. Deadline to Submit Expense Reports. Expense reports related to a trip or event must be submitted within 30 calendar days but no later than 90 calendar days after the Board member or employee has returned home. If a Board member or employee fails to timely submit expense reports, the Board member or employee's expense report may be denied.

All expense reports for expenses incurred within the fiscal year must be submitted no later than July 31 of the following fiscal year.

- D. Non-Refundable Expenses for Non-Attendance.** In the event a Board member or an employee does not attend a trip and non-refundable expenses have been incurred (e.g., registration, lodging, airfare), the Board member or employee must submit a written explanation of the reasons for non-attendance to their expense report approver. The Board member or employee must first contact the conference or event organizer to request a transfer their registration to another individual or transfer of their registration to another year. If the non-refundable expenses are not transferable to the Agencies for later use by another individual or are not transferable to another year, and if the fees were paid by the Agencies, the Board member or employee must reimburse the Agencies for the expenses absent a determination by the CFO that non-attendance was unavoidable.
- E. Original Itemized Receipts.** Original itemized receipts must be submitted with the expense report. In some cases, an itemized receipt of what was purchased, along with the charge receipt, may be required. Receipts must be legible and must include the Board member or employee's full name, the date, and the dollar amount.

Employees are not required to submit receipts for reimbursement of meals. The Agencies will use the GSA Per Diem Rates for reimbursement of meals. Employees and Board members must include a copy of the program or agenda of the event with their reimbursement requests if seeking meal reimbursement.

- F. Lost Receipts When Receipts Are Required.** If receipts have been lost and it is not possible to obtain a duplicate receipt or if a receipt is not available for a small expenditure (e.g., parking meters), a Board member or employee must complete a Lost Receipt Affidavit Form with details explaining which receipts are not available. The Lost Receipt Form must be attached to the expense report.

II. Approval Required for Expense Reports

- A.** Board Members: Expense reports must be approved by the Board Chair, and the Board Chair's expense report must be approved by the CFO.
- B.** Employees: Expense reports must be approved by the employee's department director or manager.

III. Responsibilities for Those Reviewing and Approving Expense Reports

- A. Responsibilities of the Approvers.** Individuals authorized to approve expense reports must do the following:
1. Review the expenses.
 2. Attest that the purpose of the expenses is valid and directly related to the Agencies' business.

3. Ensure information contained on the request is properly documented and supported by the appropriate receipts.
4. Affirm the expenses were Allowable (for employees) or Actual and Necessary (for Board members) and consistent with the District's Travel Policy and/or any other applicable agency policies.
5. If needed, request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the trip or event. The explanation of such expenditures must be included with the expense report.

B. Responsibilities of the Accounts Payable Department. The AP department reviews reimbursement requests, processes, and verifies that the expenses are reasonable (for employees) or actual and necessary (for Board members). AP must do the following:

1. Require expense reports to be received by email.
2. Confirm that the expense report is complete and that the information listed on the expense report is supported by the appropriate receipts.
3. Review expenses to ensure compliance with the Travel Policy and/or any other applicable agency policies.
4. Verify the expense report has received the appropriate approval and the reimbursement amount is calculated correctly. For any foreign receipts, the Agencies will use the official currency conversion rates as of the date of travel.
5. Confirm additional information or seek clarification for any excessive or unusual requests.
6. Process the expense report promptly.

The AP team may contact a Board member or employee with questions or clarifications, return the expense report to the Board member or employee for any corrections, deny the expense report (in its entirety or a portion of it), or request repayment from the Board member or employee for expenses paid by the Agencies in error.

IV. Questions Regarding the Procedures

If Board members or employees have questions regarding the Procedures, please email AccountsPayable@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Finance Committee

Through: April Chan, General Manager/CEO

From: Kate Jordan Steiner, Chief Financial Officer David Olmeda, Chief Operating Officer,
Bus

Subject: **Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681**

Action

Staff proposes the Committee recommend that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Award a contract to Clark Construction Group - CA, LP of San Francisco, California (Clark) to provide Construction Manager General Contractor (CMGC) Services (Services) for the South Base Battery Electric Bus (BEB) Charging Infrastructure Project (Project) for a total amount of \$975,681 for pre-construction services, including design advice, cost estimating, scheduling and construction planning, with the understanding that the District will have the option to amend the contract to add construction phase services in the future.
2. Authorize the General Manager/CEO or designee to execute a contract with Clark in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

Significance

Award of the proposed contract will provide the District with a dedicated CMGC to perform Services required to install charging infrastructure at South Base for the District's previously-purchased 37 BEBs, plus a potentially expanded scope of work to include the installation of chargers for up to an additional 110 BEBs. Specifically, the CMGC will partner with the District and the District's Project designer to:

- Provide input on long-lead-time materials for the Project, and associated pricing,
- Collaborate on the Project design and identify opportunities for value engineering,
- Provide input on a detailed preliminary construction schedule,
- Perform periodic reviews of the Project design and make suggestions regarding means and methods of construction, provide constructability recommendations, and assist with schedule and cost control,
- Identify phased construction opportunities and constraints for the Project, and

- Identify areas to use for storage, parking, and temporary facilities to minimize impacts to Bus Operations during Project construction.

In addition to aiding the Project design process, the CMGC will submit proposed prices for labor, equipment, and materials for the following optional services:

- Procurement of long-lead-time materials,
- Construction of charging infrastructure for 37 BEBs at South Base, and
- Construction of charging infrastructure for up to an additional 110 BEBs, should the District decide to replace some or all of the remaining fixed-route diesel fleet at South Base with BEBs.

Staff will return to the Board to request approval to exercise the above optional construction services if the District and CMGC agree on the optional construction services prices.

Budget Impact

The Board initially approved use of \$1,926,250 in Measure W revenues for the Project in the Fiscal Year 2022 Capital Budget. Since then, the Board has approved several amendments to increase the Project budget to \$23,544,470 using federal, state, and Measure W Sales Tax revenues. Funds to support the award of the proposed contract are included in the approved Project budget.

Background

In December 2022, through Resolution No. 2022-85, the Board authorized the use of the CMGC project delivery method for the Project to charge the 37 BEBs that the District has procured to-date.

In March 2023, at a Board workshop, staff recommended changes to the SamTrans Innovative Clean Transit Plan (ICT Plan), which guides the District's transition to a 100 percent zero-emission fleet by 2040, as mandated by the California Air Resources Board.

In July 2023, through Resolution No. 2023-39, the Board authorized expanding the scope of the Project's CMGC procurement to include an option to construct charging infrastructure for up to an additional 110 BEBs at South Base. This would eliminate the need for a new solicitation to construct the charging infrastructure for the additional BEBs at South Base, if the Board opts to purchase such additional vehicles in the future.

In December 2023, the Board approved an update to the ICT Plan to align with Staff's recommendations at the March 2023 Board workshop, including a recommendation that the District defer the decision on which type of zero-emission buses would replace the remaining fixed-route diesel fleet (110 buses) at South Base until late 2024, after the District has sufficient direct experience with both BEBs and hydrogen fuel cell electric buses (FCEBs) to make this decision. The proposed action will ensure the District has sufficient flexibility to meet the infrastructure needs of either choice.

On November 8, 2023, the District issued a Request for Proposals (RFP), solicitation number 23-S-C-049, for the Services and advertised it on the District e-procurement website and in a newspaper of general circulation. Staff held a pre-proposal conference, which nine potential Proposers attended.

By the due date of January 30, 2024, the following four firms submitted Proposals:

1. Balfour Beatty Infrastructure, Inc., La Verne, CA
2. Clark Construction Group - CA LP, San Francisco, CA
3. Lane-Valente Industries, Dallas, TX
4. Mass. Electric Construction Co, Cerritos, CA

After initial screening, the District determined one firm to be non-responsive to the RFP requirements and therefore rejected from further evaluation. A Selection Committee composed of qualified staff from the District’s Bus Operations Administration, and contracted consultants, reviewed and scored the three responsive proposals in accordance with the following weighted criteria:

EVALUATION CRITERIA	MAX POINTS
Team Organization and Management Plan	5
Company Qualifications, Experience, and References	20
Qualifications And Experience of Key Personnel	20
Understanding The Required Scope of Services	20
Plans and Safety Program	20
Cost Proposal and/or Labor Rates	15
SBE Preference	5
TOTAL	105

After the initial scoring of the technical proposals and interviews with all three responsive proposers, the Committee determined that Clark was the highest-ranked firm, providing the best value and approach for executing the Services. The firm possesses the requisite experience and qualifications as defined in the solicitation documents. Clark and its key subcontractors have experience with the CMGC delivery process and have worked on similar projects including: 1) Maryland Transit Administration's MARC Riverside Heavy Maintenance Facility in Baltimore, MD; 2) Potomac and Rappahannock Transportation Commission's Western Bus Maintenance and Storage Facility in Manassas, VA; 3) Maryland Transit Administration's Eastern Avenue Bus Division Reconstruction in Baltimore, MD; and 4) King County Metro's Atlantic Bus Base Refurbishment in Seattle, WA.

Clark committed to 20.36 percent Small Business Enterprise (SBE) utilization and was awarded the full five points.

Staff conducted a price analysis of the proposed pre-construction CMGC Services lump sum price and optional construction services fee, and determined the prices to be fair, reasonable, and consistent with those paid by other public agencies in the Bay Area for similar services.

Staff will provide Project updates to the Board at future meetings.

Prepared By: Patrick Ng	Procurement Administrator II	650-622-8018
Tanisha Werner	Deputy Director, Infrastructure	650-508-7771

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681

Whereas, on December 7, 2022, pursuant to Resolution No. 2022-85, the Board of Directors (Board) of the San Mateo County Transit District (District) authorized the use of the Construction Manager General Contractor (CMGC) project delivery method for the South Base Battery Electric Bus (BEB) Charging Infrastructure Project (Project); and

Whereas, on November 8, 2023, the District issued a Request for Proposals (RFP), solicitation number 23-S-C-049, for CMGC Services (Services) for the Project, which included both initial pre-construction services (such as design advice, cost estimating, scheduling and construction planning) and optional services during later Project phases; and

Whereas, in response to the RFP, the District received four proposals, one of which staff determined to be non-responsive; and

Whereas, the Selection Committee (Committee) scored and ranked the three responsive proposals according to the weighted evaluation criteria set forth in the RFP; and

Whereas, the Committee completed its evaluation process, and determined that Clark Construction Group - CA, LP of San Francisco, California (Clark) is the highest-ranked proposer and possesses the necessary qualifications and requisite experience to successfully perform the scope of services defined in the solicitation documents; and

Whereas, staff conducted a price analysis and determined that Clark has proposed to perform the Services at fair and reasonable prices; and

Whereas, staff and legal counsel have reviewed Clark's proposal and have determined that it complies with the requirements of the solicitation documents; and

Whereas, staff recommends that the Board award a contract to Clark for the CMGC Services at a total amount of \$975,681 for the pre-construction services of the Project.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby awards a contract to Clark Construction Group - CA, LP of San Francisco, California for the Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a total amount of \$975,681 for pre-construction services, including design advice, cost estimating, scheduling and construction planning, with the understanding that the District will have the option to amend the contract to add construction phase services in the future; and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with Clark in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 3rd day of April, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary



CMGC Award of Contract South Base BEB Charging Infrastructure Project

Item #9.b.4
4/3/2024



Board of Directors | April 3, 2024

Project Scope

- Construction of charging infrastructure at South Base for 37 BEBs purchased by the District
- Construction of charging infrastructure for up to an additional 110 BEBs, should the District decide to replace some or all of the remaining fixed-route diesel fleet at South Base with BEBs

BEB Charging Infrastructure



RENDERING

Charging Bays with Pantograph Charging



Charging bays for 37 BEBs to be located in areas within yellow dashed lines

Project Status

- Preliminary design is complete
- Final design is underway
- Board authorized use of the Construction Manager General Contractor (CMGC) project delivery method

CMGC Delivery Method

- December 2022: Board authorized CMGC delivery method for construction of charging infrastructure at South Base for 37 BEBs
- July 2023: Board authorized expansion of the CMGC Procurement scope to include an option to construct charging infrastructure for up to an additional 110 BEBs*

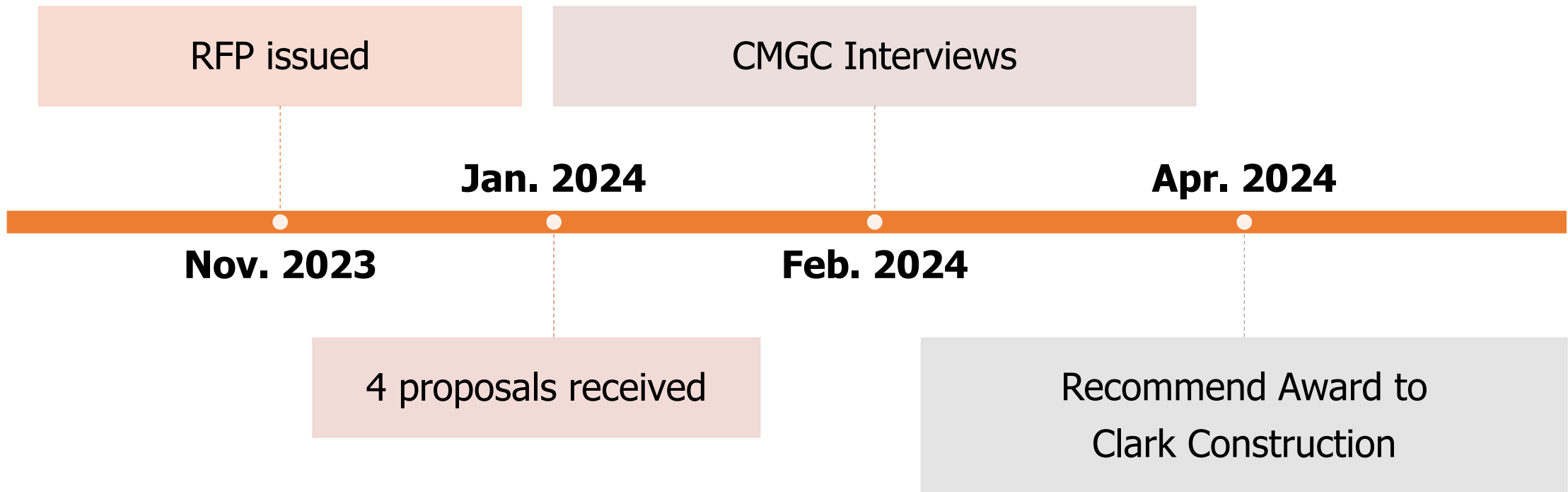
* *Board-approved update of the Innovative Clean Transit Plan defers decision on which type of zero emission bus will replace remaining fixed-route fleet at South Base until late 2024*

CMGC Features*

- Contractor selected based on qualifications and expertise
- Promotes early collaboration among SamTrans, designer, contractor, & PG&E
- Contractor provides input during design phase
 - Minimizes design-related change orders
 - Provides opportunities to shorten the project schedule

**Not achievable through traditional Design-Bid-Build delivery method*

CMGC Selection Process



CMGC Contract Services

- Pre-Construction Services: \$975,681
- Optional Services:
 - Procurement of long-lead-time materials
 - Construction of charging infrastructure for 37 BEBs at South Base
 - Construction of charging infrastructure for up to an additional 110 BEBs, should the District decide to replace some or all of the remaining fixed-route diesel fleet at South Base with BEBs

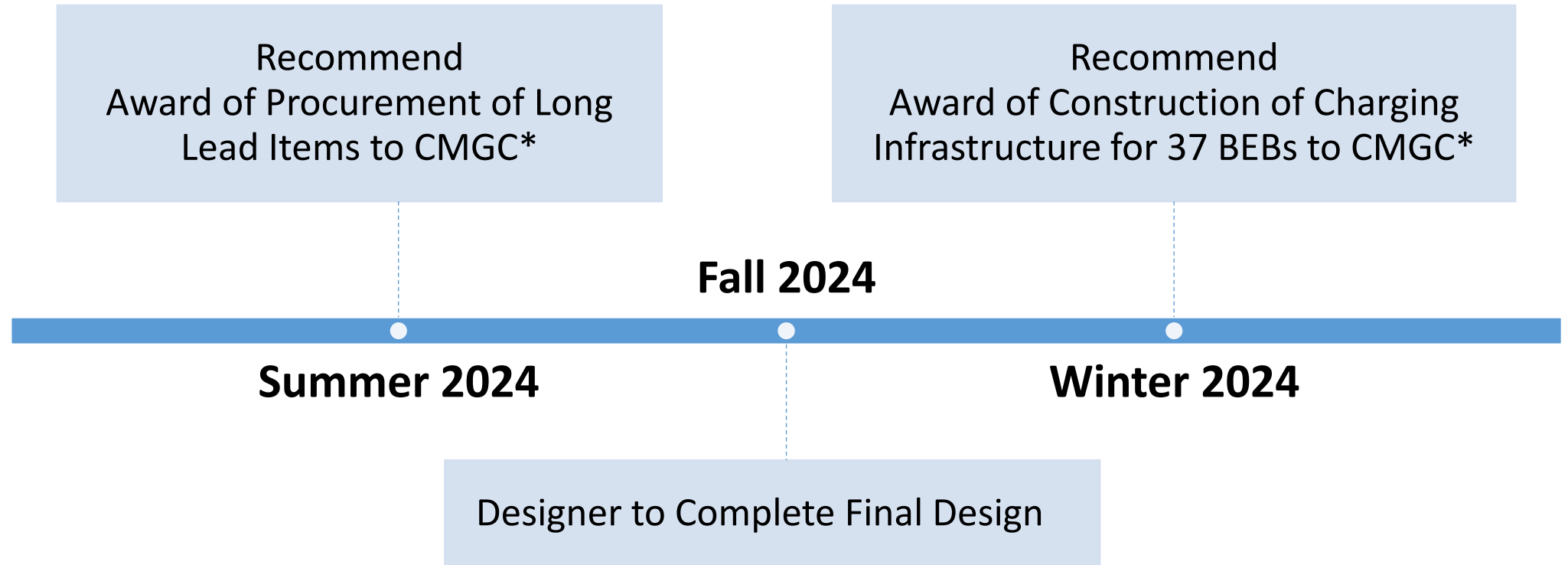
Pre-Construction Services Scope

- Provide input and pricing for long-lead-time materials
- Collaborate with the Designer
- Identify value engineering options
- Provide input on construction schedule
- Review design and provide constructability recommendations
- Assist with schedule and cost control,
- Identify phased construction approach to minimize impacts to Bus Operations during construction

Funding

- Secured funding for construction of charging infrastructure for 37 BEBs
 - Federal – FTA \$ 8.7 million
 - State – LCTOP \$ 4.6 million
 - State – LPP \$14.8 million (competitive)
 - Sales Tax \$ 4.5 million
 - Total \$32.6 million (Construction + Soft Costs)

Anticipated Schedule



**Pending successful negotiations with CMGC*

Finance Committee Agenda Item

- 9.b.4 Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681



Item #9.b.4.
4/3/2024
Thank You



Please email wernert@samtrans.com with any questions.



Agenda

Strategic Planning, Development, and Sustainability Committee Committee of the Whole

San Mateo County Transit District

Wednesday, April 3, 2024 – 3:00 pm

or immediately following the Finance Committee meeting

- | | | |
|--------|--|---------------|
| 9.c.1. | Call to Order | |
| 9.c.2. | Approval of Minutes of the Strategic Planning,
Development, and Sustainability Committee Meeting of
February 7, 2024 | Motion |
| 9.c.3. | Bus Stop Improvement Plan (BSIP) Project | Informational |
| 9.c.4. | Adjourn | |

Committee Members: David J. Canepa (Chair), Rico E. Medina, Josh Powell

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Strategic Planning, Development,
and Sustainability Committee Meeting / Committee of the Whole**

February 7, 2024

Committee Members Present: D. Canepa (Chair), R. Medina, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Chuang, B. Esser, M. Fraser, J. Gee, R. Mueller, P. Ratto

Other Board Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, J. Cassman, J. Brook, D. Seamans

8.c.1. Call to Order

Committee Chair David Canepa called the meeting to order at 3:05 pm.

8.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of January 10, 2024

Motion/Second: Medina/Ratto

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.c.3. SamTrans 2023 Sustainability Report

Bo Baney, Planning Administrator, provided the presentation.

Director Brooks Esser asked for a guesstimate on how much the Central office's energy use would be reduced after moving to the new headquarters. Mr. Baney said he would check with Brian Fitzpatrick, Director, Real Estate and Development, for follow-up.

Director Marie Chuang asked if cleaner diesel would be added later. David Olmeda, Chief Operating Officer, Bus, said they have converted into renewable diesel, which produces fewer emissions. He said this should produce a significant reduction in emissions. He said they continue to use renewable diesel for the rest of their fleet. Director Chuang asked for clarification about cleaner diesel. Mr. Olmeda said when using renewable diesel as fuel, the engines have a better after-treatment of what comes out as exhaust, and hence improved tailpipe emissions.

Regarding water usage, Vice Chair Jeff Gee asked if the issue of water leaks had been solved. Mr. Baney said they were working on it and said they are investigating the infrastructure. April Chan, General Manager/CEO, said they would be implementing an environmental management system to help identify and fix problems much earlier. Vice Chair Gee said this falls under the banner of corporate responsibility (CR), which includes governance and other metrics. He suggested the District consider CR as a strategy.

Chair Marina Fraser asked if there were any incentives to get feedback from employees. Mr. Baney said they had an event in November for America Recycles Day, where they had a significant turnout.

8.c.4. 1-Year Reimagine SamTrans and 6-Months Ride Plus Evaluation

Jonathan Steketee, Manager, Operations Planning, provided the initial part of the presentation on the first year of the Reimagine SamTrans implementation. Chris Duddy, Principal Planner, presented slides on the methodology used for the evaluation. Mr. Steketee said they would come back with another evaluation in a year.

Vice Chair Gee asked how dependent is Phase 4 implementation on the number of operators. Mr. Steketee said they would not be able to implement Phase 4 without sufficient operators. Mr. Olmeda said they have initiated a number of strategies to attract and train operators, which gives management the confidence that they are able to meet those numbers.

Director Peter Ratto said the District's rider recovery rate is higher than many transit agencies in the country.

Director Ray Mueller said he had spent the last three weeks using only public transit. He said the buses were clean and the operators were polite. He said Route 117 was full, including riders with walkers and strollers. He said his only concern was the number of loiterers at Sequoia Station in Redwood City.

Ms. Chan commended the entire Planning, Operations, Training, Human Resources, and Communications for putting the best service out there. She said they are striving to go beyond recovery and attract new riders. She the District is looking at various points in the system where there are problems with loitering, etcetera. She said they are looking to improve the experience by partnering with cities and other organizations.

Mr. Steketee and Mr. Duddy presented slides on the Ride Plus service.

Director Esser noted that it would be interesting to see the impact of charging for Ride Plus on those riders who have become dependent on the service since its inception. Mr. Steketee said they have included active users in their statistics, where they are able to track people taking multiple trips.

Chair Fraser asked if they are tracking users that call in or use the web-based service, which Mr. Steketee confirmed and noted that the majority of users use the smartphone app. Chair Fraser suggested expanding the time of the service to capture evening users. Mr. Steketee said the City of Half Moon Bay was applying for a grant to expand the time of the service.

Director Chuang asked if the wait time was from the time the call goes in until the shuttle arrives. Mr. Steketee said yes, and for people who book in advance, there is no wait. He said

the service was designed with the app in mind. He said the web-based option is useful for others to book on behalf of users and the call-in option is for people without a smartphone.

Director Josh Powell requested comparisons between Ride Plus and fixed route service in the same service area. He requested metrics on new users versus existing users. He asked how pooled trips worked. Mr. Steketee said they have multiple stops.

Vice Chair Gee asked for the cost of providing Ride Plus for the first six months. Ms. Chan said the three-year contract was \$9 million. Vice Chair Gee said it was important to have cost metrics when seeking partnership with cities.

Director Chuang said that along with building more housing, there will be more pressure for cities to get vehicles off the streets. She said there was room for discussion with the cities to support the use of microtransit to fill the transportation gap for people such as seniors and those with disabilities.

8.c.5. Adjourn

The meeting adjourned at 4:17 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Planning, Development and Sustainability Committee
Through: April Chan, General Manager/CEO
From: Josh Mello, Executive Officer, Planning and Development
Subject: **Bus Stop Improvement Plan (BSIP) Project Update**

Action

This report is for information only. No Board action is required.

Significance

The purpose of this presentation is to provide a final update on the SamTrans Bus Stop Improvement Plan (BSIP) project. Staff will present the project overview, results of stakeholder and public engagement, a summary of the project recommendations (including near-term improvements and funding mechanisms), and a strategy for implementing longer-term improvements. Staff will ask the Board to adopt BSIP and its recommendations as an action item at the May 2024 meeting.

The goal of the BSIP is to provide a comfortable, convenient, and dignified experience for passengers at bus stops. The recommended improvements build upon *Reimagine SamTrans* by further enhancing the transit experience in Equity Priority Areas and directly addressing community requests for bus stop improvements.

Notably, the BSIP does not include an assessment or suggested improvement of bus stops under the federal Americans with Disabilities Act (ADA) Accessibility Guidelines or State Building Code accessibility provisions. Rather, bus stop accessibility is being assessed as part of a broader San Mateo County Transit District (District) ADA Transition Plan, a separate but concurrent project which is already underway. Given the overlap in scope, both project teams are working together to ensure a coordinated implementation of the final recommendations.

Outreach

In June 2023, staff conducted an online survey specifically focused on trade-offs and the prioritization of bus stop features and received 684 responses. At the same time, staff conducted 31 focused interviews with riders from underrepresented groups to supplement the survey results.

Key findings from both efforts were that SamTrans riders value shelters, seating, lighting, and real-time information as the most important amenities for SamTrans to invest in. Riders also emphasized that protection from extreme weather, such as heat, was increasingly important. Finally, riders noted that real-time information combined with lighting would enhance perception of personal safety at stops with limited evening service.

Bus Stop Design Guidelines and Minimum Recommended Amenities

As part of the BSIP process, the project team created the *SamTrans Bus Stop Design Guidelines (Guidelines)*. This easy-to-use document provides clear direction on bus stop design and configuration, and is intended for use by District staff, local officials and city staff, Caltrans, developers, and the public. Early drafts of the *Guidelines* have been successfully used to inform the standardization of red curb lengths on El Camino Real and the design of a bus bulb near a major transit center.

A key feature of the *Guidelines* are the minimum recommended amenities that apply to every stop based on their category, which are defined in **Table 1** as Frequent, Standard, or School Oriented/Other. Each category has an associated portfolio of amenities as shown below. Under these criteria, if the near- and longer-term improvements are fully implemented, 65% of all SamTrans stops would have some form of cover and a place to sit.

Amenity	Frequent (4+ arrivals/hour)	Standard (1-3 arrivals/hour)	School-Oriented/Other (as few as 1 arrival/day)
Standard Pole & Sign	X	X	X
Shelter w/ Seating & Lighting	X		
Shade Structure w/ Lighting		X ¹	
Bench/Seating		X ¹	
Map & Schedule	X	X	
Bus Bulb/Boarding Island ²	X		
Real Time Information (Display and/or QR codes)	X	X	X

1. High-ridership standard stops may warrant full shelters. Low-ridership standard stops should provide at minimum a shade structure and a place to sit.
2. Needed to accommodate amenities at some stops, subject to street geometry and stop conditions.

Systemwide Amenity Needs Analysis

Staff compared the minimum recommended amenities with currently existing amenities to estimate the number of improvements across the network that would be needed to bring all stops into alignment with the *Guidelines*. This analysis identified needed improvements at approximately 1,300 stops, at an estimated value of approximately \$125 million.

Near-Term Prioritization Framework

Staff created a methodology for prioritizing stops into a package of near-term improvements that should advance to engineering review.

The methodology was developed in alignment with prior planning efforts, including *Reimagine SamTrans* and the *SamTrans Adaptation and Resilience Plan*. The criteria were ridership (weighted up to 72% of the total score), equity, and potential vulnerability to high-heat events.

Stops were de-prioritized based on indicators of non-feasibility or lack of immediate need, namely, lack of sidewalks and presence of existing amenities, which would make it difficult to deliver the improvements in the near-term timeframe. Stops that scored the highest were included in the near-term package of improvements, while lower-scoring stops are part of the longer-term strategy.

Near-Term Implementation Approach

The BSIP recommends SamTrans take a leadership role in delivering the near-term package of stop improvements which includes all the highest priority stops and a smaller number of locally significant stops. The near-term improvements include approximately 220 stop locations, 170 new shelters, 75 new bus bulbs/boarding islands, and 195 new pieces of digital real-time information signage. This represents an investment of over \$53 million with a goal to deliver the improvements within three to five years. This value assumes implementation of the full suite of amenities (based on stop category) at the highest-priority bus stops throughout the County.

Stops identified as part of the near-term package will be advanced forward to a detailed engineering feasibility review which will be led by SamTrans. This will involve a review of each individual stop location to check if the proposed improvements are feasible from an engineering perspective. This involves checking for utilities, taking precise measurements, and other considerations, which may result in changes to some of the proposed improvements in which case SamTrans will work with Cities to identify paths forward.

The Plan proposes that SamTrans provide most of the funding for implementing the near-term package. Staff will actively seek opportunities to reduce total cost to the District, such as competitive grant programs, coordination with city and Caltrans-led street projects, and leveraging private development projects.

After delivering the package of near-term improvements, staff will prioritize the next package of longer-term bus stop improvements, with the goal of fully implementing the BSIP recommendations within 15 years. Longer-term improvements could be implemented sooner by leveraging partnerships with cities, the county, and Caltrans to include bus stop improvements as part of projects led by others, or with private development opportunities.

A draft of the plan is attached to this staff report and can be found online at <https://www.samtrans.com/projects/bus-stop-improvement-plan>.

Budget Impact

There is no budget impact associated with this informational item.

However, if the plan were approved, the capital budget impact would be between \$9 million to \$18 million annually for three to five years (up to \$53 million in value) to implement the full package of amenities in the near-term plan. Staff will pursue grants, external funding, and partnership opportunities to offset the cost to the District.

Background

Identification and prioritization of bus stop improvements was identified as one of 16 initiatives in the 2018 SamTrans Business Plan. Conducting the BSIP allows SamTrans to advance that priority initiative.

Prepared By: Daniel Shockley

Principal Planner

650-508-6382



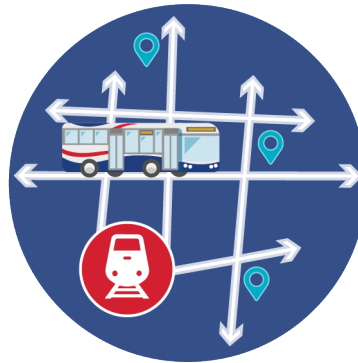
Agenda

- Project Overview
- Public Outreach and Stakeholder Engagement
- BSIP Recommendations
 - Process Overview
 - Bus Stop Design Guidelines
 - Systemwide Amenity Needs
 - Near-Term Prioritization
 - Near-Term Funding Mechanisms
- Strategy for Longer-Term Improvements
- Next Steps

Project Overview

Project Objectives

- Provide a comfortable, convenient and dignified experience for passengers at bus stops
- BSIP builds on *Reimagine SamTrans*:
 - Improve the transit experience in equity priority areas
 - Address community requests for bus stop improvements



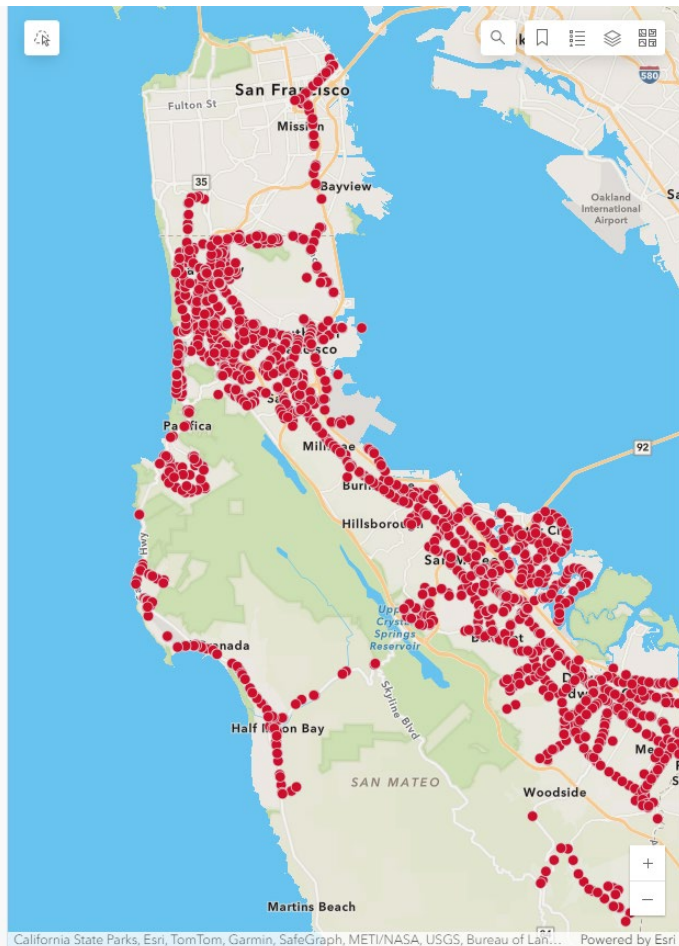
BSIP: A Landmark Project

This is a milestone customer experience project for SamTrans

- Study conducted 2022-2024
- Systemwide needs analysis of over 1,800 stops
- Updated Bus Stop Design Guidelines
- Recommends near-term bus stop improvements valued at **\$53 million** to be funded with local funds along with competitive grants over the next 3-5 years.



Existing Conditions



- Systemwide bus stop inventory of existing conditions to inform amenity needs analysis
- BSIP Dashboard
 - Internal tool with up-to-date inventory of bus stop amenities and contextual factors (crosswalks, red curb, etc)
 - Public version (coming soon!): Easy-to-use tool to quickly identify bus stop category and recommended amenities

Public & Stakeholder Outreach

Public Outreach Summary



- 31 one-on-one listening sessions with riders in multiple languages
- Rider survey with 684 responses
- Key findings:
 - Most important amenities: shelters, seating, lighting, real-time info
 - Protection from sun, rain and wind is desired

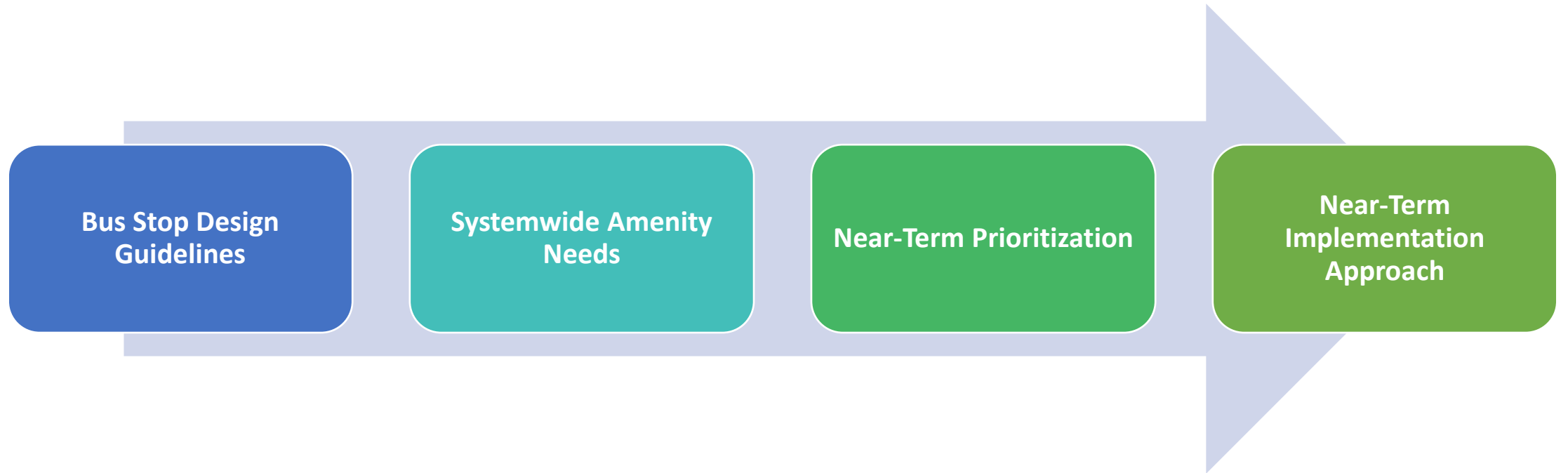
Stakeholder Engagement Summary



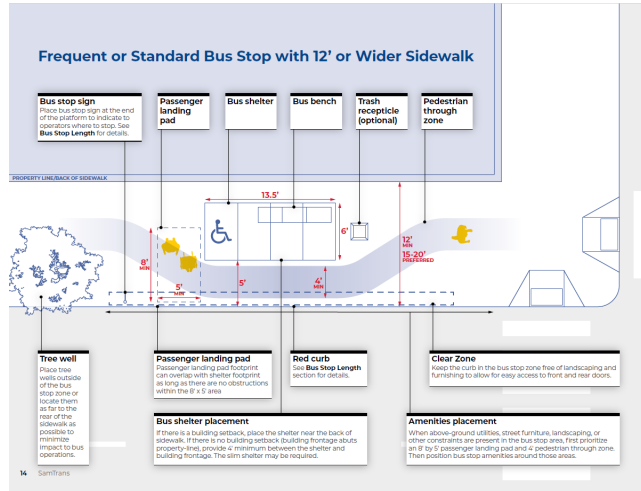
- 22 meetings to various external committees
- Public Agency Working Group
 - Staff representatives from cities and county
 - Engaged for feedback at three critical points throughout the project: initiation, before draft design guidelines and after implementation approach

BSIP Recommendations

Process Overview



Bus Stop Design Guidelines



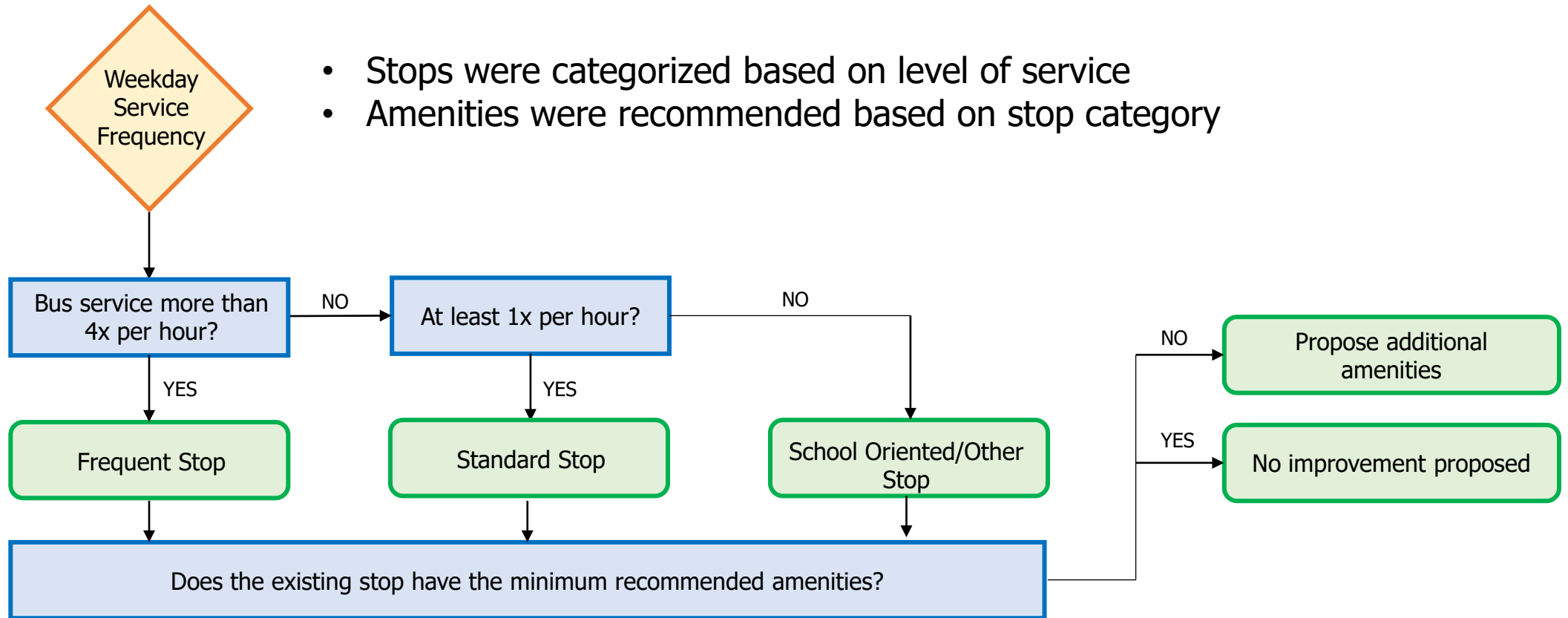
Bus Stop Design Guidelines



- Easy-to-use guidance for stakeholders, including:
 - Bus stop categories (frequent, standard, school/other) and amenities
 - Operational improvements
 - Complete streets design principles
- Distributed to local engineers and planners. Already in use! Examples:
 - Used to standardize red curb lengths countywide along ECR
 - Developer's planning application: Design of bus boarding island next to protected bike lane

Stop Category & Amenity Selection

- Stops were categorized based on level of service
- Amenities were recommended based on stop category



Frequent Stop Amenities



Frequent shelters have weekday bus service at least 4 times per hour

Amenities include:

- Shelter w/seating and lighting¹
- Map and schedule
- Bus boarding island or bus bulb
- Real time information
- Standard pole and sign

¹ Shelter design and model has yet to be determined

Standard Stop Amenities



Standard stops have weekday bus service at least once per hour

Amenities include:

- Alternative shade structure w/seating and lighting
- Map and schedule
- Real time information¹
- Standard pole and sign

¹ Real time information sign design and model has yet to be determined

School Oriented/Other Stop Amenities



School-oriented or other stops are served only a few times per day by school-oriented routes or express service

Amenities include:

- Real time information (w/QR code)
- Standard pole and sign

Systemwide Amenity Needs



330

New shelters across the system,
double compared to existing

650

New shade
structures

580

New benches or
simme-seats

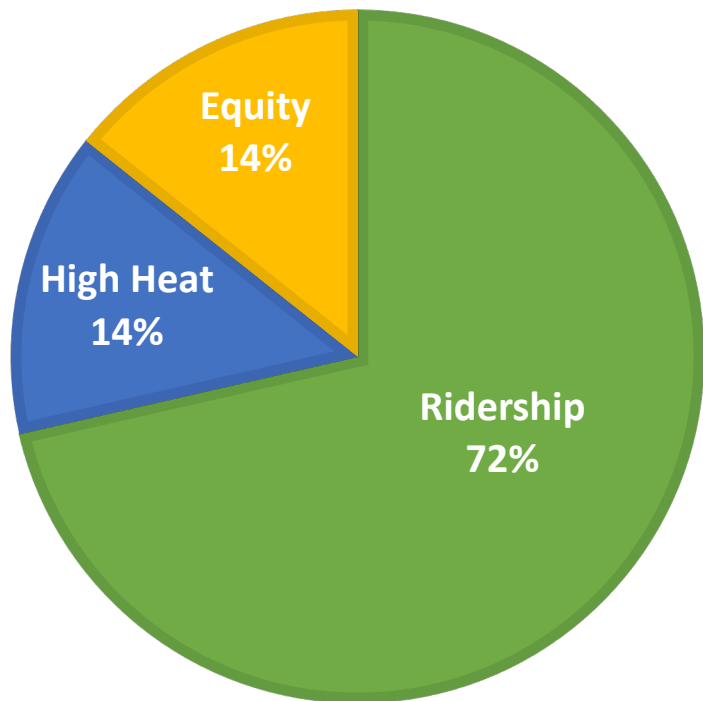
1,200

New service maps
And schedules

1,200

New real-time
Information signs

Near-Term Prioritization Framework



Stops are prioritized based on scoring criteria of ridership, high heat and location in equity priority community

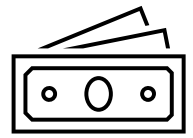
Stops are deprioritized based on indicators of non-feasibility or a lack of immediate need, including lack of sidewalks or existing amenities.

Near-Term Capital Investment

The recommendation of BSIP is to move this near-term package of amenities into the site-specific engineering review phase, including:



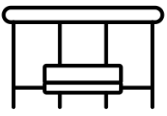
220+
Stops



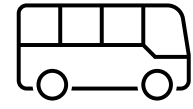
\$50M+
Value



3-5 Years
Plan Delivery Goal



Up to
170+
New shelters



Up to **75+**
New bus bulbs/
boarding islands



Up to **195+**
New digital real-time
information signage

The near-term plan includes mostly high-priority stops, with a smaller amount of locally important stops.

Near-Term Improvement Funding Mechanisms

- Near-term improvements to be primarily funded by SamTrans
 - e.g., Measure W, local sales tax
- Staff will actively seek opportunities to reduce cost to the District:
 - Competitive grants (C/CAG, MTC, TIRCP, Clean California Transit Programs, RAISE, FTA)
 - City- and Caltrans-led street projects
 - Developer-funded improvements

Near-Term Implementation Approach



SamTrans leads with some requests to partner on grant applications

SamTrans conducts engineering feasibility checks in collaboration with external partners

Local jurisdictions provide support on permitting processes

SamTrans leads with City inspectors/staff participation

Near-Term Implementation Approach

- Near-term stops will advance to the engineering feasibility phase
- Recommendations include full package of stop amenities appropriate for the stop category
- SamTrans will lead engineering-level site review, checking for:
 - Availability of utilities (e.g., power for large real-time signage)
 - Precise measurement of sidewalk width
 - Presence/absence of obstructions (e.g., poles, trees, driveways)
 - Others
- Site review may require changes to some recommendations, SamTrans will work with the cities to identify preferred path forward

Strategy to Implement Longer-Term Improvements

After delivering near-term improvements, SamTrans will prioritize the next package of bus stop improvements.

Longer-term improvements can be implemented sooner through:

- **City- and Caltrans-led street projects**
- **Developer-funded improvements**
- **Other partnerships and grant opportunities**

Next Steps



samTrans



Item #9.c.3.
4/3/2024

Thank You



Please email shockleyd@samtrans.com with any questions.



Bus Stop Improvement Plan

DRAFT EXECUTIVE SUMMARY
March 2024



Customer Experience Begins at the Bus Stop

SamTrans is committed to providing an excellent customer experience for our riders, and this begins at the bus stop. The SamTrans Bus Stop Improvement Plan presents a vision for bus stops systemwide, and provides a comprehensive strategy for delivering this vision. Key components of the Plan include:



Inventory

Inventory of existing bus stops.



Priorities

Understanding of stakeholder and rider priorities on bus stop design.



Guidelines

New bus stop design guidelines.



Recommendations

Identified and prioritized stop amenity improvements.



Implementation

Strategy for implementation of bus stop improvements.

SamTrans' Vision for Bus Stops

SamTrans is committed to providing a **comfortable, convenient, and dignified** experience for riders at bus stops. SamTrans has set the following goals for every rider's experience when waiting for the bus:



Convenient

Provide a stop environment that is convenient to use, featuring appropriate curb access and a sidewalk free from obstructions.



Informative

Provide service information to riders at bus stops, including schedules and the ability to access real-time arrival data.



Comfortable

Provide shelter and a place to sit at all-day stops.



i This Executive Summary walks through key outcomes from each step in the planning process. Refer to the full report for more details on the content presented here.

Inventory of Existing Bus Stops

As a first step, SamTrans inventoried all of the nearly 1,900 bus stops in operation to document existing characteristics. For more information on existing conditions, see the [SamTrans Bus Stop Inventory Dashboard](#).

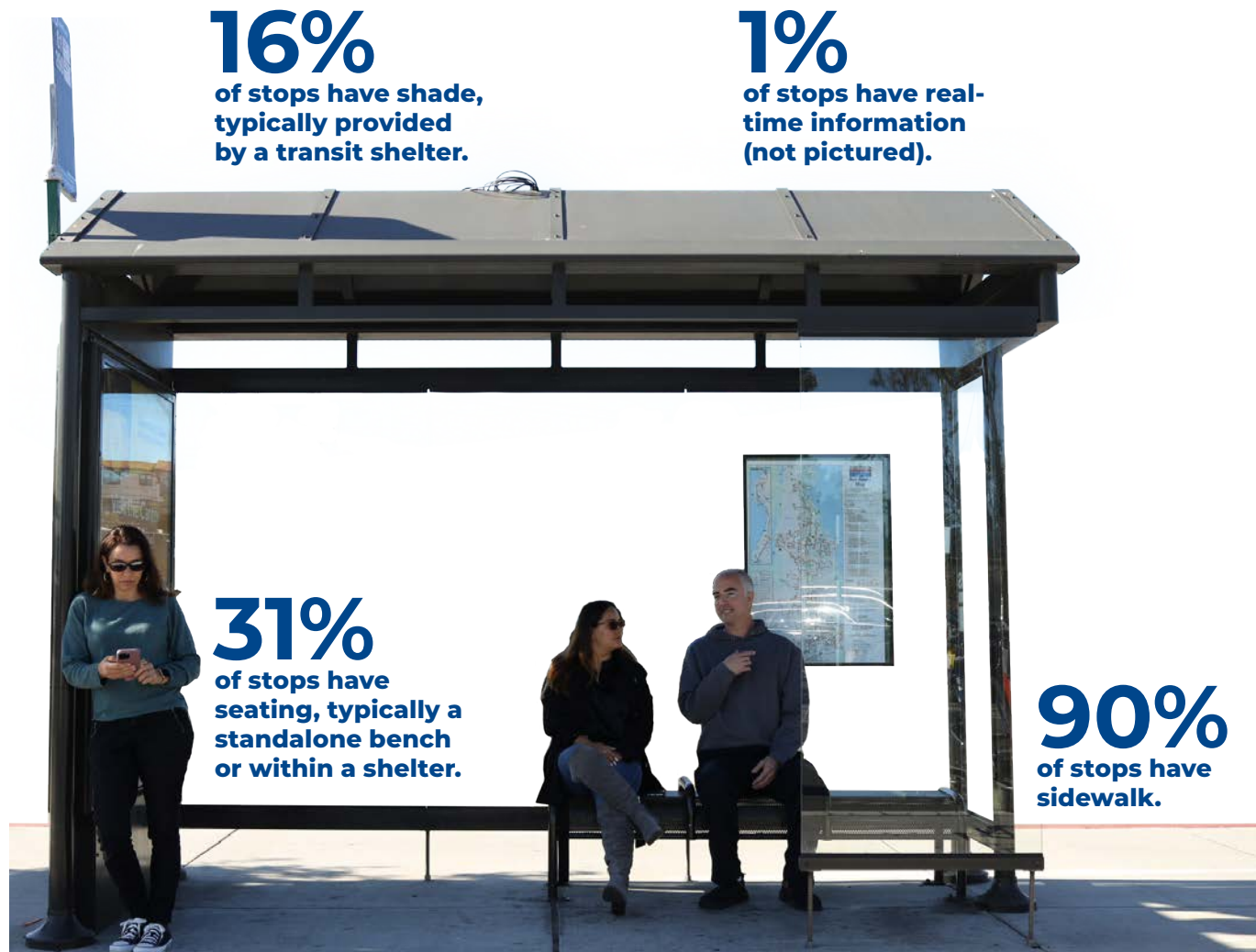
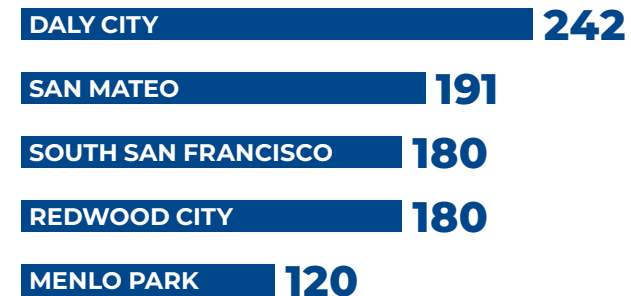
1,871

Inventoried Bus Stops

30

cities and census-designated places, plus unincorporated San Mateo County, have SamTrans bus stops.

Locations with the most bus stops:



16%
of stops have shade, typically provided by a transit shelter.

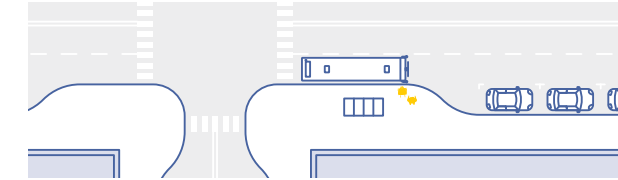
1%
of stops have real-time information (not pictured).

31%
of stops have seating, typically a standalone bench or within a shelter.

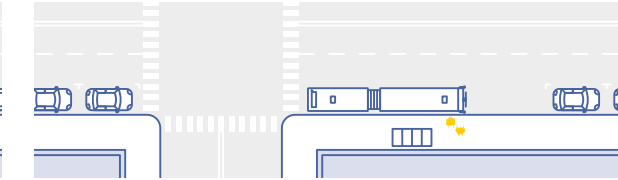
90%
of stops have sidewalk.

Of Our Bus Stops...

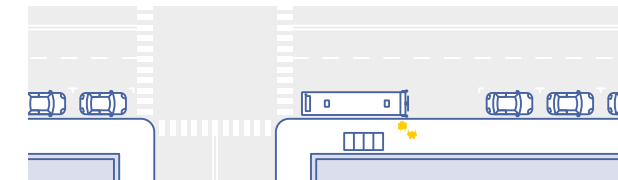
28%
are in-lane stops.



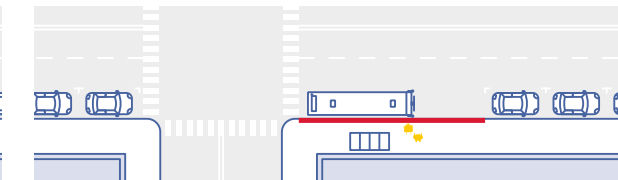
29%
are 75' or longer.



48%
are on the far side of the intersection.



67%
have parking restrictions.



10%
have daily onboardings greater than 40.

Of these:

65%

51%

Stop has seating

23%
are in medium-high to high heat vulnerability zones.

Of these:

37%

18%

Stop has shelter

44%
are in Equity Priority Areas.

Of these:

40%

21%

Equity Priority Areas are defined in Reimagine SamTrans. Heat Vulnerability Zones are defined in the SamTrans Adaptation and Resilience Plan.

90%
have sidewalks.

Of these:

32%

16%

Bus Stop Inventory

The following characteristics and contextual factors were inventoried for each bus stop operating in Fall 2022.



Stop Characteristics

- Presence of a bus stop sign and pole
- Presence of real time information display
- Presence of a map or route schedule
- Presence and type of shelter
- Number of benches
- Number of Simme-Seats
- Number of trash receptacles
- Bus stop location and position
- Approximate stop length
- Presence of a bus pad
- Presence of red curb
- On-street parking regulations
- Presence and control type of a crosswalk
- Presence of a sidewalk
- Possible landing pad obstruction
- Presence of curb cuts/ramps at the nearest intersection
- Presence of a driveway less than 75 feet upstream from the bus stop sign



Contextual Factors

- SamTrans ridership
- Census places
- Roadway classification
- Injury collisions
- Existing bike facilities
- Daily average observed speeds
- Activity density
- Vulnerability index tracts
- Equity Priority Areas

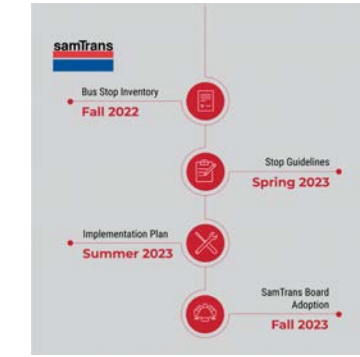
Feedback on Bus Stop Design

Hearing from our Riders

SamTrans developed a tailored engagement approach to understand rider satisfaction with current amenities, what amenities are most important to them, and how contextual factors like heat, wind, or long waits change their perspective.



- The Bus Stop Improvement Plan will:**
- ANALYZE EXISTING BUS STOPS** so we have data on what each bus stop looks and feels like.
 - CREATE CLEAR DESIGN GUIDELINES** to help make bus stops more consistent and provide the amenities that are most important to our riders.
 - DEVELOP A PROCESS WITH LOCAL GOVERNMENTS** to identify and implement bus stop improvements.



i Learning from Prior Efforts

SamTrans regularly engages with riders on a variety of service-related topics and regularly receives feedback on stop conditions. It was important to us to respect riders' time and not ask the same question twice. For this reason, rider engagement started with a thorough review of comments received through prior engagement efforts.

684

Rider Survey Responses

The survey was live for six weeks, offered in four languages, and promoted online, on buses, at bus stops, and through the SamTrans ambassador program.

31

Rider Interviews

SamTrans conducted one-on-one listening sessions in English, Spanish, Cantonese, Mandarin, and Tagalog to hear directly from rider groups that are often missing from the conversation: off-peak riders, limited to no-English speakers, older adults and people with disabilities, and parents and caretakers.

Respondents Told Us Their...

Top Concerns	Top Requests	Location-Specific Needs	Lighting Priorities	Amenity Preferences
Respondents were most unsatisfied with the lack of shelters, real-time information, and lighting at bus stops.	The top two requested amenities were shelters and real-time arrival information.	Shelters, seating, and real-time information are especially important at locations with less frequent service, where riders may be waiting a longer time for a transit vehicle.	Lighting is most important to riders first at stops that do not have lighting from nearby buildings or businesses, and second where long wait times are expected.	Respondents considered other amenities less important, including additional trash cans, places to charge devices, bike racks, and better system maps.

Interviewees Told Us Their...

Safety Concerns	Reliability Concerns	Stop Visibility Concerns	Amenity Preferences
Safety is at the heart of most concerns expressed by riders. They expressed challenges while waiting at bus stops, including prolonged exposure to hot and cold weather, a lack of seating, and no lighting at stops.	Bus delays and the lack of reliable real-time information result in unpredictable wait times, and make it harder for riders to plan around disruptions or make alternative plans.	Bus stop visibility is a significant issue for the riders we interviewed. Inadequate signage and markings can make it hard for riders to find the bus stop and poor lighting or improperly placed seating can make it hard for operators to see waiting passengers.	The need for sun, rain, and wind protection made covered shelters at bus stops a consistent priority. Participants near-unanimously cited a need for additional seating at bus stops.

Hearing from Stakeholders Countywide

Stakeholders included local jurisdictions across the SamTrans service area, which were convened through regular Public Agency Working Group sessions and a series of presentations to standing stakeholder meetings.

22 Meetings over **15** Months

Stakeholders Told Us Their Preferences for...

Bus Stop Resources

Bus stop improvement guidance and resources should be consolidated in one standardized location.

Collaboration

SamTrans and local jurisdictions can boost collaboration through project-, data-, and cost-sharing opportunities.

Ownership

Local jurisdictions need clarity on ownership and maintenance responsibilities of bus stop amenities.

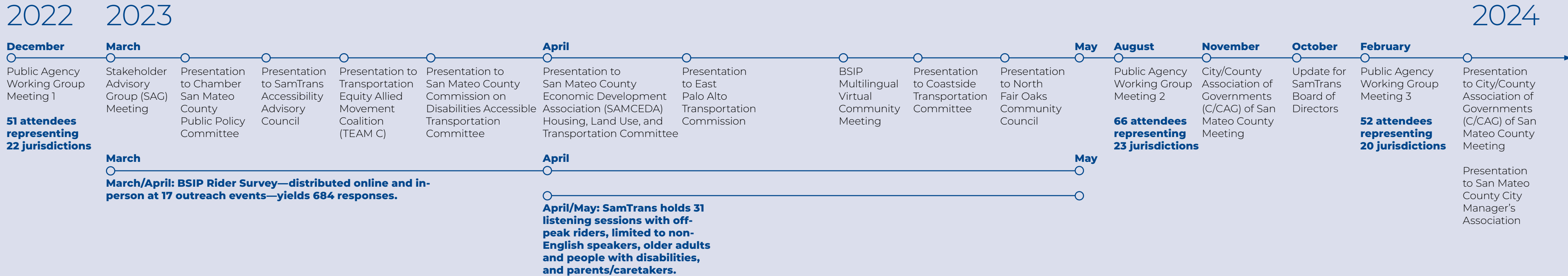
Stop Amenities

Stakeholders are excited to have clearly defined amenities by bus stop category.

Design Guidance

Stakeholders want clearer design guidance on bus boarding islands, bus bulbs, and bike lane interface with bus stops.

Stakeholder Engagement Timeline



New Bus Stop Design Guidelines

The 2023 SamTrans Bus Stop Design Guidelines provide clear, concise guidance for bus stop amenities, location, position, and access. Highlights of the Guidelines are shown below. The full document is available in Appendix D of the plan and [online](#).

The Guidelines are designed for use by SamTrans staff and our external partners.

Internal Stakeholders

SamTrans agency staff may use the Guidelines when identifying amenity upgrades at an existing stop or providing amenities at a new stop.

External Stakeholders

Local jurisdiction staff, developers, and peer agencies may use the guidelines to understand how to properly design for SamTrans bus stops alongside new private development projects or streetscape improvements.

Bus Stop Design Guidelines Highlights

Bus Stop Categories

Category	Definition	Typical SamTrans Service	Percentage of Stops
Frequent	Stops served by a bus at least four times an hour, for at least 12 hours per weekday	ECR, 120, 130, and 296 plus bus stops that serve multiple local routes	20%
Standard	Stops served by a bus 1-3 times per hour, for at least 12 hours per weekday	Most three-digit routes (100s, 200s)	45%
School-Oriented/Other	Stops only served by school-oriented routes. A bus may come as infrequently as once per day	School-oriented routes (two-digit routes), rush hour-only routes (FCX), Shuttle service	35%

Transit Amenities by Category

Category	Minimum Recommended Amenities
Frequent (Includes Transit Centers)	<ul style="list-style-type: none"> Bus bulb or bus boarding island to widen the sidewalk if engineering design considerations are met Standard sign and pole Shelter with lighting Real-time information provided via digital signage Service map and schedule
Standard	<ul style="list-style-type: none"> Standard sign and pole Shelter or shade structure and bench/Simme-Seat with lighting Service map and schedule Real-time information provided via digital signage
School-Oriented/Other	<ul style="list-style-type: none"> Standard sign and pole Real-time information provided via QR codes that direct riders to a stop-specific webpage

Recommended Bus Stop Amenity Improvements

For each stop across the system, SamTrans compared existing amenities to the minimum recommended amenities outlined in the *Bus Stop Design Guidelines*. These recommendations are based on transit service and geographic characteristics and are subject to change based on engineering feasibility. The recommended stop improvements include:

- 650**
new shade structures.
- 580**
new benches or Simme-Seats.
- 1,200**
new service maps and schedules.
- 1,200**
new digital real-time information displays.
- 160**
new bus bulbs or boarding islands.
- 330**
new shelters. See more on the next page!



¹Image from Toler Manufacturing Company



Shade Structure¹

This is just one example of what a shade structure could look like. It is a monopole structure that provides relief from rain and sun. They are less costly and have a smaller footprint than a full shelter.

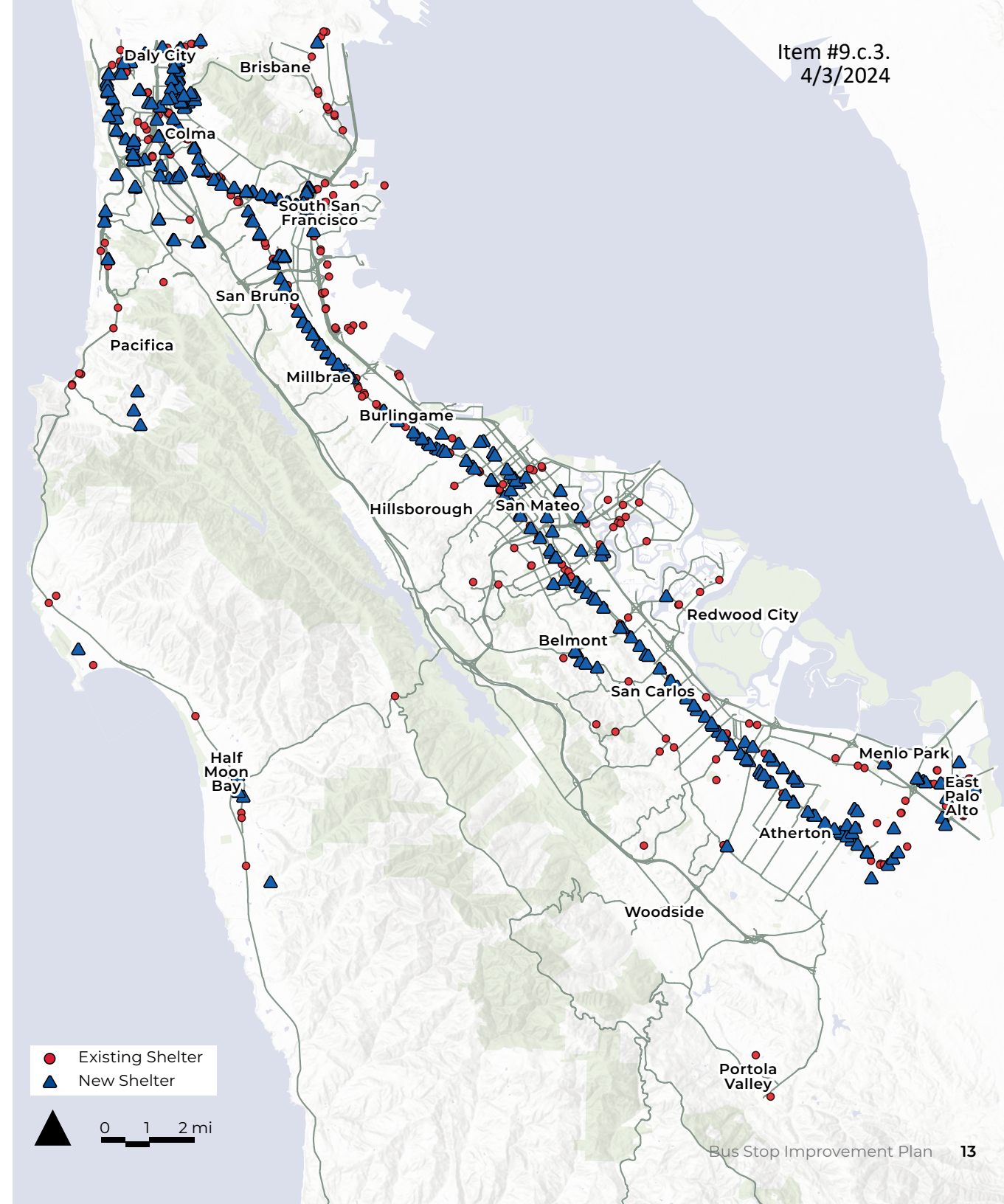


Simme-Seats

These small benches are mounted to the bus stop pole. They are less costly and more flexible to implement than full benches.

330

New Shelters With Lighting and Seating Across the System—Doubling the Amount of Shelters for Our Riders!



Recommended Improvements by Jurisdiction

Jurisdiction	Total Stops	Standard Pole and Sign	Shelter with Seating	Shade Structure	Bench	System Map	Route Schedule	Bus Bulb/ Boarding Island	Real-Time (Digital)	Real-Time (QR)
Atherton	24	1	7	4	4	11	12	0	12	24
Belmont	74	6	10	19	15	33	35	9	35	74
Brisbane	17	0	0	4	3	8	12	0	12	17
Burlingame	56	2	18	14	4	39	46	5	46	56
Colma	11	0	6	0	0	7	11	8	11	11
Daly City	241	6	76	83	78	180	203	26	203	241
East Palo Alto	68	3	16	33	30	58	60	5	60	68
Foster City	81	3	0	13	13	14	16	0	16	81
Half Moon Bay	38	1	3	27	25	35	36	0	36	38
Menlo Park	120	6	14	24	20	38	47	6	47	120
Millbrae	16	0	12	0	0	13	16	14	16	16
Pacifica	117	8	9	66	65	77	85	0	86	117
Palo Alto	27	6	5	13	7	27	27	4	27	27
Portola Valley	17	2	0	0	0	0	0	0	0	17
Redwood City	180	13	19	73	54	102	109	16	109	180
San Bruno	105	6	15	50	45	70	68	15	73	105
San Carlos	64	3	11	22	21	36	39	10	39	64
San Francisco	58	8	10	23	23	53	54	1	54	58
San Mateo	190	9	44	68	62	132	137	19	138	190
South San Francisco	180	21	46	48	47	111	123	20	123	180
Unincorporated San Mateo County	171	13	12	70	64	106	98	2	106	171
Woodside	11	1	0	1	1	2	2	0	2	11

Source: SamTrans 2024.

SamTrans is prioritizing our highest ridership stops for near-term investments.

Investing in our highest ridership stops is an investment in our County's most vulnerable communities.

SamTrans riders are over 80% people of color while the County's population as a whole is just 43% people of color. SamTrans riders have an average household income of \$46,500—about a third of the countywide average of \$149,900. This means that investing in bus stops with high ridership is an investment in vulnerable communities. In addition to ridership, we also looked at SamTrans' Equity Priority Areas and SamTrans' Heat Vulnerability Index.

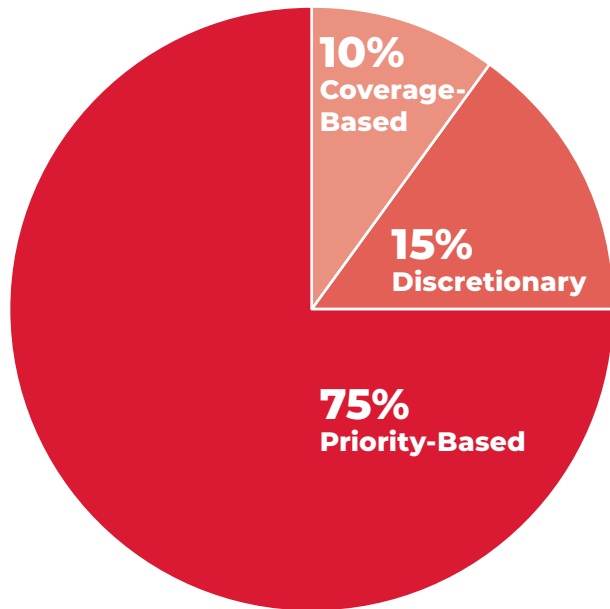


Item #9.c.3
4/3/2024

Near-Term Implementation Strategy

SamTrans has identified a set of near-term investments to prioritize in the next three to five years.

Near-Term Investment Distribution



Near-term investments will include over...

221
bus stops.

\$50M
in near-term capital improvements.

170
new shelters.

75
new bus bulbs or boarding islands.

195
new digital real-time information displays.

In some instances, these investments will include additional amenities like system maps, route schedules, shade structures and benches, and QR-based real-time information.

¹See Chapter 5 in the plan to learn more about prioritization.

Near-Term Investments and Stops by Jurisdiction (Thousands of Dollars)

Jurisdiction	Near-Term Stops	Total Near-Term Costs	FY 2025	FY 2026	FY 2027
Atherton	2	\$10	\$0	\$0	\$10
Belmont	8	\$1,120	\$0	\$1,120	\$0
Brisbane	1	\$10	\$0	\$0	\$10
Burlingame	4	\$230	\$230	\$0	\$0
Colma	2	\$690	\$690	\$0	\$0
Daly City	38	\$7,750	\$0	\$7,750	\$0
East Palo Alto	8	\$1,770	\$1,770	\$0	\$0
Foster City	5	\$120	\$0	\$0	\$120
Half Moon Bay	5	\$390	\$390	\$0	\$0
Menlo Park	2	\$350	\$0	\$0	\$350
Millbrae	8	\$2,530	\$0	\$0	\$2,530
Pacifica	25	\$1,660	\$0	\$0	\$1,660
Palo Alto	1	\$110	\$110	\$0	\$0
Redwood City	14	\$3,110	\$3,110	\$0	\$0
San Bruno	14	\$3,370	\$0	\$3,370	\$0
San Carlos	5	\$110	\$0	\$0	\$110
San Francisco	8	\$1,100	\$0	\$0	\$1,100
San Mateo	40	\$6,300	\$6,300	\$0	\$0
South San Francisco	27	\$5,500	\$0	\$0	\$5,500
Unincorporated SM County	8	\$1,230	\$0	\$0	\$1,230
Total	225	\$37,460	\$12,600	\$12,240	\$12,620

Source: SamTrans 2024.

Notes:
Portola Valley and Woodside have no stops identified for near-term improvements and are not included in the table. Spending by fiscal year is subject to change and may extend beyond 2027.

Implementation Approach for SamTrans-funded Improvements

SamTrans is committed to making quick progress on implementing the Bus Stop Improvement Plan, starting with the near-term investments. SamTrans plans to take the lead on each step of implementation with the goal of delivering the near-term improvements within three to five years.

Funding

SamTrans leads with some requests to partner on grant applications.

Design

SamTrans leads with opportunities for feedback/collaboration along the way.

Permitting

Local jurisdictions provide support on permitting processes.

Construction

SamTrans leads with City inspectors/staff participation.

Staffing Needs

Implementing a large-scale program such as the Bus Stop Improvement Plan requires staffing beyond day-to-day state-of-good-repair projects and minor capital upgrade projects. SamTrans would need to augment existing staff with either:

- Four full-time employees (FTEs) and an engineering on-call
- Seven to ten FTEs if engineering were to be done in-house

Key roles required with either option include a dedicated grant and funding coordinator, one to two bus stop planners, and anywhere from two to eight engineering staff members. Increases in maintenance FTEs may be necessary as well, including up to two Intelligent Transportation Systems (ITS) technicians for real-time signage support.



Longer-Term Investments

Following completion of the near-term investments, SamTrans will revisit the remaining stops and identify and prioritize the next set of investments. Roughly \$100 million of additional investment (in 2023 dollars) will be needed to complete all identified longer-term investments. Local jurisdictions may choose to self-fund and implement improvements at these bus stops sooner through the following mechanisms:

Locally Funded Bus Stop Improvement Programs

Jurisdictions self-fund and implement bus stop amenities through sidewalk and street furniture program.

City-Led Streetscape Projects

Bus stop improvements are incorporated into larger streetscape projects.

Developer-Funded Improvements

Bus stop improvements are implemented through Transportation Demand Management (TDM) requirements, grant requirements, or conditions of approval.

Estimated Timeline for SamTrans Funding

Jurisdiction	Long-Term Stops (5+ Years)
Atherton	22
Belmont	66
Brisbane	16
Burlingame	52
Colma	9
Daly City	203
East Palo Alto	60
Foster City	76
Half Moon Bay	33
Menlo Park	118
Millbrae	8
Pacifica	92
Palo Alto	26
Portola Valley	17
Redwood City	166
San Bruno	91
San Carlos	59
San Francisco	50
San Mateo	150
South San Francisco	153
Unincorporated San Mateo County	163
Woodside	11
Total	1,641

Source: SamTrans 2024.





4/3/2024

Bus Stop Design Guidelines

February 2024



Introduction

The SamTrans Bus Stop Design Guidelines seek to improve the experience for all riders, while streamlining and standardizing the bus stop design process.

The SamTrans Bus Stop Design Guidelines provide decision-oriented guidance on preferred bus stop configurations across the SamTrans system, for both new and existing bus stops. These guidelines represent SamTrans' policy and expectations for amenities and features at SamTrans bus stops. These guidelines apply any time changes are made to the bus stop.

Typical scenarios that present opportunities to bring bus stops into compliance with this document include:

- A **new development** adjacent to a bus stop
- A **streetscape project** that requires modification to a bus stop
- **Local jurisdiction plans** that would modify the bus stop or roadway/ sidewalk adjacent to the bus stop
- Any **proposed changes to bus stops**, including stop relocation or new stops

Local city staff, staff at other agencies, and developers should use these guidelines to understand the process of improving a SamTrans bus stop. SamTrans riders and other members of the public are also encouraged to read through the document to better understand the policies and procedures related to SamTrans stops. Depending on the scope of a particular project, users of this guide may need to reference just one, a handful, or all sections of the guidelines.



SamTrans recognizes the effort and resources required for bringing every SamTrans stop into compliance, and this document should not be interpreted as binding guidance with which all stops must immediately comply. Instead, this document presents a vision for incremental change across the system as new developments, other jurisdictions' plans, and street improvement projects allow for the upgrade or addition of bus stops.

SamTrans' Vision for Bus Stops

SamTrans is committed to providing a **comfortable, convenient, and dignified** experience for riders at bus stops. SamTrans has set the following goals for every rider's experience when waiting for the bus:



Convenient for All

Provide a stop environment that is convenient to use, featuring appropriate curb access and a sidewalk free from obstructions.



Information

Provide service information to riders at bus stops, including schedules and the ability to access real-time arrival data.



Comfort

Provide shelter and a place to sit at all-day stops.

Improving a SamTrans Bus Stop

SamTrans approval and local permits are required for all stop modifications. Coordinate with SamTrans early and often for assistance in the planning process.

Step 1

Identify Bus Stop Category

PAGE 8

- Bus stop categories

Step 2

Identify Appropriate Bus Stop Amenities

PAGE 10

- Transit amenities
- Accessibility requirements
- Regulatory standards
- Bus stop layouts

Step 3

Establish Appropriate Bus Stop Location and Position

PAGE 20

- Bus stop spacing
- Bus stop location
- Bus stop visibility and stopping distance
- Bus stop position
- Bus stop length
- Demarcating bus stops
- Near-level boarding
- Bus pads

Step 4

Facilitate Pedestrian and Bicycle Access

PAGE 32

- Pedestrian access to bus stops
- Bus/bicycle interface
- Integrating bus stop design into multimodal corridor projects

Requesting Changes to Bus Stops

No matter the change or addition, always consult SamTrans throughout the bus stop improvement process by emailing bus.stops@samtrans.com. Development projects should reach out to SamTrans at least twice before construction: 1) ahead of submitting the planning application and 2) ahead of permit requests.

Step 1

Email Us!



Email bus.stops@samtrans.com with the following information:

- Existing stop location and ID number *if applicable*
- Proposed new stop location, including GPS coordinates (preferred) or cross streets and photos *if applicable*
- Description of the proposed improvement and rationale for the change
- Contact information
- Any letters of support or other evidence of general community approval *optional*

Step 2

SamTrans Review



SamTrans will review the request for compliance with these guidelines. SamTrans will also conduct any additional community outreach needed.

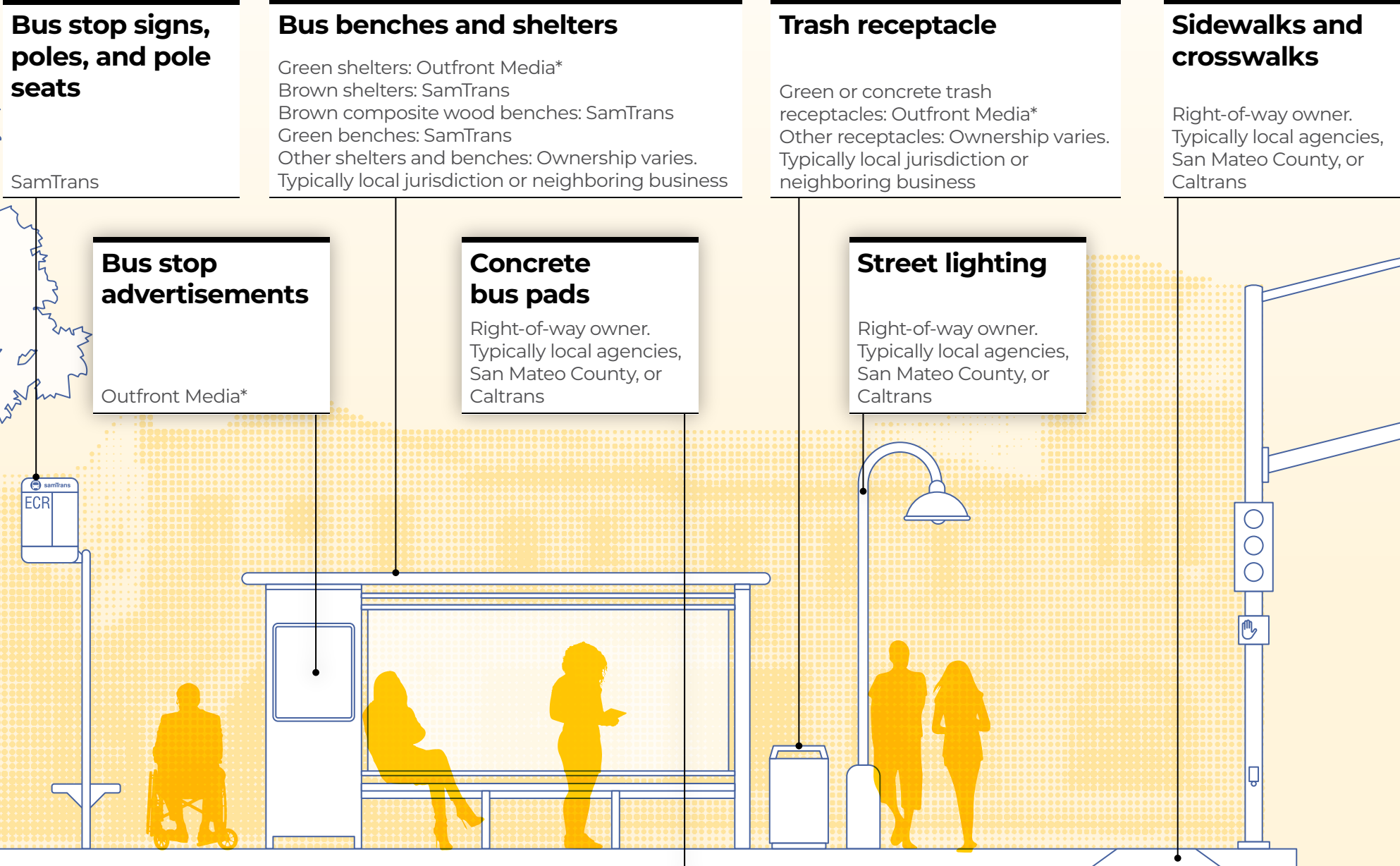
Step 3

SamTrans Feedback



SamTrans will respond in writing to the request within 90 days with approval, a request for additional information, or suggested modifications to the request.

Who Owns and Maintains the..



Roads and bikeways

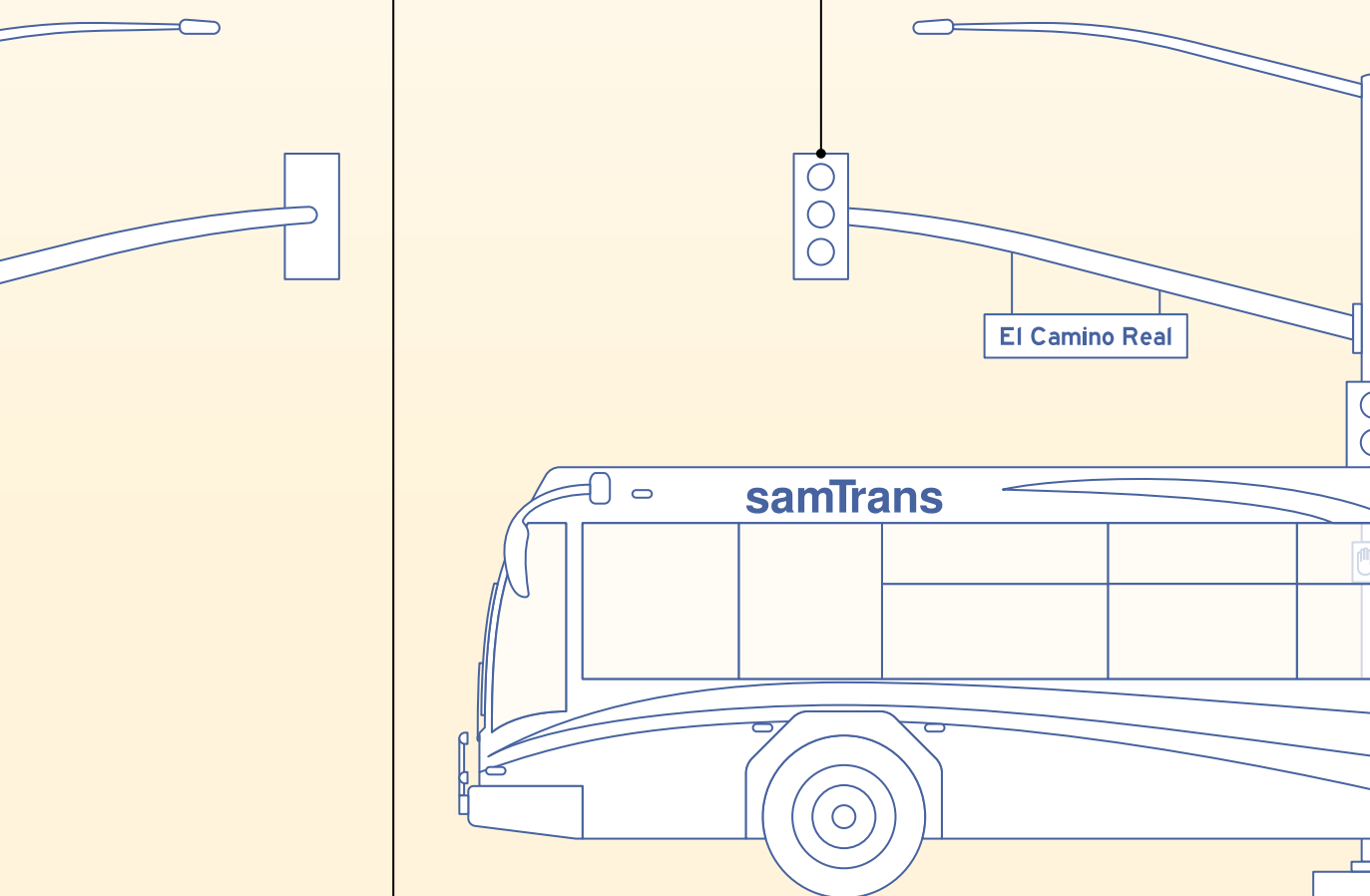
Right-of-way owner.
Typically local agencies,
San Mateo County, or
Caltrans

Traffic signals and signs

Right-of-way owner.
Typically local agencies,
San Mateo County, or
Caltrans

Street trees

Right-of-way owner.
Typically cities,
County of San Mateo, or
Caltrans



i

Bus Stop Ownership and Maintenance Responsibilities

Ownership and maintenance duties vary and may involve a number of parties, including SamTrans, local municipalities, Caltrans, and third-party contractors. Determining the ultimate owner of a bus stop amenity or feature is critical to ensure proper installation and maintenance. Maintenance agreements may be developed between SamTrans, the right-of-way owner, and/or the adjacent developer. This graphic is an example of the ownership structure of a typical SamTrans bus stop. Additional information on specific amenities can be found in the **Amenity Specifications** section of these guidelines.

*For Outfront Media-owned assets, please contact SamTrans to report an issue. Note SamTrans is currently re-negotiating this contract and ownership may change in Spring 2024.

Identify Bus Stop Category

Bus Stop Categories

To provide guidance on amenities and operational considerations, SamTrans has sorted bus stops into three categories:

- Frequent
- Standard
- School-oriented/other

Stop categories are defined by how often a bus stop is served by one or more SamTrans routes throughout the day.

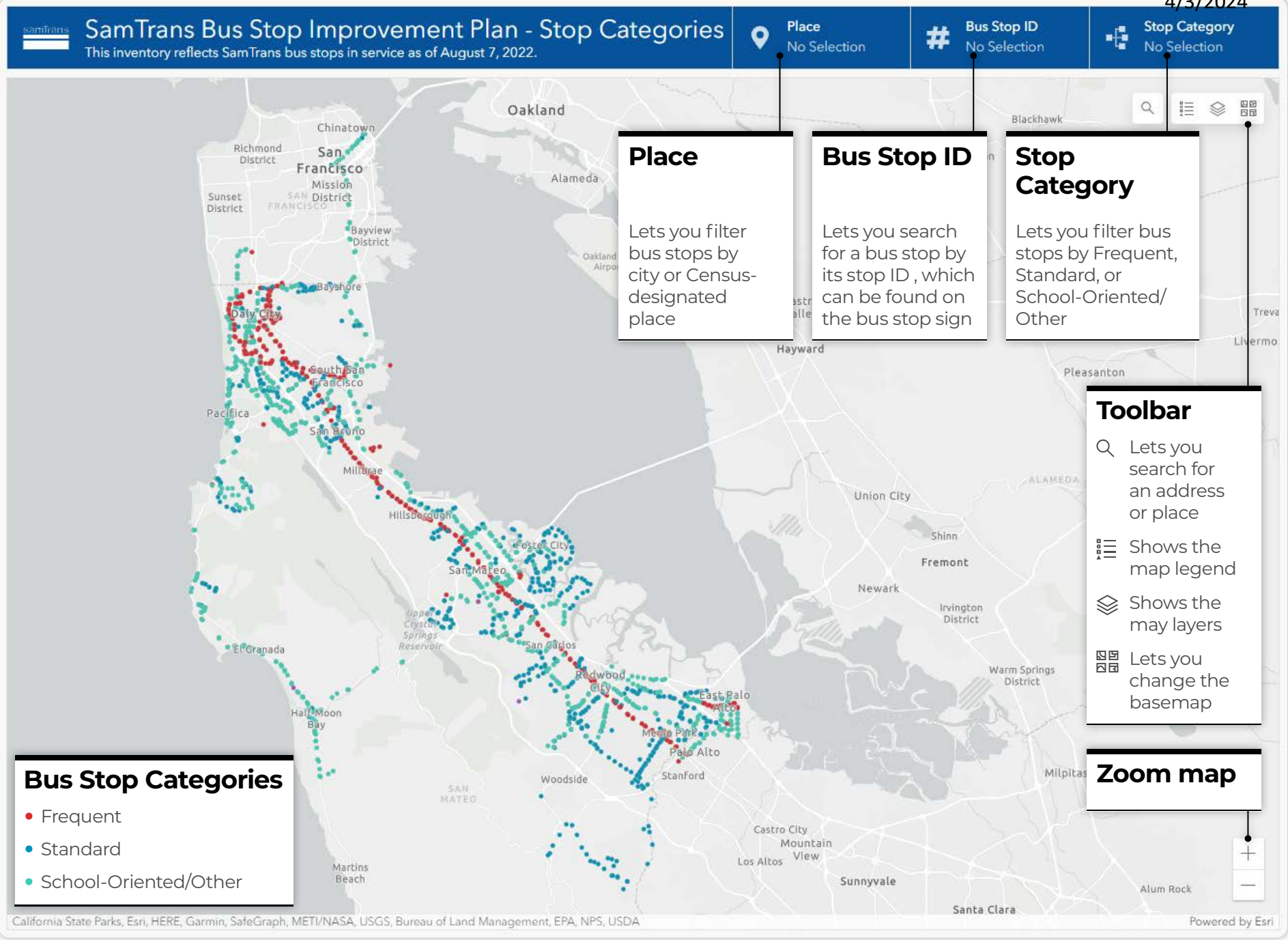
Bus Stop Categories

Category	Definition	Typical SamTrans Service	Estimated Percentage of Stops
Frequent	Stops served by a bus at least four times an hour, for at least 12 hours per weekday	ECR, 120, 130, and 296 plus bus stops that serve multiple local routes	20%
Standard	Stops served by a bus 1-3 times per hour, for at least 12 hours per weekday	Most three-digit routes (100s, 200s)	45%
School-Oriented/Other	Stops only served by school-oriented routes. A bus may come as infrequently as once per day	School-oriented routes (two-digit routes), rush hour-only routes (FCX), Shuttle service	35%



Visit our [online dashboard](#) to view each bus stop's category.

The screenshot on the facing page shows how to use the dashboard. If you have a question about which category applies to an existing or proposed stop, please contact SamTrans at bus.stops@samtrans.com.



Identify Appropriate Bus Stop Amenities

Transit Amenities

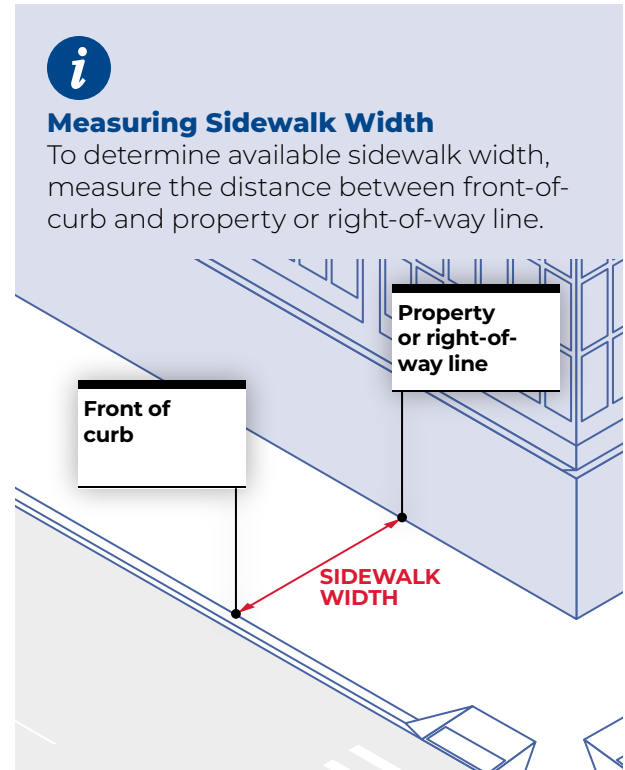
A bus stop’s category determines the appropriate bus stop amenities. To determine the bus stop category, refer to the **Identify Bus Stop Category** section of these guidelines. The table below outlines the minimum amenity recommendations for each category. To be able to provide bus stop amenities, the newly constructed or altered bus stop must have at least eight feet of sidewalk width.

For stops where the available sidewalk width is less than eight feet, upgrades may be necessary to ensure pedestrian and passenger accessibility prior to amenity improvements. Stop relocation may be necessary for new or altered stops. Contact SamTrans at bus.stops@samtrans.com to determine the best path forward.

Transit Amenities by Category

Category	Minimum Recommended Amenities
Frequent (Includes Transit Centers)	<ul style="list-style-type: none"> • Bus bulb or bus boarding island to widen the sidewalk (refer to the Bus Stop Position section of these guidelines) • Standard sign and pole • Shelter with lighting • Real-time information provided via digital signage • Service map and schedule
Standard	<ul style="list-style-type: none"> • Standard sign and pole • Shelter or shade structure and bench/Simme-Seat with lighting • Service map and schedule • Real-time information provided via digital signage
School-Oriented/Other	<ul style="list-style-type: none"> • Standard sign and pole • Real-time information provided via QR codes that direct riders to a stop-specific webpage

*Note: Additional information on specific amenities can be found in the **Amenity Specifications** section of these guidelines.*



Measuring Sidewalk Width

To determine available sidewalk width, measure the distance between front-of-curb and property or right-of-way line.



Trash Cans

SamTrans is moving away from providing and maintaining trash cans at stops, and instead provides trash cans on all buses. Local jurisdictions may still choose to add and maintain their own trash cans adjacent to bus stops as they see fit.

Accessibility Requirements

SamTrans strives to provide meaningful access to its transportation services, including its fixed-route service. All of SamTrans' buses are accessible, and many persons with disabilities are able to use SamTrans bus service. SamTrans provides paratransit for persons with disabilities who cannot independently use SamTrans bus service through RediWheels on the bayside of the county and RediCoast on the coastside.

Access to bus stops are outside the jurisdiction of SamTrans. Refer to the **Ownership and Maintenance** graphic on page 6 for more details.

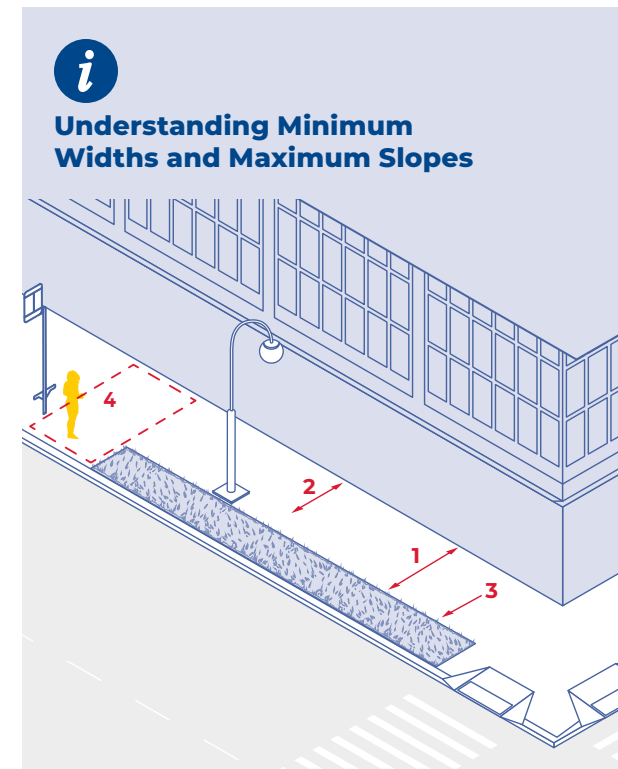
Any amenities provided must respect the legally required dimensions, regardless of bus stop category. The table below outlines the California Building Code requirements for minimum clear width, clear width at right-of-way restrictions, cross slope, and passenger landing pad dimensions at new or altered bus stops. Local applicable standards should be followed for areas outside of SamTrans jurisdiction. When in doubt, contact SamTrans at bus.stops@samtrans.com to determine the best path forward.

California Building Code Specifications¹

Item	Specification
Minimum clear width	48"
Minimum clear width at right-of-way restrictions	36"
Maximum cross slope	1:48
Minimum bus boarding/alighting area (passenger landing pad)	96" deep x 60" wide

Notes:

1. California Building Code 2022 Triennial Edition, Chapter 11B



- 1 Minimum Clear Width
- 2 Minimum clear width at right-of-way restrictions
- 3 Minimum cross slope
- 4 Minimum bus boarding/alighting area

Regulatory Standards

While the design guidance presented in these guidelines aligns with federal and state standards as published, this is not a regulatory document. To ensure bus stop designs meet applicable standards, consult the regulatory standards including but not limited to those in the table below.

Regulatory Standards Governing Bus Stops

Standard	Notes
2006 Americans with Disabilities Act (ADA) Accessibility Guidelines	Section 810 (Transportation Facilities) contains bus stop requirements.
Federal Transit Administration (FTA) Circular C 4710.1	This document provides FTA's guidance concerning the ADA.
California Building Code	Chapters 11B-403 and 11B-810 contain requirements for walking surfaces and transportation facilities, respectively.
Local applicable design standards	Consult local design standards in addition to federal and state guidance.

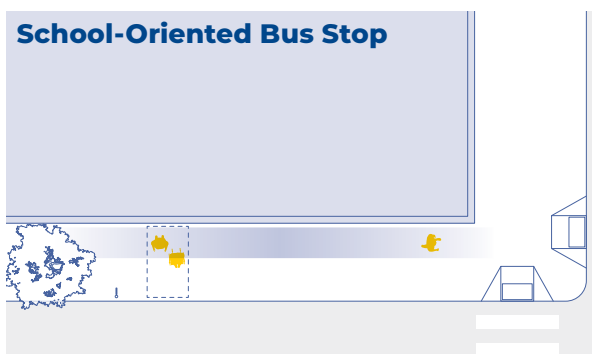
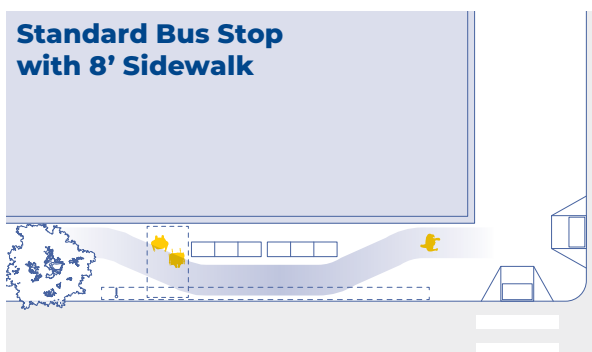
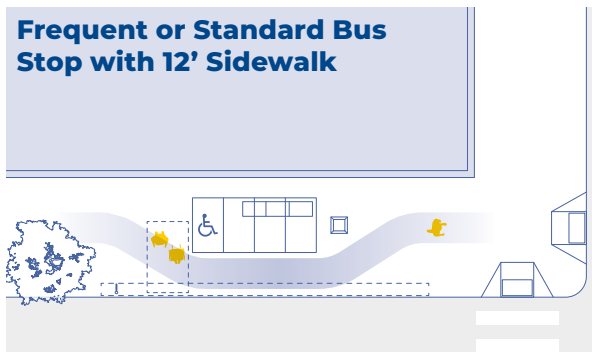
Bus Stop Layouts

Cities and developers may choose to procure and install their own bus stop infrastructure separately from SamTrans. This is permitted; however, all non-standard amenities would need to be maintained by the local jurisdiction or property owner. Please coordinate with SamTrans throughout the process to ensure installation meets accessibility and operational requirements.

The bus stop layouts shown at right and detailed on the following pages:

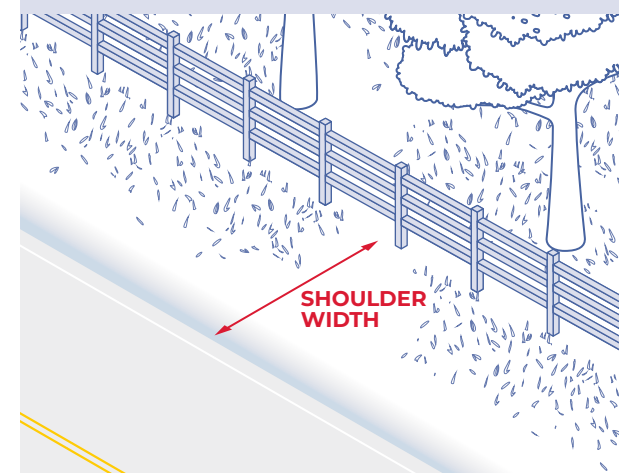
- Provide the recommended configurations of bus stop amenities
- Specify minimum dimensions for rider usability

Each bus stop location is unique. Not all locations may fit neatly into one of these examples, particularly when above-ground utilities are present. Contact SamTrans at bus.stops@samtrans.com for support in determining the optimal bus stop layout at your location.

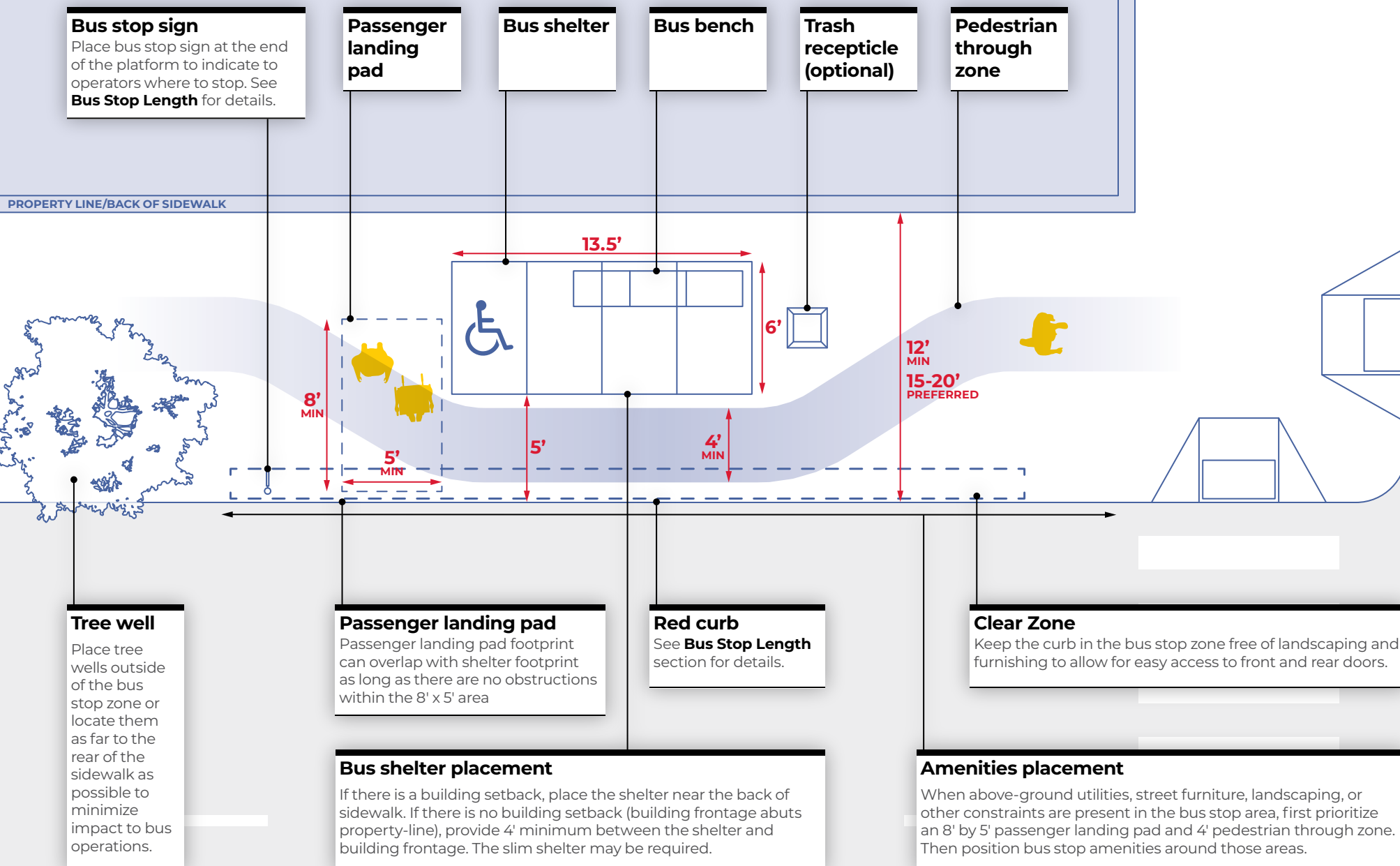


Bus Stops on Rural Roads

Some SamTrans bus stops are located on roads without sidewalks and/or without curb and gutter. For improvements at these stop locations, additional work will likely need to be done to prepare the location for additional amenities. At a minimum, a concrete slab installation and utility coordination will need to be completed, which will have cost implications to the project. Please reach out to SamTrans at bus.stops@samtrans.com for more information. Include the width from the edge of the roadway to the adjacent property line (right-of-way limits) in your email.



Frequent or Standard Bus Stop with 12' or Wider Sidewalk



Bus Bulb or Boarding Island Application

Follow process in **In-Lane Stopping Flow Charts** to determine whether your stop is eligible for a bus bulb or bus boarding island.

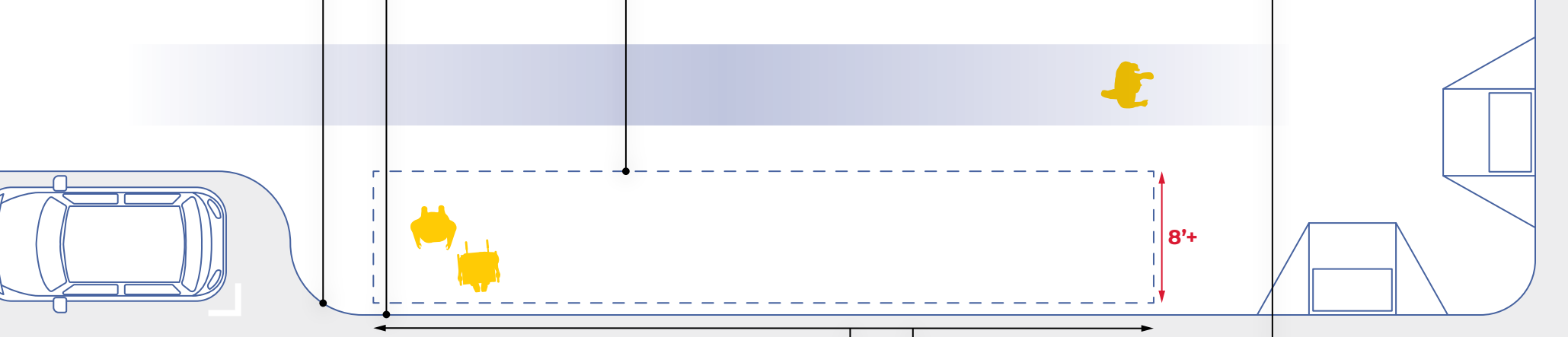
✓ BENEFIT
Shorter bus stop length
Bus bulb eliminates need for taper, allowing additional curb space uses.

✓ BENEFIT
In-lane stopping
Improves transit speed and reliability.

✓ BENEFIT
Widened sidewalk
Widens sidewalk to allow for amenities and a consolidated bus stop furnishing zone.

✓ BENEFIT
Shortened crossing
Bus bulb doubles as a curb extension, shortening the crossing distance.

PROPERTY LINE/BACK OF SIDEWALK



Bus bulb or bus boarding island
Bus bulbs and boarding islands shadow the parking lane and/or repurpose extra right-of-way to provide all the benefits called out above. If a bike facility is present, install a boarding island instead of the bus bulb shown.

Amenities placement
Place amenities in alignment with the **Frequent or Standard Bus Stop with 12' or Wider Sidewalk** layout.

Standard Bus Stop with 8' Sidewalk

Bus stop sign

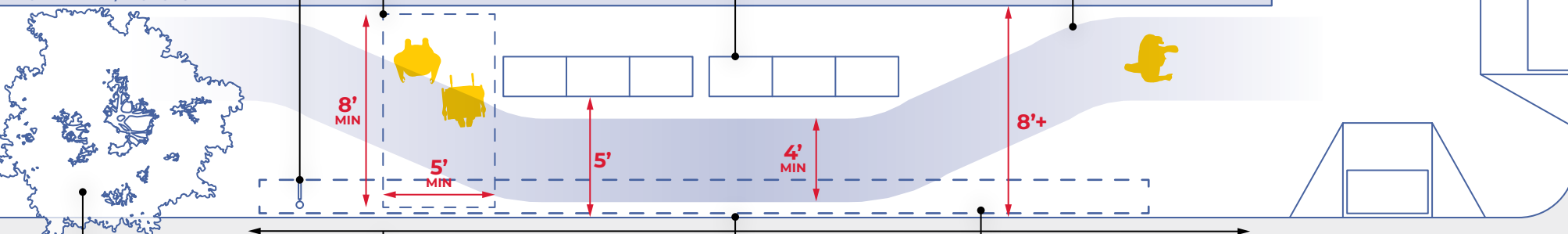
Place bus stop sign at the end of the platform to indicate to operators where to stop. See **Bus Stop Length** for details.

Passenger landing pad

Bus bench

Pedestrian through zone

PROPERTY LINE/BACK OF SIDEWALK



Tree well

Place tree wells outside of the bus stop zone or locate as far to the rear of the sidewalk as possible to minimize impact to bus operations.

Red curb

See **Bus Stop Length** section for details.

Clear Zone

Keep the curb in the bus stop zone free of landscaping and furnishing to allow for easy access to front and rear doors.

Amenities placement

Constraints such as above-ground utilities, existing street furniture, and landscaping may be present at your stop location. Prioritize providing an 8'x5' passenger landing pad and 4' clear width throughout the bus stop zone first, and then position bus stop amenities around those areas.

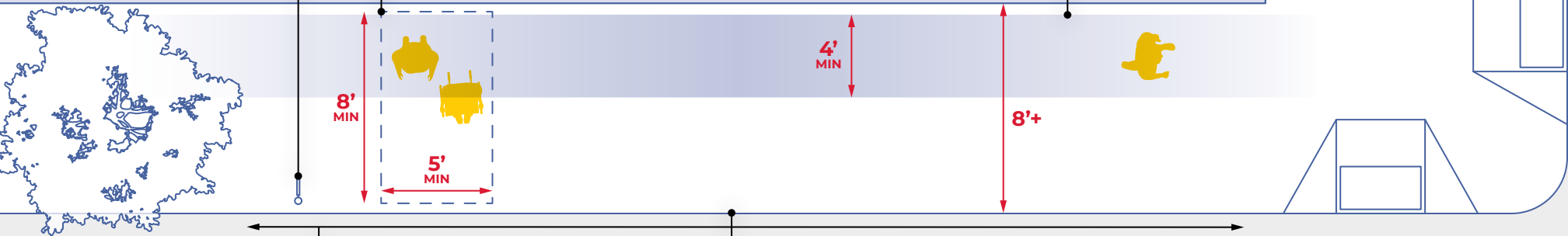
School-Oriented Bus Stop

Bus stop sign
Place bus stop sign at the end of the platform to indicate to operators where to stop. See **Bus Stop Length** for details.

Passenger landing pad

Pedestrian through zone

PROPERTY LINE/BACK OF SIDEWALK



Red/white curb
See **Bus Stop Length** section for details.

Bus stop demarcation
Many of SamTrans' school-oriented bus stops are located in residential areas with a high demand for parking. Given that school-oriented bus stops are only serviced a handful of times per day, these stops may be marked as a time-restricted passenger loading zone (white curb) as opposed to a no-parking zone (red curb). Signage should clearly indicate passenger loading only during the hours the bus stop is operating, allowing for midday or overnight parking if desired.



Amenity Specifications

This section provides design specifications, manufacturer information, and maintenance responsibilities for each SamTrans rider amenity. See **Attachment A** for specifications.

SamTrans is working with vendors to expand our current set of standard amenities to include real-time information, shade structures, lighting options, and slimmer shelters. Please reach out to SamTrans for a status update if you are interested in these amenities.

Shelter Models

Advertising Shelter

Manufacturer

Tolar Manufacturing Company

Maintenance Responsibilities:

Outfront Media*

Specification Reference

Attachment A-1



**Subject to change in Spring 2024. Reach out to SamTrans for further clarification.*

SamTrans Shelter

Manufacturer

Columbia Equipment Company

Maintenance Responsibilities

SamTrans

Specification Reference

Attachment A-2



Simme-Seat

Simme-Seat

Manufacturer

Simme LLC

Maintenance Responsibilities

SamTrans

Specification Reference

Attachment A-3



Bench Models

Composite Wood Bench

Manufacturer

Jaqua of California

Maintenance Responsibilities

SamTrans

Specification Reference

Attachment A-4



Green Perforated Bench

Manufacturer

Tolar Manufacturing Company

Maintenance Responsibilities

SamTrans

Specification Reference

Attachment A-5



Green Bench

Manufacturer

Tolar Manufacturing Company

Maintenance Responsibilities

SamTrans

Specification Reference

Attachment A-6



Establish Appropriate Bus Stop Location & Position

Bus Stop Spacing

Appropriate bus stop spacing balances convenient access for passengers and efficient bus operations for reliable service. Bus stops should be close enough that passengers can walk to them easily, but far enough apart that buses can travel efficiently.

SamTrans establishes its bus stop locations using spacing guidance in the [SamTrans Service Policy Framework](#) and in consultation with cities and other partners. If you would like to add a new stop or discuss adjusting an existing stop location, contact SamTrans at bus.stops@samtrans.com using the process outlined in the **Requesting Changes to Bus Stops** section.

Bus Stop Location

As shown in the graphic on the facing page, there are three potential locations for a bus stop:

- The far-side of an intersection
- The near-side of an intersection
- Mid-block

SamTrans bus stops should be located on the far-side of the intersection. Far-side stops minimize bus conflicts with autos and pedestrians while reducing delays.

Only consider near-side and mid-block stops under the special circumstances shown on this page, which are at the discretion of SamTrans. These stop location guidelines align with the [SamTrans Service Policy Framework](#)

If there is an existing near-side stop and you are considering amenity improvements to that stop, first explore if it can be relocated to the far-side.



Special Circumstances for Near-Side Bus Stops

- Locations where a far-side stop would be unsafe or impractical, and the stop cannot be moved to a different intersection
- Locations with a high volume of transfers, where there is a need to minimize street crossings for transferring passengers
- Stops that serve multiple routes that go in different directions after the downstream intersection

Special Circumstances for Mid-Block Bus Stops

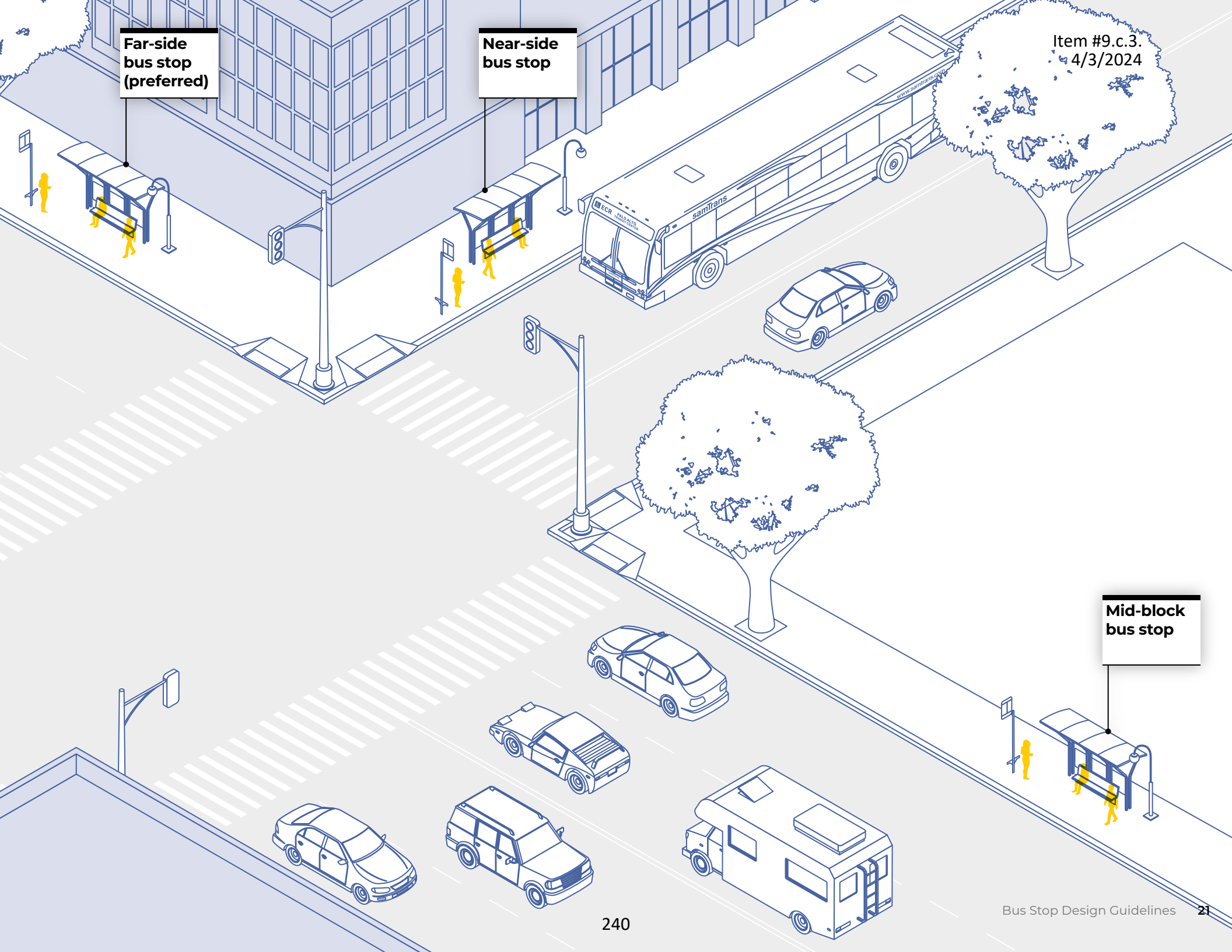
- Locations where the alignment of the route requires the bus to make a left turn, and it is not feasible to locate the bus stop on the far-side of the intersection (i.e., the bus cannot physically get to the curb due to turning radii)
- Locations with a high-ridership generator mid-block, such as a hospital or school

Contact SamTrans at bus.stops@samtrans.com to determine if these circumstances apply.

**Far-side
bus stop
(preferred)**

**Near-side
bus stop**

**Mid-block
bus stop**



Bus Stop Visibility and Stopping Distance

Bus stops should be placed in locations with clear sight lines both for the transit operator and other road users. Avoid placing bus stops on the crest of a hill, in or immediately after a curve to the right, or in any location where visibility may be reduced due to obstructions. This is particularly important for in-lane stops (see the **Bus Stop Position** section). Any proposed stop location should be approved by SamTrans.

Bus Stop Visibility and Stopping Distance

Design Speed (MPH)	Stopping Sight Distance (Feet)
20	125
25	150
30	200
35	250
40	300
45	360
50	430
55	500

Source: Caltrans Highway Design Manual, Chapter 400. Reference local standards if available.

Bus Stop Position

As shown in the graphics below, there are three potential positions for a bus stop:

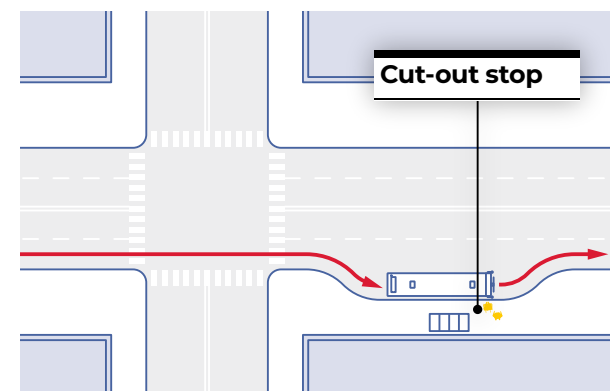
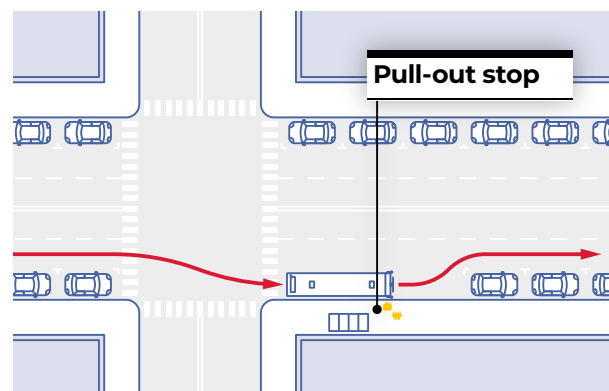
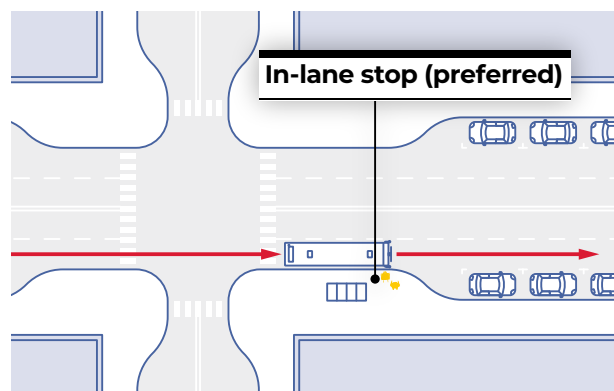
- In-lane, where the bus stops directly in the travel lane
- Pull-out, where the bus pulls into a parking lane
- Cut-out, where the bus pulls into a recessed area

SamTrans prefers in-lane stops for the majority of bus stops and strongly recommends them for Frequent bus stops.

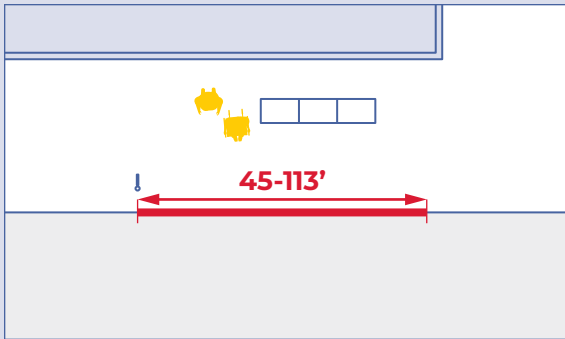
Pull-out stops can be upgraded to in-lane stops using bus bulbs or bus boarding islands at stops that meet a variety of roadway conditions. **Use the flow-charts on the following pages** to determine

if a bus boarding island or bus bulb is appropriate at the stop location in question.

Avoid cut-out stops, with the exception of bus layovers. Cut-out stops often result in a narrowing of the pedestrian environment and make it challenging for bus operators to merge back into traffic.



i In-Lane Bus Stop Flow Chart: Far-Side

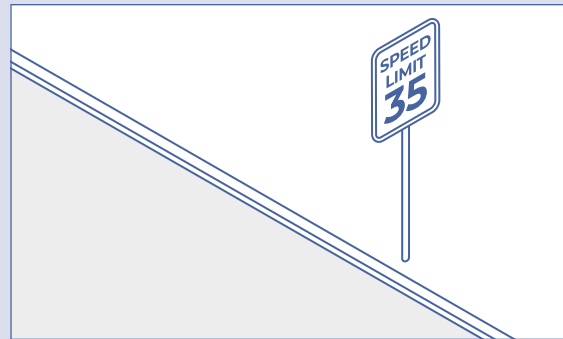


Curb Length

Does your bus stop location have the minimum curb length required for a bus stop? Refer to the **Bus Stop Length** section for more details.

YES

NO



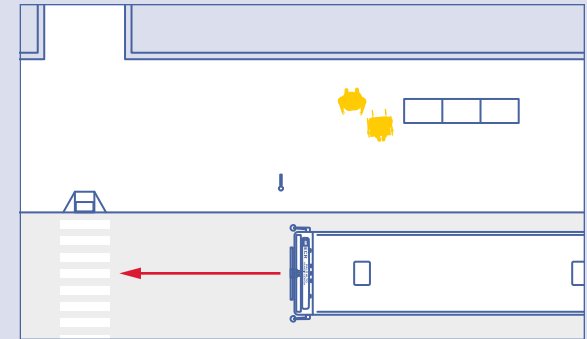
Posted Speed

Is the posted and observed roadway speed 35MPH or less?

YES

NO

In-lane stops are not recommended on high-speed roadways. Implement speed management strategies or implement a pull-out stop.



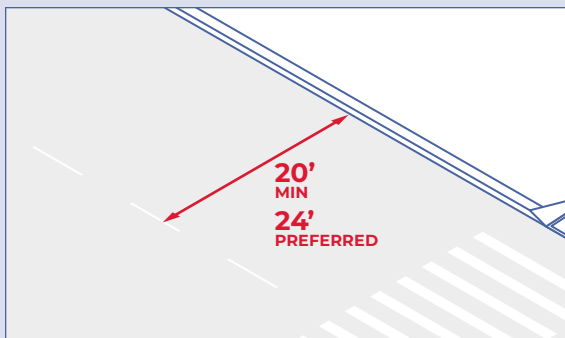
Sight Distance

Is there an uncontrolled crosswalk within the stopping sight distance downstream from the bus stop? Refer to the **Bus Stop Visibility and Stopping Distance** section for stopping distances.

NO

YES

In-lane stops block sight lines for cars queueing behind the bus. Cars may choose to go around a bus stopped at the bus stop and be unaware of conflict points downstream. Determine if relocation of bus stop and/or crosswalk is feasible. If not, leave the existing bus stop as a pull-out.



Roadway Width

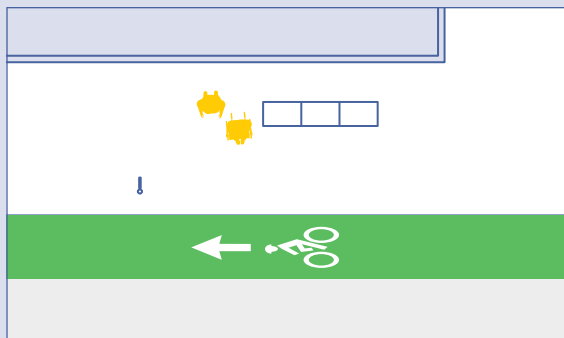
Is there at least 24' (preferred) or 20' (minimum) from the existing curb line to the outer edge of the travel lane (inclusive of the parking lane, bikeway, and curbside travel lane)?

YES

NO

Benefit/cost may be less for bus bulb/boarding island in these instances, as often the bus is already stopping in-lane under this condition.

Leave curb line as is unless there are strong pedestrian safety benefits to installation.



Bike Facility

Is there an existing or planned bike facility on the corridor/through the stop zone?

YES

NO

Recommendation

Implement a bus boarding island. Refer to the **Bus/Bicycle Interface** section for design options.

Subject to design and engineering feasibility

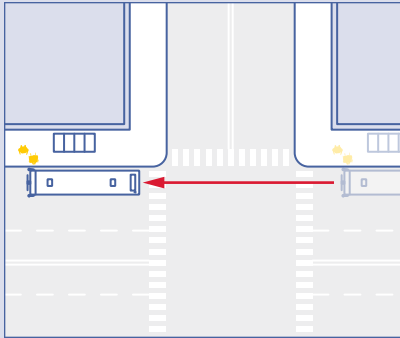
Implement a bus bulb

Subject to design and engineering feasibility

Leave existing curb/bus stop as is.

Relocate the stop to another far-side location.

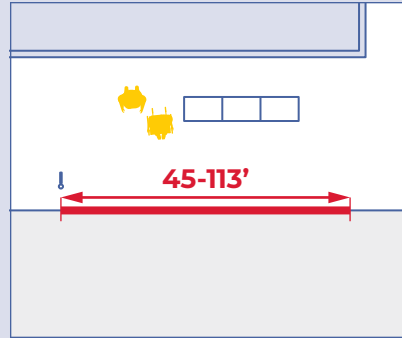
i In-Lane Bus Stop Flow Chart: Near-Side



Far-Side Relocation

SamTrans prefers far-side stops. Can the stop be moved to the far-side? Check the curb length and sidewalk width at the far-side. Refer to **Bus Stop Location** and **Bus Stop Length** for more details.

YES



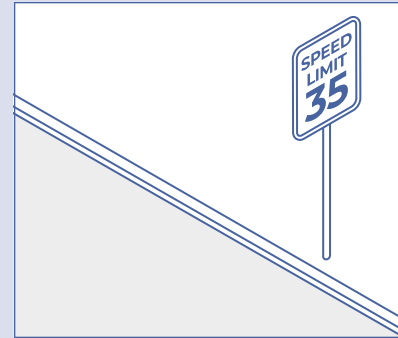
Curb Length

Does your bus stop location have the minimum curb length required for a bus stop? Refer to the **Bus Stop Length** section of the Guide for more details.

NO

NO

YES



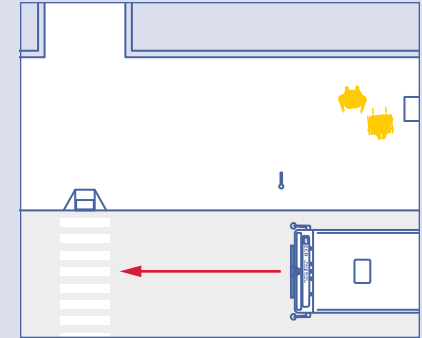
Posted Speed

Is the posted and observed roadway speed 35MPH or less?

NO

In-lane stops are not recommended on high-speed roadways. Implement speed management strategies or implement a pull-out stop.

YES



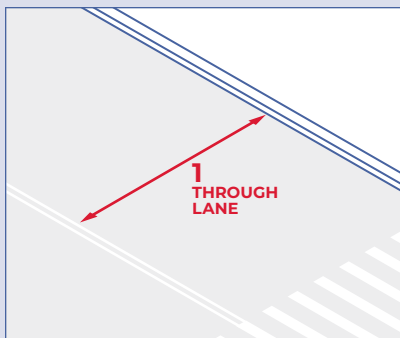
Sight Distance

Is there the adequate stopping sight distance for downstream crosswalks? Is the intersection approach controlled, either by a signal or an all-way stop?

NO

In-lane stops block sight lines for cars queueing behind the bus, and therefore are not recommended at uncontrolled intersection approaches or upstream from crosswalks. Cars may choose to go around a bus stopped at the bus stop and lack the appropriate stopping sight distance.

YES



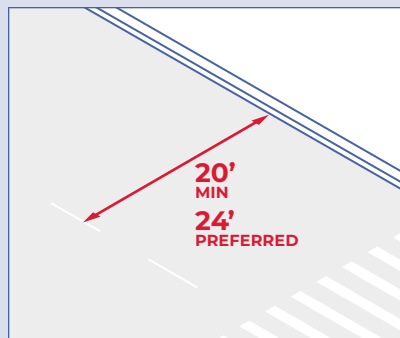
Number of Lanes

Is there only one through lane in the direction of travel?

YES

NO

Near-side in-lane stops are not recommended on multi-lane roads without significant design treatments such as routing right turns behind the bus boarding island and/or right turn prohibitions to mitigate drivers from making right turns in front of the bus.



Roadway Width

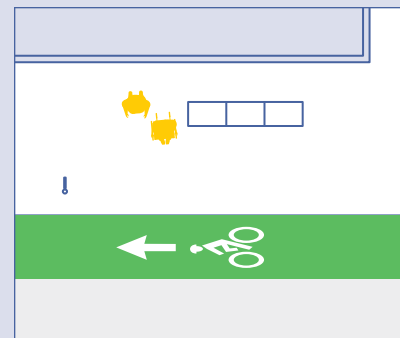
Is there at least 24' (preferred) or 20' (minimum) from the existing curb line to the outer edge of the travel lane (inclusive of the parking lane, bikeway, and curbside travel lane)?

YES

NO

Benefit/cost may be less for bus bulb/boarding island in these instances, as often the bus is already stopping in-lane under this condition.

Leave curb line as is unless there are strong pedestrian safety benefits to installation.



Bike Facility

Is there an existing or planned bike facility on the corridor/through the stop zone?

YES

NO

Recommendation

Implement a bus boarding island. Consider installing transit signal priority and a bike signal or leading pedestrian interval with sign R9-5 "Bikes Use Ped Signal" to give bikes a head start at the intersection.

Subject to design and engineering feasibility

Implement bus bulb. Consider installing transit signal priority.

Subject to design and engineering feasibility

Leave existing curb/bus stop as is. Consider installing transit signal priority.

Relocate the stop to a far-side location.

Bus Stop Length

SamTrans requires a minimum stop length of 45 to 113 feet, depending on the type of buses serving the stop, location and position of the stop, and roadway speed. The elements that comprise the total bus stop length include platform length, pull-in/out taper, entering/exiting bike lane taper, and clearance from the crosswalk. The tables on page 29 outline the minimum bus stop lengths that are required for a given stop and roadway configuration.

Platform Length

The platform length is determined by the number and type of buses serving the stop. If a stop will be serviced by multiple routes, reach out to SamTrans directly at bus.stops@samtrans.com for the appropriate platform length.

Pull-In/Pull-Out Taper

The pull-in/pull-out taper allows the bus to smoothly maneuver into and out of a pull-out stop. Providing the appropriate taper length also allows the bus to be flush with the curb and appropriately serve passengers with mobility impairments who may need to use the wheelchair ramp. The taper length varies by roadway speed and bus stop location and only applies to pull-out and cut-out stops.

Entering/Exiting Bike Lane Taper

This taper applies to stops with bus boarding islands that have a bike bypass zone behind the platform. Tapers are needed to help bicyclists easily maneuver into and out of the bypass zone.

Clearance from Crosswalk

This applies to all stops located at the intersection. Appropriate clearance should be provided to support a comfortable walking environment.

Minimum Bus Stop Length: Pull-Out and Cut-Out Stops

	Far-Side Stop		Near-Side Stop		Mid-Block and Cut-Out Stop	
	<35 MPH	>35 MPH	<35 MPH	>35 MPH	<35 MPH	>35 MPH
Platform: 40' Bus	40'	40'	40'	40'	40'	40'
Pull-In Taper	—	—	15'	25'	15'	25'
Pull-Out Taper	15'	25'	—	—	15'	25'
Clearance from Crosswalk	10'	10'	10'	10'	—	—
Stop Length: 40' Bus	65'	75'	65'	75'	70'	90'
Additional Platform Length: 60' Bus ^{1,2}	20'	20'	20'	20'	20'	20'
Stop Length: 60' Bus	85'	95'	85'	95'	90'	110'

Notes:

1. SamTrans prefers planning for 60' buses to allow for more flexibility in bus selection.
2. If multiple buses are anticipated to serve the stop at the same time, platform length should be (bus #1 length)+(20' spacing)+(bus #2 length).

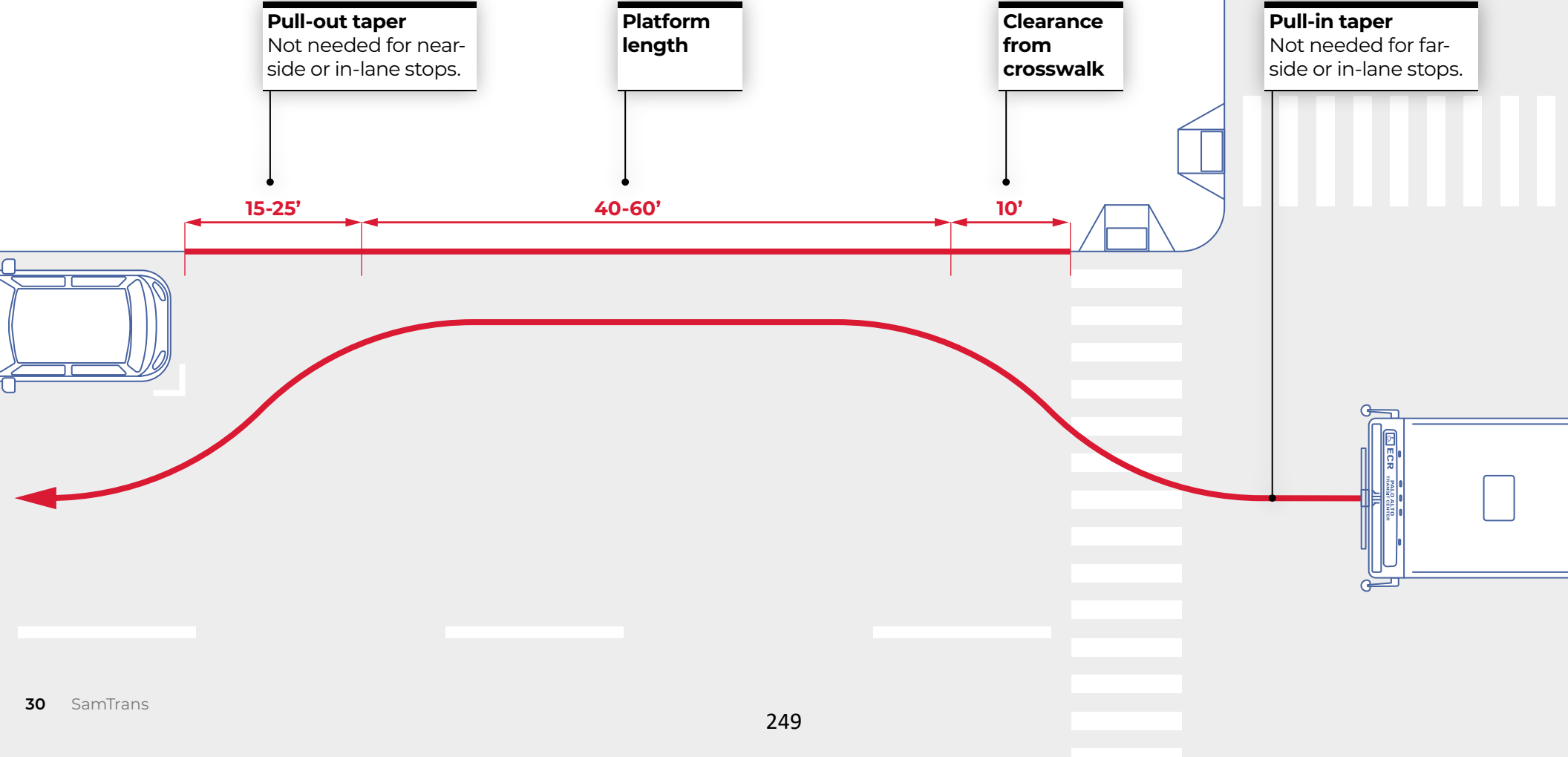
Minimum Bus Stop Length: In-Lane Stops (All Speeds)

	Far-Side Stop	Near-Side Stop	Mid-Block Stop
Platform: 40' Bus	45'	45'	45'
Clearance from Crosswalk	10'	10'	—
Bus Bulb Stop Length: 40' bus	55'	55'	45'
Additional Platform Length: 60' Bus ^{1,2}	20'	20'	20'
Bus Bulb Stop Length: 60' bus	75'	75'	65'
Entering Bike Lane Taper ³	—	18-24'	18-24'
Exiting Bike Lane Taper ³	18-24'	—	18-24'
Bus Boarding Island Stop Length: 40' bus	73-79'	73-79'	81'-93'
Bus Boarding Island Stop Length: 60' bus	93-99'	93-99'	101-113'

Notes:

1. SamTrans prefers planning for 60' buses to allow for more flexibility in bus selection.
2. If multiple buses are anticipated to serve the stop at the same time, platform length should be (bus #1 length)+(20' spacing)+(bus #2 length).
3. Standard bike lane adjacent to parking is 24'; separated, parking-protected bikeway is 18'.

Components of Bus Stop Length



Demarcating Bus Stops

All SamTrans bus stops should be demarcated with red curb and/or no parking signs to ensure the bus stop zone remains clear. The red curb and the no-parking zone should extend for the entire length of the bus stop. Keeping the bus stop zone clear allows buses to access the stop and provide efficient and accessible loading of passengers.

Many of SamTrans' school-oriented bus stops are located in residential areas with a high demand for parking. Given that school-oriented bus stops are only serviced a handful of times per day, these stops may be marked as a time-restricted passenger loading zone (white curb) as opposed to a no-parking zone (red curb). Signage should clearly indicate passenger loading only during the hours the bus stop is operating, allowing for midday or overnight parking if desired.

Near-Level Boarding

If installing a bus boarding island or bus bulb, consider providing near-level boarding. Near-level boarding allows for faster boarding and alighting for all passengers by mitigating the need for wheelchair ramp deployment. To provide near-level boarding, the bus bulb/boarding island curb height should be between 8 and 11 inches to meet the floor of the transit vehicle, typically done by gradually sloping up from sidewalk level (6 inches typical). Ensure that the stop is accessible via a ramp with a maximum cross slope of 2%.

Bus Pads

The weight and heat generated by repeated, frequent heavy vehicle movements at bus stops can distort the asphalt-based pavement at bus stops, leading to wave-shaped mounds in the pavement at the stop location. Concrete bus pads are more durable than asphalt against wear and tear, which can ease maintenance needs over the long term.

SamTrans suggests that cities or other roadway owners/operators install bus pads at bus stops, with Frequent bus stops being the highest priority. While concrete bus pads may reduce maintenance costs in the long term, they can be costly to implement. Prior to installation, reach out to SamTrans to confirm the bus stop location is optimal and no service changes are anticipated.

Bus pad construction should adhere to Caltrans-published standards. Bus pads should have a minimum width of 10 feet and a minimum length of 80 feet (for an articulated bus) to allow for all wheels of the vehicle to be on the pad when at a stop. Local conditions must still be considered when developing engineering diagrams for specific bus pad installations.

Facilitate Pedestrian & Bicycle Access

Pedestrian Access to Bus Stops

SamTrans riders should be provided comfortable access to bus stops throughout the service area, including a sidewalk, curb ramps, and places to cross the street. SamTrans may pursue relocation of any bus stop where the local jurisdiction has not provided safe and accessible pedestrian access, and no plans exist to improve conditions.

Sidewalks and Curb Ramps

Sidewalks surrounding the stop should be in good condition: free of gaps, obstructions, cracks, and deterioration. While a minimum clear width of 4 feet is required, a width of at least 5 to 8 feet is suggested. Curb ramps should be provided at all intersections. Sidewalks and curb ramps should comply with all standards in the **Accessibility Requirements** and **Regulatory Standards** sections of these guidelines.

Crosswalks

Crosswalks should be provided adjacent to all SamTrans stops such that riders can comfortably cross the street to access the stop. Crosswalks should comply with all standards in the **Accessibility Requirements** and **Regulatory Standards** sections of these guidelines. The preferred placement of crosswalks is upstream

from (behind) the bus stop to provide adequate sightlines for pedestrians and approaching vehicles. If crosswalks must be placed downstream from (in front of) the bus stop, they should be placed with adequate stopping sight distance (refer to the **Bus Stop Visibility and Stopping Distance** section of these guidelines).

For crosswalks at uncontrolled or mid-block locations, refer to FHWA's Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations and local plans and policies for guidance on the appropriate crosswalk enhancements to consider.

Bus/Bicycle Interface

Buses and bicyclists often have a similar average speed (10 to 15 miles per hour) when traveling along a corridor, creating a "leapfrogging" effect where buses and bikes repeatedly pass each other when buses move to the curb to board and alight passengers. This increases the number of interactions between transit vehicles and people on bikes, resulting in safety risks and discomfort for both bicyclists and bus operators, making consideration of their interface a particularly important consideration for transit planning and bus stop design.

Bus Bulb and Boarding Island Design

Separation of buses and bicyclists is recommended via protected bike lanes (Class IV facilities), striped bike lanes (Class II facilities), or multi-use trails (Class I facilities). This separation should be maintained at bus stops through bus boarding islands that provide a bike bypass zone.

The following pages provide design guidance for bus boarding islands. Refer to the flow chart in the **Bus Stop Position** section to determine if a bus boarding island is recommended at your stop location. SamTrans recommends a bus boarding island with a fully separated bike bypass zone; however, if the location is space-constrained, a shared bike/bus boarding island may be considered. Contact SamTrans at bus.stops@samtrans.com for support in determining layouts for bus/bicycle lane interactions.

Integrating Bus Stop Design into Multimodal Corridor Projects

Many bus stop design features have co-benefits that extend to pedestrians and cyclists and can be valuable additions to multimodal corridor projects. The table on the following page summarizes the benefits, co-benefits, and trade-offs of the design elements discussed in these guidelines.

Benefits, Co-Benefits, and Trade-Offs of Bus Stop Improvements

Bus Stop Improvement	Transit Travel Time & Reliability	Pedestrian Safety & Access	Bike Safety & Access
Bus bulb	<p>✓ Benefit. Can provide significant travel time savings on congested corridors by facilitating in-lane stopping and removing the need for the bus to weave into and out of traffic.</p>	<p>✓ Co-benefit. If extended to the intersection, bus bulbs double as curb extensions for pedestrians. They also create additional waiting space for riders and bus stop amenities, as well as help make riders more visible to operators approaching the stop.</p>	<p>– Trade-off on high-frequency bus routes and corridors with existing/planned protected bikeways. Bus bulbs preclude the ability for cyclists to bypass the bus stop and instead require cyclists to either wait or merge into the general-purpose lane. Mitigate this trade-off by providing bus boarding islands with bypass zones instead.</p> <p>Bus bulbs may be acceptable on corridors with no bike facilities or standard bike lanes, especially if there are low transit frequencies.</p>
Boarding islands with bike bypass zone	<p>✓ Benefit. Same travel time savings as a bus bulb.</p>	<p>✓ Co-benefit. Same benefits as a bus bulb.</p>	<p>✓ Benefit. Boarding islands allow cyclists to bypass the bus stop in a dedicated, separated space.</p>
Shared bike/bus boarding islands	<p>✓ Benefit. Same travel time savings as a bus bulb.</p>	<p>– Trade-off. Riders are required to board and alight in a bike mixing zone which can be uncomfortable and potentially lead to pedestrian/bicycle conflicts.</p>	<p>✓ Co-benefit. Cyclists bypass the bus stop via a pedestrian/bike mixing zone, minimizing conflicts with autos but creating a less comfortable experience than a fully separated bypass zone.</p>
Stop optimization & consolidation	<p>✓ Benefit. Can provide significant travel time savings by relocating stops to the far-side and minimizing how many times the bus needs to stop.</p>	<p>– Trade-off. May result in some riders needing to walk further to access transit, which may be particularly challenging for riders with disabilities. Mitigate this trade-off by pairing with sidewalk and crossing improvements.</p>	<p>✓ Co-benefit. Minimizes the amount of “leapfrogging” between cyclists and buses, when they share a lane, by reducing the total number of stops.</p>
Transit signal priority/queue jumps	<p>✓ Benefit. Can provide significant travel time savings. Should be paired with stop optimization (relocating near-side stops to the far-side) and transit approach lanes to maximize the benefits.</p>	<p>✓ Co-benefit. Transit signal priority provides an opportunity to also install Leading Pedestrian Intervals (LPIs) with little to no additional impacts to auto delay. LPIs provide pedestrians a head-start and increase their visibility when crossing.</p>	<p>– Trade-off. Curb-adjacent queue jumps on corridors with Class II bike facilities and mixing zones at the intersections can be particularly complex to navigate. Mitigate this trade-off by providing separated space for cyclists at the intersection.</p>

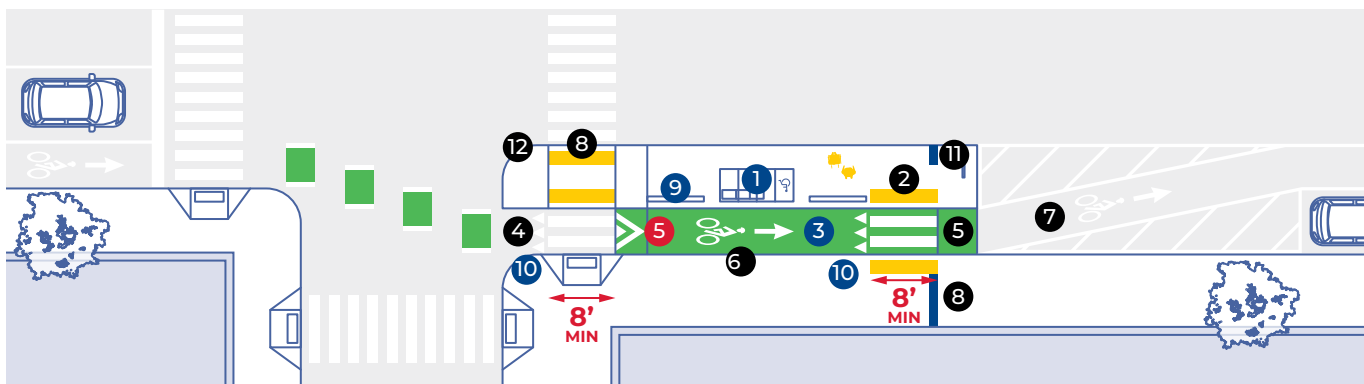
Specifications for Bike/Bus Interactions at Bus Stops

Bus boarding Island
Raised bike lane or street-level bike lane based on jurisdiction preference. Alternative curb ramp design would need to be used for street-level bike lanes. Refer to the **Bus Stop Length** section for all measurements not shown directly on the graphics.

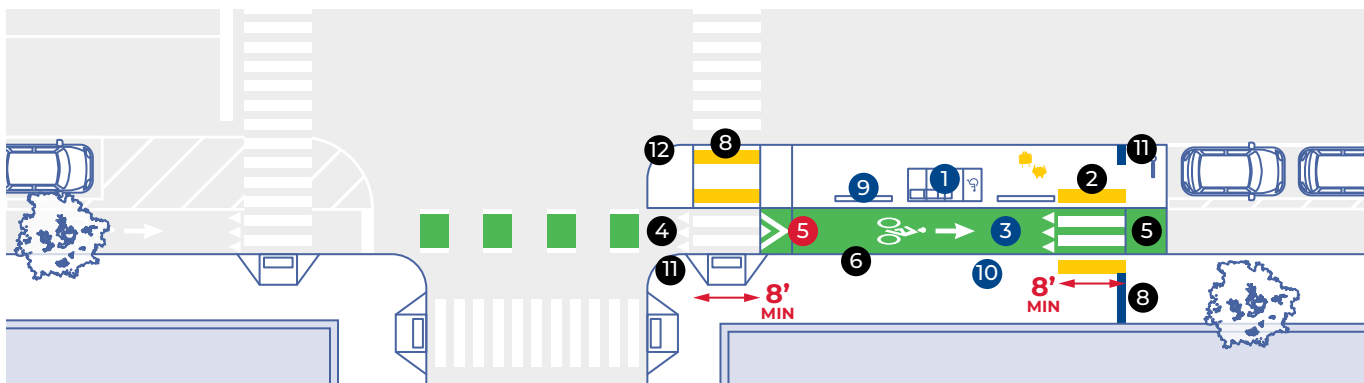
Optional item

- 1 Bus shelter**
- 2 Accessible landing zone**
Minimum: 5' x 8'
- 3 Green pavement**
- 4 Bicyclist yield area**
- 5 Bicycle ramp**
Maximum: 1:10 slope
- 6 Furnishing zone/ detectable edge**
- 7 Bike lane taper**
Preferred: 1:10 / Maximum: 1:5
- 8 Detectable warning surface (yellow) or tactile directional indicators (blue)**
- 9 Vertical railing**
- 10 Bikes yield to peds sign**
- 11 Bus stop sign**
- 12 Reflective Markers**

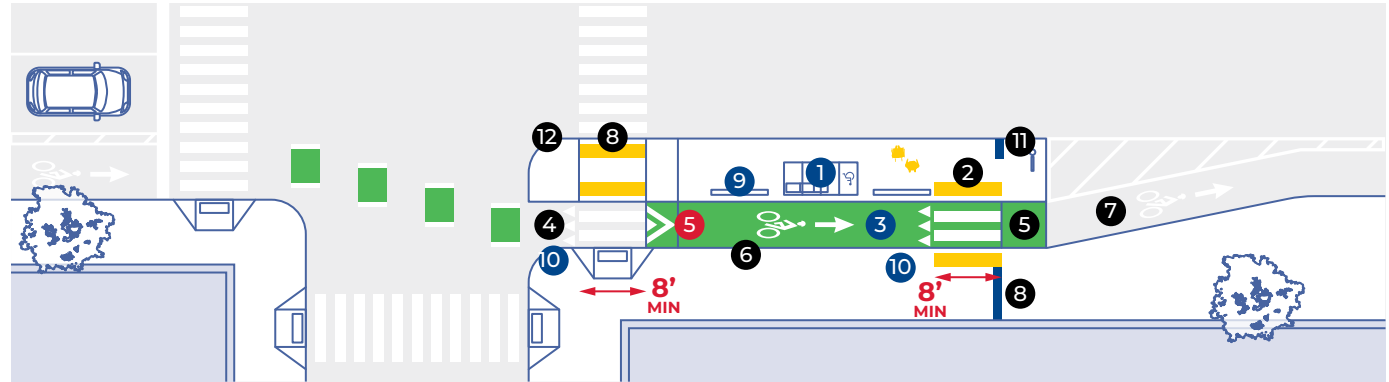
Bikeway with On-Street Parking



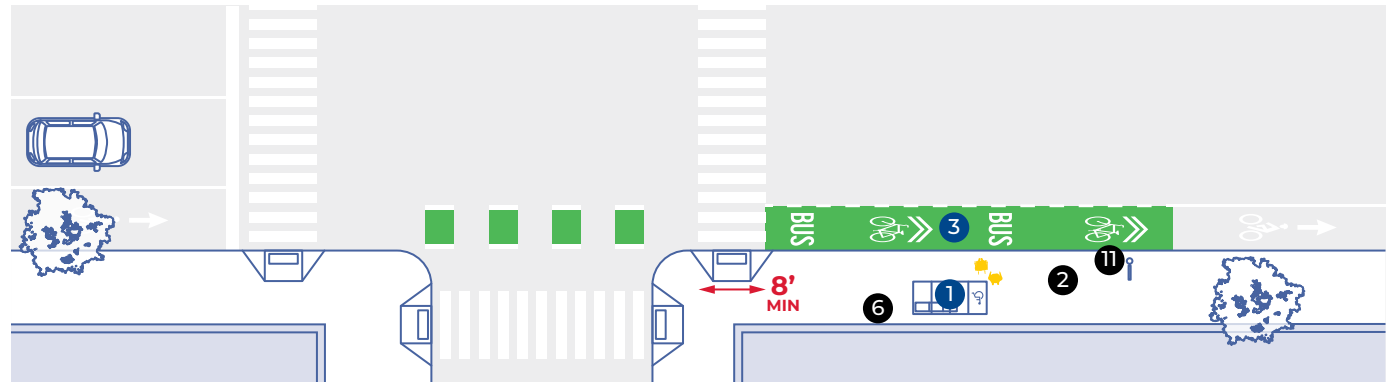
Bikeway between Curb and On-Street Parking Lane



Bikeway between Curb and General Traffic Lane

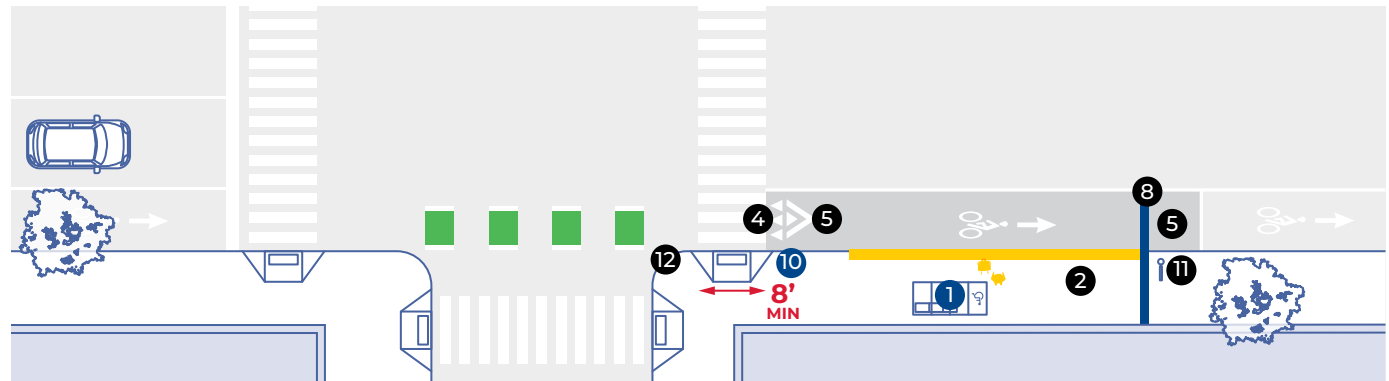


Bikeway between Curb and General Traffic Lane with Bus Pull-Out



Shared Bike/Bus Platform

This design has significant accessibility and waiting environment trade offs and should be reserved for constrained conditions.



Attachments

Attachment A-1	Advertising Shelter
Attachment A-2	SamTrans Shelter
Attachment A-3	Simme-Seat
Attachment A-4	Composite Wood Bench
Attachment A-5	Green Perforated Bench
Attachment A-6	Green Bench


TOLAR MANUFACTURING COMPANY INC

258 MARIAH CIRCLE CORONA, CA 92879

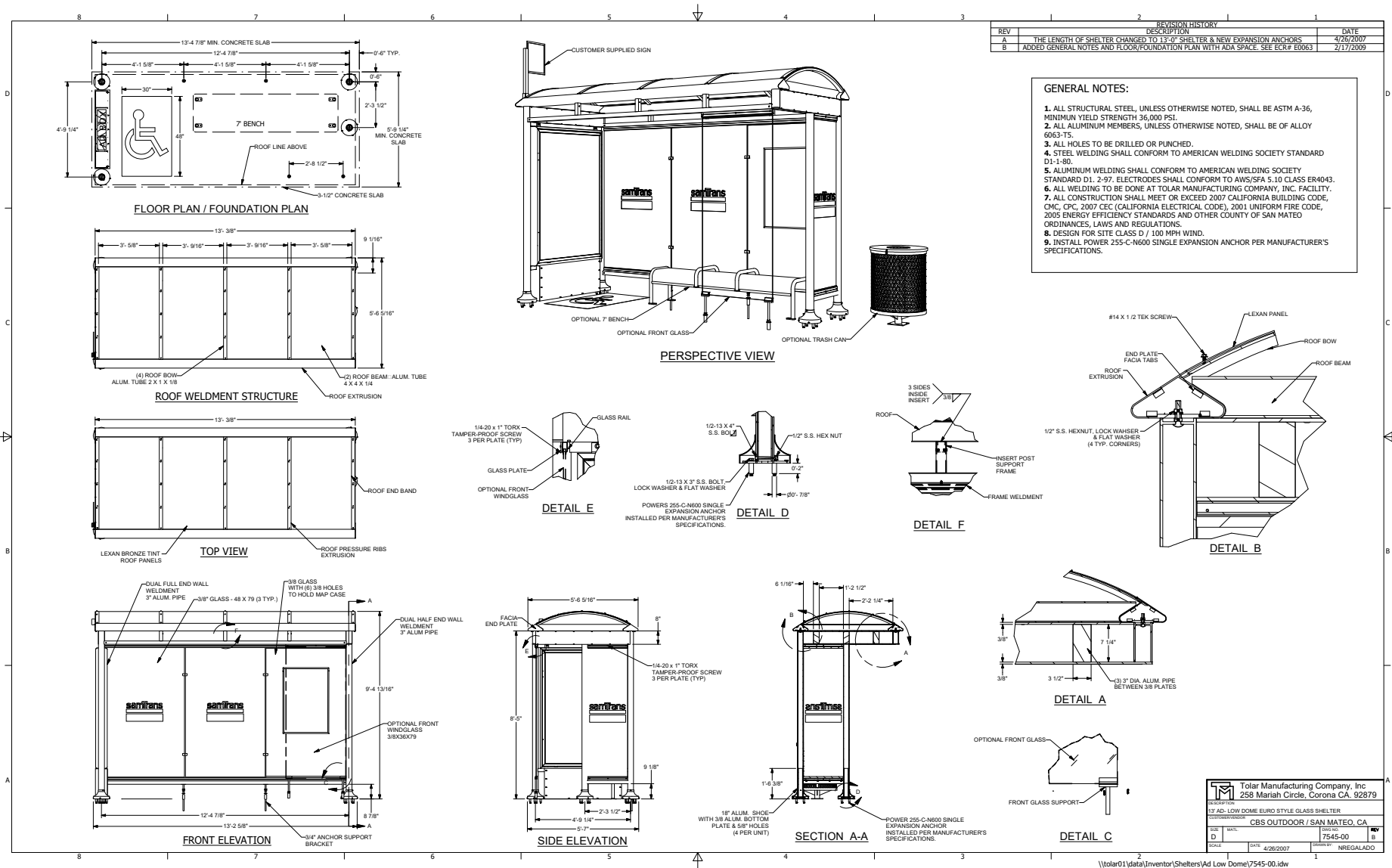
INSTALLATION INSTRUCTIONS
FOR
12' CLASSIC EUROPEAN SHELTER WITH REAR GLASS WALL

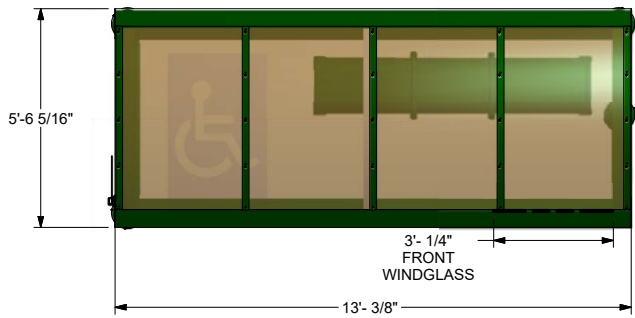
SAN MATEO, CA



CLIENT	CLIENT:	CBS OUTDOOR SAN MATEO COUNTY	
	INST.:	CITY: SAN MATEO STATE: CALIFORNIA	
	CONTACT:		
	APPROVED:	BY: _____ DATE: _____	
REVISIONS:	TYPE	BY	DATE
	_____	_____	_____
	_____	_____	_____
TOLAR	CONTACT :	SALES: PATRICK MERRICK (951) 808-0081 EXT.229	
	ENGINEER:	NICK REGALADO (951) 808-0081 EXT.235	
	ITEM #:		
MANUFACTURING	DESC.:	12' BUS SHELTER W/ FLAT AD BOX, EURO, BRONZE LEXAN ROOF PANELS DRAWING NO: 7545-00	
	ACCESS:	BENCH: 6' PERF W/ TWO VAGRANT BARS MAP CASE: AS SHOWN TRASH CAN: EXPANDED METAL MISC: _____	
	COLOR:	RAL 6002 LEAF GREEN	
 <p>1:TOLAR MANUFACTURING COMPANY, INC. WWW.TOLARMPFG.COM CORPORATE HEADQUARTERS AND MANUFACTURING FACILITY 258 Marsh Circle, Corona, CA 92679 Phone (951) 808-0081 Fax (951) 808-0041 USA Toll Free (800) 339-6165 EASTERN REGIONAL OFFICE 7954 Transit Road Suite 315, Williamsville, NY 14221-4117 Phone (716) 885-4805 Fax (716) 888-8028 USA Toll Free (800) 339-6165 Ext. 240</p> <p><small>THE DESIGN AND DRAWINGS REMAIN THE PROPERTY OF TOLAR MFG. AND ARE PROTECTED BY LAW. THEY MAY NOT BE ALTERED, ISSUED, OR REPRODUCED WITHOUT EXPRESSED WRITTEN CONSENT FROM TOLAR MFG. ALL DOCUMENTS TO BE RETURNED TO TOLAR MFG. AT COMPLETION OF WORK. CONTRACTOR TO SITE VERIFY ALL DETAILS AND DIMENSIONS AND REPORT ANY AND ALL DISCREPANCIES TO TOLAR MFG. BEFORE COMMENCING WITH THAT RELATED PORTION OF THE WORK.</small></p>			

Attachment A-1, Advertising Shelter

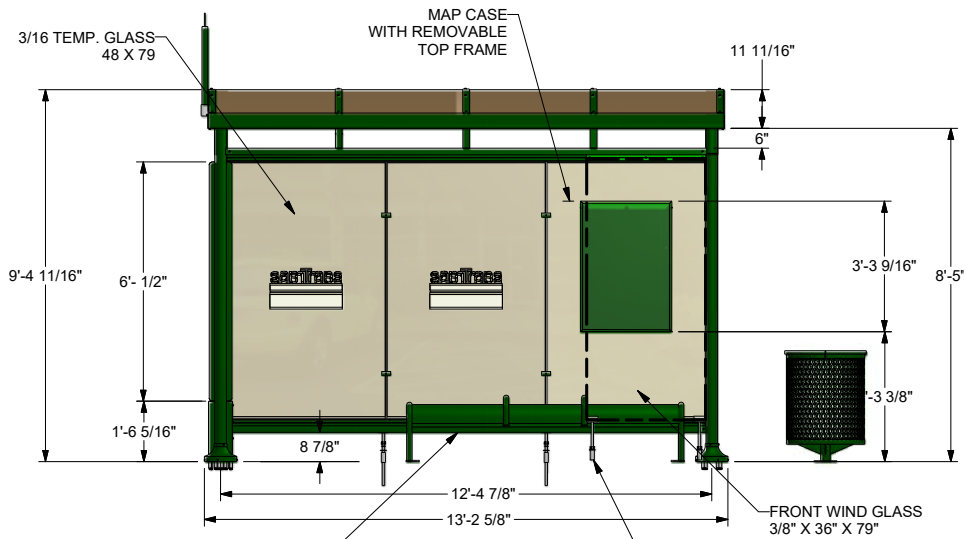




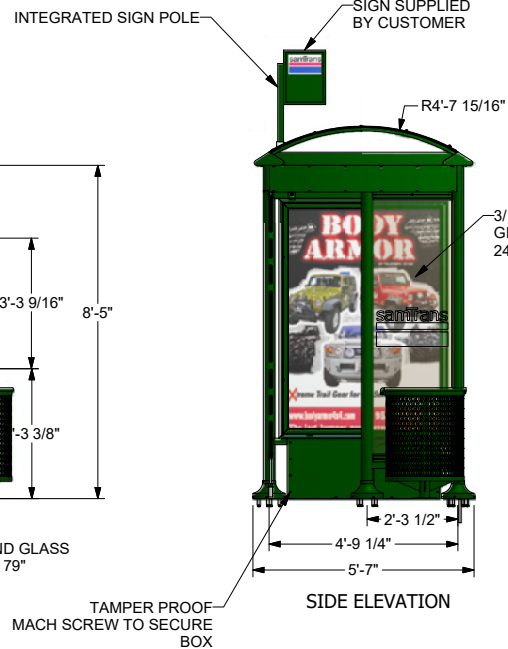
TOP VIEW



30 GAL. EXP. METAL TRASH CAN



FRONT ELEVATION



SIDE ELEVATION

CLIENT	CLIENT:	CBS OUTDOOR SAN MATEO COUNTY
	INST.:	CITY: SAN MATEO STATE: CALIFORNIA
	CONTACT:	
	APPROVED:	BY: _____ DATE: _____
	REVISIONS:	TYPE BY DATE
TOLAR	CONTACT:	SALES: PATRICK MERRICK (951) 808-0081 EXT.229 ENGINEER: NICK REGALADO (951) 808-0081 EXT.235
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MANUFACTURING	ACCESS:	BENCH: 6' PERF W/ TWO VAGRANT BARS MAP CASE: AS SHOWN TRASH CAN: EXPANDED METAL MISC: _____
	COLOR:	RAL 6002 LEAF GREEN
	<p>1: TOLAR MANUFACTURING COMPANY, INC. WWW.TOLARMPG.COM CORPORATE HEADQUARTERS AND MANUFACTURING FACILITY 258 Marsh Circle, Corona, CA 92679 Phone (951) 808-0081 Fax (951) 808-0084 USA Toll Free (800) 339-6165 EASTERN REGIONAL OFFICE 7954 Transit Road Suite 315, Williamsville, NY 14221-4117 Phone (716) 885-4905 Fax (716) 888-9008 USA Toll Free (800) 339-6165 Ext. 240</p>	
	<p>THE DESIGN AND DRAWINGS REMAIN THE PROPERTY OF TOLAR MFG. AND ARE PROTECTED BY LAW. THEY MAY NOT BE ALTERED, ISSUED, OR REPRODUCED WITHOUT EXPRESSED WRITTEN CONSENT FROM TOLAR MFG. ALL DOCUMENTS TO BE RETURNED TO TOLAR MFG. AT COMPLETION OF WORK. CONTRACTOR TO SITE VERIFY ALL DETAILS AND DIMENSIONS AND REPORT ANY AND ALL DISCREPANCIES TO TOLAR MFG. BEFORE COMMENCING WITH THAT RELATED PORTION OF THE WORK.</p>	

Attachment A-1, Advertising Shelter

Columbia Equipment Company inc.

180-10 93rd Avenue

Jamaica, New York 11433-1499

718/658-5900

FAX 718/526-4110

www.columbiaequipment.com

e-mail: shelterpr@aol.com



SPECIFICATIONS

Re: Bus Shelters for Sam Trans

GENERAL: All Bus Shelters shall be Model #7005bs /Series, as manufactured by the Columbia Equipment Company, Inc., Jamaica, New York. Dimensions shall be: 12' 6 1/4" minimum overall length (outside of fascia to outside of fascia) by 5' - 11 1/2" minimum overall width (outside of fascia to outside of fascia), by 7'-0" high to underside of fascia. (Please specify all dimensions.) Shelters shall be ~~XXXXXX~~ non-cantilevered (cross out one). Shelters shall ~~be open in front~~ have a front windscreen (~~XXXXXX~~).

CONSTRUCTION MATERIALS: All structural frame and window frame members shall be extruded aluminum of 6061-T6 or 6063-T52 (for duranodic) alloy. Structural framing shall be one-piece seamless 2-1/2" x 2-1/2" hollow aluminum tubes of .125" minimum thickness. SNAP-TOGETHER OR TWO-PIECE CHANNELS WILL NOT BE ACCEPTED. Mullions shall be one-piece seamless 1-1/2" x 2-1/2" x .125" members. Window frames shall be separate extruded aluminum members with integral self-alignment lips and corner key slots. FRAMELESS GLAZING IN RECESSED POCKETS WILL NOT BE ACCEPTED. SNAP-ON GLAZING STOPS OR STOREFRONT GLAZING DETAILS WILL NOT BE ACCEPTED. Facias shall be one-piece seamless extruded aluminum sections of .125 thickness with integral gutter, raindrip molding, weep holes - cantilevered beyond face of glazing panels below double corner key slots and alignment lip. Shelters shall be prefabricated in four or five sections, completely glazed (so that total erection time at site requires only about one hour). Skylight domed roofs shall be one-piece completely prefabricated units with domes mounted into facias and caulked and gasketed before shipping. All joints shall be neat and clean and all edges shall be free of burrs.

STANDARDS: All aluminum shall conform to the standards of the Aluminum Association, 750 3rd Avenue, New York, New York. Standards complied with in the design and construction of Columbia Shelters include AISC, Aluminum Association, ASTM, UL, etc., as applicable to the aluminum, steel, plastics and other parts. Shelter construction shall conform to construction standards of ASCE. Columbia Shelters are designed to withstand dead loads of 40 pfs min. and wind load over 75 mph.

STRUCTURAL FRAMING: All framing, both vertical and horizontal, shall be the same size. Minimum size shall be 2-1/2" X 2-1/2" X 1/8" structural tubes. Mullions shall be concealed. Connections shall be by means of 1/4" thick minimum extruded aluminum channels, 2-1/4" X 2-1/4" X 2-1/4" high with tapered edges, or 1-1/4" x 2-1/4" X 2-1/4" high with tapered edges. Each main structural joint shall be fastened with two high strength stainless steel bolts of 1/4" diameter with washers, lockwashers and nuts and 1/4" countersunk aluminum hammer rivets at each joint. SELF-TAPPING CONNECTORS WILL NOT BE ACCEPTED. Base connections shall be adjustable to varying sidewalk or mounting conditions. Base of Shelter columns shall be designed to accept both internal and external base flanges. Where external flanges are used, they shall have same anodized or duranodic finish as Shelter. PAINTED FLANGES WILL NOT BE ACCEPTABLE WITH ANODIZED OR DURANODIC FINISHED SHELTERS. Shelter posts shall contain internal drainage weep holes to prevent condensation build-up.

WINDOW FRAMING: Windows shall be factory installed in window frame which shall be factory installed into the separate structural frame. Window frames shall have mitered corners and shall be connected internally by extruded aluminum corner keys or screw bosses with concealed stainless steel screws for positive tamper-proof fastening. Window frames shall be affixed to Shelter frame with 3/16" shallow head aluminum rivets, at approximately 13-1/4" O.C. Rivets shall grip both surfaces being joined continuously for a full 360°. RIVETS FASTENED INTO "SLOTS" WILL NOT BE PERMITTED. Window frames shall be independent so that windows with gasketing (mounted in frames) can be removed or installed as a complete unit without affecting any other member of the Shelters. FIN TUBES, SNAP-ON OR SCREW-ON GLAZING BEADS ARE NOT ACCEPTABLE. Where polycarbonate windows are used, specially deep frames with

SPECIFICATIONS
Page 2 continued

specially deep continuous PVC dry set splines shall be used for gasketing. Design of window framing shall be such that only authorized personnel may remove window units.

FINISHES: All aluminum framing shall have a #313 Dark Bronze Duranodic finish to conform to "Aluminum Association Standards for anodically Coated Aluminum Alloys for Architectural Applications". Facias shall have a #313 Dark Bronze Duranodic finish. Duranodic finishes shall conform to the standards of the Aluminum Company of America.

GLAZING: All glazing shall be 1/4" bronze tempered glass. Gasketing around windows shall be continuous specially extruded polyvinyl chloride PVC dry set splines. Where polycarbonate (not applicable) glazing is used, specially deep continuous PVC dry set splines shall be used, as shall deep window frames. Glazing shall be fully gasketed and framed in independent, interchangeable factory assembled units for ease of maintenance and repair. Maximum glazing panel widths shall be 29".

ROOF: Roof shall be one-piece molded acrylic skylight dome. Thickness of acrylic shall be 1/4" nominal. Color shall be translucent white. Roof shall be completely enclosed - both top and bottom - by continuous, compressed gaskets of expanded EPT rubber or neoprene SCE41, with adhesive backing and shall be leak and condensation proof. All roof seams and joints between dome and aluminum shall be continuously sealed with premium construction grade silicone such as Dow #780 or GE #1200. Roof dome shall be factory mounted into facia/gutter assembly. Roof dome shall be removable without removing facia. Roof dome(s) shall NOT be held in place with snap-in members.

ROOF/FACIA: Facia member shall be 6" high minimum. Facias shall be one-piece continuous extruded members with mitered corners; connection in facias shall be with two (2) aluminum angle corner keys and four (4) threaded stainless steel Allenhead set screws at each corner. FACIA MEMBERS SHALL HAVE NO EXPOSED FASTENINGS OF ANY SORT. Joints shall be mechanically fastened, NOT WELDED, to facilitate future maintenance. Facia members shall have integral self-aligning lips for perfect alignment. Weep holes in facia shall be located on a custom basis to prevent drainage from crossing through Shelter on sidewalk. Drainage shall take place through cantilevered weep holes to an external reveal inside the facia but outside the Shelter, to prevent streaking on the exterior surface of the facia. For safety, top edge of facia shall be rounded. Roof assembly shall be attached to roof beams with 1/2" minimum diameter stainless steel gasketed roof bolts approximately 13" o.c.

ADDITIONAL: Design of Shelter shall be such that the structure is stable with all windows, roof, facia and ground fastenings remove. Shelters shall be designed by Registered Architect and engineered by Licensed Engineers. Shelters shall be vandal-resistant, maintenance-free and completely weather-proof. The design shall permit integration of light fixture, bench, radiant heater, transit map and schedule panels, telephone, graphic treatments and other integrated street furniture. All installation hardware and ground anchors shall be supplied with Shelter.

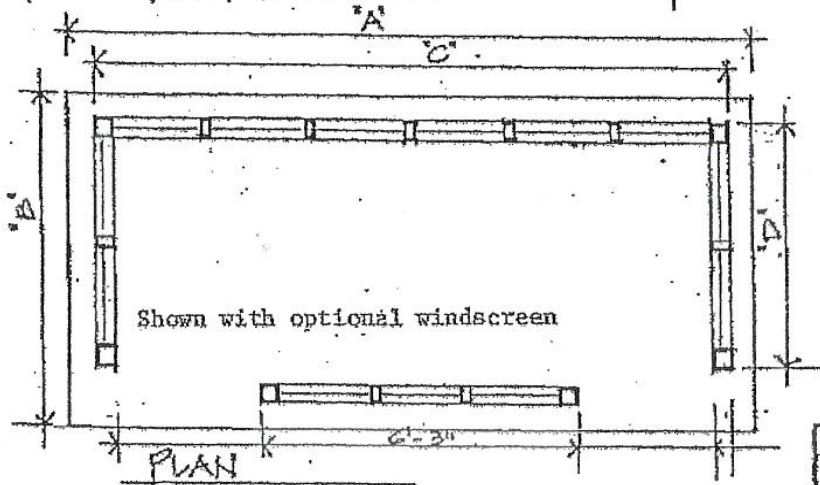
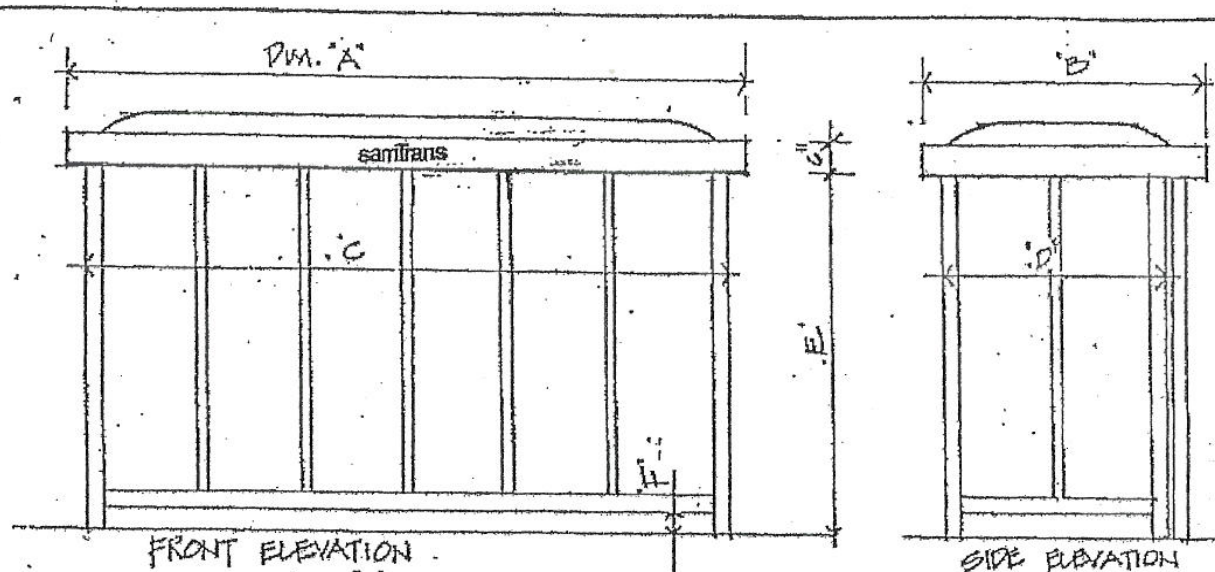
MAP/SCHEDULE DISPLAY PANEL: All shelters to be furnished with integrated hinged display panel full window width (approx. 30") x 50" high. One side to have continuous aluminum piano hinge finished to match shelter. Opposite side to have tamper-proof stainless steel screws and a special tool provided. Frame to be extruded aluminum with integral screw bosses at corners and approx. 1/2" wide X 1/8" thick. Finish of frame to match shelter. Glazing to be 3/16" clear tempered glass in continuous black PVC gasket. Bottom edge of frame to have aluminum cleat.

BENCH: All shelters to be furnished with 8'-0" independent bronze aluminum bench with back. Seat and backs to be 1-piece seamless extruded planks w/fluted surfaces, rounded edges, capped ends and hidden stainless steel hardware.

Shelters to match previous shelters by Columbia furnished to SamTrans in the past.

Graphics: All shelters to have white diecut SamTrans logos on front facia members. Artwork to be provided by SamTrans.

EXHIBIT A



"A" = 12'-6 1/4"	"E" = 7'-0"
"B" = 5'-11 1/2"	"F" = 8" ±
"C" = 12'-2 1/2"	"G" = 6'-3"
"D" = 5'-4 1/2"	

No. of REAR WINDOWS = 6
 No. of SIDE WINDOWS = 2
 No. of FRONT WINDOWS = 3

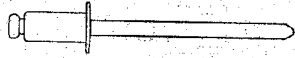
DRAWINGS ABOVE ARE DIAGRAMATIC FOR PROPER NO. OF WINDOWS SEE CHART.

REVISIONS			PLAN & ELEVATION VIEWS OF MODEL #7005bs BUS SHELTER FOR SAMTRANS, San Mateo CA, Columbia Equipment Company		
NO	DATE	BY	DRAWN BY	SCALE	MATERIAL
1			BMC	NOT TO SCALE	
2			CHR D	DATE 6/20/13	DRAWING NO
3			TRACED	APP G	7005bs

THE FOLLOWING TOOLS ARE REQUIRED FOR INSTALLATION

- Drill Motor w/ #11 and 1/4" Drill Bits
- Heavy Duty Drill Motor w/ 1/2" Masonry Drill Bit
- Steel Hammer
- Dead Blow Hammer
- Heavy Duty Pop Rivet Tool
- Bubble Level
- 7/16" and 3/4" Sockets w/ Wrench
- Caulk Gun

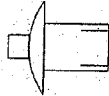
SUMMARY OF SHELTER FASTENERS PROVIDED



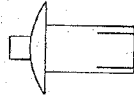
A 3/16" x 3/16" G.R. Aluminum Blind Rivet
Window Sash and Ground Windskirt
Attachment – PART # F-4029



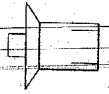
B 3/16" x 3/8" Stainless Steel Blind Rivet –
Bench and Backrest Bracket Attachment
Grillwork Attachment – PART # F-4066



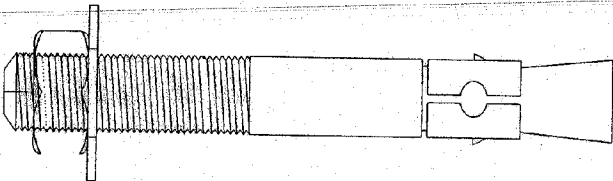
C 1/4" x 1/4" Dome Head Drive Rivet –
Roof Module Attachment – PART # F-4045



D 1/4" x 3/8" Dome Head Drive Rivet –
Anchor Boot Attachment – PART # F-4043

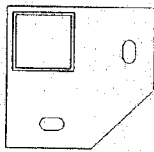


E 1/4" x 3/8" Counter Sunk Drive Rivet –
Frame Attachment – PART # F-4053

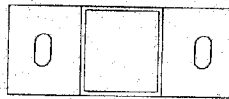


F 1/2" x 3 3/4" Stainless Steel Wedge Anchor
Bolt Ground Attachment – PART # F-4050

SHELTER ANCHOR BOOT STYLES:



CORNER BOOT
Part # B4642

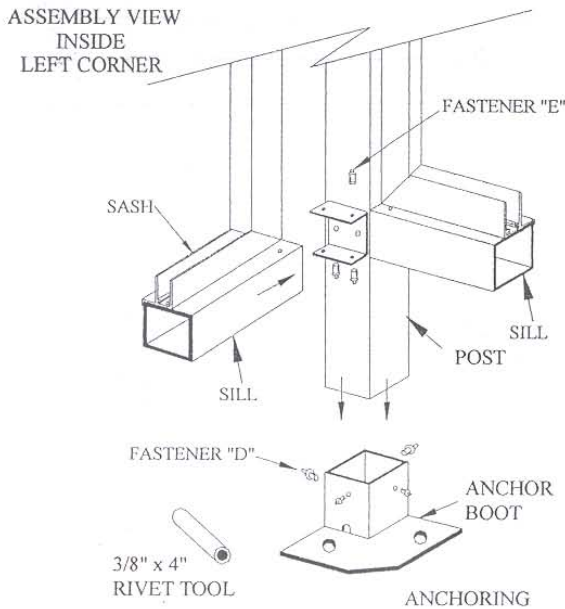
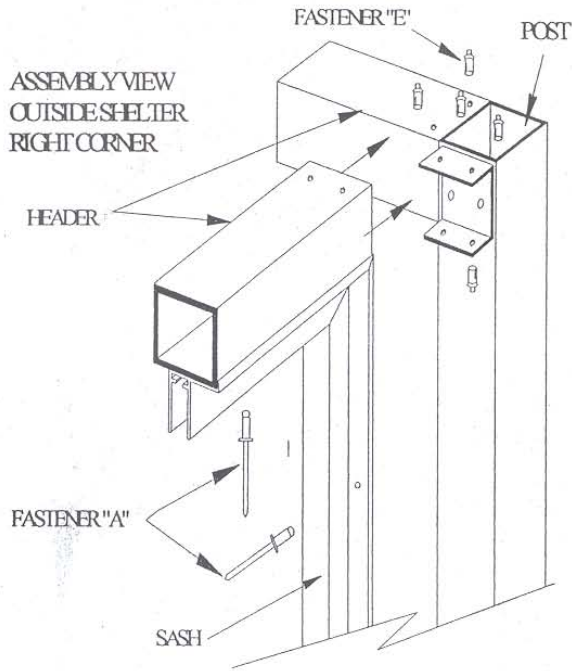


INTERMEDIATE BOOT
Part # B4630



DOORWAY BOOT
Part # B4643

SHELTER WALL SECTION ASSEMBLY



For proper orientation of the shelter, wall sections are viewed by standing in front of the shelter looking in. All wall sections are labeled for assembly.

- Start with the left side wall and the left rear wall sections.
- Begin by setting vertical posts into anchor boots. Orient anchor boot so flanges of boot and eventual anchor bolts will align under the sill.
- Slide header and sill tubes onto corresponding structural clips. Fully engage wall sections until sash lip covers column edge.

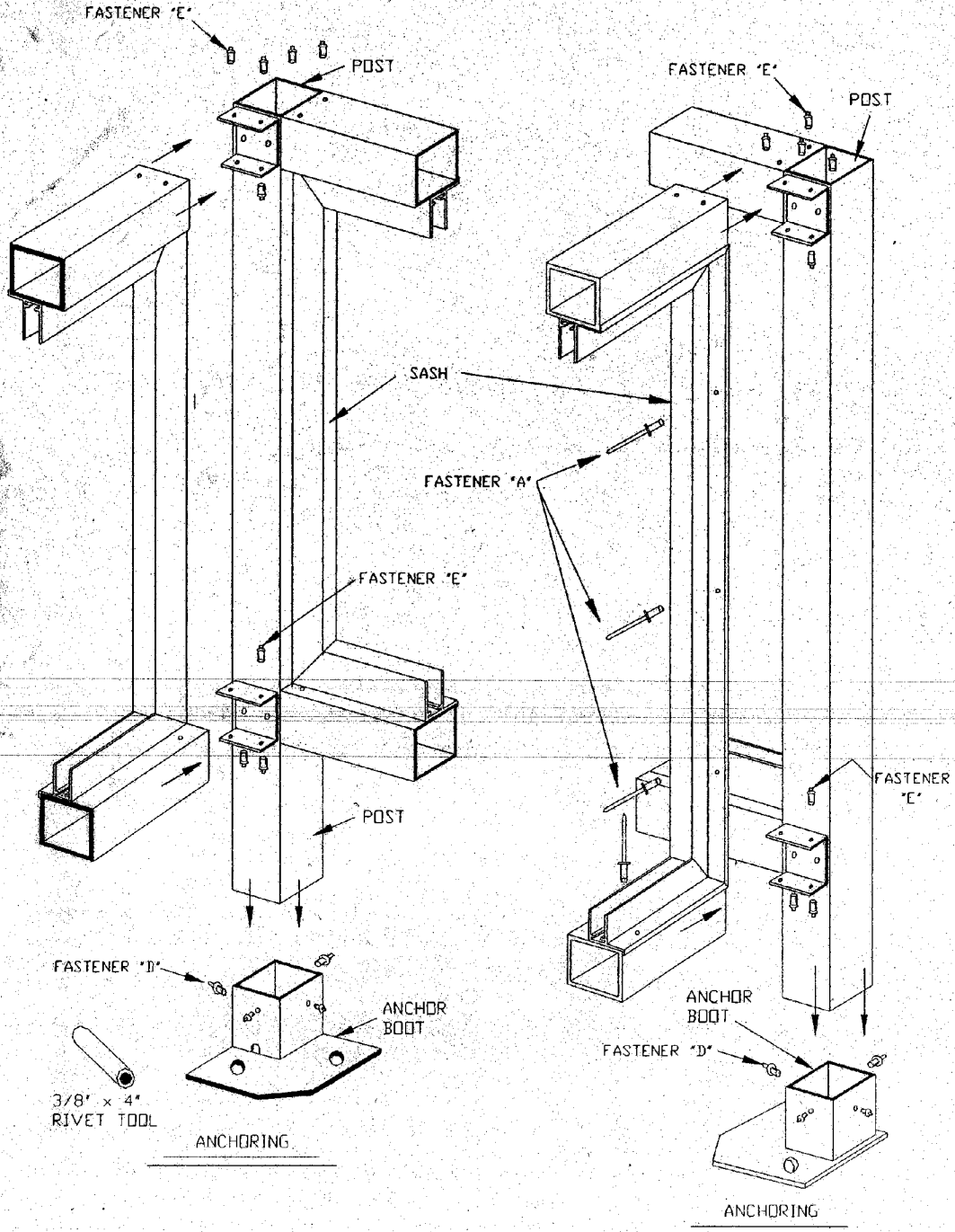
These shelters are precision manufactured. Some tapping may be necessary to fully engage tubes over structural clips. Countersunk drive rivet holes will be at a slight offset to hold tube and clip in tension.

- Using tool provided, seat rivets into predrilled holes. Secure connection with (3) 1/4" countersunk drive rivets at each clip.
- Repeat connection technique for all remaining back wall or side wall sections.
- Insert roof cross brace tube(s) over structural clip(s) on back wall header beam.
- Attach front header or optional front windscreen by spreading side wall sections until header tube engages over structural clip(s). Insert roof cross brace tube(s) over front structural clips. Secure with countersunk drive rivets.
- Where wall sections connect, Use #11 drill bit (.191 dia) and drill through pilot holes in sash into corresponding tube.
- Secure sash to tube with 3/16" x 3/8" aluminum blind rivets.
- With wall sections assembled; square and plumb wall sections. Use 1" shims provided to pitch shelter drainage to the rear. Shims should be placed inside anchor boots to maintain sufficient pitch so water cannot pool. Final leveling can take place prior to anchoring shelter in place.

SHELTER WALL SECTION ASSEMBLY

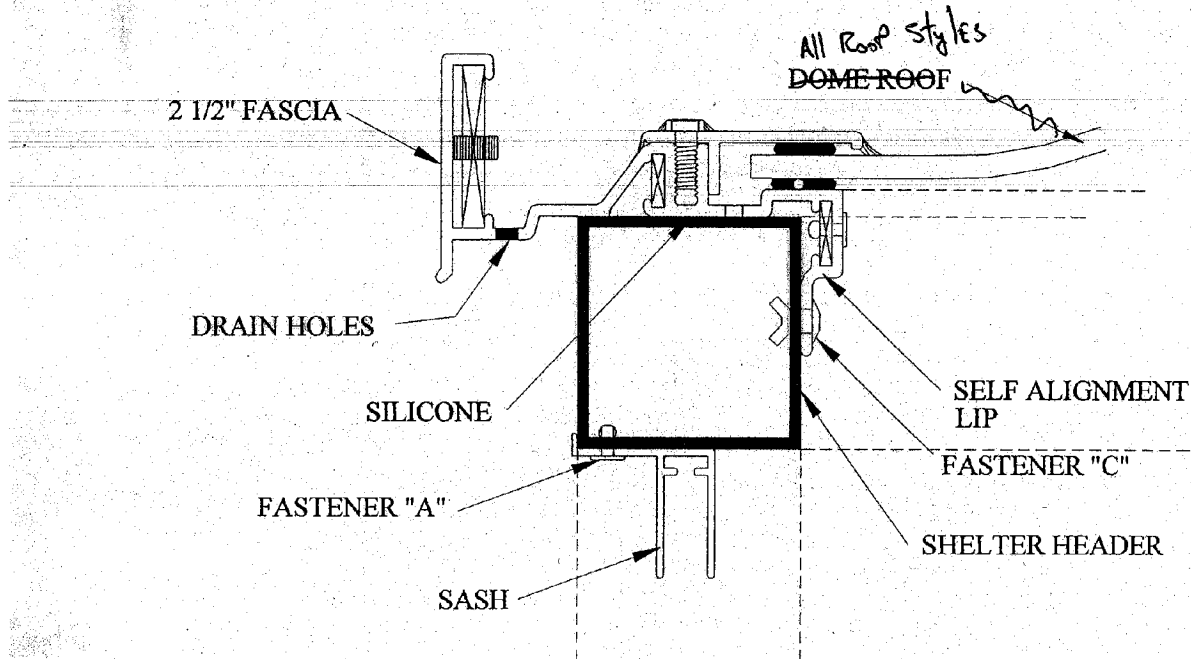
ASSEMBLY VIEW INSIDE SHELTER – LEFT CORNER

ASSEMBLY VIEW OUTSIDE SHELTER – RIGHT COR-

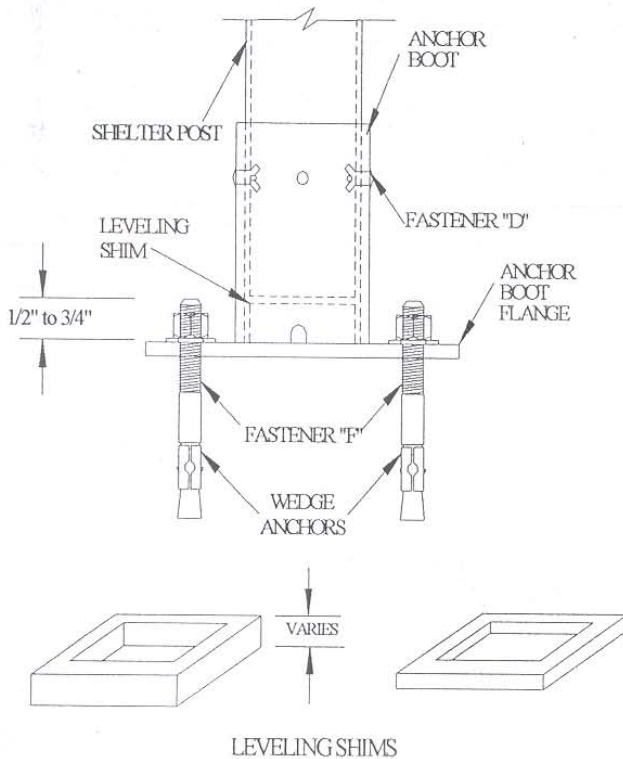
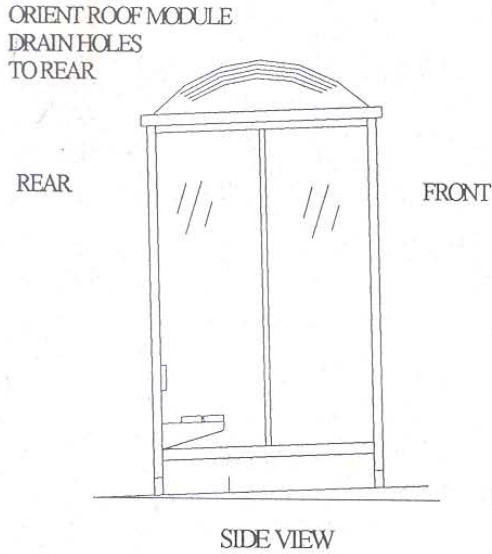


SINGLE ROOF MODULE INSTALLATION

- Be sure shelter frame is square and level
- Clean top of header beams around the entire perimeter of shelter.
- With drain holes located to the rear of the shelter, set roof module onto shelter wall sections.
- Be sure roof module is set completely into shelter frame. Pull down from outside if necessary and hold firm.
- From inside the shelter, using 1/4" drill bit, drill through pilot holes in the self alignment lip of the roof modules into shelter header beams.
- Secure entire perimeter with 1/4" x 1/4" dome head drive rivets. (Fastener "C")

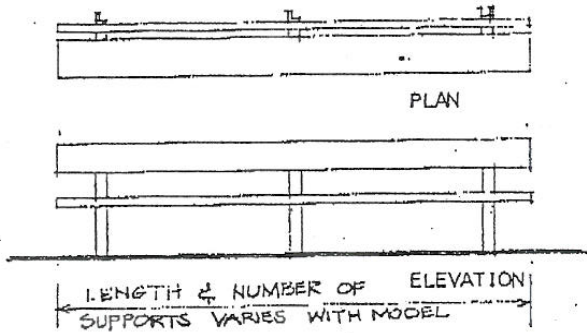


FINAL LEVELING / ANCHORING SHELTER

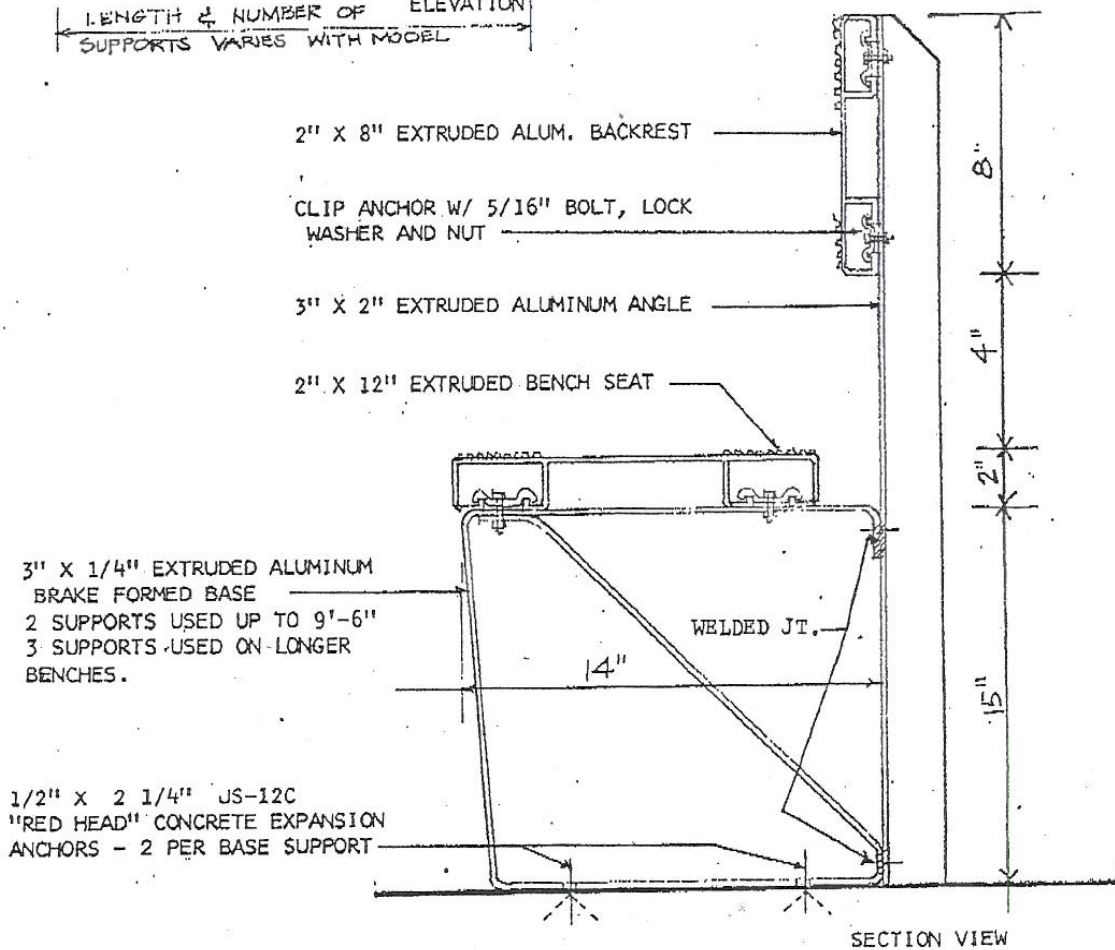


- With the shelter in the proper location, square and plumb wall sections. This can be done using a bubble level and the 3-4-5 squaring formula (from a corner, measure and mark 3' along the side wall, measure and mark 4' along the back wall. The distance between the marks (forming a triangle) needs to be 5'. Adjust accordingly.
- Using a bubble level and leveling shims provided in the hardware kit, pitch shelter to the rear for drainage. Sufficient pitch should be maintained not to pool water in the roof module.
- Mark concrete through holes in anchor boot flanges.
- Move shelter over allowing ample room to drill holes in concrete. Using a 1/2" masonry bit, drill a 3" - 3 1/2" deep hole.
- Relocate shelter over drilled holes.
- Set wedge anchors (Fastener "F") into holes leaving 1/2" to 3/4" exposed thread above surface of anchor boot flange. Apply flat washer, lock washer, and nut onto bolt. Tighten securely.
- Drill through pilot holes in anchor boot into shelter leg (1/4" bit). Secure each anchor boot with (4) 1/4" x 3/8" dome head drive rivets. (Fastener "D")

Columbia Equipment Company



- NOTES:
1. ALL MEMBERS ARE OF EXTRUDED ALUMINUM.
 2. ALL SEAT AND BACKRESTS TO BE CAPPED ON ENDS. THERE SHALL BE NO ROUGH EDGES.
 3. FINISH OF ALUMINUM TO BE CLEAR ANODIZED



ALUMINUM BENCH

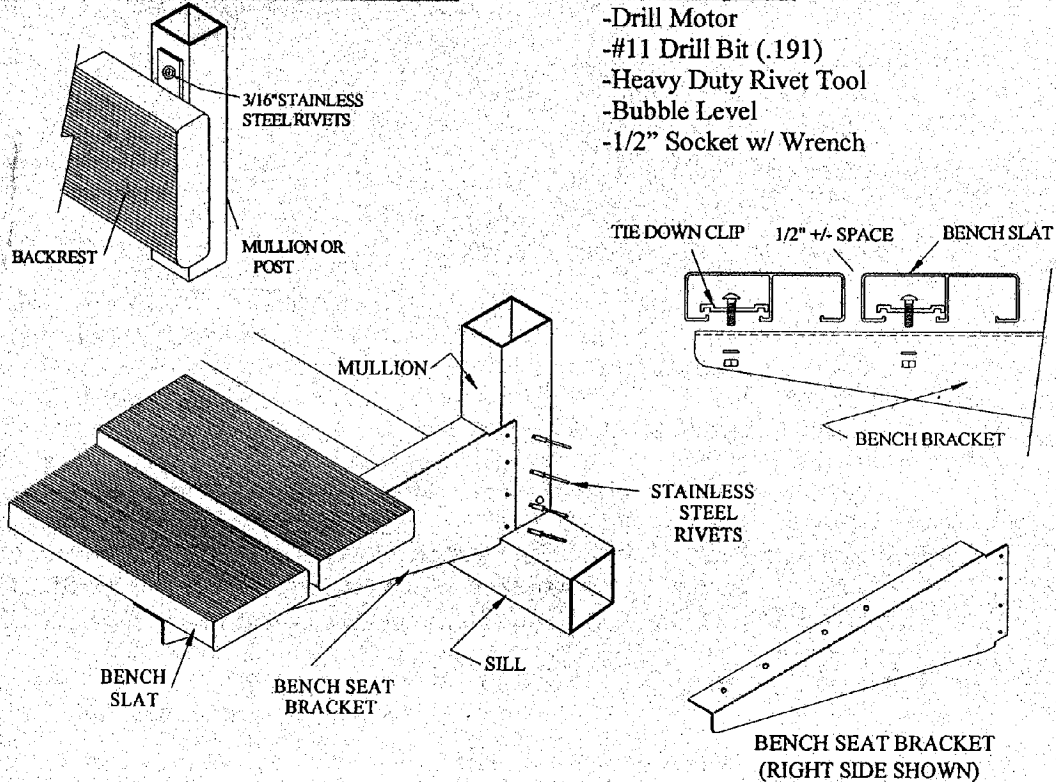
SK-3b

scale: NONE
date: 5-12-76

JAN 26 '93 12:13

EXHIBIT B

Item #9.c.3.
4/3/2024

ALUMINUM BENCH INSTALLATION**Tools Required**

- Drill Motor
- #11 Drill Bit (.191)
- Heavy Duty Rivet Tool
- Bubble Level
- 1/2" Socket w/ Wrench

ALUMINUM BENCH INSTALLATION

Begin by laying out the bench brackets in your shelter.

Typical bench installation is the entire back wall of your shelter, for ADA consideration, some shelters will only have a partial length bench and backrest. The end brackets attach to the corner columns with the top support flange facing away from the adjacent glass. The intermediate brackets align to the right of the vertical mullions with the top support flange aligning directly in front of the vertical mullion.

Starting in the corner locate bottom alignment notch on sill with bracket firmly against column.

Drill (4) #11 holes (.191 dia.) through bracket pilot holes into vertical column.

Apply (4) 3/16" x 3/8" stainless steel pop rivets. (FASTENER "B") (DO NOT SUBSTITUTE)

Locate the next bench bracket on the right hand side of the next vertical mullion Repeat above directions to attach. Locate bench slats onto brackets (as shown above)

Place bench tie down clip over alignment leg of bench slat. Insert 5/16" carriage bolt down through tie down clip into bench bracket. Repeat for each bracket. Once all tie down clips are attached and hand tightened, make adjustments to planks to insure proper alignment. Tighten securely once aligned.

Locate backrest slat against wall with attachment straps aligning with vertical mullions. Top of backrest slat should be 16" above top of bench slats.

CLEANING TIPS

This information is intended to serve as a guide and will be useful in understanding the proper care and maintenance of anodized aluminum. As with any finished product, anodized aluminum requires reasonable care prior to and during installation. Anodized aluminum possesses exceptional resistance to corrosion, discoloration and wear. Upon final installation routine maintenance should commence. The more frequently aluminum is cleaned the easier and less costly succeeding maintenance is:

1. Over-cleaning or excessive rubbing can do more harm than good.
2. Strong solvents or strong cleaner concentrations can cause damage to the finished surface.
3. Avoid abrasive cleaners. Do not use household cleaners that contain abrasives.
4. Abrasive materials like steel wool, abrasive brushes, etc. can wear and harm finishes.
5. Avoid drips and splashes. Remove excess solvents as quickly as possible.
6. Avoid temperature extremes. Heat accelerates chemical reactions and may evaporate water from cleaning solutions. Extremely low temperatures may result in poor cleaning results. Cleaning under adverse conditions may result in streaking or staining. Ideally, cleaning should be done in shade at moderate temperatures.
7. Do not substitute a heavy-duty cleaner for a frequently used mild cleaner.
8. Do not scour surface.
9. Never use paint removers, aggressive alkaline, acid or abrasive cleaners.
10. Do not use tri-sodium phosphate, highly alkaline, high acid based cleaners.
11. Always do a surface test in an inconspicuous area.
12. Follow manufactures recommendations for mixing and diluting cleaners.
13. Never mix cleaners.
14. To prevent marring, make sure cleaning sponges, cloths, etc. are grit free.
15. Consideration must be given to the effects of drips, splashes and run down to shrubbery, personal equipment, vehicles and other items located near by. Such conditions may affect the timing of the cleaning schedule.

PRODUCTS FOR THE CARE OF ALUMINUM

The following list of proprietary products for the care and cleaning of aluminum has been provided by member companies of the Aluminum Association, and is included merely as an aide in identifying such products and the categories described in the text. No attempt has been made by the Association to evaluate their effectiveness, nor does listing here constitute an endorsement. The list is not to be considered all-inclusive; other products equally suitable for the intended purpose may be available. The responsibility for the selection, determination of suitability, and proper use of the cleaning product is left to the user.

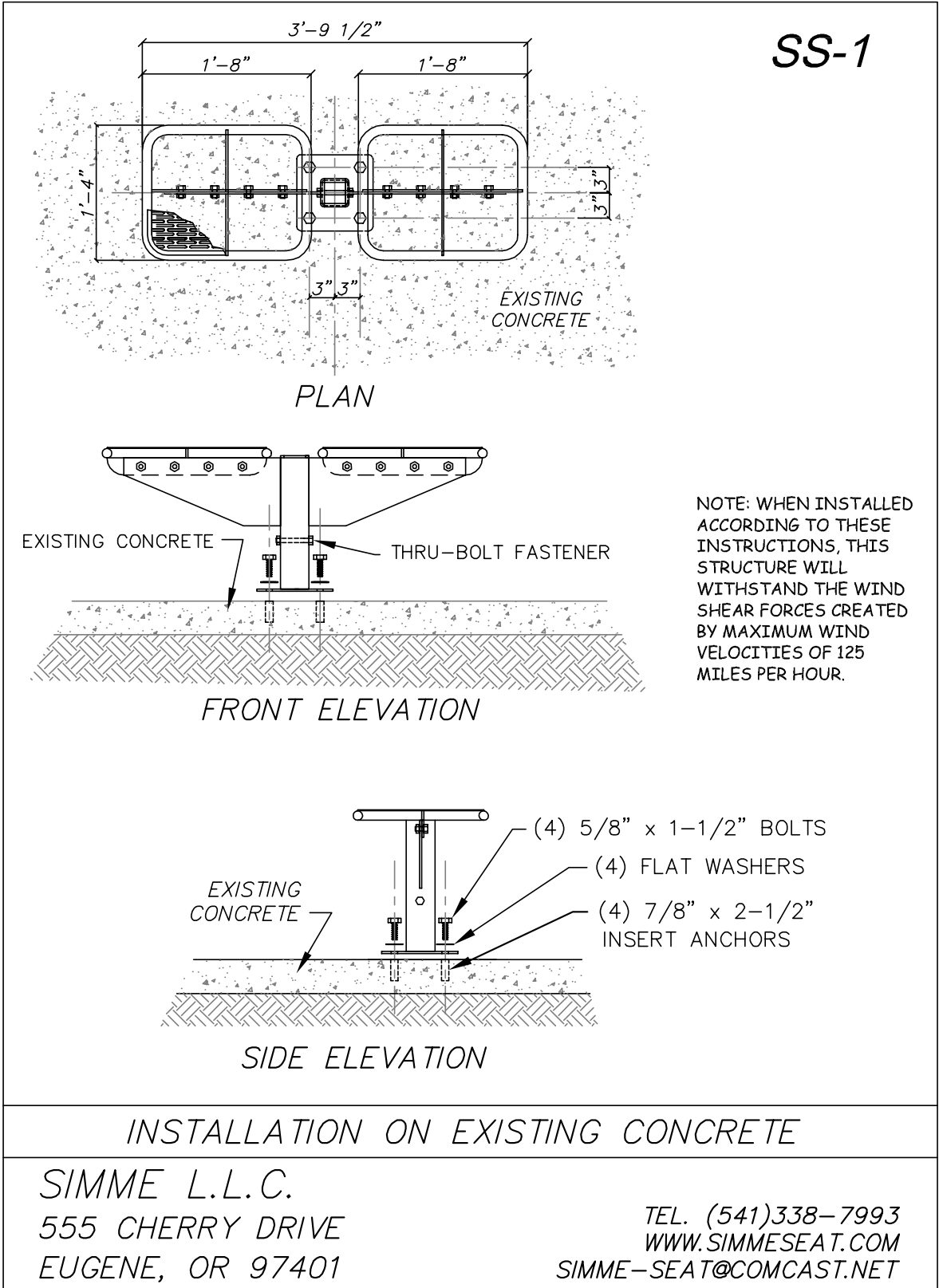
Cleaners

mild soaps and detergents and non-etching cleaners

Aero wash	BASF Wyandotte Corporation, Wyandotte, MI 48192
Aluma-Clean	Coricone Corporation, 550 Frontage Rd., Northfield, IL 60093
Aluminum Cleaner HC-22	Klenzade Products, Div. of Economics Labs, Beloit, WI 48192
ARCAL 101	ARCAL Chemicals, Inc., 223 Westhampton Ave., Seat Pleasant, MD 20027
Cascade/Ivory Liquid/Ivory Snow/ Joy/Thrill	The Procter & Gamble Co., P.O. Box 599 Cincinnati, OH 45202
Cee-Bee A-69m/Cee-Bee A-13/Cee-Bee 280	McGean Chemical Co., 9520 East Cee Bee Dr., Downey, CA 90241
Clepo 83-M 8-S	Frederick Gumm Chemical Co., Inc., 1280 Wall Street West, Lyndhurst, NJ 07071
Fantastic	Toxizo, Division of Morton Norwick Products, Inc., P.O. Box 368, Greenville, SC 29602
Fels Soap Granules	Fels & Co. Div., Purex Corp., 73rd & Woodland Ave., Philadelphia, PA 19138
Fleetline JC4/JC5/111/204	Oakite Products, Inc., 50 Valley Rd., Berkeley Heights, NJ 07922
Flow	Dubois Chemicals, DuBois Tower, Cincinnati, OH 45202
General Surface Cleaner	Fruehauf Division, Fruehauf Corp., Detroit, MI 48232
Glim	Babbit Products, Inc., Lakeville, CT 06039
Lux Liquid/Swan Liquid/Dove Liquid/ Dishwasher All	Lever Bros. Co., 390 Park Ave., New York, NY 10022
Magnuwash/NZL/155-X/1156/921-X3	Magnus Division, Economics Laboratory, Inc., Osborn Bldg, St. Paul, MN 55102
Melo-Mighty	Klix Chemical Co., Inc., 551 Railroad Ave. South, San Francisco, CA 94080
No. 203 Aluminum Cleaner	Solventol Chemical Products, Inc., Romulus, MI 48174
#840-1691 Purg-All	Parr, Inc., 18400 Syracuse Ave., Cleveland, OH 44110
Penesolve 5/Power Cleaner/Powerlone	Penelone Corp., 74 Hudson Ave., Tenafly, NJ 07670
Pex Liquid Detergent	Peck's Products Co., 610 E. Clarence Ave., St. Louis, MO 63147
Ridosol/Ridoline 53/57/357, P3 Almoxo 18, 19,36	Amchem Products, Inc., Amber, PA 19002
Spray-Nine	Knight Oil Corp., 251 North Comrie Ave., Johnstown, NY 12095
Super 815, 815MX	B布林 & Company, Inc., P.O. Box 270-B, Indianapolis, IN 46206
Texolite 100/584	Texo Corporation, 2801 Highland Ave., Cincinnati, OH 45212
Trail-R-Wash	Kool Seal, 8001 Franklin Blvd., Cleveland, OH 44102
Vari-Kleen, Spray White	Richardson Company, Allied-Kelite Products Div. 2400 E. Denon Ave., Des Plaines, IL 60018
West Glo	West Chemical Products Inc., Orchard & West Sts., Long Island City, NY 11101

solvent and emulsion cleaners

Airshow Gr I	B布林 & Company, P.O. Box 270-B, Indianapolis, IN 46206
Actusol/Super-Mul, Expedite, Zolu, Lectro SAF	Dubois, Div. Of chemed Corp., DuBois Tower, Fountain Square, Cincinnati OH 45202
Cee-Bee R-677/Cee-Bee C-50 468/Emlon	McGean Chemical Co., 9520 East Cee Bee Dr., Downey, CA 90241
Inhibisol/old Salt Degreaser/ Navee 42/Navitene	BASF Wyandotte Corp., Chemical Specialties Div., Wyandotte, MI 48192
Tri-Ethane	Penelone Corp., 74 Hudson St., Tenafly, NJ 07670
Turco Solv/Kwik Solv	PPG Industries, One Gateway Center, Pittsburgh, PA 15222
W64 C CI	Turco Products, Div. Of Purex Corp. Ltd. Wilmington, CA 09749
	The Sherwin Williams Co. 101 Propect Ave. N.W., Cleveland, OH 44101

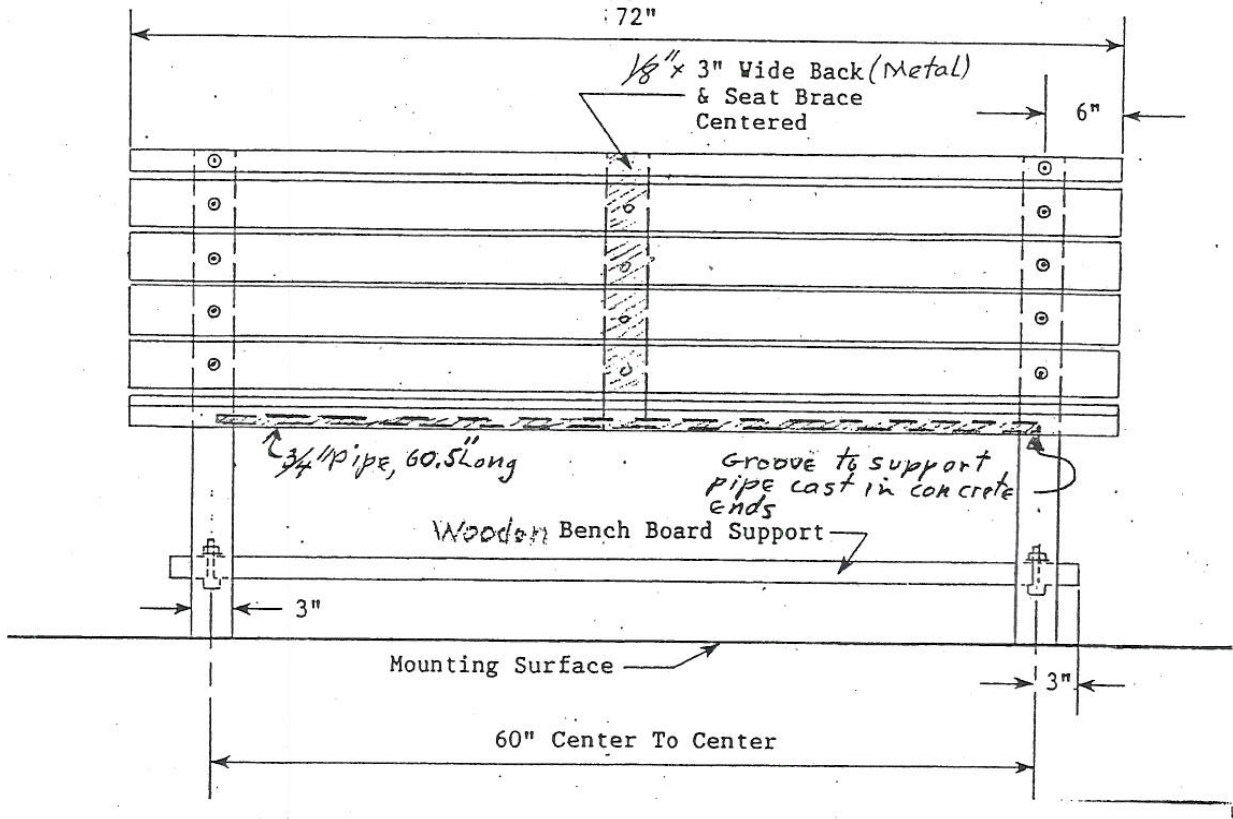


Appendix 1

Attachment A-4, Composite Wood Bench

Jayna of California
 Box 434 SR 2
 La Honda Ca 94020
 650 851 1243

May 2002



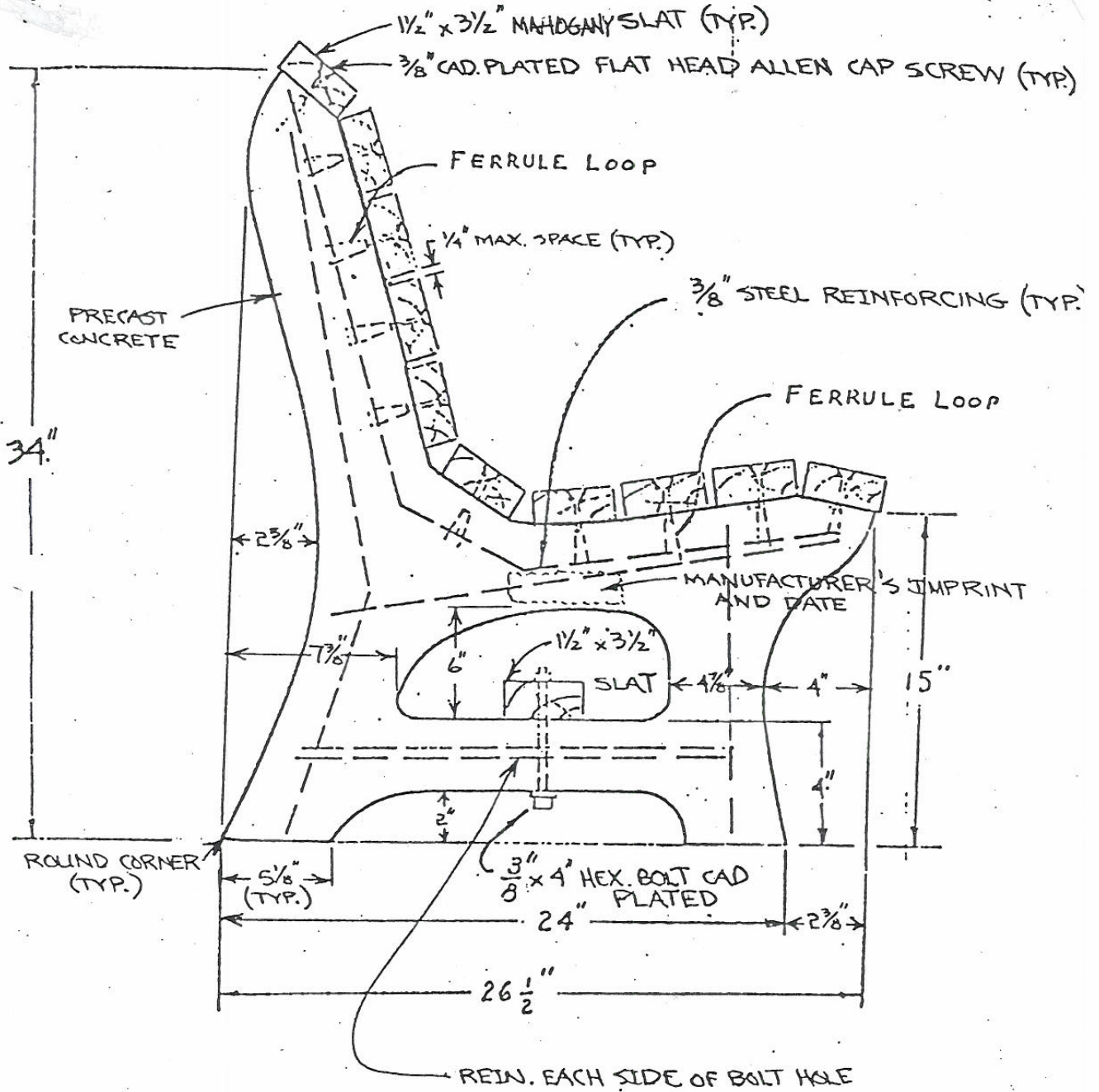
Front View
 N.T.S.

NOTES:

1. All ferrule loops shall lie in the same straight line. Said line shall pass through the middle of the concrete ends.
2. All ten (10) plastic slats ends shall lie along the same straight line at both ends.
3. Metal back and seat plate attached with 5/16 x 1 1/2 hex Lag screw.
4. Provide SamTrans logo as per Section 02870, 2.02.E.

Attachment A-4, Composite Wood Bench

274



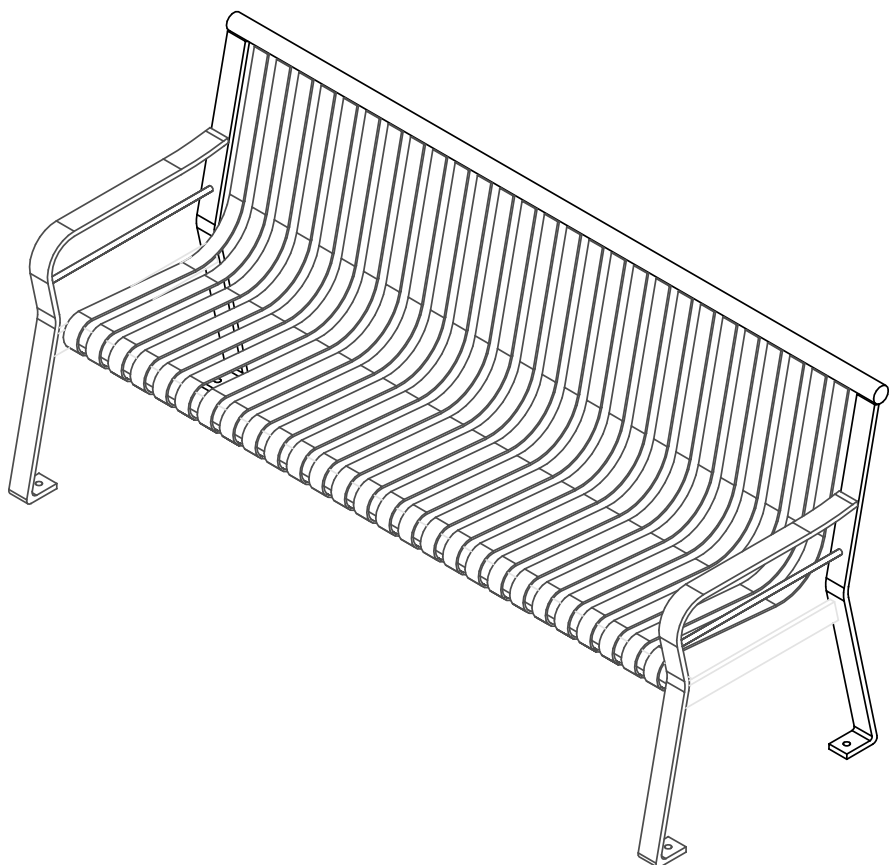
NOTES:

1. Rebar shall pass through the loop in the ferrule loop.

SIDE VIEW

REVISIONS				
ZONE	REV	DESCRIPTION	DATE	APPROVED

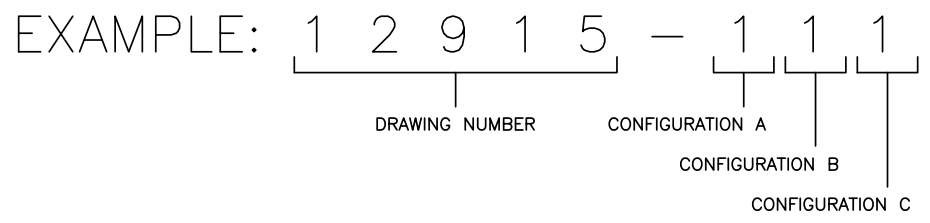
THIS DRAWING SHALL BE USED AS A GUIDE ONLY. ALL DIMENSIONS SHALL BE TO UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS SHALL BE TO THE CENTERLINE UNLESS OTHERWISE SPECIFIED.



CONFIGURATION A	
1	PLANT 1
2	PLANT 2

CONFIGURATION B - ANCHORS	
0	NO ANCHORS
1	1/2" X 3 3/4" SUP-R ANCHORS, ZINC
2	1/2" X 3 3/4" SUP-R ANCHORS, STN STL
3	1/2" X 4 1/4" SUP-R ANCHORS, ZINC
4	1/2" X 4 1/4" SUP-R ANCHORS, STN STL
5	1/2" X 3 3/4" HILTI TZ ANCHORS, ZINC
6	1/2" X 3 3/4" HILTI TZ ANCHORS, STN STL
7	1/2" X 4 1/2" HILTI TZ ANCHORS, ZINC
8	1/2" X 4 1/2" HILTI TZ ANCHORS, STN STL
9	SPECIAL - SPECIFIED ON SALES ORDER

CONFIGURATION C - FINISH	
0	NONE
1	STANDARD POWDER COAT
2	STANDARD POWDER COAT WITH CLEAR COAT
3	PREMIUM POWDER COAT
4	PREMIUM POWDER COAT WITH CLEAR COAT
5	TBD
6	TBD
7	TBD
8	TBD
9	SPECIAL - SPECIFIED ON SALES ORDER

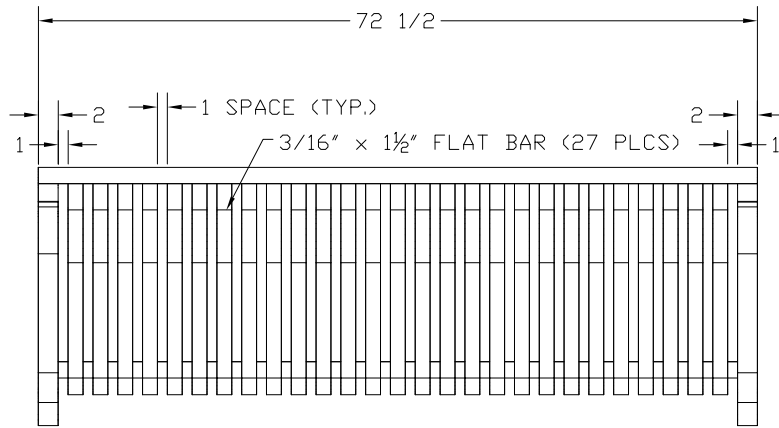


SHEET 1 OF 2

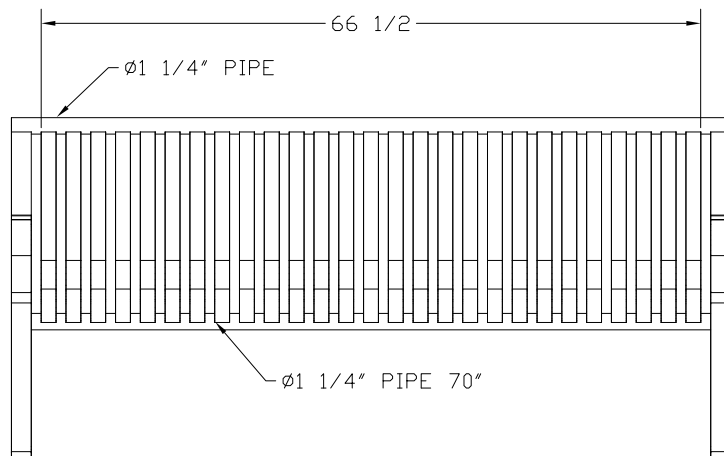
<small>UNLESS OTHERWISE SPECIFIED: ALL DIMENSIONS ARE IN INCHES</small>		TOLAR Tolar Manufacturing Company, Inc 258 Mariah Circle, Corona, CA 92879	
<small>TOLERANCES: FRACTIONS: 1/16" - 1/8" DECIMALS: 0.005" - 0.015" ANGLES: 1/2°</small>	<small>UNLESS OTHERWISE SPECIFIED: ALL DIMENSIONS ARE IN INCHES</small>	DESCRIPTION BENCH, 6' STRAP BACK W/NO VAGRANT	CUSTOMER/VENDOR
<small>THIRD ANGLE PROJECTION</small>	SIZE C	MATL STEEL	DWG NO. 12915
	SCALE	DATE 06/15/10	DRAWN BY: EM

THIS DRAWING HAS BEEN GENERATED AND IS MAINTAINED BY A CAD SYSTEM. CHANGES SHALL ONLY BE INCORPORATED AS DIRECTED BY TOLAR MANUFACTURING CO., INC.'S ENGINEERING DEPT.

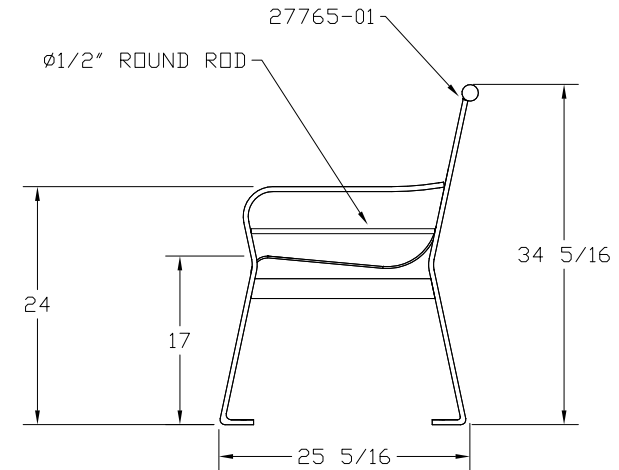
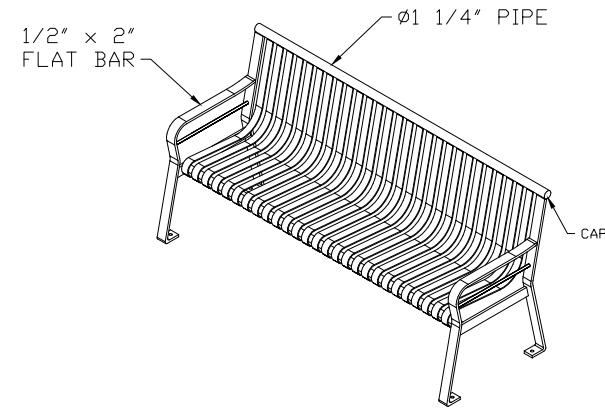
REVISIONS				
ZONE	REV	DESCRIPTION	DATE	APPROVED



TOP VIEW



FRONT VIEW



END VIEW

SHEET 2 OF 2

<p>UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE IN INCHES.</p> <p>TOLERANCES:</p> <p>HOLE SIZE: ±1/32</p> <p>±.002</p> <p>±.001</p> <p>±.001</p> <p>±.001</p> <p>REMOVE ALL BURRS AND BREAK SHARP EDGES 1/64" MAX.</p> <p>ROUND HOLE PROJECTION</p>	<p>TOLAR</p> <p>Tolar Manufacturing Company, Inc 258 Mariah Circle, Corona, CA 92879</p> <p>DESCRIPTION: BENCH, 6' STRAP BACK W/NO VAGRANT</p> <p>CUSTOMER/VENDOR:</p>	<p>DWG. NO. 12915-00</p> <p>REV -</p> <p>DATE 06/15/10</p> <p>DRAWN BY: EM</p>
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Attachment A-6, Green Bench

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BOARD OF DIRECTORS 2024

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Legislative Committee Committee of the Whole

San Mateo County Transit District

Wednesday, March 6, 2024 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability Committee meeting

- | | | |
|--------|---|---------------|
| 9.d.1. | Call to Order | |
| 9.d.2. | Approval of Minutes of the Legislative Committee Meeting of March 6, 2024 | Motion |
| 9.d.3. | State and Federal Legislative Update | Informational |
| 9.d.4. | Adjourn | |

Committee Members: Peter Ratto (Chair), Jeff Gee, Rico E. Medina

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Legislative Committee /
Committee of the Whole**

March 6, 2024

Committee Members Present: P. Ratto (Chair), J. Gee, R. Medina

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: D. Canepa, M. Chuang, B. Esser, M. Fraser, R. Mueller, J. Powell

Other Board Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, J. Cassman, J. Brook, D. Seamans

8.c.1. Call to Order

Committee Chair Peter Ratto called the meeting to order at 3:25 pm.

8.c.2. Approval of Minutes of the Legislative Committee Meeting of February 7, 2024

Motion/Second: Mueller/Medina

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

8.c.3. State and Federal Legislative Update

Jessica Epstein, Director, Government and Community Affairs provided a summary of federal and state legislation.

On the federal side, she said after another CR (continuing resolution) that passed last week, the President passed a funding bill. She said a number of other bills have CRs that expire on March 22. She said the State of the Union address would happen on March 7.

On the state side, she said February 16 is the deadline for new bills. She provided personnel updates. She said regarding the Senate Bill (SB) 925 spot bill that there was a first round of incomplete language regarding regional transit. She said the bill proposes a significant expansion of the role of MTC (Metropolitan Transportation Commission) in regional transit and summarized the March 4 election results.

Director David Canepa said the language should prioritize the work of the Regional Network Manager at MTC. He said he is glad Senator Scott Wiener is taking the issue on. Committee Member Jeff Gee asked if there was any update on Senate Bill (SB) 926 regarding consolidation

of Bay Area transit agencies, and Ms. Epstein said there was not and that the deadline was March 11. Director Brooks Esser asked what the required majority was to pass the ballot measure, and Ms. Epstein said a two-thirds majority throughout the whole Bay Area.

Public Comment:

Aleta Dupree said she was appreciative of the work of Senator Weiner in helping to bring forth various measures to help support transportation systems. She noted Assembly Bill (AB) 2286 and SB 915 regarding autonomous vehicles (AVs). She said she had taken 10 trips on AVs and said the way SB 915 was written gives local jurisdictions the right of “refusal to consider.”

Adina Levin, Seamless Bay Area, said they support ballot measures that support public transit. She said they want to ensure there is enough money to improve existing transportation service. She said she believes SB 925 would allow a signature-gathering campaign.

8.c.4. Adjourn

The meeting adjourned at 3:42 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

SamTrans Federal Report March 2024

Congress Passes Minibus Appropriations Package

- On March 9, 2024, President Biden signed a six bill fiscal year (FY) 2024 minibus. The minibus contains the Transportation-HUD, Energy-Water, Agriculture, Commerce-Justice-Science, Interior-Environment and Military Construction-VA bills. The remaining bills must be passed or extended by March 22.
- Given the end is in sight for FY 2024, Congress is slowly beginning its FY 2025 appropriations process. We expect the pace for FY 2025 requests will speed up greatly once the first six bills are passed.
- Below are the key transportation funding levels in the minibus:
 - RAISE: \$345 million
 - FTA Capital Investment Grants: \$2.205 billion
 - New Starts: \$2,130,950,000
 - Expedited Project Delivery Pilot Program: up to \$52 million
 - FTA Transit Infrastructure Formula Funds: \$13.99 billion, authorization from the Bipartisan Infrastructure Law (BIL)

President Biden Releases FY25 Budget Request

- On March 11, President Biden released his FY 2025 budget request to Congress ahead of members beginning work on the next round of government funding. The proposal serves as an election-year outline of potential future scenarios if President Biden and his fellow Democrats secure victories in November. The president and his team teased elements of the budget before the State of the Union address, with further details provided on March 11.
- If the President's budget is enacted, it could trim deficits by \$3 trillion over a decade, generating \$4.9 trillion in additional tax revenue during that period. Approximately \$1.9 trillion would be allocated to various programs, with the remainder directed toward deficit reduction.
- The House Budget Committee held a hearing to examine the President's request. This hearing acted as a formality and similar to last year, the House GOP will seek funding levels significantly lower than what the President has requested.
- President Biden's budget request recommends \$25.4 billion for Department of Transportation (DOT), including but not limited to:

- \$62 billion for highways formula funding, consistent with BIL
- \$14.3 billion for transit formula funding, consistent with BIL
- \$2.4 billion for the Capital Investment Grant program
- \$800 million for both the RAISE and Mega grant programs

McConnell Stepping Down as Senate GOP Leader

- Senate Minority Leader Mitch McConnell (R-KY) announced he would step down as Senate Republican leader after years of service, where he secured key victories for conservatives. This unexpected move creates a turbulent nine-month leadership vacuum in the middle of two critical political battles: the 2024 presidential election and the fight for control of the Senate itself.
- This unexpected announcement could lead to a prolonged and potentially messy competition to fill the vacant leadership position and a tumultuous period over the next nine months for Senate Republicans, potentially impacting their performance in the upcoming crucial elections.

Joint Office on Energy and Transportation Announces Funding for Technical Assistance for Clean Bus Planning

- On February 28, the Joint Office of Energy and Transportation and the National Renewable Energy Laboratory (NREL) opened applications for the Clean Bus Planning Awards. This program leverages federal funding to provide technical assistance to develop fleet electrification transition plans and offers deployment assistance for participating transit agencies. Additional information on the Clean Bus Planning grant program can be found [here](#).
- Eligible applicants include:
 - State and local governmental entities providing bus service, including public school districts and charter schools
 - Direct or designated recipients of FTA grants, including state and local governmental authorities, and tribes

FTA Issues “Dear Colleague” Letters to Emphasize Importance of Adherence to NEPA Review Schedules and Improve Bus Procurement/Manufacturing

- The FTA released two “Dear Colleague” letters to transit entities to highlight [new actions to conduct timely NEPA reviews](#) on all FTA projects and [tools to assist transit agencies and Transit Vehicle Manufacturers \(TVMs\)](#) in the bus procurement and manufacturing processes. FTA’s letter on NEPA reviews specifically highlights new timeframes for environmental assessments (one year) and environmental impact statements (two years), and FTA’s commitment to adhering to these timelines. These new timelines were amended in the Fiscal Responsibility Act of 2023.

- In FTA’s letter on bus procurement/manufacturing, the agency shared multiple resources available to transit agencies and TVMs, including:
 - Contract Modifications for Price Increases;
 - Federal Funds for Price Increases;
 - Clauses in new procurements;
 - Advance payments;
 - Progress Payments; and
 - Securing Federal Interest.

FTA Announces Apportionments for Urbanized Areas

- FTA announced \$9.9 billion in urbanized area formula dollars for transit. The funding will be distributed through various FTA formula grant programs for the next five months. The new apportionments reflect the Census Bureau’s new urbanized area boundaries and population figures released in December 2022.
- The FTA apportionments can be viewed [here](#).

DOT Announces \$57 Million in Available Funding for Innovative Finance and Asset Concession for TIFIA Eligible Projects

- On March 11, the DOT announced \$57.72 million in available funding through the [Innovative Finance and Asset Concessions Grant Program](#). This program was created to help state and local governments facilitate and evaluate public-private partnerships and explore innovative financing opportunities for projects eligible for Transportation Infrastructure Finance and Innovation Act (TIFIA) assistance.
- There are two types of grants available under this program: Technical Assistance Grants and Expert Services Grants. Technical Assistance Grants help entities build organization capacity through pre-construction tasks – including asset concessions – while Expert Services Grants are to help entities hire professionals to execute public-private partnerships to develop a specific asset.

Round-Up of Open Grant Opportunities

- [Congestion Relief Program](#). \$150 million available. All applications due April 22, 2024.
- [Buses and Bus Facilities Program](#). \$390 million available. All applications due April 25, 2024
- [Low- or No-Emission Program](#). \$1.1 billion available. All applications due April 25, 2024.
- [Active Transportation Infrastructure Investment Program](#). \$44 million available. All applications due June 17, 2024.



March 15, 2024

TO: Board of Directors, San Mateo County Transit District

FM: Matt Robinson, Michael Pimentel & Alchemy Graham, Shaw Yoder Antwih Schmelzer & Lange
Mike Robson, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – April 2024**

General Update

February 16 marked the bill introduction deadline for the Legislature; this means that all measures to be acted on in the second year of the 2023-24 legislative session that were not previously 2-year bills must be introduced in the form of a new bill by this deadline. The Legislature introduced a total of 2,124 new bills this year, with 674 of them being placeholder bills containing intent or otherwise non-substantive language. Deadlines for spot bills to be amended are approaching quickly – they must be amended by March 11 in the Assembly and March 20 in the Senate in order to continue through the Legislature this year.

On February 20, policy committees began to hear and vote on two-year bills, but we can expect policy committees to be in full swing in the upcoming weeks, and hearing newly introduced bills. For more information about key legislative and budget deadlines, see the adopted 2024 Legislative Calendar available [here](#).

Regional Measure Gets New Title and Bill Number

The effort to authorize the San Francisco Bay Area to propose a regional measure to fund transportation, dubbed **Connect Bay Area**, will now be ensconced in **SB 1031 (Wiener)**, and will no longer proceed as SB 925 (Wiener). We expect the bill to have substantive language in print by March 20 in order to meet the deadline above. As far as what substance may be forthcoming, we believe the legislation will include various revenue mechanisms; funding priorities identified by MTC; identification of a governance structure / regional network manager; a minimum guarantee for transit operations; and a consolidation study.

The inclusion of the consolidation study in SB 1031 (Wiener) means that **SB 926 (Wahab)**, which would have charged the California State Transportation Agency with developing a plan to consolidate the 27 transit agencies in the San Francisco Bay Area will not continue to advance. Currently, **AB 1837 (Papan)** is currently proceeding on a separate path. This bill, which is a spot bill, would state the intent of the Legislature to enact subsequent legislation to encourage coordination and collaboration among transit agencies in the San Francisco Bay area. Note that the spot bill deadline in the Assembly is upon us – March 11. That said, this bill will need to be amended to include substantive language to continue through the legislative process this year.

We anticipate we will have more to share in our next report once the bill is in print.

President pro Tem McGuire Appoints New Member to California Transportation Commission

On March 6, the Senate Rules Committee voted to appoint Senator Dave Cortese to the California Transportation Commission. Senator Cortese will serve as Senate President pro Tempore Mike McGuire's ex-officio appointee to the Commission. Prior to this assignment, Senator Cortese served as a member and former Chair of the Metropolitan Transportation Commission. He also served on the Valley Transportation Authority. Senator Cortese also spearheaded an effort to merge the Association of Bay Area Governments and Metropolitan Transportation Commission's to advance smarter land-use policies for the entire Bay Area.

Transit Transformation Task Force

On Thursday, February 29, the Transit Transformation Task Force held its second meeting in Sacramento, with much of the conversation focused on ideal areas of focus that the public transit industry must attain by 2030 in order to meet state environmental mandates. The discussion kicked off with moderators setting the tone and intention of the meeting and future Task Force meetings, asking that Task Force members endeavor to harbor "aspirational, unconstrained, positive, equitable, and focused" discussions meant to spark innovative ideas in transforming public transit.

Overall, the agenda included the following modules as topics for discussion:

- Review of Task Force's goals and objectives (as outlined in SB 125)
- Review of CA's (environmental) goals and implications for transit
 - *Q: What challenges must we overcome / changes must we make to transit to reach these goals?*
- Review of case studies of how CA might transform transit ridership
- Preview of next steps, meeting schedule, and responsibilities of the Task Force and Technical Working Group

Finally, as part of the discussion, CalSTA highlighted the responsibilities of the Task Force relative to a Technical Working Group that CalSTA will soon establish. In short, the Task Force will direct the state's overall effort, identify topics for further investigation, make recommendations, and review and sign onto the final report to the Legislature due October 2025. The Technical Working Group will support the Task Force in data analysis and provide technical guidance, provide feedback on the draft final report, and assimilate public comments in edits to the draft final report.

The Task Force is subject to the state's open meeting requirements for state bodies, known as Bagley-Keene, and as such, all agenda materials will be available on [CalSTA's website](#). The next Task Force meeting will take place in April 2024.

Bills of Interest

AB 2561 (McKinnor) Local Public Employees: Vacant Positions

This bill would require each public agency with bargaining unit vacancy rates exceeding 10% for more than 90 days within the past 180 days to meet and confer with a representative of the recognized employee organization to produce, publish, and implement a plan consisting of specified components to fill all vacant positions within the subsequent 180 days. This bill would also require the public agency to present this plan during a public hearing to the governing legislative body and to publish the plan on its internet website for public review for at least one year.

AB 2824 (McCarty) Transit Employee Assaults

This legislation will be amended to enhance penalties for individuals who commit assault or battery against a public transit operator or employee. This bill also allows transit agencies to prohibit individuals convicted of assault or battery from entering transit facilities and vehicles using a more streamlined process. This bill is sponsored by the California Transit Association.

Grants for Zero-Emission Buses and Infrastructure

Vehicles:

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project – Transit Set-Aside (\$76 million –

The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) provides point-of-sale discount vouchers to fleet owners to reduce the purchase cost of zero- and near-zero emission trucks and buses operated in California on a first-come/first-served basis. HVIP is funded through the state’s Greenhouse Gas Reduction Fund and State General Fund.

Current Guidelines: Found [here](#)

Status: [Funding cycle remains open](#)

Vehicles and Infrastructure:

Volkswagen Environmental Mitigation Trust (\$130 million total)- The Volkswagen (VW) Environmental Mitigation Trust provides \$130 million in incentives to transit agencies, shuttle bus companies and school districts for the purchase of zero-emission buses and the installation of charging and/or refueling infrastructure on a first-come/first-served basis. The VW Environmental Mitigation Trust is a one-time funding opportunity resulting from a consent decree between the United States Environmental Protection Agency, ARB and VW. Funding from the Trust will be released to transit agencies, shuttle bus companies and school districts in two \$65 million tranches. The second tranche of \$65 million was released in November 2022.

Current Guidelines: See Beneficiary Mitigation Plan found [here](#) and certifications found [here](#).

Additionally, see CARB’s updated policy found [here](#) authorizing VW Environmental Mitigation Trust awards to be coupled with HVIP vouchers.

Status: [Funding cycle open](#)

Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project (\$20 million total) –

The Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project is intended to accelerate the deployment of infrastructure needed to fuel zero-emission trucks, buses, and equipment. The project will use a concierge-like model working directly with eligible applicants to help plan and fund the purchase of charging and hydrogen fueling infrastructure.

Current Guidelines: Found [here](#)

Status: [Funding cycle opened on February 7](#)

San Mateo County Transit District
State Legislative Matrix 3/11/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 6 Friedman D</p> <p>Transportation planning: regional transportation plans: Solutions for Congested Corridors Program: reduction of greenhouse gas emissions.</p>	<p>This is a two-year bill.</p>	<p>Existing law requires certain transportation planning agencies to prepare and adopt regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Existing law requires that each regional transportation plan also include a sustainable communities strategy prepared by each metropolitan planning organization in order to, among other things, achieve certain targets established by the State Air Resources Board for the reduction of greenhouse gas emissions from automobiles and light trucks in the region for 2020 and 2035, respectively. This bill would require the state board, after January 1, 2024, and not later than September 30, 2026, to establish additional targets for 2035 and 2045, respectively, as specified. This bill contains other existing laws.</p>	<p>Watch</p>
<p>AB 7 Friedman D</p> <p>Transportation: planning: project selection processes.</p>	<p>This is a two-year bill.</p>	<p>Existing law establishes within state government the Transportation Agency, which consists of the Department of the California Highway Patrol, the California Transportation Commission, the Department of Motor Vehicles, the Department of Transportation, the High-Speed Rail Authority, and the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun. The agency is under the supervision of the Secretary of Transportation, who has the power of general supervision over each department within the agency. The secretary, among other duties, is charged with developing and reporting to the Governor on legislative, budgetary, and administrative programs to accomplish coordinated planning and policy formulation in matters of public interest, including transportation projects. On and after January 1, 2025, and to the extent applicable, feasible, and cost effective, this bill would require the agency, the Department of Transportation, and the California Transportation Commission to incorporate specified goals into program funding guidelines and processes. This bill contains other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 3/11/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 761 Friedman D</p> <p>Local finance: enhanced infrastructure financing districts.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law establishes enhanced infrastructure financing districts to finance public capital facilities or other specified projects of communitywide significance. Existing law provides for the membership of the governing body of the district, referred to as the public financing authority. Existing law authorizes the legislative body of a city or a county to designate a proposed enhanced infrastructure financing district by adopting a resolution of intention to establish the proposed district which, among other things, is required to state that an enhanced infrastructure financing district is proposed and describe the boundaries of the proposed district. Existing law requires the public financing authority to direct the preparation of and adopt an infrastructure financing plan consistent with the general plan and any relevant specific plan, and consisting of, among other things, a financing section. Existing law requires that the financing section include a plan for financing the public facilities, a limit on the total number of dollars of taxes that may be allocated to the district pursuant to the plan, and a date, either not more than 45 years from the date on which the issuance of the bonds is approved for the plan on which the district will cease to exist, by which time all tax allocation to the district will end, or, where the district is divided into project areas, a date on which the infrastructure financing plan will cease to be in effect and all tax allocations to the district will end and a date on which the district's authority to repay indebtedness with incremental tax revenues will end, as specified. This bill, for plans proposed on or after January 1, 2024, would specify that for the purpose of development and construction of passenger rail projects in the County of Los Angeles where at least 75% of the revenue from the district is used for debt service on a federal Transportation Infrastructure Finance and Innovation Act loan, the date on which the district will cease to exist shall not be more than 75 years from the date of the issuance of bonds or approval of a loan, as specified. This bill would make legislative findings and declarations as to the necessity of a special statute for specified districts enacted primarily for the purpose of development and construction of zero-emission mass transit projects.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 3/11/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 817 Pacheco D</p> <p>Open meetings: teleconferencing: subsidiary body.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law, the Ralph M. Brown Act, requires, with specified exceptions, each legislative body of a local agency to provide notice of the time and place for its regular meetings and an agenda containing a brief general description of each item of business to be transacted. The act also requires that all meetings of a legislative body be open and public, and that all persons be permitted to attend unless a closed session is authorized. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. Existing law authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency (emergency provisions) and, until January 1, 2026, in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency’s jurisdiction and other requirements are met (nonemergency provisions). Existing law imposes different requirements for notice, agenda, and public participation, as prescribed, when a legislative body is using alternate teleconferencing provisions. The nonemergency provisions impose restrictions on remote participation by a member of the legislative body and require the legislative body to specific means by which the public may remotely hear and visually observe the meeting. This bill, until January 1, 2026, would authorize a subsidiary body, as defined, to use similar alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation, as prescribed. In order to use teleconferencing pursuant to this act, the bill would require the legislative body that established the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>

San Mateo County Transit District
State Legislative Matrix 3/11/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 914 Friedman D</p> <p>Electrical infrastructure: California Environmental Quality Act: review time period.</p>	<p>This is a two-year bill.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA requires each state agency to establish, by resolution or order, time limits for completing the environmental review of a project where the state agency is the lead agency for the project, as specified. This bill, until January 1, 2031, would require a state agency, acting as the lead agency, to complete its environmental review for an electrical infrastructure project and to approve or deny the project within 2 years of the submission and acceptance of a complete application for the issuance of a lease, permit, license, certificate, or other entitlement for use for electrical infrastructure to the state agency. If the state agency fails to meet this deadline, the bill would require the state agency to submit to the Legislature a report setting forth the reasons that the review could not be completed within the time period and identifying potential impacts to the electrical system that could result from the delay. This bill contains other existing laws.</p>	<p>Watch</p>
<p>AB 1516 Kalra D</p> <p>Labor and Workforce Development Agency: working group: minimum wage.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law establishes the Department of Industrial Relations within the Labor and Workforce Development Agency to, among other things, foster, promote, and develop the welfare of the wage earners of California, to improve their working conditions, and to advance their opportunities for profitable employment. Existing law establishes the Division of Labor Standards Enforcement under the direction of the Labor Commissioner within the Department of Industrial Relations, and requires the division to ascertain the wages paid to all employees in this state, to ascertain the hours and conditions of labor and employment in the various occupations, trades, and industries in which employees are employed in this state, and to investigate the health, safety, and welfare of those employees. This bill would require the Labor and Workforce Development Agency to convene a working group to study and evaluate topics related to the minimum wage in California. The bill would require the working group to submit to the Legislature, on or before July 1, 2025, a report that outlines recommendations for raising the minimum wage for all workers in California.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
AB 1837 Papan D San Francisco Bay area: public transportation.	This bill may be heard in committee February 16.	Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. Existing law requires the commission to adopt rules and regulations to promote the coordination of fares and schedules for all public transit systems within its jurisdiction, as specified. This bill would state the intent of the Legislature to enact subsequent legislation to encourage coordination and collaboration among transit agencies in the San Francisco Bay area.	Watch
AB 1870 Ortega D Notice to employees: legal services.	This bill is in the Assembly Committee on Insurance.	Existing law establishes a workers' compensation system, administered by the Administrative Director of the Division of Workers' Compensation, to compensate an employee for injuries sustained in the course of employment. Employers who are subject to the workers' compensation system are generally required to keep posted in a conspicuous location frequented by employees and easily read by employees during the hours of the workday a notice that includes, among other information, to whom injuries should be reported, the rights of an employee to select and change a treating physician, and certain employee protections against discrimination. Existing law requires the administrative director to make the form and content of this notice available to self-insured employers and insurers. This bill would require the notice to include information concerning an injured employee ability to consult licensed attorney to advise them of their rights under workers' compensations laws, as specified. The bill would also make technical, nonsubstantive changes to these provisions.	Watch
AB 1879 Gipson D Electronic signatures.	This bill is in the Assembly Judiciary Committee.	Existing law authorizes, in any written communication with a public entity, the use of a digital signature, which is defined, in part, as a type of electronic signature, as defined. Under existing law, a digital signature has the same force and effect as the use of a manual signature if it complies with specified requirements and the public entity elects to use a digital signature. Existing law requires, at the option of the parties, the use or acceptance of a digital signature. This bill would require, at the option of the parties, the use or acceptance of an electronic signature, including a digital signature, unless otherwise provided. Under the bill, a digital signature would also have the same force and effect as the use of a manual signature if it complies with the above-referenced requirements and the public entity's use of a digital signature is mandated. The bill would also make nonsubstantive changes to these provisions. This bill contains other related provisions and other existing laws.	Watch

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Bill ID/Topic	Location	Summary	Position
<p>AB 1890 Patterson, Joe R</p> <p>Public works: prevailing wage.</p>	<p>This bill is in the Assembly Labor & Employment Committee.</p>	<p>Existing law defines the term “public works” for the purposes of requirements regarding the payment of prevailing wages, the regulation of working hours, and the securing of workers’ compensation for public works projects. Existing law requires an entity awarding a public works contract, as specified, to provide notice to the Department of Industrial Relations. Existing law requires civil penalties to be imposed on an entity that fails to provide that required notice and authorizes the Labor Commissioner to issue a citation for civil penalties to an entity that fails to provide the required notice. This bill would additionally require the awarding body to provide notice to the department if there is a change in the identity of a contractor or subcontractor performing the project or, within 30 days, if the total amount of the contract change exceeds \$10,000. By creating new notification requirements for public agencies, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 1904 Ward D</p> <p>Transit buses: yield right-of-way sign.</p>	<p>This bill is in the Assembly Committee on Transportation.</p>	<p>Existing law authorizes a transit bus in the Santa Cruz Metropolitan Transit District and the Santa Clara Valley Transportation Authority to be equipped with a yield right-of-way sign on the left rear of the bus if the applicable entity approves a resolution requesting that this section be made applicable to it. Existing law requires the sign to be designed to warn a person operating a motor vehicle approaching the rear of the bus that the bus is entering traffic and be illuminated by a red flashing light when the bus is signaling in preparation for entering a traffic lane after having stopped to receive or discharge passengers. This bill would expand the authorization to equip transit buses, as described above, to apply to any transit agency if the transit agency approves a resolution that this authorization be made applicable to it. The bill would also authorize the yield right-of-way sign to be a static decal, and would only impose the above-described design and illumination requirements on a sign that is a flashing light-emitting diode (LED) sign.</p>	<p>Watch</p>
<p>AB 1953 Villapudua D</p> <p>Vehicles: weight limits.</p>	<p>This bill is in the Assembly Committee on Transportation.</p>	<p>Existing state and federal laws set specified limits on the total gross weight imposed on the highway by a vehicle with any group of 2 or more consecutive axles. Existing federal law prohibits the maximum gross vehicle weight of a vehicle operated by an engine fueled primarily by natural gas or powered primarily by means of electric battery power from exceeding 82,000 pounds. Existing state law, to the extent expressly authorized by federal law, authorizes a near-zero-emission vehicle or a zero-emission vehicle, as defined, to exceed the weight limits on the power unit by up to 2,000 pounds. This bill would clarify that the maximum gross vehicle weight for a near-zero-emission vehicle or a zero-emission vehicle is 82,000 pounds.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 1958 Berman D</p> <p>Santa Clara Valley Transportation Authority: board of directors.</p>	<p>This bill is in the Assembly Committee on Local Government.</p>	<p>Existing law creates the Santa Clara Valley Transportation Authority (VTA) with various powers and duties relative to transportation projects and services and the operation of public transit in the County of Santa Clara. Existing law vests the government of the VTA in a 12-member board of directors, appointed by the County of Santa Clara and the cities within the county, as specified. Existing law requires, to the extent possible, the county and cities to appoint individuals to the board of directors who have expertise, experience, or knowledge relative to transportation issues. This bill would require, to the extent possible, the county and cities to appoint individuals to the board of directors who have expertise, experience, or knowledge relative to transportation or project management issues.</p>	<p>Watch</p>
<p>AB 2090 Irwin D</p> <p>Office of Farm to Fork: food deserts: transportation.</p>	<p>This bill is in the Assembly Committee on Agriculture.</p>	<p>Existing law creates the Office of Farm to Fork within the Department of Food and Agriculture, and requires the office, to the extent that resources are available, to work with various entities, as prescribed, to increase the amount of agricultural products available to underserved communities and schools in the state. Existing law requires the office, among other things, to identify distribution barriers that affect limited food access and work to overcome those barriers through various actions and to coordinate with school districts and representatives to, among other things, increase the? nutritional profile of foods provided in schools. This bill would also require the office to work with transportation agencies and to prioritize the department’s efforts in food deserts, as defined, throughout the state, especially counties that are most impacted by food insecurity, as defined. The bill would require the office to identify distribution barriers that affect limited food access and work to overcome those barriers by facilitating partnerships between statewide, regional, and local transportation agencies to address inadequate public transportation lines in urban and rural communities, with the aim of connecting all communities to adequate and nutritional food access, as provided. The bill would require the office to coordinate with school districts and representatives to assess access to school breakfast and lunch programs during scheduled academic calendar breaks and school closures.</p>	<p>Watch</p>
<p>AB 2192 Carrillo, Juan D</p> <p>Public agencies: cost accounting standards.</p>	<p>This bill may be heard in committee March 9.</p>	<p>Existing law, the Uniform Public Construction Cost Accounting Act, authorizes a public agency to elect to become subject to uniform construction cost accounting procedures. Existing law provides for the development of cost accounting standards and an alternative method for the bidding of public works projects by public entities. This bill would make nonsubstantive changes to the title provision of the Uniform Public Construction Cost Accounting Act.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2233 Schiavo D</p> <p>Building standards: toilet compartments.</p>	<p>This bill is in the Assembly Committee on Business and Professions.</p>	<p>Existing law, the California Building Standards Law, establishes the California Building Standards Commission within the Department of General Services and sets forth its powers and duties, including approval and adoption of building standards and codification of those standards into the California Building Standards Code. Existing law also establishes that in the Department of General Services, there is a State Architect, appointed by the Governor, as specified, who is required to report directly to the Director of General Services. This bill would require the Division of the State Architect, as part of the next intervening edition of the California Building Standards Code adopted after January 1, 2025, to consider proposing for adoption building standards that lower the threshold of toilet compartments required for an ambulatory accessibly toilet compartment to be required in addition to a wheelchair accessible toilet compartment.</p>	<p>Watch</p>
<p>AB 2266 Petrie-Norris D</p> <p>California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: vehicle eligibility.</p>	<p>This bill is in the Assembly Committee on Transportation.</p>	<p>Existing law establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The state board, in this capacity, administers the California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project under which the agency issues a limited number of vouchers to incentivize the purchase and use of zero-emission commercial vehicles. This bill would require the state board to authorize a voucher issued under the program to be used for the acquisition of any zero-emission vehicle that meets specified requirements.</p>	<p>Watch</p>
<p>AB 2286 Aguiar-Curry D</p> <p>Vehicles: autonomous vehicles.</p>	<p>This bill may be heard in committee March 10.</p>	<p>Existing law authorizes the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle operated if specified requirements are satisfied. Existing law prohibits the operation of an autonomous vehicle on public roads until the manufacturer submits an application to the Department of Motor Vehicles, as specified, and that application is approved. This bill would require a manufacturer of an autonomous vehicle to report to the department a collision on a public road that involved one of its autonomous vehicles with a gross vehicle weight of 10,001 pounds or more that is operating under a testing permit that resulted in damage of property, bodily injury, or death within 10 days of the collision. This bill contains other related provisions.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2302 Addis D</p> <p>Open meetings: local agencies: teleconferences.</p>	<p>This bill is in the Assembly Committee on Local Government.</p>	<p>Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. Existing law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in specified circumstances if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Existing law imposes prescribed restrictions on remote participation by a member under these alternative teleconferencing provisions, including establishing limits on the number of meetings a member may participate in solely by teleconference from a remote location, prohibiting such participation for a period of more than 3 consecutive months or 20% of the regular meetings for the local agency within a calendar year, or more than 2 meetings if the legislative body regularly meets fewer than 10 times per calendar year. This bill would revise those limits, instead prohibiting such participation for more than a specified number of meetings per year, based on how frequently the legislative body regularly meets. The bill, for the purpose of counting meetings attended by teleconference, would define a “meeting” as any number of meetings of the legislative body of a local agency that begin on the same calendar day. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2334 Grayson D</p> <p>Surplus land.</p>	<p>This bill may be heard in committee March 14.</p>	<p>Existing law prescribes requirements for the disposal of surplus land by a local agency, as defined, and requires, except as provided, a local agency disposing of surplus land to comply with certain notice requirements before disposing of the land or participating in negotiations to dispose of the land with a prospective transferee, particularly that the local agency send a written notice of availability for open-space purposes to specified entities. This bill would make a nonsubstantive change to the provisions regarding written notice of availability for open-space purposes.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2421 Low D</p> <p>Employer-employee relations: confidential communications.</p>	<p>This bill is in the Assembly Committee on Public Employment and Retirement.</p>	<p>Existing law that governs the labor relations of public employees and employers, including the Meyers-Milias-Brown Act, the Ralph C. Dills Act, provisions relating to public schools, provisions relating to higher education, and provisions relating to the the San Francisco Bay Area Rapid Transit District, prohibits employers from taking certain actions relating to employee organization, including imposing or threatening to impose reprisals on employees, discriminating or threatening to discriminate against employees, or otherwise interfering with, restraining, or coercing employees because of their exercise of their guaranteed rights. Those provisions of existing law further prohibit denying to employee organizations the rights guaranteed to them by existing law. This bill would also prohibit a local public agency employer, a state employer, a public school employer, a higher education employer, or the district from questioning any employee or employee representative regarding communications made in confidence between an employee and an employee representative in connection with representation relating to any matter within the scope of the recognized employee organization’s representation.</p>	<p>Watch</p>
<p>AB 2431 Mathis R</p> <p>Taxation: Transactions and Use Tax Law: limit increase.</p>	<p>This bill is in the Assembly Committee on Local Government.</p>	<p>Existing law authorizes cities and counties, subject to certain limitations and approval requirements, to levy a transactions and use tax for general or specific purposes, in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law, including a requirement that the combined rate of all taxes that may be imposed in accordance with that law in the county not exceed 2%. This bill would authorize a city, county, or city and county to impose a transactions and use tax at a rate of no more than an unspecified percentage that, in combination with other transactions and use taxes, would exceed the above-described combined rate limit of 2%, if certain conditions are met, including that the city, county, or city and county has reached the 2% rate limitation. The bill would specify that a transactions and use tax established pursuant to its provisions would not be considered for purposes of the 2% combined rate limitation.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2553 Friedman D</p> <p>Housing development: major transit stops: vehicular traffic impact fees.</p>	<p>This bill may be heard in committee March 16.</p>	<p>Existing law, the California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements residential projects on infill sites and transit priority projects that meet certain requirements, including a requirement that the projects are located within 1/2 mile of a major transit stop. CEQA defines “major transit stop” to include, among other locations, the intersection of 2 or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. This bill would revise the definition of “major transit stop” to increase the frequency of service interval to 20 minutes. The bill would additionally define “major transit stop” to include a site in an urbanized area that is being served by an on-demand transit service at least 12 hours a day, 7 days a week. Because the bill would require a lead agency to make an additional determination as to whether a location is a major transit stop for purposes of determining whether residential or mixed-use residential projects are exempt from CEQA, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2561 McKinnor D</p> <p>Local public employees: vacant positions.</p>	<p>This bill is in the Assembly Committee on Public Employment and Retirement.</p>	<p>Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act prohibits a public agency from, among other things, imposing or threatening to impose reprisals on employees, discriminating or threatening to discriminate against employees, or otherwise interfering with specified employee rights guaranteed by the act. This bill would require each public agency with bargaining unit vacancy rates exceeding 10% for more than 90 days within the past 180 days to meet and confer with a representative of the recognized employee organization to produce, publish, and implement a plan consisting of specified components to fill all vacant positions within the subsequent 180 days. The bill would require the public agency to present this plan during a public hearing to the governing legislative body and to publish the plan on its internet website for public review for at least one year. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include findings that changes proposed by this bill address a matter of statewide concern.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2626 Dixon R</p> <p>Advanced Clean Fleets regulations: local governments.</p>	<p>This bill is in the Assembly Committee on Transportation.</p>	<p>Existing law requires the State Air Resources Board to adopt and implement motor vehicle emission standards, in-use performance standards, and motor vehicle fuel specifications for the control of air contaminants and sources of air pollution that the state board has found necessary, cost effective, and technologically feasible. The California Global Warming Solutions Act of 2006 establishes the state board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases and requires the state board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions from those sources. Pursuant to its authority, the state board has adopted the Advanced Clean Fleets Regulation, which imposes various requirements for transitioning local, state, and federal government fleets of medium- and heavy-duty trucks, other high-priority fleets of medium- and heavy-duty trucks, and drayage trucks to zero-emission vehicles. The Advanced Clean Fleets Regulation authorizes entities subject to the regulation to apply for exemptions from its requirements under certain circumstances. This bill would extend the compliance dates for local government set forth in the Advanced Clean Fleets Regulation by 10 years. The bill would prohibit the state board from taking enforcement action against a local government for violating the Advanced Clean Fleets Regulation if the alleged violation occurs before January 1, 2025. This bill contains other existing laws.</p>	<p>Watch</p>
<p>AB 2669 Ting D</p> <p>Toll bridges: tolls.</p>	<p>This bill is in the Assembly Committee on Transportation.</p>	<p>Existing law provides for the construction and operation of various toll bridges by the state, the Golden Gate Bridge, Highway and Transportation District, and private entities that have entered into a franchise agreement with the state. This bill would prohibit a toll from being imposed on the passage of a pedestrian, bicycle, or personal micromobility device over these various toll bridges.</p>	<p>Watch</p>
<p>AB 2712 Friedman D</p> <p>Automobile parking requirements: development projects.</p>	<p>This bill may be heard in committee March 16.</p>	<p>The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a land use element. Existing law prohibits a public agency from imposing any minimum automobile parking requirement on any residential, commercial, or other development project that is located within 1/2 mile of public transit, as defined, unless the public agency makes written findings, within 30 days of the receipt of a completed application, that not imposing or enforcing minimum automobile parking requirements on the development would have a substantially negative impact on, among other things, the city's, county's, or city and county's ability to meet its share of the regional housing need for low- and very low income households. This bill would instead provide a public agency with 60 days from the receipt of a completed application to make those written findings.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>AB 2715 Boerner D</p> <p>Ralph M. Brown Act: closed sessions.</p>	<p>This bill is in the Assembly Committee on Local Government.</p>	<p>Existing law, the Ralph M. Brown Act, generally requires that all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate. Existing law authorizes a legislative body to hold a closed session on, among other things, matters posing a threat to the security of essential public services, as specified. This bill would additionally authorize a closed session to consider or evaluate matters related to cybersecurity, as specified, provided that any action taken on those matters is done in open session. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2813 Aguiar-Curry D</p> <p>Government Investment Act.</p>	<p>This bill may be heard in committee March 17.</p>	<p>Existing law, known as the Proposition 218 Omnibus Implementation Act, defines various terms and prescribes procedures and parameters for local jurisdictions to comply with specified provisions of the California Constitution. The Legislature adopted ACA 1 at the 2023–24 Regular Session of the Legislature, which, if approved by the voters, would amend and add provisions of the California Constitution to (1) create an additional exception to the 1% limit on the ad valorem tax rate on real property by authorizing a local jurisdiction to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, if the proposition proposing that tax is approved by 55% of the voters in that local jurisdiction; and (2) authorize a local jurisdiction to impose, extend, or increase a sales and use tax to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, if the proposition proposing that tax is approved by 55% of the voters in that local jurisdiction. Pursuant to the existing law described above, ACA 1 is scheduled to appear on the ballot at the November 5, 2024, statewide general election. This bill would authorize a local government that imposes a tax under ACA 1 to commit revenues to affordable housing programs, including downpayment assistance, first-time home buyer programs, and owner-occupied affordable housing rehabilitation programs. The bill would require a local government to ensure that any project that is funded with ACA 1 bonded indebtedness or ACA 1 special taxes to have an estimated useful life of at least 15 years or 5 years if the funds are for specified public safety buildings, facilities, and equipment. The bill would specify that a local government may commit revenues derived from ACA 1 bonded indebtedness or an ACA 1 special tax to projects or programs administered by a nonprofit organization for affordable housing or permanent supportive housing purposes. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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AB 2824 McCarty D Battery.	This bill may be heard in committee March 17.	Existing law provides that when a battery is committed against the person of an operator, driver, or passenger on a bus, taxicab, streetcar, cable car, trackless trolley, or other motor vehicle, as specified, and the person who commits the offense knows or reasonably should know that the victim is engaged in the performance of their duties, the penalty is imprisonment in a county jail not exceeding one year, a fine not exceeding \$10,000, or both the fine and imprisonment. Existing law also provides that if the victim is injured, the offense would be punished by a fine not exceeding \$10,000, by imprisonment in a county jail not exceeding one year or in the state prison for 16 months, 2, or 3 years, or by both that fine and imprisonment. This bill would make technical, nonsubstantive changes to this provision.	Watch
AB 3177 Carrillo, Wendy D Mitigation Fee Act: land dedications: mitigating vehicular traffic impacts.	This bill may be heard in committee March 18.	Existing law, the Mitigation Fee Act, imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. Existing law requires a local agency that imposes a fee on a housing development for the purpose of mitigating vehicular traffic impacts to set the rate for the fee to reflect a lower rate of automobile trip generation if the housing development satisfies specified characteristics, including that the housing development is located within a 1/2 mile of a transit station. Existing law defines transit station for these purposes to mean a rail or light-rail station, ferry terminal, bus hub, or bus transfer station. This bill would instead require the housing development to be located within a 1/2 mile of a transit priority area for purposes of a local agency setting the rate for a mitigating vehicular traffic impacts fee to reflect a lower rate of automobile trip generation. The bill would define “transit priority area” as an area within 1/2 mile of a major transit stop that is existing or planned, if the planned stop is scheduled to be completed within the planning horizon included in a Transportation Improvement Program or applicable regional transportation plan. The bill would also prohibit local agency from imposing a land dedication requirement, as defined, on a housing development for the purpose of mitigating vehicular traffic impacts or achieving an adopted level of service related to vehicular traffic. This bill contains other related provisions and other existing laws.	Watch

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Bill ID/Topic	Location	Summary	Position
<p>AB 3186 Petrie-Norris D</p> <p>Public works: prevailing wages: access to records.</p>	<p>This bill may be heard in committee March 18.</p>	<p>Existing law requires that, except as specified, not less than the general prevailing rate of per diem wages be paid to workers employed on public works and imposes misdemeanor penalties for a willful violation of this requirement. Existing law defines “public works,” for the purposes of regulating public works contracts, as, among other things, construction, alteration, demolition, installation, or repair work done under contract and paid for, in whole or in part, out of public funds. Existing law requires the Labor Commissioner to investigate allegations that a contractor or subcontractor violated the law regulating public works projects, including the payment of prevailing wages. Existing law requires each contractor and subcontractor on a public works project to keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work. Existing law requires any copy of records made available for inspection as copies and furnished upon request to the public or any public agency to be marked or obliterated to prevent disclosure of an individual’s name, address, and social security number but specifies that any copy of records made available to a Taft-Hartley trust fund for the purposes of allocating contributions to participants be marked or obliterated only to prevent disclosure of an individual’s full social security number, as specified. This bill would require each contractor and subcontractor performing work on any public works project and any covered entity, as defined for these purposes as a corporation, limited liability company, partnership, joint venture, or other legal entity, that develops or undertakes such project, to make specified records available upon request to the Division of Labor Standards Enforcement, to multiemployer Taft-Hartley trust funds, and to joint labor-management committees, as specified. The bill would also apply this requirement to contractors, subcontractors, and covered entities that are developing, undertaking, or performing work on a development project for which contractors are required to maintain and verify payroll records, as specified. The bill would subject a contractor, subcontractor, or covered entity, for failing to comply with the provisions of this act, to a penalty by the commissioner, as specified, and would deposit the penalties into a specified fund. This bill would require the Director of Industrial Relations to adopt rules to govern the release of those records, as specified. This bill contains other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 532 Wiener D</p> <p>San Francisco Bay area toll bridges: tolls: transit operating expenses.</p>	<p>This bill is in the Assembly Appropriations Committee.</p>	<p>Existing law creates the Metropolitan Transportation Commission (MTC) as a regional agency in the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates the Bay Area Toll Authority (BATA) as a separate entity governed by the same governing board as MTC and makes BATA responsible for the administration of toll revenues from the state-owned toll bridges in the San Francisco Bay area. Existing law requires the Department of Transportation to collect tolls on these state-owned toll bridges. Existing law requires those toll revenues to be deposited in the Bay Area Toll Account and requires BATA to control and maintain that account, as specified. This bill would, until December 31, 2028, require BATA to increase the toll rate for vehicles for crossing the state-owned toll bridges in the San Francisco Bay area by \$1.50, as adjusted for inflation. The bill would require the revenues collected from this toll to be deposited in the Bay Area Toll Account, would continuously appropriate moneys from this toll increase and other specified tolls, and would require moneys from this toll to be transferred to MTC for allocation to transit operators that provide service within the San Francisco Bay area and that are experiencing a financial shortfall, as specified. The bill would direct MTC to require each transit operator eligible to receive an allocation from the account to, on an annual basis, submit a 5-year projection of its operating needs, as specified. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 904 Dodd D</p> <p>Sonoma-Marín Area Rail Transit District.</p>	<p>This bill is in the Senate Transportation Committee.</p>	<p>Existing law creates, within the Counties of Sonoma and Marin, the Sonoma-Marín Area Rail Transit District with specified duties and powers relative to the provision of a passenger and freight rail system within the territory of the district. Under existing law, the district is governed by a 12-member board of directors appointed by various local governmental entities. Existing law authorizes the board to submit to the voters of the district a measure proposing a retail transactions and use tax ordinance. This bill would also authorize those special taxes to be imposed by a qualified voter initiative. The bill would require the board of supervisors of the Counties of Sonoma and Marin to call a special election on a tax measure proposed by the district's board of directors or a qualified voter initiative in their respective counties, as specified. To the extent that the bill would impose additional duties on a county elections official, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 915 Cortese D</p> <p>Local government: autonomous vehicles.</p>	<p>This bill is in the Senate Committee on Local Government.</p>	<p>Existing law authorizes an autonomous vehicle, as defined, to be operated on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle being operated if certain requirements are met, including that the vehicle is being operated solely by employees, contractors, or other persons designated by the manufacturer. Existing law prohibits an autonomous vehicle from being operated on public roads until the manufacturer submits an application to the Department of Motor Vehicles containing certain certifications regarding safety and other technological requirements and the department approves that application pursuant to adopted regulations. Existing law, commencing January 1, 2030, and to the extent authorized by federal law, prohibits the operation of certain new autonomous vehicles that are not zero-emission vehicles, as defined. This bill would prohibit an autonomous vehicle service, which has received approval to conduct commercial passenger service or engage in commercial activity using driverless vehicles by the Department of Motor Vehicles, the Public Utilities Commission, or another state agency, from commencing operation within a local jurisdiction until authorized by a local ordinance enacted pursuant to the bill's provisions. The bill would authorize each city, county, or city and county in which an autonomous vehicle has received authorization to operate, to protect the public health, safety, and welfare by adopting an ordinance or resolution in regard to autonomous vehicle services within that jurisdiction. The bill would require each city, county, or city and county that adopts an ordinance or resolution to include certain provisions within that ordinance or resolution. These would include a policy for entry into the business of providing autonomous vehicle services including a permitting program, the establishment of reasonable vehicle caps and hours of service restrictions, and the establishment of an interoperability or override system accessible by first responders in case of an emergency. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 925 Wiener D</p> <p>San Francisco Bay area: local revenue measure: transportation improvements.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. This bill would state the intent of the Legislature to enact subsequent legislation to authorize the Metropolitan Transportation Commission to propose a revenue measure to the voters in its jurisdiction to fund the operation, expansion, and transformation of the San Francisco Bay area's public transportation system, as well as other transportation improvements.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 926 Wahab D</p> <p>San Francisco Bay area: public transportation.</p>	<p>This bill is in the Senate Transportation Committee.</p>	<p>Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. Existing law establishes the Transportation Agency, consisting of various state agencies under the supervision of an executive officer known as the Secretary of Transportation, who is required to develop and report to the Governor on legislative, budgetary, and administrative programs to accomplish comprehensive, long-range, and coordinated planning and policy formulation in the matters of public interest related to the agency. This bill would require the Transportation Agency to develop a plan to consolidate all transit agencies, as defined, that are located within the geographic jurisdiction of the Metropolitan Transportation Commission. This bill contains other existing laws.</p>	<p>Watch</p>
<p>SB 955 Seyarto R</p> <p>Office of Planning and Research: Infrastructure Gap-Fund Program.</p>	<p>This bill is in the Senate Committee on Local Government.</p>	<p>Existing law establishes the Office of Planning and Research in the Governor’s office for the purpose of serving the Governor and the Governor’s cabinet as staff for long-range planning and research and constituting the comprehensive state planning agency. Existing law authorizes a local agency to finance infrastructure projects through various means, including by establishing an enhanced infrastructure financing district to finance public capital facilities or other specified projects of communitywide significance that provide significant benefits to the district or the surrounding community. This bill would require the office, upon appropriation by the Legislature, to establish the Infrastructure Gap-Fund Program to provide grants to assist local agencies in developing and constructing infrastructure projects. The bill would require the office to develop guidelines and criteria to implement the program.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 993 Becker D</p> <p>Clean energy development incentive rate tariff.</p>	<p>This bill is in the Senate Committee on Energy, Utilities and Communications.</p>	<p>Existing law vests the Public Utilities Commission with regulatory authority over public utilities, including electrical corporations. Existing law authorizes the commission to fix the rates and charges for every public utility and requires that those rates and charges be just and reasonable. This bill would require the commission, on or before July 1, 2026, in a new or existing proceeding, to evaluate and, if just and reasonable, establish a clean energy development incentive rate time-of-use tariff to encourage the development of new commercial or industrial electrical loads that contribute to the state’s efforts to reduce the emissions of greenhouse gases. The bill would require the tariff to offer lower rates for customers and to meet specified requirements, including, among other things, that the program only be open to new electrical customers that did not establish service before January 1, 2025, or to existing electrical customers that are expected to increase their total annual electrical demand by more than 50% after beginning service under the tariff. The bill would require that the tariff only be open to customers with certain uses, including producing hydrogen using an electrolysis of water and using electricity to provide industrial process heat. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1011 Jones R</p> <p>Encampments: penalties.</p>	<p>This bill is in the Senate Committee on Public Safety.</p>	<p>Under existing law, a person who lodges in a public or private place without permission is guilty of disorderly conduct, a misdemeanor. Existing law also provides that a person who willfully and maliciously obstructs the free movement of any person on any street, sidewalk, or other public place is guilty of a misdemeanor. Under existing law, a nuisance is anything that is injurious to health or indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property. Existing law also provides that a nuisance is anything that obstructs the free passage or use of any public park, square, street, or highway, among other things. Under existing law, a public nuisance is a nuisance that affects the entire community, neighborhood, or a considerable number of persons. Existing law provides various remedies against a public nuisance, including abatement by any public body or officer authorized by law. This bill would prohibit a person from sitting, lying, sleeping, or storing, using, maintaining, or placing personal property upon a street or sidewalk if a homeless shelter, as defined, is available to the person. The bill would also prohibit sitting, lying, sleeping, or storing, using, maintaining, or placing personal property within 500 feet of a public or private school, open space, or major transit stop, as specified. The bill would specify that a violation of this prohibition is a public nuisance that can be abated and prevented, as specified. The bill would also provide that a violation of the prohibition may be charged as a misdemeanor or an infraction, at the discretion of the prosecutor. The bill would prohibit a person from being found in violation of the bill's provisions unless provided notice, at least 72 hours before commencement of any enforcement action, as specified. By imposing criminal penalties for a violation of these provisions, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 1031 Wiener D</p> <p>Legislative review of state agency action.</p>	<p>This bill is in the Senate Committee on Public Safety.</p>	<p>Existing law requires a state agency, as specified, to notify the Joint Legislative Budget Committee not less than 60 days prior to the effective date on which the state agency will establish or change a federal aid allocation formula to a local agency. If the chairman of the committee informs committee members of his intention to waive the 60-day notification period, existing law permits the chairman to grant a waiver of that notification period after receipt of the notification. Under existing law, upon the request of the chairman or any member of the committee, the committee must schedule a hearing on the proposed allocation formula to be established or changed. This bill would make technical, nonsubstantive changes to those provisions to use gender-neutral language.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1134 Caballero D Surplus land.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law requires a local agency to take formal action in a regular public meeting to declare that land is surplus and is not necessary for the agency's use and to declare land as either surplus land or exempt surplus land, as supported by written findings, before a local agency may take any action to dispose of it consistent with an agency's policies or procedures. Different requirements apply to disposal, depending on the declaration as "surplus land" or "exempt surplus land" as existing law defines those terms. Existing law, except as specified, requires any local agency disposing of surplus land to send, before disposing of that property or participating in negotiations to dispose of that property with a prospective transferee, a written notice of availability of the property to entities specific to the purpose of the availability. This bill would correct a cross-reference in that notice provision and make other nonsubstantive changes.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1206 Becker D GO-Biz: next generation batteries.</p>	<p>This bill is in the Assembly Business, Professions, and Consumer Protection Committee.</p>	<p>Existing law establishes the Governor’s Office of Business and Economic Development (GO-Biz), which serves the Governor as the lead entity for economic strategy and the marketing of California on issues relating to business development, private sector investment, and economic growth. Existing law authorizes GO-Biz, until July 1, 2025, to undertake measures that are necessary or useful to prepare and submit an application to receive funding from the regional clean hydrogen hubs program established by the Secretary of the United States Department of Energy or to otherwise participate in the regional clean hydrogen hubs program. Existing law requires grants made from any funding received from the regional clean hydrogen hubs program to be used as specified. The California Renewables Portfolio Standard Program requires the Public Utilities Commission to establish a renewables portfolio standard, as defined, requiring all retail sellers, as defined, to procure a minimum quantity of electricity products from eligible renewable energy resources, as defined, so that the total kilowatthours of those products sold to their retail end-use customers achieves 25% of retail sales by December 31, 2016, 33% by December 31, 2020, 44% by December 31, 2024, 52% by December 31, 2027, and 60% by December 31, 2030. The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act requires the state board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions and to update the scoping plan at least once every 5 years. This bill would, until January 1, 2030, authorize GO-Biz to undertake measures that are necessary or useful to prepare and submit an application to receive funding from next generation battery hub programs, as defined. The bill would require that grants made from any funding received from next generation battery hub programs under its provisions support projects in California that advance progress toward resource adequacy goals and the targets of the scoping plan and the California Renewables Portfolio Standard Program. The bill would also require that grants made from any funding received from next generation battery hub programs under its provisions prioritize projects that meet any of the specified conditions, including that the project help reduce costs and increase access to batteries. Prior to the submission of any applications to receive funding from next generation battery hub programs, the bill would require a partnership entered into pursuant to the above-described provisions to adopt a community benefits plan that includes specified elements. The bill would require GO-Biz to submit a report to the relevant budget and policy committees of the Legislature on or before March 1, 2030, and annually thereafter, regarding the status of any partnership entered into pursuant to the above-described provisions.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1321 Wahab D Community Economic Resilience Fund Program.</p>	<p>This bill is in the Senate Labor, Public Employment and Retirement Committee.</p>	<p>Existing law establishes within the Workforce Services Branch of the Employment Development Department the Community Economic Resilience Fund Program to build an equitable and sustainable economic recovery from the impacts of COVID-19 on California’s industries, workers, and communities, and to provide for the durability of that recovery by fostering long-term economic resilience in the overall transition to a carbon-neutral economy. Existing law requires the Labor and Workforce Development Agency, the Office of Planning and Research, and the Governor’s Office of Business and Economic Development, collectively referred to as the Inter-Agency Leadership Team, to administer the program, as described, and to develop policies for grant funds distributed under the program. Existing law requires the program to, among other things, provide financial support to establish and support high road transition collaboratives in designing region- and industry-specific economic recovery and transition strategies. This bill would require the program to also include a focus on the creation of quality jobs in sustainable industries with high-growth potential and on connecting members of disadvantaged communities with those jobs. This bill contains other existing laws.</p>	<p>Watch</p>
<p>SB 1325 Durazo D Public contracts: best value procurement: equipment.</p>	<p>This bill is in the Senate Governmental Organization Committee.</p>	<p>Existing law imposes requirements on, and authorizes procedures for, public contracting for equipment and services, among other things, by local and state agencies. Existing law authorizes certain procurements to be facilitated through a lowest responsible bidder requirement. This bill would authorize a state or local agency, as defined, to award contracts through a best value procurement method, as describe, for the purchase of equipment with a base value of \$250,000 or more. The bill would require the agency to adopt and publish procedures and guidelines for evaluating the qualifications of the bidders to ensure the best value selections are conducted in a fair and impartial manner, as described. The bill would authorize the procedures and guidelines to include the adoption of a high road jobs plan policy that evaluates bidders’ high road jobs plan commitments as part of the overall score for the public contract, as specified. This bill would require the solicitation document to include certain information and would direct the agency to use a scoring method based on price and the factors described in the solicitation document, as specified. The bill would require the agency to let any contract for these projects to the selected bidder that represents the best value or reject all bids. This bill contains other related provisions.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1387 Newman D</p> <p>California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project.</p>	<p>This bill is in the Senate Rules Committee, pending referral to policy committee.</p>	<p>Existing law establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The state board, in this capacity, administers the California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project under which the agency issues a limited number of vouchers to incentivize the purchase and use of zero-emission commercial vehicles. This bill would state the intent of the Legislature to enact subsequent legislation to amend the California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project.</p>	<p>Watch</p>
<p>SB 1393 Niello R</p> <p>Advanced Clean Fleets Regulation Appeals Advisory Committee.</p>	<p>This bill is in the Senate Committee on Environmental Quality.</p>	<p>Existing law requires the State Air Resources Board to adopt and implement motor vehicle emission standards, in-use performance standards, and motor vehicle fuel specifications for the control of air contaminants and sources of air pollution that the state board has found necessary, cost effective, and technologically feasible. The California Global Warming Solutions Act of 2006 establishes the state board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases and requires the state board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions from those sources. Pursuant to its authority, the state board has adopted the Advanced Clean Fleets Regulation, which imposes various requirements for transitioning local, state, and federal government fleets of medium- and heavy-duty trucks, other high-priority fleets of medium- and heavy-duty trucks, and drayage trucks to zero-emission vehicles. The Advanced Clean Fleets Regulation authorizes entities subject to the regulation to apply for exemptions from its requirements under certain circumstances. This bill would require the state board to establish the Advanced Clean Fleets Regulation Appeals Advisory Committee by an unspecified date for purposes of reviewing appeals of denied requests for exemptions from the requirements of the Advanced Clean Fleets Regulation. The bill would require the committee to include representatives of specified state agencies, other state and local government representatives, and representatives of private fleet owners, the electric vehicle manufacturing industry, and electrical corporations, as provided. The bill would require the committee to meet monthly and would require recordings of its meetings to be made publicly available on the state board’s internet website. The bill would require the committee to consider, and make a recommendation on, an appeal of an exemption request denial no later than 60 days after the appeal is made. The bill would require specified information relating to the committee’s consideration of an appeal to be made publicly available on the state board’s internet website. The bill would require the state board to consider a recommendation of the committee at a public meeting no later than 60 days after the recommendation is made. This bill contains other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
SB 1420 Caballero D Hydrogen.	This bill is in the Senate Committee on Environmental Quality.	Existing law requires the State Air Resources Board to adopt hydrogen fuel regulations that ensure state funding for the production and use of hydrogen fuel contributes to the reduction of the emissions of greenhouse gases, criteria air pollutants, and toxic air contaminants, and ensure the production and direct use of hydrogen fuel in motor vehicles also contributes to a reduced dependence on petroleum, as provided. This bill would require the state board to adopt regulations requiring that no less than 33.3% of the retail hydrogen produced for, or dispensed by, fueling stations that receive state funds is made from renewable hydrogen, as provided. The bill would also require that no less than 60% of the retail hydrogen produced or dispensed in California for use in transportation is made from renewable hydrogen by December 31, 2030, and that the remainder of the retail hydrogen produced or dispensed in California for use in transportation is made from a mix of renewable hydrogen and clean hydrogen by December 31, 2045, as provided. This bill contains other related provisions and other existing laws.	Watch