



## AGENDA

### Board of Directors Meeting

### Silicon Valley Community Foundation

1300 S. El Camino Real, Room 107, San Mateo, CA

Thursday, April 20, 2017

8:00 a.m. – 9:30 a.m.

#### CALL TO ORDER

Roll Call 8:00 a.m.

#### PUBLIC COMMENT

-Informational

#### CONSENT AGENDA

-Action 8:05 a.m.

- A. Approval of February 16, 2017 Meeting Minutes
- B. Approval of February 2017 Financial Statement
- C. Approval of Board Meeting Schedule FY2017-2018
- D. Funding Agreement with C/CAG for MTC Regional Rideshare Program Funds

#### REGULAR AGENDA

- 1. Chair's Report -Oral Report 8:10 a.m.
- 2. Presentation – Peninsula Mobility Group -Presentation 8:15 a.m.
  - a. Commute.org Participation -Action 8:30 a.m.
- 3. Presentation – SB 1 Overview -Presentation 8:35 a.m.
- 4. Presentation – 2017 Commuter Challenge -Presentation 8:50 a.m.
- 5. Shuttle Program Report -Oral Report 9:00 a.m.
- 6. Employer Outreach Manager's Report -Oral Report 9:05 a.m.
- 7. Executive Director's Report -Oral Report 9:10 a.m.

#### CORRESPONDENCE, NEWS & UPDATES

-Informational

#### ADJOURN

-Action 9:30 a.m.

#### *Accessibility for Individuals with Disabilities*

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#### *Availability of Public Records*

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 400 Oyster Point Blvd, Suite 409, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

# MINUTES

## COMMUTE.ORG BOARD OF DIRECTORS

Silicon Valley Community Foundation  
1300 S. El Camino Real, Room 114  
February 16, 2017

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### ROLL CALL

#### Board Members Present:

Jeffrey Gee, Chair, City of Redwood City  
Michael Lempres, Town of Atherton  
Davina Hurt, City of Belmont  
Clifford Lentz, City of Brisbane  
Emily Beach, City of Burlingame  
Rae Gonzales, Town of Colma  
Glenn Sylvester, City of Daly City  
Carlos Romero, City of East Palo Alto  
Sam Hindi, City of Foster City  
Shawn Christianson, Town of Hillsborough  
Reuben Holober, City of Millbrae  
Irene O'Connell, City of San Bruno (Alternate)  
Mark Olbert, City of San Carlos  
Rick Bonilla, City of San Mateo  
Richard Garbarino, City of South San Francisco  
David Canepa, County of San Mateo

#### Supervisory Committee Members Present:

Maria Saguisag-Sid, City of Brisbane

#### Guests:

Wade Wietgreffe, City and County of San Francisco  
Carli Paine, San Francisco Municipal Transportation Agency

#### Staff in Attendance:

John Ford, Executive Director  
Teresa Avelar, Administration & Finance Manager  
Betsy Juarez, Administrative Assistant  
Karen Sumner, Transportation Programs Manager  
Kim Comstock, Commuter Programs Manager  
Gina Javier, Programs Representative  
Weiser Manzano, Programs Representative  
Richard Fontela, Shuttle Program Coordinator  
Erin Fieberling, AmeriCorps Fellow

Joan Cassman, Agency Attorney

The February 16, 2017 meeting of the Commute.org Board of Directors was called to order at 8:11 a.m. by Board Chair, Jeffrey Gee.

## CONSENT AGENDA

1. Minutes: November 17, 2016
2. Financial Statements: July – September 2016
3. Audited Financial Statements FY2015-2016

*It was moved by Ms. Davina Hurt, seconded by Mr. Carlos Romero, and unanimously passed to approve items one, two and three on the consent agenda.*

### 1. CHAIR'S REPORT

Board Chair Jeffrey Gee welcomed new Board members Mr. Glenn Sylvester, City of Daly City, Mr. Adam Eisen, City of Half Moon Bay and Mr. David Canepa, County of San Mateo. Mr. Sylvester thanked the Board for making him feel welcomed.

Chair Gee announced that John Hoang, C/CAG, will be replacing Maria Saguisag-Sid as the Supervisory Committee Chair and Shirley Chan, City of Daly City, will be serving as the Supervisory Committee Vice Chair.

Chair Gee announce to the Board that staff distributed the Form 700 to every Board member at their seat. New and returning Board members are required to fill out and sign the Form 700. Chair Gee mentioned that original signatures are required.

Chair Gee updated the Board on the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040). Chair Gee encouraged the Board to read the Plan, currently available online. Chair Gee stated that the decision on whether to proceed with the \$647Mill Full Funding Grant Agreement for the Peninsula Corridor Electrification Project is still pending. The grant will need to be approved by incoming Transportation Secretary, Elaine Chao. It is currently in the 30-day review period, which expires on February 17, 2017. Joan Cassman informed the Board that a Limited Notice to Proceed (LNTP) was issued to the contactors on September 2016 to advance design of the project. The LNTP will expire on March 1, 2017

### 2. PRESENTATION: SAN FRANCISCO'S RECENTLY ADOPTED CITYWIDE TDM PROGRAM

Mr. Wade Wietgreffe, Senior Planner, San Francisco Planning and Ms. Carli Paine, Land Use and Transportation Integration Manager, SFMTA presented on the recently adopted citywide Transportation Demand Management (TDM) program in San Francisco.

Ms. Paine presented on ways to improve and expand upon San Francisco's transportation system to help accommodate new growth through the TDM Program. She stated that transit lines and roadways are already at capacity in many locations during peak hours, and adding more lanes to existing roadways would not be a viable solution. Ms. Paine mentioned that the Transportation Sustainability Program (TSP) has been a multi-year, multi-agency effort to better enhance the transportation system, as the city accommodates their new growth. The TSP has three components that have already been put into place. The first component is a Transportation Sustainability Fee all new developments pay to the Development Impact Fee that will be invested towards transit and safer streets. The second component is replacing level of service analysis with analysis on VMT. The city will be looking at how much new driving a new project generates instead of counting car throughputs at already congested intersections. The third component focuses on the new TDM program for new developments. Developers will be required to integrate amenities that support tenants, residents, and visitors in making trips to and from

that project sight in sustainable ways.

Mr. Weitgrefe informed the board that city staff developed a TDM menu of 66 sustainable TDM measures, based on best practices across the country, local research, literature review, and professional expertise. Each measure on the TDM menu has a different point value based on its relative ability to reduce VMT. The ordinance would apply to projects with 10 units or more of new residential development, 10,000 ft<sup>2</sup> or more of commercial development, and large (25,000 ft<sup>2</sup>) changes of use. Residential projects that are 100 percent affordable are exempt. A web-based tool has been created to help developers calculate their project's required points and find ways of meeting the requirements through different TDM measures.

Mr. Carlos Romero inquired on how VMT is tracked and how existing projects and buildings will be addressed. Mr. Weitgrefe stated that the Transportation Authority has a travel demand model that uses variety of factors that affect travel behaviors and then estimates VMT throughout the city. They acquire data from the California Household of Travel Survey, which obtains information of travel behavior of households statewide. Ms. Paine clarified that the TDM program will only affect new developments.

### **3. MID-YEAR BUDGET AND PROGRAM REPORT**

Mr. Ford presented on the status of the Commute.org's current fiscal year budget (FY2016-2017).

Bound copies of Commute.org's audited financial statements were distributed to the Board members. Any member that was unable to attend the meeting may request a bound copy and it will be mailed to them. The document is available for inspection by the public at the Commute.org office and will also posted on the Commute.org website.

Mr. Ford mentioned that 65% of Commute.org's income has been received for the fiscal year, with only 50% of the budget being expended as of January 31, 2017.

Mr. Ford provided an update on the changes to the organizational structure of the agency. He informed the Board that Ms. Kim Comstock has been promoted into a new title called the Commuter Programs Manager. The Shuttles Manager position has not yet been advertised and will not be evaluated until the next fiscal year.

### **4. SHUTTLE PROGRAM REPORT**

Mr. Ford presented a report on Commute.org's shuttle operations and activities for the first 7 months of FY 2016-2017.

Mr. Ford informed the Board that they experienced a 3.4% decrease in shuttle ridership last quarter. Although 11 routes experience an increase in ridership, 9 routes experienced a decrease in ridership, including 4 of the highest performing routes. Mr. Ford informed the Board that Gilead integrated private shuttles for their employees, which negatively affected 2 of the high performing routes. Mr. Sam Hindi inquired on whether the introduction and promotion of Scoop impacted the decrease in ridership for the Foster City routes. Mr. Ford stated that there is currently no data on the issue. The cost-per-passenger target remains below \$7 for most the routes with the average cost being \$4.83 per passenger.

Mr. Ford notified the Board that the passenger counter project has been cancelled. It will be revisited next fiscal year.

Mr. Ford informed the Board that the Caltrain schedule is changing, which will impact shuttle schedules at each city starting April 10, 2017. It is anticipated that 16 of the 20 routes managed by Commute.org will have schedule changes.

Mr. Ford informed the Board that a new tool has been integrated into the shuttle route maps. A Google Earth image will be provided when a visitor clicks on their stop on the website.

Mr. Ford mentioned that South San Francisco is currently undergoing a large expansion and route modifications might need to be made to meet the demands for future employers and residents.

## **5. EMPLOYER OUTREACH MANAGER'S REPORT**

Ms. Karen Sumner, Commute.org's Employer Outreach Manager, informed the Board that Tech Talks, the agency's third annual event for county employers, will be taking place on Thursday, March 9, 2017 from 10:00 AM – 1:00PM at Genesis Tower in South San Francisco. The theme of the event is how technology impacts and energizes the daily commute.

Ms. Sumner informed the Board that they are currently conducting a survey asking employers about their commute program. They hope to get a comparable of what various employers in San Mateo County are doing and compare them by employer size. The results will be shared at the Tech Talks event.

Ms. Sumner reported that Bike to Work Day will be taking place on Thursday, May 11, 2017. All nine Bay Area counties are participating and Commute.org will be coordinating Bike to Work Day in San Mateo County. Bill Bright will be the consultant, as he has done in previous years. He will be the point of contact for all Energizer Station leads. Ms. Sumner mentioned that they are in the process of conforming the energizer stations in San Mateo County and securing volunteers.

Ms. Sumner stated that their Spring Marketing Campaign will be focused on the Commuter Challenge. Advertising will include digital billboards on Hwy 280 in Daly City, Hwy 101 in South San Francisco and on the San Mateo Bridge. This advertising campaign will also include: print ads, online banner ads, social media ads, and online radio.

## **6. COMMUTER PROGRAMS MANAGER'S REPORT**

Kim Comstock, Commute.org's Commuter Programs Manager, introduced the Climate Corps AmeriCorps Fellow, Ms. Erin Fieberling.

Ms. Comstock announced that the STAR platform has acquired a new logo. The STAR platform will serve as a base for this year's Commuter Challenge. The Commuter Challenge is a two-month challenge and will begin on April 1, 2017. There will be weekly prizes and will be open for commuters traveling to, from, or through San Mateo County that are using commute alternatives.

Ms. Comstock mentioned that San Mateo and Foster City have invested on incentives for commuters that are using the Scoop app. Scoop is a dynamic carpooling app that helps commuters find partners to commute to or from work. All carpool rides to or from San Mateo and Foster City were capped at \$2 during the incentive period. The city council of South San Francisco is now considering a similar incentive which would be deployed in April.

Ms. Comstock informed the Board that Foster City is interested in having their own version of the “Connect” program which is a website that shows all the mobility options that are available in the city. Redwood City and San Mateo have their own “Connect” sites in place.

## **7. EXECUTIVE DIRECTOR’S REPORT**

Mr. Ford informed the Board that the cities of Menlo Park and Portola Valley have expressed preliminary interest in joining the Commute.org Joint Powers Authority (JPA). Only three cities in San Mateo County are not members of the JPA – Menlo Park, Woodside and Portola Valley. Each of the existing JPA members would need to reapprove a modified JPA agreement to allow new membership. The Board will discuss this in more detail at a future meeting if any of the cities formally expresses interest in joining.

## **ADJOURNMENT**

*The meeting was adjourned at 9:43 am by Chair Gee.*

Respectfully submitted,

Teresa Avelar  
*CLERK OF THE BOARD*

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 02/28/17

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
REVENUES:								
RENTS AND INTEREST								
3510	INVSTMNT ERNNGS	1,936.37	1,200.00	0.00	891.01	0.00	309	74.3
3515	UNRLZD GN(LSS)N	557.66	0.00	0.00	0.00	0.00	0	0.0
	Ttl RNTS AND INTRS	<u>2,494.03</u>	<u>1,200.00</u>	<u>0.00</u>	<u>891.01</u>	<u>0.00</u>	<u>309</u>	<u>74.3</u>
FROM OTHER AGENCIES								
3664	AB 434 FUNDS	472,300.00	525,000.00	186,925.45	294,094.07	0.00	230,906	56.0
3665	C/CG CNGSTN RLF	510,000.00	510,000.00	127,500.00	255,000.00	0.00	255,000	50.0
3666	SHTTL CNSRTM RV	779,374.06	814,000.00	41,588.80	787,241.60	0.00	26,758	96.7
3668	MESR A TSM FNDS	435,000.00	445,000.00	0.00	222,500.00	0.00	222,500	50.0
3672	C/CG MTC EMPLY	70,000.00	70,000.00	0.00	0.00	0.00	70,000	0.0
3673	SHTTL GRNT PSS	1,347,053.36	1,496,300.00	61,000.00	484,958.37	0.00	1,011,342	32.4
	Ttl FRM OTHR AGNCS	<u>3,613,727.42</u>	<u>3,860,300.00</u>	<u>417,014.25</u>	<u>2,043,794.04</u>	<u>0.00</u>	<u>1,816,506</u>	<u>52.9</u>
MISCELLANEOUS REVENUES								
3860	MISCELLANES RVN	15,116.20	4,000.00	0.00	100.00	0.00	3,900	2.5
	Total MSCLLNS RVNS	<u>15,116.20</u>	<u>4,000.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	<u>3,900</u>	<u>2.5</u>
*	Total Revenues	<u>3,631,337.65</u>	<u>3,865,500.00</u>	<u>417,014.25</u>	<u>2,044,785.05</u>	<u>0.00</u>	<u>1,820,715</u>	<u>52.9</u>

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 02/28/17

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Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	762,715.22	803,451.00	52,745.50	477,862.23	0.00	325,589	59.5
4104	PERS RETIREMENT	96,983.64	89,312.00	6,990.38	67,325.38	0.00	21,987	75.4
4105	GROUP INSURANCE	83,992.17	82,843.00	6,426.66	51,368.60	0.00	31,474	62.0
4107	MEDICARE	10,508.49	10,893.00	740.74	6,755.45	0.00	4,138	62.0
4108	UNMPLYMNT INSRN	0.00	0.00	0.00	3,149.96	0.00	(3,150)	0.0
4110	TERMINATION PAY	0.00	0.00	0.00	8,641.27	0.00	(8,641)	0.0
4120	OTHR PST EMPLYM	6,588.00	6,600.00	6,588.00	6,588.00	0.00	12	99.8
Ttl SLRS AND BNFTS		960,787.52	993,099.00	73,491.28	621,690.89	0.00	371,408	62.6
SERVICES AND SUPPLIES								
4205	ALLIANC OFFC LS	57,869.34	65,000.00	5,659.45	50,551.92	0.00	14,448	77.8
4207	TRIP VOUCHERS	15,993.67	15,000.00	2,882.45	1,092.11	0.00	13,908	7.3
4209	MLG RMB/CR ALLW	3,280.96	3,000.00	407.71	1,323.37	0.00	1,677	44.1
4211	ADVERTISING	83,843.29	80,000.00	0.00	38,640.53	0.00	41,359	48.3
4219	PROFESSNL SRVCS	62,784.00	80,000.00	6,808.00	39,551.29	1,300.00	39,149	51.1
4243	OPERATING SPPLS	9,588.26	10,000.00	375.43	4,504.34	0.00	5,496	45.0
4259	TRY TRNST CMPGN	23,303.00	85,000.00	0.00	60,000.00	0.00	25,000	70.6
4307	BRD MTNG EXPNSS	1,077.65	1,200.00	0.00	421.46	0.00	779	35.1
4308	VANPOOL SUBSID	38,859.94	40,000.00	212.50	13,165.00	0.00	26,835	32.9
4309	SHUTTLE OPERTNS	2,175,630.74	2,222,200.00	179,182.80	1,247,394.03	0.00	974,806	56.1
4310	OUTSID LGL CSTS	23,758.47	36,000.00	210.00	7,445.80	0.00	28,554	20.7
4373	FISCAL AGENT FS	50,000.00	51,500.00	0.00	25,000.00	0.00	26,500	48.5
Ttl SRVCS AND SPPL		2,545,989.32	2,688,900.00	195,738.34	1,489,089.85	1,300.00	1,198,510	55.4
OTHER CHARGES								
4215	RENTS AND LEASS	10,322.95	11,000.00	626.65	6,842.85	0.00	4,157	62.2
4302	MMBRSHPS & PBL	6,363.50	7,500.00	180.00	5,014.00	0.00	2,486	66.9
4303	TRAVEL & METNGS	12,854.29	18,000.00	0.00	4,598.60	0.00	13,401	25.5
4304	EDUCATN & TRNG	7,215.08	9,000.00	1,769.00	3,219.00	0.00	5,781	35.8
4434	MSCLLNS OTHR CH	11,963.33	14,000.00	0.00	5,407.35	0.00	8,593	38.6
4603	CONTINGENCIES	0.00	20,000.00	0.00	0.00	0.00	20,000	0.0
Total OTHER CHARGS		48,719.15	79,500.00	2,575.65	25,081.80	0.00	54,418	31.5
FIXED CHARGES								
4208	TLPHN SRVC CHR	5,733.94	6,000.00	487.41	5,954.73	0.00	45	99.2
4216	VHCL SRVC CHRGS	605.68	1,500.00	0.00	659.22	0.00	841	43.9
4223	INFRMTN SRVCS C	46,042.43	50,000.00	1,200.00	28,832.05	0.00	21,168	57.7
4227	COPIER SERVICES	44,872.08	32,000.00	5,073.71	11,669.81	0.00	20,330	36.5
4233	POSTAGE	9,878.14	9,000.00	3,200.00	10,898.00	0.00	(1,898)	121.1



City of Daly City, California

Revenue and Expenditure Summary Report  
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Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
4301	GNRL INSRNC CHR	10,567.88	12,000.00	396.33	4,136.80	0.00	7,863	34.5
	Total FIXED CHARGS	<u>117,700.15</u>	<u>110,500.00</u>	<u>10,357.45</u>	<u>62,150.61</u>	<u>0.00</u>	<u>48,349</u>	<u>56.2</u>
	CAPITAL OUTLAY							
4562	BK LCKRS & RCKS	10,117.63	15,000.00	0.00	5,380.00	0.00	9,620	35.9
	Total CAPITAL OTLY	<u>10,117.63</u>	<u>15,000.00</u>	<u>0.00</u>	<u>5,380.00</u>	<u>0.00</u>	<u>9,620</u>	<u>35.9</u>
*	Total Expenditures	<u>3,683,313.77</u>	<u>3,886,999.00</u>	<u>282,162.72</u>	<u>2,203,393.15</u>	<u>1,300.00</u>	<u>1,682,306</u>	<u>56.7</u>
	Nt fr PNN CNGST RLF	<u>(51,976.12)</u>	<u>(21,499.00)</u>	<u>134,851.53</u>	<u>(158,608.10)</u>	<u>(1,300.00)</u>	<u>138,409</u>	

City of Daly City, California

Revenue and Expenditure Summary Report  
 By Fund  
 For the Period Ended 02/28/17

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
Total Rev - All Fnds		3,631,337.65	3,865,500.00	417,014.25	2,044,785.05	0.00	1,820,715	52.9
Ttl Expnd - All Fnds		3,683,313.77	3,886,999.00	282,162.72	2,203,393.15	1,300.00	1,682,306	56.7
All Funds Net		(51,976.12)	(21,499.00)	134,851.53	(158,608.10)	(1,300.00)	138,409	
		=====	=====	=====	=====	=====	=====	



**Board of Directors  
FY 2017 - 2018 Meeting Schedule**

<b>Meeting Date/Time</b>	<b>Meeting Location</b>
<b>September 21, 2017 8:00 –9:30 a.m.</b>	<b>Silicon Valley Community Foundation</b>
<b>November 16, 2017 8:00 –9:30 a.m.</b>	<b>Silicon Valley Community Foundation</b>
<b>February 15, 2018 8:00-9:30 a.m.</b>	<i>Location TBD</i>
<b>April 19, 2018 8:00 –9:30 a.m.</b>	<i>Location TBD</i>
<b>June 21, 2018 8:00 – 9:30 a.m.</b>	<i>Location TBD</i>

**Silicon Valley Community Foundation, 1300 South El Camino Real, San Mateo  
Foster City – City Hall EOC Training Room 1040 East Hillsdale Blvd, Foster City**

## **Board of Directors Consent Agenda Item #D**

**DATE:** April 20, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Funding Agreement with C/CAG for MTC Regional Rideshare Program Funding

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### **INTRODUCTION**

Presenting to the board for their review a copy of the fully executed funding agreement with the City/County Association of Governments in San Mateo County (C/CAG) for the MTC Regional Rideshare Program funding for FY 2016-2018.

### **BACKGROUND**

C/CAG's board of directors approved the funding agreement at their December 2016 meeting. The MTC funds are provided to C/CAG as the county's congestion management agency and then made available to Commute.org to support employer and commuter programs related to alternative transportation. The approved funding agreement calls for funding in the amount of \$70,000 to be expended by June 30, 2018.

## **Board of Directors Agenda Item #1**

**DATE:** April 20, 2017  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Chair's Report

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### INTRODUCTION

Presenting to the Board a report by Board Chair, Jeff Gee.

### BACKGROUND

Chair Gee's report includes the following:

1. Welcome to new board members.
2. Staff thanks the board members who submitted their Form 700's. Electronic filing will be the primary mode for next year.
3. Update on status of federal funding for Caltrain electrification project.

## **Board of Directors Agenda Item 2 & 2a**

**DATE:** April 20, 2017  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Peninsula Mobility Group Presentation & Relationship

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### **INTRODUCTION**

The Peninsula Mobility Group (PMG) is a coalition of private employers, public agency employers, Bay Area business associations and community leaders focused on improving mobility on the Peninsula Corridor.

### **PRESENTATION (Item #2)**

Presentation by Don Cecil (MC2 Bay Area Public Affairs) and Rosanne Foust (SAMCEDA) regarding PMG. Mr. Cecil and Ms. Foust will discuss the purpose of the group and describe the initial projects and priorities the group is addressing.

### **ACTION (Item #2a)**

Following the presentation, the Board will consider what relationship, if any, Commute.org should have with PMG.

### **Board of Directors Agenda Item #3**

**DATE:** April 20, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** SB-1 Transportation Funding Presentation

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#### **INTRODUCTION**

Mr. Mario Rendon, District Director, Office of Assemblymember Kevin Mullin, will give an overview of the Transportation Funding bill (SB-1) that was passed by the California State Senate and Assembly on April 6<sup>th</sup>.

#### **SUMMARY OF SB-1**

Increases several taxes and fees to raise the equivalent of roughly \$52.4 billion over ten years in new transportation revenues and makes adjustments for inflation every year; directs the funding to be used towards deferred maintenance on the state highways and local streets and roads, and to improve the state's trade corridors, transit, and active transportation facilities.

(Without Reference to File)

SENATE THIRD READING

SB 1 (Beall)

As Amended April 3, 2017

2/3 vote. Urgency

SENATE VOTE: 27-11

**SUMMARY:** Increases several taxes and fees to raise the equivalent of roughly \$52.4 billion over ten years in new transportation revenues and makes adjustments for inflation every year; directs the funding to be used towards deferred maintenance on the state highways and local streets and roads, and to improve the state's trade corridors, transit, and active transportation facilities. Specifically, **this bill:**

- 1) Increases a number of taxes and fees for transportation purposes:
  - a) Increases the excise tax on gasoline by \$0.12 per gallon, starting November 1, 2017.
  - b) Increases the excise tax on diesel fuel by \$0.20 per gallon, starting November 1, 2017.
  - c) Increases the sales tax on diesel fuels by an additional 4% increment, starting November 1, 2017.
  - d) Creates a new annual Transportation Improvement Fee (TIF), starting January 1, 2018, based on the market value of the vehicle with the fee range described below:
    - i) \$25 per year for vehicles with a market value of \$0- \$4,999;
    - ii) \$50 per year for vehicles with a market value of \$5,000 - \$24,999;
    - iii) \$100 per year for vehicles with a market value of \$25,000 - \$34,999;
    - iv) \$150 per year for vehicles with a market value of \$35,000 - \$59,999; and,
    - v) \$175 per year for vehicles with a market value of \$60,000 and higher
  - e) Creates the Road Improvement Fee of \$100 per vehicles for Zero-Emission Vehicles (ZEV)s, as defined, starting in 2020 for model year 2020 and later.
- 2) Eliminates, starting July 1, 2019, the annual adjustment required by the "Gas Tax Swap," of 2010, and instead imposes a more stable tax by re-establishing the Price Based Excise tax (PBET) at its original rate of \$0.173 per gallon. Requires revenues generated from the PBET adjustment to be allocated under the existing statutory framework with 44% for the State Transportation Improvement Program (STIP), 44% for cities and counties for local streets and roads, and 12% for the State Highway Operations and Protection Program (SHOPP).
- 3) Requires that the tax rates and fees specified in this bill, other than the diesel sales tax, are adjusted annually based on the California Consumer Price Index (CPI).



- 4) Provides for the repayment of outstanding transportation loans from the General Fund totalling \$706 million.
- 5) Creates the Road Maintenance and Rehabilitation Program. Funds raised by the gasoline excise tax, a portion of the diesel excise tax increase (\$0.10), and TIF, and ZEV fees are deposited into the Road Maintenance and Rehabilitation Account (RMRA), which is created within the State Transportation Fund. The RMRA funds shall be spent on basic road maintenance and rehabilitation, critical safety projects, and several other transportation programs.
- 6) Requires 50% of the diesel excise tax increase (\$0.10), estimated at \$300 million, to be annually deposited into the Trade Corridor Enhancement Account (TCEA) to fund corridor-based freight projects nominated by the state and local agencies.
- 7) Allocates an estimated \$750 million annually for public transportation capital projects and operating expenses. These funds are derived from a portion of the diesel sales tax increase (3.5%) and an annual appropriation of \$350 million from the TIF. The increase in the diesel sales tax will fund local transit operators through the existing State Transit Assistance Program (STA), with funding allocated by existing formulas, and also provide funding for commuter and intercity passenger rail service. Allocates \$350 million from the TIF to the Transit Intercity Rail Capital Program (TIRCP) for transit capital projects.
- 8) Requires the outstanding loans made to the General Fund from various transportation special funds, a total of \$706 million, be repaid over three years. The funds will be allocated as follows: \$236 million for the TIRCP, up to \$20 million for planning, \$225 million for SHOPP, and \$225 million for local agencies.
- 9) Requires certain programs to be funded annually from the newly created RMRA. Specifically, \$200 million is set aside for local entities that have passed local sales and use taxes and/or developer fees for transportation purposes; \$100 million for the active transportation program for bicycle and pedestrian projects; \$400 million for bridge and culvert repair; \$25 million for freeway service patrols, \$25 million for local and regional SB 375 planning; and \$7 million for university transportation research. Additionally, \$5 million per year for five years (\$25 million total), is set aside for the California Workforce Development Board to assist local agencies to implement policies to promote preapprenticeship training programs.
- 10) Requires the remainder of funds in the RMRA to be split 50/50 between state and local governments. The state share will be allocated for road maintenance and SHOPP projects. Local funding is allocated pursuant to existing statutory formulas, where 50% goes to cities based on population and 50% goes to counties based on a combination of the number of registered vehicles and the miles of county roads. In order to receive these funds, a city and county must maintain its historic commitment to funding street and highway purposes by annually expending not less than the average of its expenditures over a specified three-year period (i.e. maintenance of effort requirement). The California Transportation Commission (CTC) shall annually evaluate each agency receiving funds to ensure that the funds are spent appropriately.
- 11) Creates the Congested Corridors Program, to be implemented by the CTC, and allocates \$250 million annually from the TIF for projects that provide congestion relief within the

state's most heavily used transportation corridors. Eligible projects can be nominated by both the state and regional transportation agencies, however, only up to half of the annual appropriation may be allocated for state-only nominated projects.

- 12) Directs the California Department of Transportation (Caltrans) to generate up to \$100 million in department efficiencies. The revenue generated through the efficiencies will be allocated to the RMRA.
- 13) Requires revenue raised by the new gasoline excise tax that are attributable to agriculture equipment use be spent on agriculture programs. Also requires revenue raised by the new gasoline excise tax attributable to Off-Highway Vehicle (OHV) uses or boating uses be spent on state parks, OHV, and boating programs.
- 14) Creates a Transportation Inspector General, subject to Senate confirmation, within the newly created Caltrans Office of Audits and Investigations.
- 15) Requires additional CTC oversight of the development and management of the SHOPP program, including allocating staffing support and project review and approval. CTC will also conduct public hearings on the SHOPP.
- 16) Creates and funds an Advance Mitigation Program, administered by Caltrans, to protect natural resources through project mitigation and to accelerate project delivery.
- 17) Creates a "useful life" period where truckers subject to future, undefined regulations can get a return on their investment before being asked to replace or modify the vehicle. Thus, if the California Air Resources Board adopts future in-use regulations, trucks will not be required to turnover until they have reached 13 years from the model year the engine and emission control systems are first certified or until they reach 800,000 vehicle miles traveled; however, no longer than 18 years from the model year the engine and emission control systems are first certified for use.
- 18) Prohibits the Department of Motor Vehicles (DMV), starting in 2020, from registering or renewing the registration of specified medium and heavy duty diesel trucks unless the truck owner can demonstrate full compliance with applicable emission requirements.

**EXISTING LAW:**

- 1) Levies a variety of taxes and fees on gasoline, diesel fuel, and motor vehicles including, but not limited to, a per gallon gasoline excise tax, an excise and sales tax on diesel fuel, and an annual vehicle registration fee. These taxes and fees are currently levied at the following rates:
  - a) Gasoline excise tax: \$0.278 per gallon
  - b) Diesel excise tax: \$0.16 per gallon
  - c) Diesel sales tax: 6.5%
  - d) Vehicle registration fee: \$53 per vehicle annually

- 2) Directs the revenue generated through these taxes and fees to be used for various transportation programs and to fund the DMV and California Highway Patrol (CHP). In general, the gasoline and diesel excise taxes are spent on state and local road maintenance and construction through the SHOPP and state maintenance program and to city and county governments through specific formula-based subvention. Vehicle registration fees are used to fund DMV and CHP operations. The diesel sales tax provides funding for local transit operators, which is distributed by specific formulas.
- 3) Establishes the "Gas Tax Swap," approved by the Legislature in 2011 (AB 105 [Committee on Budget], Chapter 6, Statutes of 2011), which replaced the existing state portion of the sales tax on gasoline with a per gallon excise tax referred to as the PBET. The Gas Tax Swap requires the State Board of Equalization to annually adjust the excise tax to match revenue that would have been generated by the former sales tax. Revenues generated from the PBET are first used to backfill the State Highway Account for the transfers of weight fees for transportation debt service and are then distributed as follows:
  - a) 44% STIP;
  - b) 44% cities and counties for local streets and roads; and,
  - c) 12% SHOPP
- 4) Establishes the TIRCP program, a grant program designed to fund certain capital and operational projects for transit and passenger rail providers. TIRCP is currently funded by the state's cap and trade program authorized by AB 32 (Núñez), Chapter 488, Statutes of 2006.
- 5) Requires Caltrans to develop an asset management plan for the SHOPP, with approval by the CTC, to prioritize the state highway assets for funding purposes.

**FISCAL EFFECT:** According to the Senate Appropriations Committee, this bill is expected to generate an amount equivalent to \$52.4 billion in transportation revenues over a ten-year period, approximately \$26.6 billion of which would be dedicated for local expenditures and \$25.8 billion for state purposes. Overall revenues are estimated at \$2.78 billion in 2017-18, \$4.55 billion in 2018-19, and \$4.88 billion in 2019-20. Revenues are generally expected to increase annually thereafter, once all revenue sources are fully implemented and specified adjustments are made each year by the CPI, eventually reaching approximately \$6.5 billion by 2026-27.

**COMMENTS:** California has not increased the gas tax in 23 years. Since then, California's population has grown by eight million, with millions more cars and trucks on our roads. Californians also drive more than 350 billion miles a year – more than any other state – yet road and transit investments have not kept pace with this growth.

The deterioration of California's state and local streets and roads and state highway system has been widely documented. Specifically, the state highways system is facing \$59 billion deferred maintenance backlog for road maintenance and repairs. The total shortfall for local streets and roads maintenance is approximately \$7.3 billion annually.

Each California driver spends approximately \$700 per year in extra vehicle repairs caused by rough roads. With the winter storms this year already costing over \$800 million in emergency work on state highways alone, this number is sure to grow.

State highways and local streets and roads are not the only areas in need of additional funding for basic maintenance and upkeep. Transit operators are similarly experiencing their own respective funding shortfalls, estimated to be \$72 billion over the next ten years.

According to the author, this bill is a consensus bill between the Senate, Assembly, and the Governor that solves a crisis that threatens our deteriorating streets and highways. This bill will provide additional resources for the state to repair the infrastructure under its jurisdiction and it also distributes billions of dollars at the local level for road maintenance. Furthermore, this bill provides additional funding for trade corridor improvements, transit, and active transportation facilities.

In addition to new funding, this bill contains a number of policy reforms to ensure accountability and transparency of state and local programs funded by the bill. Specifically, this bill creates the Independent Office of Audits and Investigations within Caltrans to ensure the department and external entities are expending state and federal resources efficiently and effectively. The new Inspector General would be appointed by the Governor and confirmed by the Senate and would report annually to the Legislature. This bill also increases oversight of Caltrans and the state highway program by directing CTC to review and approve scope, cost, and schedule of all SHOPP projects, including capital outlay support. Caltrans would have to come back to the CTC for project scope changes or budget overruns. CTC reviews projects and discusses issues in regular public hearings for transparency and accountability.

This bill also includes new 10-year performance targets for the state highway program, including requiring not less than 98% of pavement on the state highway system be in good or fair condition; not less than 90% level of service achieved for maintenance of potholes, spalls, and cracks; not less than 90% of culverts in good or fair condition; not less than 90% of the transportation management system units in good condition; and to fix not less than an additional 500 bridges.

Local governments are also subjected to new reporting and oversight by CTC for the new funding revenue, including submitting yearly project lists and maintaining their current level of local general fund contributions to their roads systems. Additionally, the state's transit operators are required to report to the State Controller for new funding provided for "State of Good Repair" projects.

## **Board of Directors Agenda Item #4**

**DATE:** April 20, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Presentation – 2017 Commuter Challenge

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### **INTRODUCTION**

Presentation by Ms. Kim Comstock, Commuter Programs Manager, on the 2017 Commuter Challenge that runs from April 1 – May 31. The presentation will include a short video.

### **BACKGROUND**

Commute.org runs an annual commuter-focused campaign. The intent of the campaign is to encourage as many people as possible to use alternatives to driving alone during the campaign period. A variety of incentives are used to reward participants.

The 2017 Commuter Challenge uses Commute.org's STAR platform for trip planning and logging. The software platform allows commuters to create an account, track their commute trips, monitor their savings, and see how they compare to other participants. The tool also allows commuters to post their commutes to a ridesharing database. Once participants log their first non-SOV trip, they are eligible for randomly selected prizes. Each week that they log trips, they are eligible for that week's prize drawing.

The presentation will include the marketing that is being used to promote the campaign and will also review statistics from the first two weeks of the challenge.

## **Board of Directors Agenda Item #5**

**DATE:** April 20, 2017  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Shuttle Program Report

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### **INTRODUCTION**

Mr. Ford will present a report on the agency's shuttle operations and activities for the first 9 months of FY2016-2017.

Presentation will include:

1. Q3 and YTD ridership statistics (see attachment)
2. Recent schedule and route changes
3. Shuttle pass program changes
4. Shuttle stop signage update plan

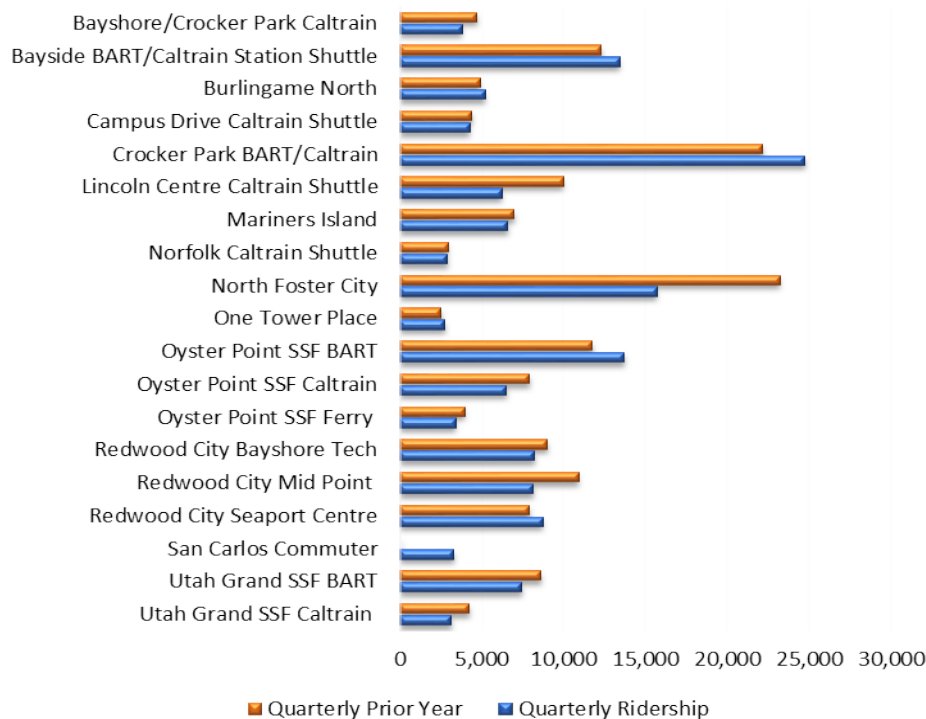
# Commute.org Quarterly Report Shuttles Detail

Commute.org managed shuttles combined for 150,816 Q3 boardings (-6.1% same QTQ routes), 2,350 average daily riders (ADR) or a combined 272 riders per service hour. The services eliminated an estimated 135,817 single occupancy vehicle (SOV) trips (after subtraction of the shuttle trips) from San Mateo County area roadways.

Comparing the previous 12-months, all Commute.org managed shuttles combined for 612,362 boardings (+0.8% same YTY routes), 2,401 ADR, 288 riders per service hour and an estimated 540,458 SOV trips were eliminated.

Seven routes experienced ridership gains in the quarter while 12 experienced ridership decreases (one route is new and therefore does not have prior year data). Three routes account for a significant percentage of the ridership decrease – North Foster City, Lincoln Centre (SM/Foster City) and Redwood City Mid-Point. The Foster city routes were impacted by the addition of long-distance private bus service for employees at the Gilead campus. That new service has had a significant impact on ridership; however, the routes are still considered “high performing”. The RWC Mid-Point route has been impacted by construction in and around the route. Stanford Medicine is the primary supporter of that route and they are in the midst of a major construction project. Once complete, the ridership on that route is expected to exceed prior quarters.

## Q3 Shuttle Ridership



### Q3 FY 16/17 Performance Metrics

Shuttle Name	Quarterly Ridership	Quarterly Prior Year	Year over Year	Operating Cost/ Passenger	Boardings/ service-hour	SOV Trips Eliminated
Bayshore/Crocker Park Caltrain	3,801	4,713	-19.4%	\$6.83	10.39	3,346
Bayside BART/Caltrain Station Shuttle	13,440	12,283	9.4%	\$3.37	21.60	12,352
Burlingame North	5,190	4,901	5.9%	\$5.96	11.91	4,166
Campus Drive Caltrain Shuttle	4,254	4,385	-3.0%	\$6.58	10.80	3,669
Crocker Park BART/Caltrain	24,744	22,147	11.7%	\$3.65	20.87	23,336
Lincoln Centre Caltrain Shuttle	6,233	9,971	-37.5%	\$4.89	14.88	5,583
Mariners Island	6,589	6,982	-5.6%	\$5.08	14.33	5,939
Norfolk Caltrain Shuttle	2,881	2,944	-2.1%	\$9.76	7.27	2,426
North Foster City	15,697	23,203	-32.3%	\$3.57	20.38	14,801
One Tower Place	2,754	2,503	10.0%	\$10.53	6.74	1,922
Oyster Point SSF BART	13,705	11,755	16.6%	\$4.06	17.92	12,745
Oyster Point SSF Caltrain	6,492	7,923	-18.1%	\$5.22	13.93	5,660
Oyster Point SSF Ferry	3,425	3,944	-13.2%	\$7.46	9.52	2,984
Redwood City Bayshore Tech	8,235	8,985	-8.3%	\$3.58	19.85	7,403
Redwood City Mid Point	8,146	10,903	-25.3%	\$3.44	19.85	7,403
Redwood City Seaport Centre	8,730	7,908	10.4%	\$3.39	20.92	7,898
San Carlos Commuter	3,307	0	N/A	N/A	8.17	2,462
Utah Grand SSF BART	7,446	8,614	-13.6%	\$8.02	8.85	6,422
Utah Grand SSF Caltrain	3,117	4,215	-26.0%	\$10.58	6.71	2,221
Utah Grand SSF Ferry	2,630	2,403	9.4%	\$10.01	7.09	2,189
	150,816	160,682	-6.1%	\$4.87	272	135,817



### Previous 12 Months Performance Metrics

Shuttle Name	Annual Ridership	Year over Year	Operating Cost/ Passenger	Boardings/ service-hour	SOV Trips Eliminated
Bayshore/Crocker Park Caltrain	15,799	-14.0%	\$6.53	10.93	14,000
Bayside BART/Caltrain Station Shuttle	49,064	1.9%	\$2.91	25.10	45,508
Burlingame North	20,943	14.1%	\$5.92	12.06	16,879
Campus Drive Caltrain Shuttle	16,960	-17.4%	\$6.51	10.96	14,647
Crocker Park BART/Caltrain	93,888	6.9%	\$3.84	19.96	88,300
Lincoln Centre Caltrain Shuttle	33,780	-11.0%	\$3.60	20.31	31,210
Mariners Island	27,893	-13.9%	\$4.73	15.46	25,323
Norfolk Caltrain Shuttle	10,903	24.2%	\$10.28	6.94	9,104
North Foster City	73,160	-12.3%	\$3.05	23.96	69,604
One Tower Place	11,362	21.6%	\$10.12	7.05	8,060
Oyster Point SSF BART	54,795	46.6%	\$4.02	18.09	39,842
Oyster Point SSF Caltrain	26,947	12.9%	\$4.97	14.62	23,645
Oyster Point SSF Ferry	13,125	8.7%	\$7.78	9.17	11,354
Redwood City Bayshore Tech	34,461	4.0%	\$3.41	20.92	31,159
Redwood City Mid Point	31,153	-31.5%	\$3.57	20.50	28,105
Redwood City Seaport Centre	34,223	9.1%	\$3.44	20.77	30,921
San Carlos Commuter	5,385	N/A	N/A	6.16	3,667
Utah Grand SSF BART	33,559	3.2%	\$7.08	10.08	29,495
Utah Grand SSF Caltrain	15,290	-13.4%	\$8.68	8.22	11,734
Utah Grand SSF Ferry	9,672	5.2%	\$11.12	6.42	7,901
	612,362	0.8%	\$4.65	288	540,458

## **Board of Directors Agenda Item #6**

**DATE:** April 20, 2017

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Employer Outreach Program Manager's Report

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### **INTRODUCTION**

Presenting to the Board a report highlighting activities of the marketing and employer outreach program. Ms. Karen Sumner, the agency's Employer Outreach Programs Manager, will present a report on recent activities including:

1. Recap of Tech Talks event (March 9)
2. Bike to Work Day – May 11, 2017
3. Scoop outreach events and BART parking program

SECOND ANNUAL

# ELECTED OFFICIALS BIKE RIDE

MAY 11, 2017

7:45 AM - 8:45 AM

XXXXXXXXXXXXXXXXXXXX

MENLO PARK CALTRAIN TO  
COUNTY CENTER, RWC

Join Silicon Valley Bicycle Coalition and Commute.org for our Second Annual Elected Officials Bike Ride. We will be doing a mellow ride to celebrate Bike to Work Day, say hi to energizer stations, and check out bicycle infrastructure.

You must be able to provide your own bicycle. The ride will be leisurely and along bike routes.

Please email [emma@bikesiliconvalley.org](mailto:emma@bikesiliconvalley.org) or call 408-287-7259, ext. 228 to sign up.

[Commute.org](http://Commute.org)



## **Board of Directors Agenda Item #7**

**DATE:** April 20, 2017  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Executive Director's Report

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### INTRODUCTION

Mr. Ford will provide a summary of agency activities and updates on Commute.org programs since the last Board meeting including the following:

1. Work Plan and Budget Development for FY2017-2018
2. Funding Agreement processes with SMCTA and C/CAG
3. Shuttle Program funding for FY2017-2018
4. Fiscal Agent transition (see attachment)

### **Language in Joint Powers Agreement regarding Fiscal Agent**

10. **Fiscal Agent**: The member Party designated in the Bylaws of the Alliance as adopted by the Governing Board shall act as Fiscal Agent for the Alliance and shall be charged with the following responsibilities:
- (a) The custody of all money, property and assets of the Alliance;
  - (b) The maintenance of all financial books and records necessary to conduct the business of the Alliance; and
  - (c) The development of periodic reports to the Governing Board and the Executive Director regarding receipts, disbursements and the financial condition of the Alliance.

The Alliance, through the Fiscal Agent, shall retain an independent certified public accountant each year to conduct a fiscal year end audit and to prepare financial statements for the Alliance.

### **Language in Bylaws regarding Fiscal Agent**

#### Section 3. Fiscal Agent.

The City of Daly City is designated by the Board as the Fiscal Agent for the Alliance and shall perform the duties designated in the JPA and as prescribed by law. The Executive Director shall be charged with interacting with the Fiscal Agent as necessary and appropriate to facilitate the Fiscal Agent in carrying out the financial matters of the Alliance.

### **Functions Performed by Current Fiscal Agent**

Services performed by the fiscal agent, for which Commute.org pays a fee, include:

- Accounts Payable (processing approximately 50 payments per month) – Commute.org receives invoices and codes payment requests
- General Ledger and financial reporting activities (Commute.org manages budget)
- Banking (Commute.org manages Accounts Receivable, receives payments, codes deposits and delivers to Fiscal Agent for banking)
- Investment/Cash Management (investment of excess cash)
- Audit coordination (Maze & Associates is the current auditor)
- Payroll services (nine staff members paid on a bi-weekly basis)
- CalPERS benefits processing (CalPERS health and retirement)
- Human Resources – administrative functions for new hires and payroll