

2019 Annual Report

SAN MATEO RAIL CORRIDOR
TRANSPORTATION MANAGEMENT ASSOCIATION

June 1, 2020

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Executive Summary

This report details the results from the vehicle trip monitoring pursuant to the San Mateo Rail Corridor Transit-Oriented Development Plan. Data collection for the 2019 annual monitoring of the San Mateo Rail Corridor Transportation Management Association (TMA) was completed on October 29, 2019.

Rail Corridor project development in 2019 was substantial. Future growth potential is high based on construction underway, a handful of approved projects and several applications under review.

Regarding trip generation, all projects were *technically* below their short-term trip thresholds. However, the combined Delaware Pacific and 2000 Delaware project was effectively at its respective short-term trip threshold. Delaware Pacific and 2000 Delaware share a driveway on the same site and their trip generation threshold was calculated to encompass both projects.

As documented in the 2018 Annual Report, City staff found that the projected trip generation for Bay Meadows to be 1,247 PM peak hour trips based on current build-out, which was above the threshold of 1,100 new PM peak hour trips and triggered the requirement for annual monitoring to determine whether the project is meeting its trip reduction requirements.

As stipulated in the Conditions of Approval for Bay Meadows Phase II, the full neighborhood monitoring shall consist of PM peak hour driveway counts, sampling, cordon counts, street counts or any other counting method that provides accurate traffic data in the most cost-effective manner available. For 2019, the TMA and City agreed to carry out the full monitoring using PM peak period cordon counts by the video license plate recognition method on one weekday.

The current trip generation estimate appears reasonable given it is approximately 69% of the maximum trip threshold (3,083 trips) allowed under the COA. The trip generation evaluation highlighted several variables that warrant additional consideration in the 2020 full monitoring, including counts, travel time for through trips and project occupancy.

Background

In 2005, the City of San Mateo adopted the San Mateo Rail Corridor Transit Oriented Development Plan (Corridor Plan). The stated goal of the Corridor Plan is “to allow, encourage and provide guidance for the creation of world class transit-oriented development (TOD) within a half-mile radius of the Hillsdale and Hayward Park Caltrain station areas, while maintaining and improving the quality of life for those who already live and work in the area.” The Corridor Plan area is illustrated in Figure 1.

The Corridor Plan included a framework for creation of TOD, implementation of a Transportation Demand Management (TDM) program with a goal of achieving an overall reduction in new vehicle trips of at least 25 percent corridor-wide, establishment of trip generation thresholds, establishment of parking standards, and monitoring of trip generation. The Corridor Plan also called for the creation of a TMA, stipulated participation in the TMA was required for all new development within the TOD zone, strongly encouraged for all new development within the broader Corridor Plan area and available to any existing uses outside of the Corridor Plan area (Policy 7.18).

In 2011, the City adopted the Hillsdale Station Area Plan (Station Plan). The Station Area addressed in the Station Plan was based on the area within walking distance of the future relocated Hillsdale Caltrain Station and is shown in Figure 2. The Station Plan expanded the TMA formed under the Corridor Plan to include all properties within the Station Area and required all new development join the TMA. It stated Hillsdale Shopping Center’s participation in the TMA will consist of optional measures and not be subject to the TMA’s trip reduction goals (Policy TRA-4.2).

Purpose of the TMA

As defined in its bylaws, the purpose of the TMA is to implement the Objectives of the Corridor Plan. Within the Corridor Plan area, the TMA provides the following functions.

- Oversees TDM program implementation
- Arranges shared parking, as appropriate
- Markets TDM services and programs
- Coordinates TDM services and programs
- Coordinates with the City on annual trip generation monitoring for completed projects
- Participates in annual reporting to the San Mateo City Council about development trip generation information
- Consults with members regarding trip reduction options if trip generation goals are not being met

Outside the corridor area, the TMA may coordinate TMA measures with other agencies.

2019 TMA Activities

Official meetings of the TMA were held in August, September and December 2019. A meeting was held in March 2019, but attendance was less than quorum. The TMA stakeholder contact list, meeting minutes, and proposed 2020 meeting schedule are included in Appendix A.

No TDM services or programs are currently funded by the TMA.



Figure 1: Rail Corridor Plan Boundary



Figure 2: Hillsdale Station Area Plan Boundary

Corridor Plan Area Project Status

Construction continued in the Corridor Plan area during the 2019 calendar year. Several projects were added to the completed category in 2019, including Station Park Green residences (Building RE-2), Station 2 office in Bay Meadows Phase II and the Franklin Templeton Campus Expansion. Completed projects in the Corridor Plan area are shown in Figure 3. Station Park Green and Bay Meadows Phase II have completed portions of their projects with some development under construction. Figure 4 summarizes future projects under construction, approved or under review.

Trip Generation Thresholds and TDM Measures

During each development project's entitlement phase, vehicle trip generation is calculated using trip generation rates published in the Institute of Transportation Engineers (ITE) Trip Generation Manual. Trip reductions are calculated based on a development's density, location, proximity to transit, mix of land uses, and TDM programs. The Conditions of Approval (COA) establish short-term and long-term trip generation thresholds that need to be met for the life of a project. Short-term goals are based on the varying status of completed projects within the corridor area. Long-term trip reduction goals are based on full build-out of the area into the transit-oriented neighborhood envisioned in the Corridor Plan. Many of the long-term goals are also based on the expected completion of the 25th Avenue Grade Separation project, which will also establish new roadway connections on 28th and 31st Avenues between El Camino Real and Delaware Street.

TMA projects are required to submit individual TDM plans that include a list of trip reduction strategies to be implemented once the project is occupied. TDM plans are tailored to reflect the location of the project, proximity and access to transit, walkability, proposed land uses, and other relevant factors.

Trip Generation Monitoring

Scope of Study

The TMA is required to collect data annually regarding the number of vehicle trips generated by each development. Trip generation is determined by collecting driveway counts at all occupied developments. These data are compared to the allowable trip generation threshold identified in each development's COA. All projects are currently required to meet their short-term trip reduction goals.

TMA Trip Generation

Driveway count data were collected during the PM peak period (4-6 PM) on October 29, 2019 to determine PM peak hour trips generated by each project. Figure 5 summarizes the trip generation data including the 2019 counts. Orange borders denote the key comparison of short-term trip reduction goal and 2019 counts.

Figure 6 summarizes trip generation history for the developments. In 2019, the driveway count at Delaware Pacific and 2000 Delaware combined was substantially lower than reported in 2018. This finding appears positive given new TDM measures were required because the projects were adjudged non-compliant in 2018. The 2019 trip counts indicated trip generation increased at the other projects compared to 2018 conditions, which likely indicates increased project occupancy.

Completed Rail Corridor TMA Projects (as of 12/31/19)			
Project	Land Use	Quantity	Units
Bay Meadows Phase II (RES 1)	Townhomes	108	Dwelling Units
Bay Meadows Phase II (RES 2)	Townhomes	80	Dwelling Units
Bay Meadows Phase II (RES 3)	Townhomes	156	Dwelling Units
Bay Meadows Phase II (RES 5)	Townhomes	76	Dwelling Units
Bay Meadows Phase II (RES 7)	Apartments Restaurant	158 3,472	Dwelling Units Square Feet
Bay Meadows Phase II (RES 8)	Townhomes	74	Dwelling Units
Bay Meadows Phase II (RES 9)	Townhomes	31	Dwelling Units
Bay Meadows Phase II (STA 2)	Office	189,000	Square Feet
Bay Meadows Phase II (STA 3)	Office Retail	163,089 6,561	Square Feet Square Feet
Bay Meadows Phase II (STA 4)	Office Retail Drinking Place	201,249 3,477 2,097	Square Feet Square Feet Square Feet
Bay Meadows Phase II (MU 1)	High School	450	Students
Bay Measows Phase II (MU 4)	Restaurant Apartments	5,000 70	Square Feet Dwelling Units
Peninsula Station (2905 S. El Camino Real)	BMR Apartments Commercial	68 2,698	Dwelling Units Square Feet
Delaware Pacific (1990 S. Delaware St.)	BMR Apartments	60	Dwelling Units
2000 Delaware (2000 S. Delaware St.)	BMR Apartments	60	Dwelling Units
Mode (2089 Pacific Blvd.)	Apartments	111	Dwelling Units
400/450 Concar	Office	305,715	Square Feet
Station Park Green (MU-1 & RE-2)	Apartments Office Retail	320 11,000 26,000	Dwelling Units Square Feet Square Feet
Franklin Templeton Campus Expansion	Office	245,300	Square Feet

Figure 3: Completed TMA Projects

Future Rail Corridor TMA Projects				
Project	Land Use	Quantity	Units	Status
Station Park Green (RE-3 and RE-4)	Apartments	279	Dwelling Units	Under Construction
Bay Meadows Phase II (RES 9)	Detached Single Family	24	Dwelling Units	Under Construction
Bay Meadows Phase II (STA 1)	Office	185,000	Square Feet	Approved
Bay Meadows Phase II (STA 5)	Office	185,000	Square Feet	Approved
Bay Meadows Retail	Retail	95,000	Square Feet	Approved
Bay Meadows Phase II (RES 4)	Apartments	82	Dwelling Units	Under Construction
Bay Meadows Phase II (MU 1)	BMR Apartments	68	Dwelling Units	Under Construction
Hillsdale Terraces	Condominiums Commercial	64 13,978	Dwelling Units Square Feet	Approved
1650 S Delaware	Apartments	73	Dwelling Units	Approved
Passage	Multi-Family Commercial	935 35,000	Dwelling Units Square Feet	Application Under Review
Hayward Park Caltrain	Apartments	189	Dwelling Units	Completed Pre-Application
Bay Meadows Phase II (MU 2 modification)	Office	190,000	Square Feet	Application Under Review
Bay Meadows Phase II (MU 3 modification)	Office Apartments	126,000 57	Square Feet Dwelling Units	Application Under Review

Figure 4: Future TMA Projects

Project	Land Use	Quantity	Units	ITE Trip Generation (PM Peak)	Short-Term Trip Reduction Goal		Long-Term Trip Reduction Goal		2019 Counted Trip Generation (PM Peak)
					%	Trip Threshold	%	Trip Threshold	
Peninsula Station	BMR Apartments Commercial	68 2,698	DUs SF	61	35%	40	54%	28	25
Delaware Pacific 2000 Delaware	BMR Apartments BMR Apartments	60 60	DUs DUs	74	30%	52	47%	39	51
Mode	Apartments	111	DUs	69	25%	52	40%	41	37
400/450 Concar	Office	305,715	SF	484	25%	363	25%	363	186
Station Park Green	Apartments Office Retail	599 11,000 26,000	DUs SF SF	450	25%	338	32%	306	144
Franklin Templeton	Office	813,683	SF	833 (Note 1)	31%	575	31%	575	388
Note 1		Trip generation number was estimated by Hexagon Transportation Consultants, Inc. for the Mitigated Negative Declaration (MND) for the Franklin Templeton Phase I Expansion project based on Hexagon driveway counts and ITE Trip Generation factors. (City of San Mateo, Mitigated Negative Declaration, Franklin Templeton SPAR, PA16-084, June 19, 2017, page 49).							

Figure 5: 2019 TMA Trip Generation

Project	Short-Term Trip Threshold (PM Peak)	Counted Trip Generation (PM Peak Hour)						
		2013	2014	2015	2016	2017	2018	2019
Peninsula Station	40	31	28	19	34	29	32	25
Delaware Pacific 2000 Delaware	52	N/A	22	20	67	58	71	51
Mode	52	N/A	N/A	30	35	25	32	37
400/450 Concar	363	N/A	N/A	N/A	N/A	101	105	186
Station Park Green	338	N/A	N/A	N/A	N/A	N/A	71	144
Franklin Templeton	575	N/A	N/A	N/A	N/A	N/A	N/A	388

Figure 6: TMA Trip Generation History

Trip generation at 400/450 Concar was much lower than the short-term trip threshold, which may indicate relatively low project occupancy. The trip generation threshold shown for Station Park Green was based on full build-out of the project, and construction of just under half the apartments was underway.

Bay Meadows Phase II

As documented in the 2018 Annual Report, City staff calculated trip generation for Bay Meadows Phase II to be 1,247 PM peak hour trips using ITE trip generation rates. This exceeded the threshold of 1,100 new PM peak hour trips set in the project COA and triggered the requirement for full annual monitoring to determine whether the project is meeting its trip reduction requirements.

As stipulated in the COA for Bay Meadows Phase II, the full neighborhood monitoring shall consist of PM peak hour driveway counts, sampling, cordon counts, street counts or any other counting method that provides accurate traffic data in the most cost-effective manner available. For 2019, the TMA and City agreed to carry out the full monitoring using PM peak period cordon counts by the video count and license plate recognition method on one weekday. The procedures and results of this monitoring effort are presented below.

Previous Driveway Counts and Maximum Trip Threshold

The City has conducted annual driveway counts at each block within Bay Meadows Phase II with completed development as an interim method to gain some insight to trip generation in the neighborhood. The driveway count program has proven to be a cost-effective way to capture most of the trips generated by Bay Meadows Phase II. It was noted in the 2018 Annual Report that Bay Meadows Phase II trip generation will likely increase when the full monitoring program is implemented and all trips, including vehicles that park on the street, are counted.

Bay Meadows Phase II project development is divided into four stages: one stage reflecting pre-grade separation conditions and three stages post-grade separation reflecting short-term (Phase I), mid-term (Phase II), and long-term (Phase III) conditions. For the post-grade separation phases, trip generation goals were set as follows: 10% short-term, 16% mid-term and 25% long-term reduction. The trip reduction goal was determined based on the grade separation project and the overall amount of development completed.

Bay Meadows Phase II is currently in the Phase I post-grade separation stage of development now that construction of the 28th Avenue and 31st Avenue grade-separations has commenced. The short-term trip reduction goal for this phase is 10% of the total PM peak hour ITE trip generation for completed projects. The COA also identifies a maximum trip threshold of 3,083 PM peak hour vehicle trips for the short-term phase.

Estimated Trip Generation in 2019

In contrast with previous monitoring using driveway counts to estimate trip generation, the 2019 evaluation employed a new method involving cordon counts according to guidance in Section 5.2 “Recommended Traffic Monitoring Plan for Bay Meadows II” in the Final Bay Meadows II Traffic Management Plan (Kimley-Horn, August 24, 2018). The evaluation procedures and findings are summarized below.

Cordon and Gateways

All area access points, or gateways, used by vehicles entering and leaving the Bay Meadows Phase II area (Study Area) were defined, including new gateways at 28th Avenue and 31st Avenue created by the grade separation project. Figure 7 illustrates the Study Area and six traffic gateways, which are listed below.

- O1 – Delaware Street north of East 28th Avenue
- O2 – Delaware Street south of Lopez Drive
- O3 – 28th Avenue west of Delaware Street (*at Caltrain property line upon completion of grade separation*)
- O4 – East 28th Avenue west of Saratoga Drive
- O5 – 31st Avenue west of Delaware Street (*at Caltrain property line upon completion of grade separation*)
- O6 – Franklin Parkway east of Baze Road

Gateways O3 and O5 are shown for reference only; they did not provide access to the Study Area in 2019. Roadway stubs at these locations were open for site access and construction activities.



Figure 7: Bay Meadows Phase II Study Area and Gateways

Cordon Counts

Automatic cordon counts of weekday PM peak period traffic entering and leaving the Study Area were conducted using a sophisticated camera and software system that counts and tags every vehicle by gateway and time of entry, and identifies every vehicle that is tagged at two gateways during the count period (referred to as a “paired vehicle trip”). Cordon counts were conducted at the six gateways on Tuesday, October 29, 2019 between 4:00 PM and 6:00 PM.

Travel Time Surveys

Field surveys were conducted to determine typical PM peak period drive times between entry and exit gateways on travel paths associated with typical through trips, which are illustrated in Figure 8. Consultant performed these surveys Thursday, February 20, 2020 and Wednesday, February 26, 2020 during the PM peak period. Figure 9 summarizes resulting travel times for each travel path.

ESTIMATED TRAVEL TIME BY GATEWAY AND PATH (minutes)				
	From Gateway			
	O1 Southbound	O2 Northbound	O4 Westbound	O6 Westbound
To Gateway				
O1 Northbound		1.8	1.1	1.7
O2 Southbound	2.2		2.8	0.7
O4 Eastbound	1.5	3.6		2.3
O4 Westbound	1.6	0.7	1.7	

Figure 9: Estimated Travel Times by Travel Path

These results were used to quantify through vehicle trips - those vehicle trips found with travel times less than or equal to respective travel times - within the time-stamped counts at gateways. This revealed 342 *through* PM peak period vehicle trips and 1,173 *total* PM peak period vehicle trips. The estimated ratio of through to total trips, 29%, was used in the trip generation analysis.



Figure 8: Typical Travel Paths by Gateway

Estimated Trip Generation

Cordon counts provided total PM peak period vehicle trips entering and leaving the Study Area. Figure 10 summarizes the results by gateway, excluding data collected at Gateways O3 and O5.

CORDON COUNTS BY GATEWAY (PM Peak Period Vehicle Trips)									
Vehicle Trips	Gateway								
	O1 Northbound	O1 Southbound	O2 Northbound	O2 Southbound	O4 Eastbound	O4 Westbound	O6 Eastbound	O6 Westbound	TOTAL
Entering Study Area		600	641			136		489	1,866
Leaving Study Area	1,000			539	210		748		2,497
TOTAL	1,000	600	641	539	210	136	748	489	4,363

Figure 10: Cordon Counts by Gateway

A total of 4,363 PM peak period vehicle trips were counted entering and leaving the Study Area. This value includes through trips. It also includes vehicle trips generated by the Caltrain parking lot on S. Delaware Street south of E. 31st Avenue/S. Delaware Street. The derivation of Study Area trip generation is summarized below.

PM PEAK PERIOD TRIP GENERATION (PM peak period vehicle trips)

- Trips ENTERING: 1,866
- Trips LEAVING: 2,497
- Subtotal TRIPS: 4,363
- Less Caltrain Lot Trips: -48 (supplemental driveway count from camera at Gateway O2)
- Less THROUGH TRIPS: - 541 (equals 29% of Trips ENTERING)
- **TRIP GENERATION:** 3,774

Peak hour vehicle trip generation was calculated by defining the highest hour of traffic from the time-stamped data summaries used to develop the estimate of through trips and deriving a peak hour ratio to apply to the peak period trip generation value. This effort found 4:45 PM to 5:45 PM to be the peak hour, with 56% of total PM peak period trips. Therefore, PM peak hour trip generation for the Study Area was determined to be 2,113 peak hour vehicle trips ($3,774 * 0.56 = 2,113$).

The current trip generation estimate appears reasonable given it is approximately 69% of the maximum trip threshold (3,083 trips) allowed under the COA. The trip generation evaluation highlighted several variables that warrant additional consideration in the 2020 full monitoring, including counts, travel time for through trips and project occupancy.

For the Corridor Plan area, project development in 2019 was substantial. Future growth potential is high based on construction underway, a handful of approved projects and several applications under review.

Regarding TMA trip generation, all projects were *technically* below their short-term trip thresholds. However, the combined Delaware Pacific and 2000 Delaware project was effectively at its respective short-term trip threshold. Delaware Pacific and 2000 Delaware share a driveway on the same site and their trip generation threshold was calculated to encompass both projects.

Appendix A – Current TMA Stakeholder Contact List, 2019 Meeting Minutes, and 2020 Proposed Meeting Schedule

San Mateo Rail Corridor TMA Stakeholder Contact List

As of December 2019

<u>Developer/Owner Contact</u>	<u>Project</u>	<u>Status</u>	<u>TMA Participant</u>	<u>TMA Alternate</u>
Deanna Chalfant Essex Property Trust 1100 Park Place, Suite 200 San Mateo, CA 94403 (650) 655-7897	Station Park Green 430 Station Park Cir #100	General Member	Deanna Chalfant (Vice Chair) dchalfant@essex.com	Lidiya Alexander lalexander@essex.com
Wilson Meany 4 Embarcadero, 33 rd Floor San Francisco, CA 94111 (415) 905-5383	Bay Meadows	General Member	Adam Hamilton ahamilton@wilsonmeany.com	Diana Singh dsingh@wilsonmeany.com
Diamond Investment Properties 2000 Sierra Point Parkway Brisbane, CA 94005 (415) 982-6200	400 450 Concar	General Member	Andrew Diamond andrew@diamondprops.com	
MidPen Housing Corporation 303 Vintage Park Drive, Suite 250 Foster City, CA 94404 (650) 356-2915	Peninsula Station 2905 S. El Camino Real	General Member	Mollie Naber mollie.naber@midpen-housing.org	
MidPen Housing Corporation 303 Vintage Park Drive, Suite 250 Foster City, CA 94404 (650) 356-2915	Delaware Pacific 1990 S. Delaware Street	General Member	Sarah Etheredge (Board Chair) setheredge@midpen-housing.org	
Sith Chaisurote Land and Houses USA Inc. 1725 S. Bascom Ave. #1022 San Jose, CA 95008 (408) 219-5939	Mode 2089 Pacific Blvd.	General Member	Nataya Boonmark Nataya.boonmark@gmail.com	Stacy Servin mode.cd@fpimgt.com
Westlake Urban, LLC 520 S. El Camino Real, 9 th Floor San Mateo, CA 94402 (650) 353-5624	2000 S. Delaware Street	General Member	Janel Voth janel.voth@westlake-realty.com	Pattie Philibosian pattie@djaproperties.com
The Nueva School 131 E. 28 th Avenue San Mateo, CA 94403 (650) 350-4600	The Nueva School 131 E. 28 th Avenue	General Member	Steve Osborne sosborne@nuevaschool.org	
Bridge Housing 600 California Street, Suite 900	Bay Meadows Affordable 2775 S. Delaware	General Member	Allie Stein (Secretary/Treasurer) astein@bridgehousing.com	

San Mateo Rail Corridor TMA Stakeholder Contact List

As of December 2019

<u>Developer/Owner Contact</u>	<u>Project</u>	<u>Status</u>	<u>TMA Participant</u>	<u>TMA Alternate</u>
San Francisco, CA 94108 (415) 321-4036				
Franklin Templeton One Franklin Parkway San Mateo, CA 94403 (925) 875-2510	Franklin Templeton (Phase 1) One Franklin Parkway	General Member	Dan Stuber danny.stuber@franklintempleton.com	Julie Venturi julie.venturi@franklintempleton.com
Julie Baigent 60 Buck Ct. Woodside, CA 94062 (650) 364-7800	Passage	Associate Member (non-voting)	Julie Baigent jbaigent@sbcglobal.net	Brian Myers bmyers@nuquestventures.com
Dave Wilbur Four Corners Properties One Embarcadero Center, 37 th Floor San Francisco, CA 94111 (650) 793-5000	Four Corners Properties 1650 S. Delaware	General Member (pending)	Dave Wilbur info@fourcornersproperties.com	Bruce Burkard
Albert Costa Costa Brown Architecture 1620 Montgomery St., Suite 300 San Francisco, CA 94111	Hillsdale Terraces 2700-2790 South El Camino Real	General Member (pending)	Albert Costa albert@costa-brown.com	

San Mateo Rail Corridor TMA
Annual General Membership Meeting
& Annual Board of Directors Meeting
Public Works Engineering Office, Conference room PW1
1900 O'Farrell Street, San Mateo
March 11, 2019
2:00 – 3:30 pm

AGENDA

COMBINED ANNUAL GENERAL MEMBERSHIP MEETING & ANNUAL BOARD OF DIRECTORS MEETING

1.	Call to Order		2:00 pm
2.	Approvals		2:05 pm
	• Minutes: December 10, 2018	Action	
	• Financial Statement: February 28, 2019		
3.	Report from Acting Executive Director	Information	2:10 pm
	• TMA administrative update		
	• Welcome Four Corners Properties to TMA		
4.	Project Updates	Information	2:15 pm
	• Reports from TMA members regarding the status of their project(s)		
5.	City of San Mateo update	Information	2:20 pm
	• Report from city staff regarding projects and/or activities impacting the TMA area		
	• New or upcoming projects requiring TMA membership		
	• 2018 TMA Annual Report update		
6.	New Business	Action/Discussion	2:35 pm
	• Election of New Directors:		
	○ Jessica Smith, 2000 Delaware		
	○ Mollie Naber, Peninsula Station		
	○ Adam Hamilton, Wilson Meany		
	• TMA management discussion		
	• Program planning for 2019		
	• Budget/Dues proposal, discussion, development and approval		
	• Other new business		
7.	Adjourn	Action	3:30 pm

San Mateo Rail Corridor TMA Meeting Notes (3/11/2019)

1. Meeting was called to order by TMA Chair Sarah Etheredge at 2:07pm
 - Roll call was taken and a quorum of the General Members was not present
 - Those in attendance agreed to discuss informational items until such time as a quorum was present
2. Approvals – no quorum
3. Report from Acting Executive Director John Ford
 - Welcome Four Corners (1650 S. Delaware) to TMA – development agreement approved in November 2018 – contact has not yet responded, but John will continue efforts
 - With the addition of Four Corners, the TMA now has 11 members
 - Quorum for General Membership meeting is 60% when there are more than 10 members (80% when 10 members or less)
 - 2018 taxes were filed for the TMA in early January
 - All members are encouraged to read the bylaws carefully so they develop an understanding of the structure and protocols of the TMA
4. Project Updates
 - Hillsdale Terraces was approved for development in October 2017, but has not started development – 64 residential condos, 13,978 square feet of ground floor commercial space, 5 floors, 1-acre site – John will work with city staff to identify a contact person and reach out to them regarding TMA membership
 - Bay Meadows – Station 1 & 5 are in pre-leasing, but have not broken ground – still in design phase
5. City of San Mateo Updates
 - Caltrain electrification will have some minor traffic impacts, likely at night only
 - City of Foster City has banned left-hand turns on Hillsdale Blvd at key intersections to discourage commuters from using surface streets to access Hwy 92 east. San Mateo has not seen major impacts from that action, but is monitoring it for any impacts on San Mateo city streets
 - City staff is working on the 2018 TMA report that will be presented to Sustainability & Infrastructure Commission in June ahead of a presentation to the city council. Traffic and driveway counts were impacted by the fires in Northern California which caused significant smoke conditions.

6. New Business

- No quorum, so discussion only
- Directors are elected to two-year terms. If a director leaves mid-term, then their replacement needs to be formally elected at the next General Membership meeting. Three members have new candidates for directors: Jessica Smith (2000 Delaware), Mollie Naber (Peninsula Station), and Adam Hamilton (Wilson Meany). These three will be voted upon at the next General Membership meeting.
- John reviewed the financial statement and led a discussion about the draft budget and dues schedule for 2019. Since no quorum was present, the budget/dues could not be approved. John will make some adjustments to the draft budget and dues in advance of the next meeting and have the membership consider it for adoption.
- The TMA has enough reserves to carry forward until the new budget and dues are approved.
- The City of San Mateo explained to the TMA members that after completing their work on the 2018 TMA report, they will no longer perform reimbursable services to the TMA; therefore, the TMA will be responsible for contracting with and overseeing the work of the consultants who do the traffic and driveway counts. Additionally, the TMA will be responsible for writing and submitting the annual report. City staff will work with the TMA to get the report scheduled and presented to the commission and city council. By removing themselves from the “consulting” role, the city will be in a better position to perform their compliance and enforcement role.
- John said that by the end of 2019, Commute.org will also need to be replaced as the TMA management consultant. The original board of directors started the process of bringing on an outside consultant in 2011 to manage the TMA, but that was not successful as it was too early in the development of the TMA for it to be effective. John has served as the acting executive director of the TMA since 2012 and it is now appropriate for the TMA to find a long-term solution to managing the organization. Commute.org will continue to provide programmatic support to the TMA and all its members, but it will not be able to provide the administrative services that it has been providing. The group started the discussion about different options for managing the administrative functions and the topic will be revisited at the next meeting.
- John and his team at Commute.org will assist with the transition with the goal of having everything transferred by the end of 2019.
- John has tried to factor the expected increases in administrative activities, traffic counts, and annual report writing into the draft budget; however, if the dues structure cannot support the increased expenses, then a dues adjustment may be necessary.

7. Adjournment: The meeting adjourned at 3:17pm.

***San Mateo Rail Corridor TMA
Annual General Membership Meeting
& Annual Board of Directors Meeting***

Peninsula Station, Community Room

2901 S. El Camino Real, San Mateo

August 2, 2019

11:00 am – 12:30 pm

AGENDA

COMBINED ANNUAL GENERAL MEMBERSHIP MEETING & ANNUAL BOARD OF DIRECTORS MEETING

1.	Call to Order		11:00 am
2.	Introductions and Project Updates	Information	11:05 am
	• Reports from members		
3.	City of San Mateo update	Information	11:10 am
	• Report from city staff regarding projects and/or activities impacting the TMA area		
	• Feedback on TMA Annual Report (2018)		
	• Update on status of Downtown TMA		
4.	Report from Acting Executive Director	Information	11:20 am
	• TMA administrative update		
	• Member information forms		
5.	Approvals	Action	11:25 am
	• Minutes: December 10, 2018		
	• Financial Statement: June 30, 2019		
6.	New Business	Action/Discussion	11:30 am
	• Election of New Directors:		
	○ Janel Voth, 2000 Delaware		
	○ Mollie Naber, Peninsula Station		
	○ Adam Hamilton, Wilson Meany		
	• TMA management and annual report discussion		
	• TMA management committee formation		
	• Annual Report committee formation		
	• Budget/Dues proposal, discussion and approval		
	• Process for notification re: transfer of ownership and/or division of member properties		
	• Other new business		
7.	Adjourn	Action	12:30 pm

MINUTES

SAN MATEO RAIL CORRIDOR TMA General Membership & Board of Directors Meeting

August 2, 2019
Peninsula Station, Community Room
2901 S. El Camino Real, San Mateo, CA

Present: Janel Voth – Westlake Urban (2000 Delaware)
Andrew Diamond – 400/450 Concar
Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific)
Stacy Servin – Land & Houses (Mode)
Allie Stein – Bridge Housing (Bay Meadows Affordable)
Dan Stuber – Franklin Templeton
Adam Hamilton – Wilson Meany (Bay Meadows)
Mollie Nabor – MidPen Housing Corporation (Peninsula Station)

Staff: John Ford – Commute.org

Guests: Stacie Roebuck – Land & Houses (Mode)
Julie Venturi – Franklin Templeton
Brian Myers – Passage
Ryan Brunmeier – City of San Mateo
Jay Yu – City of San Mateo

1. Call to Order

- The meeting was called to order by TMA Chair Sarah Etheredge at 11:32am.

2. Introductions and Project Updates

- The general members introduced themselves and gave a brief update as to the status of their respective projects. One new member Diamond Properties, new owner of the 400|450 Concar project, was welcomed to the group.
- Several projects had new representatives in attendance. They received a warm reception from the veterans of the board.

3. Report from City of San Mateo

- Ryan Brunmeier, Assistant Engineer, gave an update on the 2018 TMA report. It was presented to the Public Works Commission in April and was accepted by City Council in June. The report explained that the counts were conducted during the Northern California wildfires which may have contributed to an increase in vehicular traffic due to the poor air quality in and around the Bay Area. As a result, the 2018 counts will not be used to determine compliance with individual project trip thresholds.
- Jay Yu, Engineering Manager, gave an update on the grade separation projects, Hillsdale Caltrain station relocation project, and PG&E pipeline relocation project.
- Brad Underwood and Sue-Ellen Atkinson were unable to attend the meeting.

4. Report from Acting Executive Director (John Ford)

- Tax returns for calendar year 2018 were filed and accepted on January 30, 2019.
- The biennial California Statement of Information for Non-Profit Corporations was filed on July 1, 2019.
- John informed the attendees that Commute.org would extend the end of their administrative management role with the TMA until the end of the current fiscal year (June 30, 2020). This should help with the transition that is occurring with the city no longer being involved in the counts and annual report creation and will give the board more time to plan for a new management structure.

5. Approvals

- On a motion/second by Janel/Mollie, the meeting minutes of December 10, 2018 were approved as presented.
- On a motion/second by Janel/Mollie, the financial statement from June 30, 2019 was accepted as presented.

6. New Business

a. Election of New Directors:

The following member representatives were nominated to serve on the board of directors:

- Janel Voth, 2000 Delaware
- Mollie Nabor, Peninsula Station
- Adam Hamilton, Bay Meadows
- Andrew Diamond, 400|450 Concar

On a motion/second by Stacy/Dan, the slate of new directors was unanimously approved. All previously election directors will continue in their roles.

b. Officers for 2019 (continuation of terms that began in 2018):

- Sarah Etheredge will continue to serve as Chair
- Deanna Chalfant will continue to serve as Vice Chair
- Allie Stein will continue to serve as Secretary/Treasurer

c. TMA Management and Annual Report Discussion

- The board discussed the changes that will be taking place over the next 10 months resulting from the changes in the roles that the City of San Mateo and Commute.org have with the TMA.
- The city has asked the TMA to take full responsibility for conducting the annual driveway/intersection/cordon counts, writing the annual report, and presenting the report to the commission and city council. City staff will be available to provide

guidance and oversight but will no longer be directly involved or responsible for this aspect of the TMA's reporting requirements.

- Commute.org will continue to provide TDM programming support, shuttle management, and other services to the members of the TMA; however, effective July 1, 2020 they will no longer provide the administrative management services that have been provided by the agency since the inception of the TMA. Commute.org will work with the board to help transition the administrative functions to another organization (e.g. insurance, tax preparation/filing, membership administration, dues billing, budgeting, meeting management, etc.).
- The board chair asked for volunteers to participate in an ad hoc committee that will work on a plan for replacing Commute.org as the management agency for the TMA. Mollie agreed to chair the committee. Adam volunteered to serve. They were going to reach out to Deanna Chalfant (Essex Property Trust) as a potential third member.
- The board chair asked for volunteers to participate in a second ad hoc committee that will work on the annual counts/report project. Sarah, Adam and Andrew volunteered to serve on this committee with Sarah agreeing to be the chair.

d. 2019 Dues and Budget Review and Approval

- John presented a draft budget for 2019 which included expenditures for the City's production of the 2018 annual report (\$13,800), estimated costs for study counts (\$8,000), up to 48 hours of admin/management time (\$4,800), insurance (\$1,990), and miscellaneous expenses (\$150). Nothing was budgeted for "programs" in 2019.
- Revenue for the budget was forecast using the same dues structure as 2018 (shown below). Revenue will increase approximately 10% in 2019 due to more projects being part of the TMA in 2019 as well as more of the residential and commercial projects moving from Pre-Occupancy to Occupied from the prior year.
- The discussion on the budget and dues focused on the unknown expenses associated with the study counts and annual report writing for 2019. The city exceeded their cost estimate for the amount they charged the TMA for the 2018 report which left less of a reserve for the remainder of 2019. John explained that the 2019 budget did not include the cost of writing the 2019 annual report as that would be part of the 2020 budget. Members expressed concern that the 2020 dues might need to increase significantly to cover the costs of outside consultants performing the roles that the City of San Mateo and Commute.org have played thus far in the TMA's existence. Both entities have charged the TMA for only a portion of the time spent working on TMA activities and since both are government bodies, the charges were limited to cost-reimbursement rates. The board agreed that carrying forward the 2018 rates to 2019 would meet the TMA's objectives.
- Dues invoices will be generated by John and sent to all members at the end of August. Adjusting invoices (if necessary) will be generated and sent in Q4.

On a motion/second by Mollie/Janel, the 2019 budget was approved, and dues were set as follows:

Dues:	2019
<i>Residential rate per unit</i>	\$ 6
<i>Commercial rate per rentable square foot</i>	\$ 0.0225
<i>Educational rate per square foot of buildings</i>	\$ 0.0075
<i>Pre-occupancy dues</i>	\$ 300

e. Other New Business

- John asked for feedback on the best way to coordinate with the city and the properties that are required to participate in the TMA as it relates to changes and additions. Currently it there is no formal process for notifying the TMA when a project is subject to mandatory membership, nor is there a process for notifying new owners of projects that are currently participating in the TMA as to their required participation. It was pointed out that it would also be helpful for members if the TMA would provide the city with a certified roster of TMA participants so that the members could be assured that the city knows they are compliant. The issue was tabled and will be discussed further at a future meeting.

7. Adjournment

The general member and board of directors meeting adjourned at 12:39pm.

San Mateo Rail Corridor TMA
Board of Directors Meeting
Field House at Bay Meadows Apartments, Community Room
2829 E Kyne Street, San Mateo, CA 94403

September 9, 2019
2:00 – 3:30 pm

AGENDA

1.	Call to Order		2:00 pm
2.	Approvals		
	• Minutes of August 2, 2019	Action	2:05 pm
	• Financials thru August 31, 2019		
3.	Project updates	Information	2:10 pm
	• Reports from each of the TMA members regarding the status of their project(s)		
4.	Report from Acting Executive Director	Information	2:15 pm
	• TMA administrative update		
	• Membership dues invoices		
5.	City of San Mateo update	Information	2:20 pm
	• Hillsdale Caltrain station move update		
	• Grade separation projects update		
	• Other city updates		
6.	New Business		2:40 pm
	• Counts/Annual Report Committee report	Discussion/Action	
	○ Update on solicitation of interest/bids for October counts and annual report writing		
	• TMA Management Agent Working Group	Discussion	
	○ Discussion led by working group		
	• Other new business		
7.	Adjourn	Action	3:30 pm

MINUTES

SAN MATEO RAIL CORRIDOR TMA Board of Directors

September 9, 2019
Field House at Bay Meadows Apartments, Community Room
2829 E. Kyne Street, San Mateo, CA

Present: Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific)
Deanna Chalfant – Essex Property Trust (Station Park Green)
Allie Stein – Bridge Housing (Bay Meadows Affordable)
Adam Hamilton – Wilson Meany (Bay Meadows)
Mollie Nabor – MidPen Housing Corporation (Peninsula Station)
Andrew Diamond – Diamond Investment Properties (400|450 Concar)

Staff: John Ford – Commute.org

Guests: Bethany Lopez – City of San Mateo
Sue-Ellen Atkinson – City of San Mateo
Ryan Brunmeier- City of San Mateo
Charla Neta – Essex
Lidiya Alexander - Essex

1. The meeting was called to order by TMA Chair Sarah Etheredge at 2:44pm.
2. Approvals
 - Minutes from the August 2, 2019 board and general membership meeting were approved as presented (M/S by Deanna/Adam)
 - Financial statement from August 31, 2019 was reviewed and approved (M/S by Adam/Andrew)
3. Project Updates
 - Essex provided an update on their Station Park Green project. Tremendous progress has been made in 2019 and more of the apartment blocks will be coming online by the end of the calendar year.
 - No other major updates were provided since the prior board meeting was held five weeks earlier.
4. Report from Acting Executive Director (John Ford)
 - TMA dues for 2019 were distributed at the meeting. John encouraged everyone to expedite the processing of the invoices and to contact him if any changes were required.
 - John will compile the administrative charges for 2019 and present them for approval at the December meeting.
 - John thanked Adam for making the Field House community room available on short notice for the current meeting.
 - The December meeting will be held at Franklin Templeton.

5. City of San Mateo Update (Bethany/Ryan/Sue-Ellen)

- Hillsdale Caltrain station closure is still scheduled for December and will remain closed for up to six months.
- Bike Master Plan is being drafted and will go to committees for review in October. The plan is for the updated plan to go to City Council for approval in February 2020.
- No new updates on the grade separation projects.

6. New Business

- Counts/Annual Report Committee Report:
 - The committee and John presented the scope of work that had been given to vendors to bid on. A proposal was received from Kimley-Horn for both the count and report. A report only proposal was received from Krupka Consulting. Estimates for the count-only portion were received from IDAX Data Solutions and Traffic Data Service.
 - Upon review of the scope of work, it was determined that the scope could be reduced as the staff from the City of San Mateo confirmed that items B and C on the original scope of work document were not required. City staff confirmed that items A and D remained within the scope.
 - City staff confirmed that the counts must be completed before the end of October and could not be conducted in the two-weeks of October when the public schools are closed for their Fall break.
 - On a motion/second by Mollie/Andrew, the board voted to approve the following:
 - John to revise the scope of work based on the feedback from the city
 - John would solicit a revised bid from IDAX based on the new scope
 - If the bid comes in at or below \$8,000 then John has the authority to engage the vendor to conduct the counts in October
 - If the bid comes in above \$8,000 then John would convene another meeting of the board to consider other alternatives or to accept the bid
 - The data analysis and report writing component of the project will be postponed to early 2020
- TMA Management Agent Working Group Report:
 - The committee asked John to provide the names and contact info for potential TMA management companies. The effort to solicit and engage with a management company will begin in earnest after the December board meeting.

7. Adjournment: *The meeting adjourned at 3:30pm.*

San Mateo Rail Corridor TMA
Board of Directors Meeting
Franklin Templeton, Building 950, Conference Room: India A
One Franklin Parkway, San Mateo, CA 94403
December 9, 2019
2:00 – 3:30 pm

AGENDA

BOARD OF DIRECTORS MEETING

1.	Call to Order		2:00 pm
2.	Approvals	Action	2:05 pm
	• Minutes: September 9, 2019		
	• Financial Statement: December 2019		
3.	Project Updates	Information	2:15 pm
	• Reports from TMA members regarding the status of their project(s)		
4.	City of San Mateo Update	Information	2:25 pm
	• Report from city staff regarding projects and/or activities impacting the TMA area		
5.	Report from Acting Executive Director	Information	2:10 pm
	• TMA administrative update		
6.	Old Business	Information	2:35 pm
	• Caltrain station closure update/impact		
	• Driveway/cordon counts 2019		
	○ Project recap		
	○ Raw data review		
7.	New Business		2:50 pm
	• Priorities for 2020:	Discussion	
	○ Annual Report		
	○ TMA management		
	○ TMA web portal		
	• Presentation by ALTRANS	Presentation	
	• Meeting calendar for 2020	Action	
	• Other New Business		
8.	Adjourn	Action	3:30 pm

MINUTES

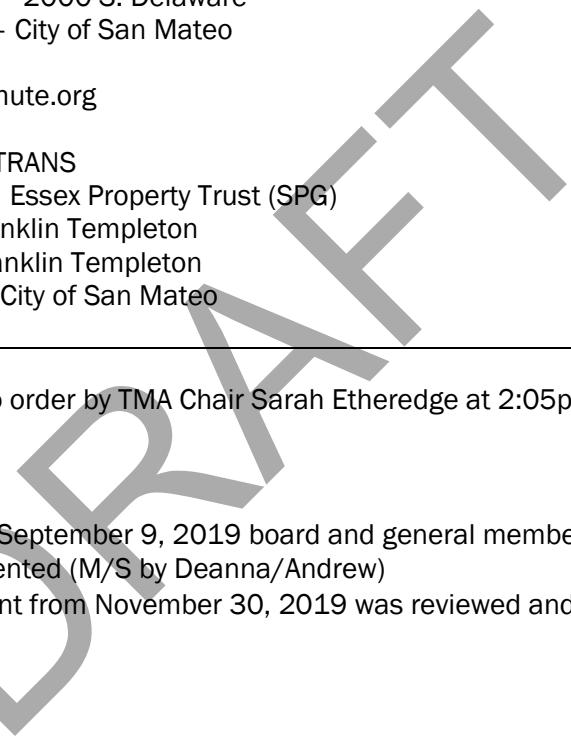
SAN MATEO RAIL CORRIDOR TMA
Board of Directors

December 9, 2019
Franklin Templeton, India Conference Room
One Franklin Parkway, San Mateo, CA

Present: Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific)
Deanna Chalfant – Essex Property Trust (Station Park Green)
Dan Stuber – Franklin Templeton
Diana Singh – Wilson Meany (Bay Meadows)
Mollie Nabor – MidPen Housing Corporation (Peninsula Station)
Andrew Diamond – Diamond Investment Properties (400|450 Concar)
Pattie Philibosian – 2000 S. Delaware
Brad Underwood – City of San Mateo

Staff: John Ford – Commute.org

Guests: Steve Raney – ALTRANS
Lidiya Alexander – Essex Property Trust (SPG)
Julie Venturi – Franklin Templeton
Nael Younes – Franklin Templeton
Ryan Brunmeier – City of San Mateo



1. The meeting was called to order by TMA Chair Sarah Etheredge at 2:05pm.
2. Approvals
 - Minutes from the September 9, 2019 board and general membership meeting were approved as presented (M/S by Deanna/Andrew)
 - Financial statement from November 30, 2019 was reviewed and approved (M/S by Deanna/Dan)
3. Project Updates
 - Essex provided an update on their Station Park Green project. 199 units complete. 172 new units coming online in January 2020. Another 170 units broke ground recently and will take up to 24 months to complete.
 - Wilson Meany provided an update on their projects. Station 1 and/or Station 5 are expected to break ground in 2020. RES6 will begin in late 2020. MU4 will be done in 2021.
 - Franklin Templeton welcomed us to their campus. The building where the meeting was held, 950, was one of two new buildings added to the campus in 2019. 12 of the 22 floors in the overall campus are occupied by FT employees. The other 10 are leased to third parties.
 - No other project updates were provided.
4. City of San Mateo Update (Brad/Ryan)
 - Hillsdale Caltrain station closure has been postponed to at least April. John added that he had heard May was the most likely month for the closure to begin. The station will be closed for up to six months.

- John added that Caltrain is considering moving up to 10 trains that currently stop at Hillsdale to the Belmont station as early as January. Caltrain is trying to get commuters to start transitioning to Belmont in advance of the station closure and to deal with the loss of 89 parking spots at the Hillsdale station that will begin in early January.
- Brad talked about the city's sewer project (underground tank installation) that will start in Spring 2020. It is likely to be a 4-month project that will result in road closures in the TMA area. He will work with John to get TMA members added to the project update list.
- No new updates on the grade separation projects.

5. Report from Acting Executive Director (John Ford)

- TMA dues for 2019 were all paid and deposited. John thanked all the members for getting them paid promptly.
- John will file the 2019 tax return in early January.
- John reviewed the TMA roster and announced that Allie Stein would be leaving Bridge Housing and will need to be replaced on the board and as an officer. The board agreed that filling her officer position could wait until the March meeting.

6. Old Business

- Driveway/Cordon Counts 2019
 - John provided copies of the updated scope of work along with the raw data from the counts that took place in late October. The data has not yet been analyzed; therefore, it was not possible to determine if specific projects met their targets or not.
 - John pointed out that IDAX, the company that did the counts, was a pleasure to work with and should be considered for the project again in the future. He noted that a benefit of using the same company each year is the consistency of the data that was delivered.
 - The city still needs to determine the threshold for what constitutes a "trip" in the cordon count data. Pass-through traffic will be eliminated from the count based on the threshold.
 - John will provide Wilson Meany with the raw cordon count data so that their consultant, Kimley Horn, can review the data and provide them with guidance.
 - Several board members commented on how driveway counts may be capturing "cut-through" traffic – cars that are using project entrances/exits as shortcuts. Other board members commented on the increase in Uber/Lyft trips to their properties and how that may impact the counts.

7. New Business

- Priorities for 2020:
 - The board discussed the 2019 annual report and agreed that the remaining reserves should allow for the contracting of a consultant to do the analysis of the traffic data. The board asked John to expedite the process of getting new bids for the next phase of the project. The city would like to review the draft version of the report in advance of presenting it to the full board and the city committee. The consultant should understand that requirement as well as the need to present the report to the city committee upon completion. John will re-engage with the two firms who submitted proposals earlier to get updated proposals.
 - The board heard a presentation from Steve Raney of ALTRANS, a Bay Area company that provides TDM and TMA management services. Steve described the role they play at the Palo Alto TMA and provided data on the different types of TMAs that exist

in the Bay Area. ALTRANS will be one of the companies that will be asked to submit proposals for managing the SMRCTMA after Commute.org.

- John described what he sees as a benefit of developing a web portal for the TMA. He does not think the TMA needs a public web site, but rather a site that allows for posting of material for use by the TMA and its members to better manage the flow of information. This is not a project that Commute.org will undertake, but it is something for the board to consider in the 2020 work plan and budget.
- The proposed meeting calendar for 2020 was approved as presented. Station Park Green offered to host the first meeting which will be held Monday, March 9, 2020.

7. Adjournment: *The meeting adjourned at 3:26pm.*

DRAFT

San Mateo Rail Corridor TMA
Membership & Board of Directors Meeting Schedule 2020

PROPOSED MEETINGS

Date	Meeting Description	Start Time	Location
March 9, 2020	Annual Membership Meeting - Election of Directors - Approval of Budget - Establishment of Dues Annual Board of Directors Meeting - Election of Officers - General Business	2:00 pm	TBD
June 8, 2020	Q2 Board of Directors Meeting	2:00 pm	TBD
September 14, 2020	Q3 Board of Directors Meeting	2:00 pm	TBD
December 14, 2020	Q4 Board of Directors Meeting	2:00 pm	TBD