

# 2020 Annual Report

SAN MATEO RAIL CORRIDOR  
TRANSPORTATION MANAGEMENT ASSOCIATION

August 30, 2021

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## Executive Summary

This report, prepared in accordance with requirements set forth in the San Mateo Rail Corridor Transit-Oriented Development Plan(Corridor Plan), summarizes background, purpose and year 2020 activities and project status of the San Mateo Rail Corridor Transportation Management Association (TMA). Recognizing the impacts of the COVID-19 pandemic, the TMA submitted a request to the City for a one-year release from the condition to collect trip generation data for all member projects. The TMA offered to provide a qualitative annual report to document current travel strategies and policies of member projects. The City Planning Commission approved the request during its regular virtual meeting on October 27, 2020. Therefore, the 2020 report presents a qualitative overview of Transportation Demand Management (TDM) plans for completed projects. The standard trip generation analysis is expected to resume for future reports.

Rail Corridor project development in 2020 included completion of some retail use in Bay Meadows Phase II and Montara, the Bridge Housing affordable housing project. Also, the 25<sup>th</sup> Avenue Grade Separation Project construction continued according to schedule.

All TMA member projects were required, during entitlement, to develop TDM or trip reduction plans to reflect City guiding documents and practice. Eight relevant documents were reviewed to document trip reduction thresholds and TDM or trip reduction strategies of completed projects. Bicycle parking, transit provisions and commute coordination were cited most often in these documents.

In addition, a brief survey of TMA members was developed to solicit facts and observations about current practices that reflected project history - not only activities that occurred during the 2020 calendar year. Responses were received from member representatives of all 10 completed projects, and important facts about TDM and trip reduction practices, including management, specific programs offered, participation levels and feedback were included in the responses.

This may be the first time the TMA has documented TDM or trip reduction plans in this manner or surveyed members regarding TDM practices, or both. The effort provided a reasonable snapshot of guidance and current project activities, which met the intent of the 2020 report and set the stage for follow up in future reports.

For the 2021 report, the TMA will consider additional record research and consultation with City staff and TMA members to ascertain requirements and practices. In addition, the TMA understands the importance of documenting changes in travel behavior as COVID-19 restrictions are lifted and work and home activities rebalance post-pandemic. Therefore, the TMA will consider gathering data on TDM activities like those collected this year, including quantification of vehicle occupancy and alternate mode usage at member projects, in addition to required trip generation monitoring, and evaluating whether there are meaningful correlations between activities and traffic reduction. Finally, the TMA will consider ways to use traffic data collected in the 2021 and future report efforts to document peak hour and daily traffic volumes, and noted trends, on study area streets.

## Background

In 2005, the City of San Mateo adopted the 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 included a framework for creation of TOD, implementation of a 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 the TMA and 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 area addressed in the Station Plan was based on the area within walking distance of the future relocated Hillsdale Caltrain Station. 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 will not be subject to the TMA's trip reduction goals (Policy TRA-4.2).

Figure 1 illustrates the Corridor Plan and Station Plan areas.

## 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 with other agencies.

No TDM services or programs are currently funded by the TMA. Member projects with active TDM programs do so at their own expense, in collaboration with other members, or in partnership with Commute.org.

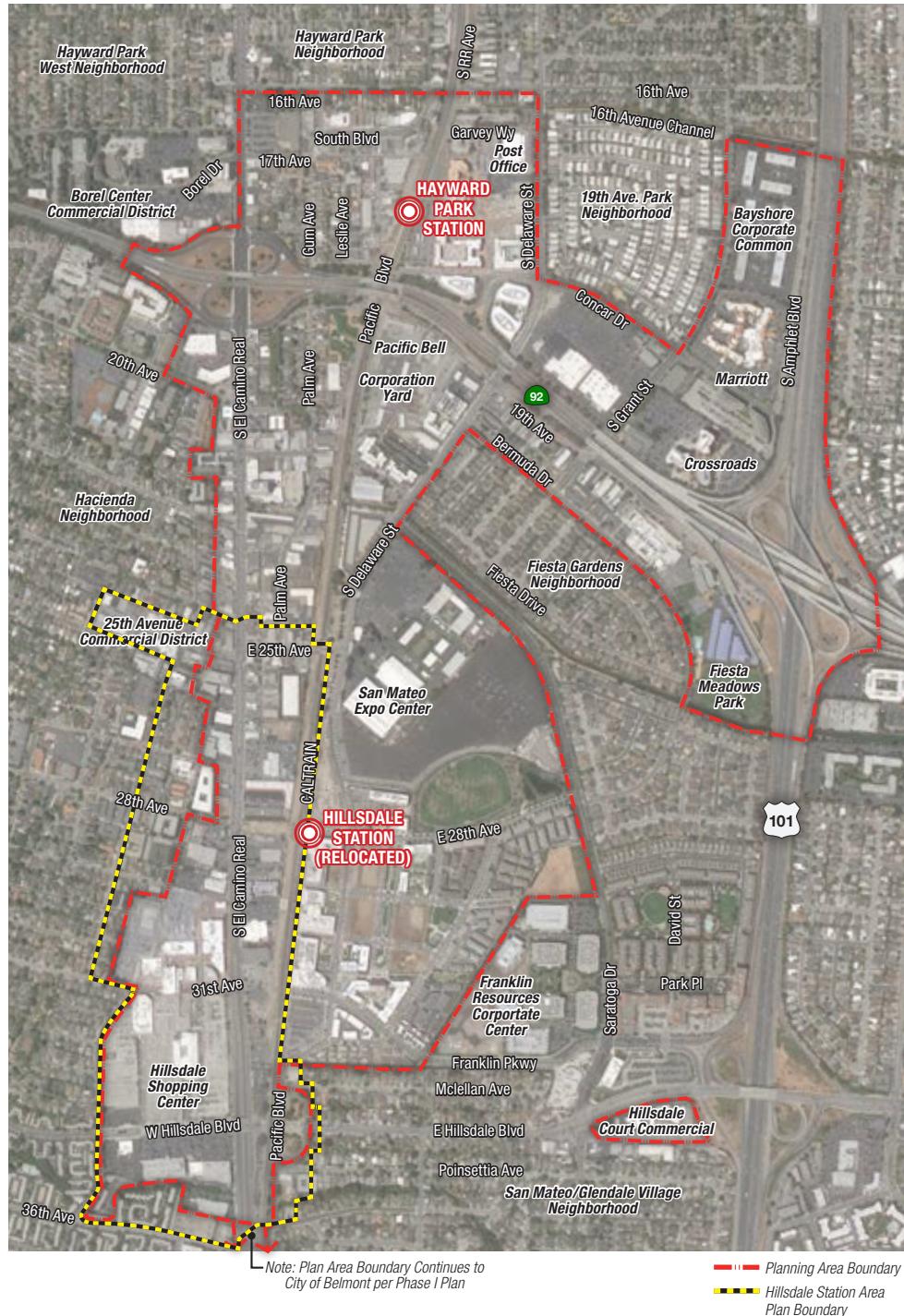


Figure 1: Rail Corridor Plan Boundary and Hillsdale Station Area Plan Boundary

## 2020 TMA Activities

Official meetings of the TMA were held virtually, using the Zoom platform, in April (General Membership and Board), August, September, and December 2020. The TMA stakeholder contact list, meeting minutes, and proposed 2021 meeting schedule are included in Appendix A.

## Corridor Plan Area Project Status

Construction continued in the Corridor Plan area during the 2020 calendar year. Bay Meadows Retail (partial completion), and Montara (formerly Bridge Housing – 2775 South Delaware) were completed in 2020. Figure 2 summarizes completed projects in the Corridor Plan area. Station Park Green and Bay Meadows Phase II have completed portions of their projects. Figure 3 summarizes future projects under construction, approved or under review.

The 25<sup>th</sup> Avenue Grade Separation Project continued according to schedule. Looking ahead, completion of this major project will bring with it the Bay Meadows Phase II long-term trip generation goal of 25% reduction, which will be integrated into future annual reports.

## Project TDM Plans

Given the impacts of the COVID-19 pandemic and related County and State guidance regarding reduced occupancies in workplaces, distance learning for schools, and reduced recreational opportunities, the TMA in September 2020 submitted a request to the City for a one-year release from the condition to collect trip generation data for all member projects. The TMA offered to provide a qualitative annual report to document current travel strategies and policies of member projects. The City Planning Commission approved the request during its regular virtual meeting on October 27, 2020. Therefore, all traffic data collection activities and, in turn, evaluation and documentation of same, were excluded from the 2020 report. This section presents the required qualitative overview of TDM or trip reduction plans for member projects. The standard trip generation analysis is expected to resume for future reports.

### TDM Plans

All projects were required, during entitlement, to develop TDM or trip reduction plans to reflect City guiding documents and practice. The following documents were reviewed for this report.

- 2000 Delaware Trip Reduction Program and Trip Generation Threshold (Nelson\Nygaard Consulting Associates, Memorandum, February 9, 2011) [also covers Delaware Pacific]
- 92 and Delaware Trip Reduction Plan (Nelson\Nygaard Consulting Associates, Memorandum, February 9, 2011) [400/450 Concar]
- Bay Meadows Phase II Traffic Management Plan (Kimley Horn, Latest Revision: August 24, 2018)
- Franklin Templeton Campus Expansion Transportation Impact Analysis (Hexagon Transportation Consultants, Inc., June 8, 2017)
- 2090 South Delaware Trip Reduction Program (Nelson\Nygaard Consulting Associates, Memorandum, April 30, 2012) [Mode]

Completed Rail Corridor TMA Projects (as of 12/31/20)			
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
Bay Meadows Retail	Retail	41,132	Square Feet
Peninsula Station (2905 S. El Camino Real)	BMR Apartments Commercial	68 2,000	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
Montara	BMR Apartments	68	Dwelling Units
400/450 Concar	Office	305,000	Square Feet
Station Park Green (MU-1 & RE-2)	Apartments Office Retail	492 11,000 26,000	Dwelling Units Square Feet Square Feet
Franklin Templeton Campus Phase 1 Expansion	Office	245,260	Square Feet

Figure 2: Completed TMA Projects

Future Rail Corridor TMA Projects				
Project	Land Use	Quantity	Units	Status
Station Park Green ( RE-3 and RE-4)	Apartments	107	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	219,000	Square Feet	Approved
Bay Meadows Phase II (STA 5)	Office	214,000	Square Feet	Approved
Bay Meadows Retail	Retail	53,868	Square Feet	Approved
Bay Meadows Phase II (RES 4)	Apartments	82	Dwelling Units	Under Construction
Mode (2089 Pacific Blvd.)	Apartments	8	Dwelling Units	Approved
Hillsdale Terraces	Condominiums Commercial	64 13,978	Dwelling Units Square Feet	Approved
1650 S Delaware	Apartments	73	Dwelling Units	Approved
Passage	Multi-Family Commercial	961 40,000	Dwelling Units Square Feet	Approved
Hayward Park Caltrain	Apartments	189	Dwelling Units	Completed Pre-Application
Bay Meadows Phase II (MU 2 modification)	Office	191,000	Square Feet	Application Under Review
Bay Meadows Phase II (MU 3 modification)	Office Apartments	126,000 54	Square Feet Dwelling Units	Application Under Review

**Figure 3: Future TMA Projects**

- 2901 - 2905 El Camino Real TDM and Trip Reduction Program (Nelson\Nygaard Consulting Associates, Memorandum, April 10, 2008) [Peninsula Station]
- Station Park Green TDM Program – Final Plan (Nelson\Nygaard Consulting Associates, Memorandum, May 30, 2010)
- Conditions of Approval, PA 12-051, The Nueva High School SPAR (City of San Mateo, Approved by the Planning Commission on December 11, 2012)

While respective TDM or trip reduction requirements for projects within Bay Meadows Phase II were defined in its Traffic Management Plan, one such project, The Nueva School, prepared a transportation management plan to provide supplemental details for the school operation.

Figure 4 provides an overview of trip reduction thresholds defined in TDM or trip reduction plans for completed projects.

Project	Land Use	Trip Reduction Threshold by Term		
		Short	Medium	Long
Peninsula Station	BMR Apartments	35%		54%
Station Park Green	Apartments - Office - Retail	25%		32%
The Nueva School (Bay Meadows Phase II)	High School	10%	16%	25%
Delaware Pacific	BMR Apartments	30%		47%
Montara (Bay Meadows Phase II)	BMR Apartments	10%	16%	25%
Mode	Apartments	25%		40%
Franklin Templeton	Office	31%		31%
2000 Delaware	BMR Apartments	30%		47%
Bay Meadows Phase II	Townhomes - Apartments - Office - Retail - Restaurant	10%	16%	25%
400/450 Concar	Office	25%		25%

*Figure 4: Trip Reduction Thresholds of Completed TMA Projects*

All TDM or trip reduction plans included programs in the following categories, which were arranged to reflect relative number of projects that cited respective programs, from high to low.

- Bicycle Parking
  - Secure bicycle parking
  - Supportive features like repair, programming to encourage use, on-site showers
- Transit Provisions
  - Paid or subsidized transit passes
  - Private shuttle bus services
- Commute Coordination
  - TDM or transportation coordinator
  - On-site information and assistance
- Alternate Modes
  - Subsidized car sharing program or partnership
  - Subsidized Transportation Network Companies (TNC) usage (e.g., Uber and Lift)
  - Guaranteed ride home
- Parking Management
  - Reserved carpool and vanpool parking
  - Reserved car share parking
  - Parking cash-out
- Alternate Work Schedules
  - Flexible work hours
  - Telework
- Other
  - On-site amenities to support employees and residents while on site
  - Site elements supportive of transit

## Survey of Members

The above information provided a reasonable overview of what TDM or trip reduction programs were established for member projects during entitlement. A brief survey of TMA members was developed to

solicit facts and observations about current practices that reflected project history, not just the 2020 calendar year. It covered the following 12 points.

1. Contact
2. Management of TDM programs and activities
3. Number of on-site residents or employees, or both
4. Programs and amenities currently offered
5. Three most effective programs in reducing single occupant vehicle trips
6. Participation by residents or employees, or both
7. Outreach methods used to inform residents or employees, or both, of TDM activities
8. Policies regarding parking spaces for residents or employees, or both
9. Public transit systems used by residents or employees, or both
10. Methods used to gather information about travel behaviors of residents or employees, or both
11. Data used to measure performance of TDM or traffic reduction programs
12. Feedback regarding the survey or project

Responses were received from member representatives of all 10 completed projects. They revealed important facts about TDM and trip reduction practices, which are summarized below. Appendix B includes the full survey responses by project.

### Management

Eight of 10 members reported in-house management. Two indicated a third-party management agent was involved.

### Programs and Amenities

The following points summarize members responses regarding programs in place. Figure 5 presents an overview of current programs and relative usage by project.

- Bicycle parking was cited by all; some noted other related features like bicycle repair and on-site showers.
- Transit provisions were noted by the majority, and included transit passes and shuttle bus service by Commute.org or private contractor.
- Commute coordination efforts related to on-site transportation information and support were reported by four members. Three members reported use of annual commuter surveys to understand travel behavior.
- Parking management activities were mentioned by five members, including reserved carpool and vanpool parking, or electric vehicle parking or charging, or a combination. One member cited parking cash-out being used as a trip-reduction tool.
- Alternate modes were mentioned by four members. Three cited guaranteed rides home and one noted provision of vanpool vehicles.
- Alternate work schedules were noted by three members, who all indicated implementation of flexible work hours and telework.

As expected, the array of strategies reported lines up with requirements stated in TDM or trip reduction plans, and generally represents industry practices.

Project	Bicycle			Site Amenities		
	Racks	Secure	Repair	Pedestrian	Transit Support	Showers
Peninsula Station	X					
Station Park Green	X	X		X		
The Nueva School	X	X				
Delaware Pacific	X	X			X	
Montara		X				
Mode Apartments	X	X	X	X		
Franklin Templeton	X	X		X	X	X
2000 Delaware	X	X				
Bay Meadows Phase II	X	X		X	X	X
400-450 Concar Drive	X	X	X	X	X	X

Figure 5: Programs and Amenities Reported by Members

Project	Transit				Parking		
	Transit Passes	Commute.org Shuttles	Private Shuttles	Midday Shuttles	EV Charging	Reserved Car/Van Pool	Unbundled Parking
Peninsula Station	X						
Station Park Green					X		
The Nueva School	X		X				
Delaware Pacific	X						
Montara							
Mode Apartments					X		
Franklin Templeton		X			X	X	X
2000 Delaware	X						X
Bay Meadows Phase II	X				X	X	X
400-450 Concar Drive	X	X	X	X	X	X	

Figure 5: Programs and Amenities Reported by Members (Cont'd)

Project	Alternate Modes		Alternate Work Schedules		Commute Coordination			
	Vanpool Vehicles	TNC Subsidy	Flexible Hours	Telework	Guaranteed Ride	Information	Commute Packets	Annual Surveys
Peninsula Station					X			
Station Park Green								X
The Nueva School	X							
Delaware Pacific						X	X	
Montara								
Mode Apartments						X		
Franklin Templeton		X	X	X	X	X		
2000 Delaware						X	X	
Bay Meadows Phase II		X	X	X		X		X
400-450 Concar Drive			X	X		X	X	X

Figure 5: Programs and Amenities Reported by Members (Cont'd)

Nine members offered qualitative answers to the question about programs most effective in single occupant vehicle trip reductions. The answers aligned well with the above observations, as summarized below.

- Bicycle parking
- Transit provisions – Caltrain passes, shuttles, vanpools, Clipper Card
- Electric vehicle charging spaces
- On-site information
- Telework

### Participation

Five members reported participation in their TDM programs, three at 11% to 20% and two at 21% to 30%. The rest indicated they didn't know, which was interpreted at face value as a fact worthy of follow up in 2021. Surveys were the noted tool used to gather information about travel behavior. Regarding data used to measure performance, half of the respondents cited annual counts performed for the required report. Other sources noted included carpool or vanpool use and parking occupancy counts.

### Feedback

Three members provided additional comments, which are posted below.

*I found this survey to be useful in the sense that it has helpful ideas that potentially can be implemented at Station Park Green. - Lidiya Alexander, Station Park Green*

*We are eager to engage as active participants in the TMA and to contribute to the efforts towards traffic reduction. As a newly operating property with a 100% low-income population in this transit-rich location, we anticipate generating low amounts of traffic / personal vehicle use but have not taken specific steps to collect data. Please let us know how our team can contribute to these collective efforts. - Cathy Escobar, Montara*

*The impacts from Covid and Wildfires have greatly impacted data and resident behavior. This should continue to be taken into consideration as trip counts are considered. - Jessica Smith, 2000 Delaware*

### Observations

This may be the first time the TMA has documented TDM or trip reduction plans in this manner or surveyed members regarding TDM practices, or both. The effort provided a reasonable snapshot of guidance and current project activities, which met the intent of the 2020 report and set the stage for follow up in future reports.

This effort included a simple review and summary of critical elements of project TDM or trip reduction plans and a comparison of respective programs and amenities in place as reported by members. It did not include review of respective project conditions of approval and amendments, if any. Also, this effort did not include personal communications with members about TDM or trip reduction plan content, implementation, status or changes.

Generally, the array of TDM programs required and provided aligned well with current industry practices in Silicon Valley, and no gaps were noted that would suggest changes or additions. With regard to implementation, this aspect of the report revealed the natural tendency for individual members to attend to their own TDM requirements and activities, and pay little attention to what other members are doing. This is a byproduct of individual project entitlements. At the same time, this indicated strong potential for the TMA to increase coordination and feedback to enhance the collective cross-member understanding of TDM strategies and effectiveness.

Finally, the survey of members was consciously defined to be independent of the documented TDM or trip reduction plans. It was well received, and responses were generally complete.

For the 2021 report, the TMA will consider additional record research and consultation with City staff and TMA members to ascertain requirements and practices. In addition, the TMA understands the importance of documenting changes in travel behavior as COVID-19 restrictions are lifted and work and home activities rebalance post-pandemic. In this light the TMA will consider gathering data on TDM activities like those collected this year, including quantification of vehicle occupancy and alternate mode usage at member projects, in addition to required trip generation monitoring, and evaluating whether there are meaningful correlations between activities and traffic reduction. Finally, the TMA will consider ways to use traffic data collected in the 2021 and future report efforts to document peak hour and daily traffic volumes, and noted trends, on study area streets.

## Appendix A

Current TMA Stakeholder Contact List

2020 Meeting Minutes

2021 Proposed Meeting Schedule

## San Mateo Rail Corridor TMA Stakeholder Contact List

As of March 2021

<u>Developer/Owner Contact</u>	<u>Project</u>	<u>Status</u>	<u>TMA Director</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 Circle #100	General Member	Charla Neta cneta@essex.com	Deanna Chalfant dchalfant@essex.com Kristina Bacigalupo kbacigalupo@essex.com
Wilson Meany 4 Embarcadero, 33 <sup>rd</sup> Floor San Francisco, CA 94111 (415) 905-5383	Bay Meadows 2750 S. Delaware Street (multiple addresses)	General Member	Adam Hamilton ahamilton@wilsonmeany.com	Diana Singh dsingh@wilsonmeany.com Stephanie Pearlman spearlman@wilsonmeany.com
Diamond Investment Properties 450 Concar Dr., Suite 100 San Mateo, CA 94402 (650) 776-1281	400 450 Concar 450 Concar Dr.	General Member	Andrew Diamond (Vice Chair) 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 (Chair) setheredge@midpen-housing.org	
Sares Regis of Northern California 901 Mariner's Island Blvd, Suite 700 San Mateo, CA 94404	Mode Apartments 2089 Pacific Blvd.	General Member	Chim Chune Ko On-site Property Manager CKo@srgnc.com	Ryan Hinrichs - Regional Manager Sares Regis Property Management rhinrichs@sares-regis.com
Westlake Urban, LLC 520 S. El Camino Real, 9 <sup>th</sup> Floor San Mateo, CA 94402 (650) 353-5624	2000 Delaware Apartments 2000 S. Delaware Street	General Member	Jessica Smith jessica@westlake-realty.com	Pattie Philibosian pattie@djaproperties.com Sally Carlisle sally@djaproperties.com
The Nueva School 131 E. 28 <sup>th</sup> Avenue San Mateo, CA 94403 (650) 350-4600	The Nueva School 131 E. 28 <sup>th</sup> Avenue	General Member	Steve Osborne sosborne@nuevaschool.org	
Bridge Housing 600 California Street, Suite 900 San Francisco, CA 94108 (415) 321-4036	Montara 2775 S. Delaware	General Member	Jon McCall jmccall@bridgehousing.com	Cathy Escobar cescobar@bridgehousing.com
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 Nael Younes nael.younes@franklintempleton.com
Julie Baigent	Concar Passage	General Member (pending)	Julie Baigent	Brian Myers

## San Mateo Rail Corridor TMA Stakeholder Contact List

As of March 2021

<u>Developer/Owner Contact</u>	<u>Project</u>	<u>Status</u>	<u>TMA Director</u>	<u>TMA Alternate</u>
60 Buck Ct. Woodside, CA 94062 (650) 364-7800	Concar Drive, between S. Grant St. & S. Delaware St.		<i>jbaigent@sbcglobal.net</i>	<i>bmyers@nuquestventures.com</i>
<i>Dave Wilbur Four Corners Properties One Embarcadero Center, 37<sup>th</sup> Floor San Francisco, CA 94111 (650) 793-5000</i>	<i>Four Corners Properties 1650 S. Delaware</i>	<i>General Member (pending) *In construction</i>	<i>Dave Wilbur info@fourcornersproperties.com</i>	<i>Bruce Burkard</i>
<i>Albert Costa Costa Brown Architecture 1620 Montgomery St., Suite 300 San Francisco, CA 94111</i>	<i>Hillsdale Terraces 2700-2790 South El Camino Real</i>	<i>General Member (pending) *City Council approved 2/2017</i>	<i>Albert Costa albert@costa-brown.com</i>	

**San Mateo Rail Corridor TMA**  
**Annual General Membership Meeting**  
**& Annual Board of Directors Meeting**  
*Online (Zoom Meeting)*  
*April 6, 2020, 2:00 – 3:30 pm*

**AGENDA**

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**COMBINED ANNUAL GENERAL MEMBERSHIP MEETING & ANNUAL BOARD OF DIRECTORS MEETING**

1.	Call to Order		2:00 pm
2.	Approvals		2:05 pm
	• Minutes: December 9, 2019	Action	
	• Financial Statement: March 31, 2020		
3.	Report from Consultant (Paul Krupka)	Information	2:10 pm
	• Preliminary results from 2019 counts		
	• Status of 2019 Annual Report		
	• Next steps		
3.	Project Updates	Information	2:20 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		
	• New or upcoming projects requiring TMA membership		
5.	Report from Acting Executive Director	Information	2:30 pm
	• TMA administrative update		
	• Banking		
6.	New Business	Action/Discussion	2:35 pm
	• Election of New Directors:		
	○ Lidiya Alexander, Station Park Green		
	○ Jessica Smith, 2000 Delaware		
	○ Ethan Warsh, Bay Meadows Affordable		
	• Election of Officers		
	• TMA management discussion		
	• Budget/Dues discussion and approval		
	• Other new business		
7.	Adjourn	Action	3:30 pm

## MINUTES

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

April 6, 2020, 2:00 PM  
Online (Zoom)

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Present:	Jessica Smith – Westlake Urban (2000 Delaware) Andrew Diamond – 400/450 Concar Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific) Stacy Servin – Land & Houses (Mode) Dan Stuber – Franklin Templeton Diana Singh – Wilson Meany (Bay Meadows) Steve Osborne – Nueva School Lidiya Alexander – Station Park Green
Staff:	John Ford – Commute.org
Guests:	Mike Wiley – Land & Houses (Mode) Julie Venturi – Franklin Templeton Nael Younes – Franklin Templeton Brian Myers – Passage Sue-Ellen Atkinson – City of San Mateo Jay Yu – City of San Mateo Paul Krupka – Krupka Consulting

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1. Call to Order
  - The meeting was called to order by TMA Chair Sarah Etheredge at 2:08pm.
2. Approvals
  - On a motion/second by Andrew/Dan, the meeting minutes of December 9, 2019 were approved as presented.
  - On a motion/second by Andrew/Stacy, the financial statement from March 31, 2020 was accepted as presented.
3. Report from Consultant
  - Paul Krupka of Krupka Consulting gave a presentation on the driveway and cordon counts that were conducted in October 2019. While the results are still considered preliminary, none of the member projects were out of compliance.
  - Paul described the remaining steps to get the 2019 Annual Report completed. He thanked city staff for assisting in the review and data analysis.
4. Project Updates
  - The general members introduced themselves and gave a brief update as to the status of their respective projects. There were several new representatives attending their first official meeting.
  - Most projects reported status quo conditions since the last meeting in December. Everyone was concerned about the long-term impact of the shelter-in-place order in San Mateo County. Leasing activity has slowed at those projects where vacancies exist. Office

buildings are nearly empty with so many people working from home. Construction on new projects has either been suspended or postponed; however, below market rate housing is exempt from the work stoppage so some projects may be able to continue.

5. Report from City of San Mateo

- Sue-Ellen Atkinson gave an update for the City of San Mateo. The Bicycle Master Plan is going before city council (4/6) for adoption. It has been a long process and one that city staff feel will be very good for the community and the TMA area in particular. Many projects are on hold as a result of the shelter-in-place order; however, projects that are deemed critical can continue. The Hillsdale Station closure which is part of the 25<sup>th</sup> Avenue Grade Separation project is still slated to happen beginning on May 16. The closure is expected to last six months.
- Brad Underwood was unable to attend the meeting.

6. Report from Acting Executive Director (John Ford)

- Tax returns for calendar year 2019 were filed and accepted in March.
- John reminded the board that any new officers will need to coordinate with John and Sarah to get added to the signature card at First Republic Bank.

7. New Business

a. Election of New Directors:

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

- Jessica Smith, 2000 Delaware
- Ethan Warsh, Bay Meadows Affordable
- Adam Hamilton, Bay Meadows
- Lidiya Alexander, Station Park Green

*On a motion/second by Dan/Sarah, the slate of new directors as well as those existing directors whose terms were expiring were unanimously approved. All directors who were elected in 2019 will continue in their roles and will be subject to election in 2021.*

b. Officers for 2020:

Officers are elected to two-year terms. Since elections were last held in 2018, the board needed to elect qualified members to serve in three positions. Only two members volunteered to serve; therefore, the Secretary/Treasurer position will remain open until filled.

- Sarah Etheredge, MidPen Housing, Chair
- Andrew Diamond, Diamond Properties, Vice Chair
- Open, Secretary/Treasurer

*On a motion/second by Dan/Andrew, Sarah was nominated and unanimously approved to serve as Chair. On a motion/second by Dan/Sarah, Andrew was nominated and unanimously approved to serve as Vice Chair.*

c. TMA Management Discussion

- John informed the board that if they were amenable, that Commute.org would agree to continue to perform the management function for the TMA for another year. It was John's feeling that an extra year would allow the TMA and board to conduct a more thorough search. The board and general members were appreciative of the offer and agreed to retain Commute.org as the TMA manager through June 2021.

d. 2020 Dues and Budget Review and Approval

- John presented a draft budget for 2020 which included expenditures for the consultant's production of the 2019 annual report (\$9,300) plus estimated expenses for the consultant to oversee the 2020 counts (\$2,700), estimated costs for 2020 study counts (\$8,000), up to 56 hours of admin/management time (\$5,600), insurance (\$2,100), and miscellaneous expenses (\$150). Nothing was budgeted for "programs" in 2020.
- Revenue for the budget was forecast using the same dues structure as 2019 with exception of the elimination of the pre-occupancy category. Revenue will increase approximately 14% in 2020 due to more projects being part of the TMA in 2020 as well as more of the residential and commercial projects becoming eligible for inclusion in the dues structure.
- The proposed budget would result in a \$7,700 surplus and leave reserves of approximately \$29,000 at year end.
- Dues invoices will be generated by John and sent to all members by the end of April. Adjusting invoices (if necessary) will be generated and sent in Q4.

*On a motion/second by Dan/Andrew, the 2020 budget was approved, and dues were set as follows:*

Dues:	2020
<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

e. Other New Business

- None.

8. Adjournment

The general member and board of directors meeting adjourned at 3:06pm.

***San Mateo Rail Corridor TMA  
Board of Directors Meeting***

***June 8, 2020  
2:00 – 3:00 pm***

**Zoom Meeting**  
**Meeting ID: 836 5602 2163**  
**Password: 374735**

**AGENDA**

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1.	Call to Order		2:00 pm
2.	Approvals		
	• Minutes of April 6, 2020	Action	2:05 pm
	• Financials thru May 31, 2020		
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 update		
	• Grade separation projects update		
	• Other city updates		
6.	New Business		2:40 pm
	• 2019 Annual Report	Action	
	• 2020 Counts – October?	Discussion	
	• Other new business	Discussion	
7.	Adjourn	Action	3:00 pm

## MINUTES

### SAN MATEO RAIL CORRIDOR TMA Board of Directors Meeting

June 8, 2020, 2:00 PM  
Online (Zoom)

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Present:	Jessica Smith – Westlake Urban (2000 Delaware) Andrew Diamond – 400/450 Concar Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific) Stacy Servin – Land & Houses (Mode) Dan Stuber – Franklin Templeton Adam Hamilton – Wilson Meany (Bay Meadows) Steve Osborne – Nueva School Lidiya Alexander – Station Park Green Mollie Naber – MidPen Housing Corporation (Peninsula Station)
Staff:	John Ford – Commute.org
Guests:	Mike Wiley – Land & Houses (Mode) Nael Younes – Franklin Templeton Julie Baigent – Passage Sue-Ellen Atkinson – City of San Mateo Matthew Zucca – City of San Mateo Paul Krupka – Krupka Consulting Virada Chatikul – Commute.org

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1. Call to Order
  - The meeting was called to order by TMA Chair Sarah Etheredge at 2:03pm.
2. Approvals
  - On a motion/second by Dan/Andrew, the meeting minutes of April 6, 2020 were approved as presented.
  - On a motion/second by Dan/Andrew, the financial statement from May 31, 2020 was accepted as presented.
3. Project Updates
  - The general members introduced themselves and gave a brief update as to the status of their respective projects.
  - Most projects reported status quo conditions since the last meeting in April. Adam (Wilson Meany) reported that Station 1 and Station 5 have been submitted to the city for permitting. Once approved it will be an approximately 24-month construction project. Wilson Meany has also done some community outreach on the MU2 and MU3 sites and will be looking to get approval for some changes to the original project scope. Everyone is still concerned about the long-term impact of the shelter-in-place order in San Mateo County. Dan (Franklin Templeton) reported about the peaceful protest march that occurred in San Mateo on June 4<sup>th</sup>. FT's proximity to the police station meant that the march went right past their location. No incidents and lots of people. Steve (The Nueva School) reported that students are being allowed back on campus in small numbers to

retrieve their belongings as the school readies to close for the school year. School is tentatively scheduled to reopen on August 28<sup>th</sup> subject to COVID-19 restrictions.

4. Report from Acting Executive Director (John Ford)

- Dues invoices have been sent out to all members. Please try to get them paid as soon as possible so that John can close the Q2 books at the end of June.
- John reminded the board that Commute.org has agreed to stay on as the administrator of the TMA through the end of the upcoming fiscal year (June 2021).

5. Report from City of San Mateo

- Sue-Ellen Atkinson gave an update for the City of San Mateo. The grade crossing at 25<sup>th</sup> Avenue is now open and there are some great videos showing it on the city's social media pages. No updates on the 28<sup>th</sup> and 31<sup>st</sup> avenue projects, but she will look into it and report back. The Hillsdale Station closure started on May 16<sup>th</sup> and some of the work was able to start in advance due to the reduced number of trains operating during the COVID-19 SIP.
- Brad Underwood was unable to attend the meeting.

6. New Business

a. 2019 Annual Report:

- Paul Krupka of Krupka Consulting gave a presentation on the final version of the 2019 Annual Report. He suggested that in future counts, it would be helpful to have occupancy and density data for all of the projects. The members discussed what that might entail and how they would need to get the data. Paul suggested that the data collection be added to the project list for the next count and the members agreed.
- The report will be presented to the city commission in July and then added to the city council's consent agenda later this summer.
- Adam asked if the report was final and if it could be presented as part of Wilson Meany's planning commission process. Paul and John confirmed that the report was indeed final, but Sue-Ellen emphasized that it has not yet been presented or accepted by the city.

b. 2020 Driveway and Cordon Counts:

- The board discussed the timing of the driveway and cordon counts for the 2020 report. They have traditionally been done in October; however, there is concern that this October may not be an ideal time to count due to the Hillsdale Station closure, COVID-19 restrictions, possible school closures, etc. The city asked the board members to come up with a proposal. John told the board that the next board meeting is scheduled for September 14 which would still allow time to schedule the counts in October if that was the decision.

c. Election of Secretary/Treasurer:

- John explained to the board that the position was not filled at the last meeting and remains open. Once again, no one volunteered to serve in the role; therefore, it will be tabled to the next meeting.

7. Adjournment

The board of directors meeting adjourned at 2:58pm.

***San Mateo Rail Corridor TMA  
Board of Directors Meeting***

**September 14, 2020  
3:30 pm**

<https://us02web.zoom.us/j/2625820120?pwd=ZFIOK3VUOXQ0VVBD0HA5ZWVoVTFZQT09>

**Zoom Meeting ID: 262 582 0120  
Passcode: 94080**

**AGENDA**

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1. Call to Order		3:30 pm
2. Approvals		
• Minutes of June 8, 2020	Action	3:35 pm
• Financials thru August 31, 2020		
3. Project updates	Information	3:40 pm
• Reports from each of the TMA members regarding the status of their project(s)		
4. City of San Mateo update	Information	3:50 pm
• Hillsdale Caltrain station move update		
• Grade separation projects update		
• Pending project approvals/status		
• Other city updates		
5. Report from Acting Executive Director	Information	4:00 pm
6. New Business		4:05 pm
• Counts/Annual Report 2020	Discussion/Action	
○ Survey results from members		
○ Options for 2020/2021 counts		
○ Annual Report content		
• Other new business		
7. Adjourn	Action	4:30 pm

## MINUTES

### SAN MATEO RAIL CORRIDOR TMA Board of Directors Meeting

September 14, 2020, 2:00 PM  
Online (Zoom)

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Present:	Andrew Diamond – 400/450 Concar Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific) Stacy Servin – Land & Houses (Mode) Dan Stuber – Franklin Templeton Adam Hamilton – Wilson Meany (Bay Meadows) Mollie Naber – MidPen Housing Corporation (Peninsula Station)
Staff:	John Ford – Commute.org
Guests:	Mike Wiley – 2000 Delaware Nael Younes – Franklin Templeton Julie Venturi – Franklin Templeton Sue-Ellen Atkinson – City of San Mateo

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1. Call to Order
  - The meeting was called to order by TMA Chair Sarah Etheredge at 3:34pm.
2. Approvals
  - On a motion/second by Mollie/Andrew, the meeting minutes of June 8, 2020 were approved as presented.
  - On a motion/second by Dan/Andrew, the financial statement from August 31, 2020 was accepted as presented.
3. Project Updates
  - The general members who were present introduced themselves and gave a brief update as to the status of their respective projects. One member, Station Park Green, sent a status update via email and John read it to the attendees.
  - Highlights from the updates include:
    - Wilson Meany reported that Station 1 and Station 5 are close to beginning construction with #1 planned for later in September and #5 starting in November. Res #4 is under construction with a completion estimate near the end of 2020. Res #6 will start in 2021.
    - Franklin Templeton reports that occupancy on their campus is currently around 5% of normal due to COVID-19 and shelter in place orders. FT also announced that they have decided to sell a 3.69-acre parcel that is within the TMA zone to a developer who plans to build medical offices on the property. That project, if approved, will be required to join the TMA assuming the city includes that requirement in their conditions of approval.
    - 400|450 Concar also reported nearly empty buildings due to the pandemic. Some construction work is taking place, but almost all tenants are working remotely.
    - Mode reports 91% occupancy with no rent increases anticipated in 2021.

- MidPen Housing (Delaware Pacific and Peninsula Station) projects are fully leased with no rent increases anticipated in 2021.
- 2000 Delaware (Mike Wiley) remains status quo.
- Station Park Green reports that all current phases of the project are stabilized with occupancy of 95.5% as of 8/31/20. Phase IV is under construction and scheduled to be delivered in December 2021.
- John noted that The Nueva School website indicates that their fall semester is being conducted primarily using a distance/remote learning model.

#### 4. Report from City of San Mateo

- Sue-Ellen Atkinson gave an update for the City of San Mateo. The new Hillsdale Caltrain station is scheduled to open in January 2021. The grade separation project at 28<sup>th</sup> Avenue is scheduled to be complete in April 2021. The grade separation project at 31<sup>st</sup> Avenue is scheduled to be complete in summer 2021.
- Brad Underwood, the City of San Mateo's official board representative, was unable to attend the meeting.

#### 5. Report from Acting Executive Director (John Ford)

- John reviewed the current year financial status which included a report on "Budget versus Actual" performance through the first eight months of the year. Expenses are below budget due to some cost savings realized from the 2019 annual report development while revenue is slightly above budget due to additional residential units being included in the 2020 invoices.
- John reminded the board that Commute.org has agreed to stay on as the administrator of the TMA through the end of the upcoming fiscal year (June 2021).

#### 6. New Business

- Counts/Annual Report 2020:
  - John shared the survey results from the polling of members about the 2020 driveway and cordon counts. The counts are traditionally collected during the last two weeks of October and are used to measure compliance with each member's conditions of approval (COA's). The counts are collected by traffic study consultants and then reviewed by city staff prior to their inclusion in an annual report that is presented in the spring.
  - The board discussed the impacts of COVID-19 and the shelter in place orders on the traffic patterns in the Rail Corridor area. Nine out of 10 members who completed the survey voted in favor of postponing the 2020 counts with the intent to resume counts in fall 2021. The board felt strongly that conducting the counts this October will result in data that is not reflective of the transportation impacts that the COA's were designed to mitigate. The costs to the TMA to conduct the counts and to the city for staff review of the counts do not seem warranted this year.
  - The pandemic has impacted all the member projects in various ways. The commercial properties report having approximately 5% of the normal headcount coming to their sites during the workweek. Residential projects are also experiencing abnormal transportation patterns since many residents are working from home and children are attending school remotely. The Nueva School, one of the TMA members, is also operating on a mostly remote approach.
  - Public transit ridership has also been impacted in 2020. Not only are fewer people using transit due to the virus, but the Hillsdale Caltrain station is closed while the station is relocated.

- On a motion/second by Dan/Adam, the board voted unanimously to submit a letter to the City of San Mateo asking for a waiver of the counts in 2020. The letter will be given to Sue-Ellen for her to present to the Interim Community Development Director at a meeting that Sue-Ellen had arranged for September 16. The board acknowledged that a report for 2020 must still be produced but feels that it could include more qualitative data than has been included in prior years.
- John agreed to draft the letter and submit it to Sarah (board chair) for her review and signature.
- The board also asked John to contact the traffic study consultants and tentatively book them for counts in late October if the city does not grant the waiver.

- Other New Business: none

## 7. Adjournment

The board of directors meeting adjourned at 4:25pm.

**San Mateo Rail Corridor TMA**  
**Board of Directors Meeting**  
**December 14, 2020**  
**11:00 am – 12:00 pm**

<https://us02web.zoom.us/j/85636510274?pwd=cWJxTFh1MndVckkxY283MXZkemJ3QT09>

**Zoom Meeting ID: 856 3651 0274**  
**Passcode: 94080**

**AGENDA**

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**BOARD OF DIRECTORS MEETING**

1.	Call to Order		11:00 am
	• Introductions		
2.	Approvals	Action	11:05 am
	• Minutes: September 14, 2020		
	• Financial Statement: December 2020		
3.	Project Updates	Information	11:10 am
	• Project reports from TMA members		
4.	City of San Mateo Update	Information	11:20 am
	• Report from city staff regarding projects and/or activities impacting the TMA area		
5.	Report from Acting Executive Director	Information	11:30 am
	• TMA administrative update		
6.	Old Business	Information	11:35 am
	• Driveway/cordon count waiver request		
7.	New Business		11:40 am
	• Annual Report for 2020:	Action	
	○ Content		
	○ Data collection/member involvement		
	○ Report writing/presentation		
	• Meeting calendar for 2021	Action	
	• Other New Business		
8.	Adjourn	Action	12:00 pm

## MINUTES

### SAN MATEO RAIL CORRIDOR TMA Board of Directors Meeting

December 14, 2020, 11:00 AM  
Online (Zoom)

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Present:	Andrew Diamond – 400/450 Concar Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific) Lidiya Alexander – Essex (Station Park Green) Dan Stuber – Franklin Templeton Adam Hamilton – Wilson Meany (Bay Meadows) Sally Carlisle – 2000 Delaware (Westlake Urban/DJA Properties) Jon McCall – Montara (Bridge Housing)
Staff:	John Ford – Commute.org
Guests:	Nael Younes – Franklin Templeton Julie Venturi – Franklin Templeton Cathy Escobar – Bridge Housing Sue-Ellen Atkinson – City of San Mateo Azalea Mitch – City of San Mateo Virada Chatikul – Commute.org Rebecca Roberts – Commute.org Paul Krupka – Krupka Consulting

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1. Call to Order
  - The meeting was called to order by TMA Chair Sarah Etheredge at 11:04 AM.
2. Approvals
  - On a motion/second by Dan/Andrew, the meeting minutes of September 14, 2020 were approved as presented.
  - On a motion/second by Dan/Andrew, the financial statement from November 30, 2020 was accepted as presented.
3. Project Updates
  - The general members who were present introduced themselves and gave a brief update as to the status of their respective projects.
  - Highlights from the updates include:
    - Station Park Green – Lidiya announced that she has been promoted to a new position and that this would be her final meeting representing Essex.
    - Wilson Meany reported that Station 1 is under development and Station 5 is nearing approval with hopes to start construction in Q1. Res #4 is still under construction with a completion estimate in early 2021. Res #6 is still scheduled to start construction in 2021.
    - Franklin Templeton reported that occupancy on their campus is still extremely low due to COVID-19. Improvement projects have been undertaken while the onsite activity is low which allows for faster construction times and fewer issues.

- 400|450 Concar also reported nearly empty buildings due to the pandemic with hopes that people will start returning in Q1 but more likely in Q2.
- MidPen Housing (Delaware Pacific and Peninsula Station) projects are fully leased with no rent increases anticipated in 2021.
- 2000 Delaware remains status quo as reported by Sally Carlisle (DJA Properties).
- Montara (formerly known as Bay Meadows Affordable) is a 68-unit project that is now complete. Certificates of occupancy were given in September and leasing began in October. 27 units are currently leased, and full leasing is expected by January 2021. Jon McCall and Cathy Escobar from Bridge Housing represented the project at the meeting.
- Mode Apartments – John shared the news that Sares Regis recently purchased the project from Land and Houses USA. Sares Regis will also serve as the property manager of the project. Conditional approval has been given to Sares Regis to convert 8 of the 2-bedroom units into 16 studios. That will increase the number of units in the project to 119. John spoke with a regional manager for Sares Regis who is working on getting a representative assigned to serve on the TMA board.

4. Report from City of San Mateo (Sue-Ellen Atkinson)

- Brad Underwood, Public Works Director for the City of San Mateo, is retiring at the end of the year. His seat on the board (non-voting) will be assigned to Azalea Mitch who is the city's Interim Public Work Director.
- The grade separation project at 28<sup>th</sup> Avenue is scheduled to be complete in April 2021. The grade separation project at 31<sup>st</sup> Avenue is scheduled to be complete in July 2021. The grade separation project at 20<sup>th</sup> Avenue is scheduled for completion in January 2021. The Hillsdale Caltrain station remains closed and no timeframe has been given for its reopening.

5. Report from Acting Executive Director (John Ford)

- John reviewed the membership roster and asked members to send him updates or corrections. It is imperative that members notify Commute.org of changes since that is the only way the TMA records can be accurately maintained.
- All bills and receivables have been accounted for in 2020. The TMA will end the year with a sizeable surplus. The 2021 budget will be discussed and adopted at the March meeting.

6. Old Business

- Driveway/Cordon Count Waiver Request – John shared a copy of the letter that was sent to the city in September requesting a waiver of the counts for 2020. The commission approved the waiver for one year and accepted the recommendation of staff that the annual report for 2020 be expanded to include project level data related to each project's efforts to comply with their conditions of approval.

7. New Business

- Annual Report 2020:
  - John, Paul, and Virada presented a proposal to the board for how to gather information from each project to include in the 2020 annual report. Commute.org's employer programs team will use surveys and interviews to collect information from each project. They will work with Paul to ensure that the data being collected meets his needs for compiling the annual report.

- Sue-Ellen reiterated the expectations of the city that project-level data be included in the report. The board concurred with the approach and planned content.
- On a motion/second by Dan/Andrew, the board unanimously authorized John to negotiate a contract with Krupka Consulting for his efforts in analyzing, writing, and presenting the 2020 Annual Report at a cost “not to exceed” the amount he charged for similar work on the 2019 Annual Report.
- Meeting Calendar for 2021:
  - There was consensus from the board to accept the proposed meeting dates for 2021: March 8, June 14, September 13, and December 13. All meetings will start at 11:00 AM and the first two meetings, at least, will be held online.
- Other New Business: none

## 8. Adjournment

The board of directors meeting adjourned at 11:39 AM.

***San Mateo Rail Corridor TMA***  
***Membership & Board of Directors Meeting Schedule 2021***

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**PROPOSED MEETINGS**

<b>Date</b>	<b>Meeting Description</b>	<b>Start Time</b>	<b>Location</b>
March 8, 2021	Annual Membership Meeting - Election of Directors - Approval of Budget - Establishment of Dues Annual Board of Directors Meeting - Election of Officers - General Business	11:00 am	Zoom
June 14, 2021	Q2 Board of Directors Meeting	11:00 am	Zoom
September 13, 2021	Q3 Board of Directors Meeting	11:00 am	TBD
December 13, 2021	Q4 Board of Directors Meeting	11:00 am	TBD

## Appendix B

### Detailed Survey Responses

PROJECT	Q1 CONTACT				Q2 MANAGEMENT							Q3 NUMBER ON-SITE					
	Please enter the contact person for the project's TDM activities. If you oversee TDM activities for more than one project, please complete separate surveys for each project.										How many residents and/or employees are onsite at your project?		Which of the following programs and amenities are currently offered at your project? (Check all that apply)				
	Name	Property/Project Name	Email Address	Phone Number	Managed by in-house staff in Human Resources	Managed by in-house staff in Facilities Planning/Parking	Managed by in-house staff in Sustainability office, Environmental office, or Green Team office	Managed by a dedicated, full-time Transportation Coordinator.	Managed by a transportation management association or TDM/transit agency on behalf of the organization	Managed by a contractor hired by the organization	Other (please specify)	Response	Bicycle racks	Secure bicycle parking	Bicycle repair facilities	Pedestrian facilities	Public transit facilities (supportive site design, such as bus stops, signage and shelter elements)
Peninsula Station	Rosa Ly	Peninsula Station	rosa.ly@gmail.com	650-235-7672							Property Manager, Community Manager, Resident Services	100 to 249	Currently offered				
Station Park Green	Lidiya Alexander	Station Park Green	lalexander@essex.com	559-917-2300					Managed by a transportation management association or TDM/transit agency on behalf of the organization			500 to 999	Currently offered	Currently offered	Not applicable to our property	Currently offered	Not applicable to our property
Nueva School	Steven Osborne		sosborne@nuevaschool.org	6783783511	Managed by in-house staff in Facilities Planning/Parking							250 to 499	Currently offered	Currently offered			
Delaware Pacific	Rosa Ly	Delaware Pacific	rosa.ly@midpen-housing.org	16507739159						Community Manager, Property Manager, Resident Service Manager	100 to 249	Currently offered	Currently offered				Currently offered
Montara	Cathy Escobar	Montara	cescobar@bridgehousing.cc	415-321-3519						Managed by in-house asset management staff	100 to 249		Currently offered			Not applicable to our property	
Mode Apartments	Chim Chun Ko	Mode Apartments	cko@srgnc.com	8142297326	Managed by in-house staff in Human Resources							100 to 249	Currently offered	Currently offered	Currently offered	Currently offered	Not offered and interested in learning more
Franklin Templeton	Danny Stuber	Franklin Templeton	danny.stuber@franklintemp.org	650-642-7200	Managed by in-house staff in Facilities Planning/Parking						49 or under	Currently offered	Currently offered	Not offered and interested in learning more	Currently offered	Currently offered	
2000 Delaware	Jessica Smith	2000 Delaware	jessica@westlake-realty.com	4156348339						We partner with our third party residential manager to institute protocol	50 to 99	Currently offered	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	
Bay Meadows Phase II	Adam Hamilton	Bay Meadows Phase II	ahamilton@wilsonmeany.com	415-905-5374						Manged by in-house staff in Property Management	1,000 to 4,999	Currently offered	Currently offered	Not applicable to our property	Currently offered	Currently offered	
400-450 Concar Drive	Andrew Diamond	400-450 Concar Drive	andrew@diamondprops.com	6507761281	Managed by in-house staff in Human Resources	Managed by in-house staff in Facilities Planning/Parking					1,000 to 4,999	Currently offered	Currently offered	Currently offered	Currently offered	Currently offered	

PROJECT	Q4 PROGRAMS AND AMENITIES																
	Shared micromobility service (bicycle or scooter service)	Onsite workplace showers	Electric vehicle charging stations	Paid, reimbursed, or partially subsidized transit passes (e.g. Caltrain GoPass)	Commute.org shuttles	Private bus/shuttle service	Remote park and ride lots with shuttle service to the worksite	Mid-day shuttles to lunch locations	Reserved/preferential carpool parking	Reserved/preferential vanpool parking	Carsharing service (e.g., rent vehicle by the hour like ZipCar, Car2Go or Enterprise Carshare)	Carpool/Vanpool ride matching service	Vanpool vehicles (in-house)	Vanpool vehicles (leased by third-party)	Subsidized Transportation Network Companies (e.g., Uber, Lyft, etc.)	Trip tracking/logging tool	Flexible or compressed work hours (for employers)
Peninsula Station				Currently offered													
Station Park Green	Not applicable to our property	Not applicable to our property	Currently offered		Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property
Nueva School				Currently offered		Currently offered							Currently offered				
Delaware Pacific				Currently offered													
Montara		Not applicable to our property	Not offered and interested in learning more				Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property							
Mode Apartments	Not offered and interested in learning more	Not applicable to our property	Currently offered	Not applicable to our property	Not offered and interested in learning more	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not offered and interested in learning more	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not offered and interested in learning more	Not applicable to our property	
Franklin Templeton	Not applicable to our property	Currently offered	Currently offered	Previously offered but discontinued	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered	Not applicable to our property	Not applicable to our property	Currently offered
2000 Delaware	Not applicable to our property	Not applicable to our property		Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property
Bay Meadows Phase II	Not applicable to our property	Currently offered	Currently offered	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered	Not applicable to our property	Not applicable to our property	Currently offered
400-450 Concar Drive	Not applicable to our property	Currently offered	Currently offered	Currently offered	Currently offered	Currently offered	Not applicable to our property	Currently offered	Currently offered	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered

PROJECT										Q5 MOST EFFECTIVE	Q6 PARTICIPATION					
										From the list above, which of the programs is your most effective in single occupant vehicle trip reductions? Please name your top 1-3 activities.	What percentage of your residents and/or employees participate in one or more of your TDM programs?	What are your outreach methods for keeping your residents and/or employees informed of onsite TDM activities? (Check all that apply)				
	Telework (with formal policies)	Unbundled parking option (residential) or parking cashout for employees (commercial)	Onsite guaranteed ride home program	Physical or online informational kiosk	Informational packets on commute options and trip planning resources	Share regional incentives (511.org, Commute.org)	Conduct routine/annual commuter surveys	Other	If check "Other" above, please specify what "Other" program or amenity is provided	Open-Ended Response	Response	Printed info packets or newsletters	Email communications	Commuter spotlights	Social media	Orientation sessions
Peninsula Station			Currently offered								11% - 20%	Printed info packets or newsletters	Email communications			Orientation sessions
Station Park Green	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Not applicable to our property	Currently offered		The convenience and availability of charging stations in the residential garages contribute to draw of residents who own electric vehicles, thus reducing the emissions. Also, the availability of secure bike parking for residents adds to reduction in trip vehicles.	Don't know	Printed info packets or newsletters	Email communications				
Nueva School									Caltrans Private bus shuttle Van pools	21% - 30%		Email communications				
Delaware Pacific				Currently offered	Currently offered		Currently offered	Commuter network on STAR platform. Users can explore commute options and includes "Guaranteed Ride Home" in the event of an emergency.	Way2Go passes and bike racks	21% - 30%	Printed info packets or newsletters	Email communications				
Montara				Not offered and interested in learning more	Not offered and interested in learning more			Montara opened in October 2020. At this time we have insufficient information to assess the effectiveness of trip reduction programs.		Don't know						Orientation sessions
Mode Apartments	Not applicable to our property	Previously offered but discontinued	Not applicable to our property	Currently offered	Not offered and interested in learning more	Not applicable to our property	Not applicable to our property	Not applicable to our property	EV Charging Stations, Physical or online informational kiosk, Secure Bike Parking,	11% - 20%		Email communications				
Franklin Templeton	Currently offered	Not applicable to our property	Currently offered	Not applicable to our property	Not offered and interested in learning more	Currently offered	Not applicable to our property		Covid; shuttle; WFH	11% - 20%	Printed info packets or newsletters	Email communications				
2000 Delaware	Not applicable to our property	Currently offered	Not applicable to our property	Currently offered	Currently offered	Currently offered	Not offered and interested in learning more	Resident informational sessions; Clipper Card resource/availability and access to public transit information (monitor in building lobby)	Don't know	Printed info packets or newsletters	Email communications				Orientation sessions	
Bay Meadows Phase II	Currently offered	Not applicable to our property	Not applicable to our property	Currently offered	Not applicable to our property	Not applicable to our property	Currently offered	Not applicable to our property	1. Proximity to Caltrain 2. Access to bike paths & bike storage 3. Remote working options	Don't know		Email communications		Social media		
400-450 Concar Drive	Currently offered	Not applicable to our property	Not applicable to our property	Currently offered	Currently offered	Currently offered	Currently offered	Secure Bicycle Lockers and Facilities Private Bus and Shuttle Service CalTrain Promotion and Subsidies	Don't know		Email communications				Orientation sessions	

PROJECT	Q7 OUTREACH METHODS													Q8 PARKING POLICIES			
	Which of the following reflects your organization's policies regarding parking spaces for residents and/or employees?																
	Bulletin boards	Kiosks	Internal web site	Commuter/Benefits fairs and events	Bike to Work Day	Earth Day	Onsite info sessions (i.e. "lunch and learns")	Award recognition	Online videos	Low cost giveaways (e.g., T-shirts, etc.)	High cost giveaways (e.g., iPads, gift cards)	None	Other (please specify)	My organization owns parking facilities	My organization receives parking as part of the terms of its lease for office space	My organization rents or leases parking spaces from the landlord of our building	My organization rents or leases spaces in a parking facility from a third party
<b>Peninsula Station</b>							Onsite info sessions (i.e. "lunch and learns")							My organization owns parking facilities			
<b>Station Park Green</b>						Earth Day								My organization owns parking facilities			
<b>Nueva School</b>			Internal web site		Bike to Work Day	Earth Day								My organization owns parking facilities			
<b>Delaware Pacific</b>	Bulletin boards			Commuter/Benefits fairs and events			Onsite info sessions (i.e. "lunch and learns")							My organization owns parking facilities			
<b>Montara</b>	Bulletin boards													My organization owns parking facilities			
<b>Mode Apartments</b>	Kiosks						Onsite info sessions (i.e. "lunch and learns")				High cost giveaways (e.g., iPads, gift cards)			My organization owns parking facilities			
<b>Franklin Templeton</b>			Internal web site	Commuter/Benefits fairs and events		Earth Day								My organization owns parking facilities			
<b>2000 Delaware</b>	Kiosks			Commuter/Benefits fairs and events			Onsite info sessions (i.e. "lunch and learns")							My organization owns parking facilities			
<b>Bay Meadows Phase II</b>			Internal web site											My organization owns parking facilities			
<b>400-450 Concar Drive</b>	Bulletin boards	Kiosks	Internal web site		Bike to Work Day	Earth Day	Onsite info sessions (i.e. "lunch and learns")	Award recognition	Online videos					My organization owns parking facilities			

PROJECT				Q9 USE OF PUBLIC TRANSIT							Q10 INFORMATION GATHERING											
				Which of the following public transit systems do your residents and/or employees use to and from your project (check all that apply)?																		
	My organization reimburses tenants who obtain parking on their own	My organization does nothing with respect to parking	Don't know	Caltrain	SamTrans	Commute.org Shuttle	None	Other (please specify)	Surveys designed by in-house staff	Standardized surveys from regulatory body or Commute.org (not including this survey)	Consultant hired by our organization	None of the above	Other (please specify)	Drive alone (single occupant vehicle) rate	Vehicle trips/driveway counts	Vehicle miles of travel	Employee satisfaction	What data, if any, do you use to measure performance of your TDM/traffic reduction programs? (Check all that apply)				
Peninsula Station				Caltrain	SamTrans				Standardized surveys from regulatory body or Commute.org (not including this survey)													
Station Park Green				Caltrain				Public transport				None of the above			Vehicle trips/driveway counts							
Nueva School				Caltrain					Surveys designed by in-house staff						Vehicle trips/driveway counts			Employee satisfaction				
Delaware Pacific				Caltrain	SamTrans								SAMTrans reports		Vehicle trips/driveway counts							
Montara								As a residential development with one on-site manager who lives at the property, we do not have data on commute patterns of our residents / staff.				None of the above										
Mode Apartments				Caltrain	SamTrans				Surveys designed by in-house staff													
Franklin Templeton				Caltrain		Commute.org Shuttle							None of the above									
2000 Delaware				Caltrain							Consultant hired by our organization				Vehicle trips/driveway counts							
Bay Meadows Phase II				Caltrain	SamTrans				Surveys designed by in-house staff						Vehicle trips/driveway counts							
400-450 Concar Drive				Caltrain		Commute.org Shuttle							Feedback from Office Tenants									

PROJECT	Q11 DATA TO MEASURE PERFORMANCE												COMMENTS
													Please share any comments, reflections, or questions related to this survey and/or your project that you feel would be useful for this report. The TMA wants to know about your lessons learned, experiences or challenges related to managing TDM for your project. These thoughts and your survey responses will help enhance collaboration and coordination.
	Employee turnover rate (or retention rate)	Tax savings from commuter benefits	Parking spaces used	Carbon footprint/emissions reduction	Bicyclists	Alternate fuel vehicles/zero emission vehicles	Carpools (vehicles)	Carpoolers (people)	Vanpools (vehicles)	Vanpoolers (people)	Not measured	Other (please specify)	Open-Ended Response
Peninsula Station													Way2go reports
Station Park Green													I found this survey to be useful in the sense that it has helpful ideas that potentially can be implemented at Station Park Green.
Nueva School			Parking spaces used		Alternate fuel vehicles/zero emission vehicles	Carpools (vehicles)	Carpoolers (people)	Vanpools (vehicles)	Vanpoolers (people)				
Delaware Pacific													SAMTrans Report
Montara													We are eager to engage as active participants in the TMA and to contribute to the efforts towards traffic reduction. As a newly operating property with a 100% low-income population in this transit-rich location, we anticipate generating low amounts of traffic / personal vehicle use, but have not taken specific steps to collect data. Please let us know how our team can contribute to these collective efforts.
Mode Apartments													Not measured
Franklin Templeton			Parking spaces used										
2000 Delaware													The impacts from Covid (SIP), Wildfires have greatly impacted data and resident behavior. This should continue to be taken into consideration as trip counts are considered.
Bay Meadows Phase II													
400-450 Concar Drive													Not measured