

San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Board of Directors
Minutes of March 5, 2025

Members Present: D. Canepa, B. Esser, R. Medina, J. Powell, P. Ratto, J. Speier (arrived 2:08 pm), J. Gee (Chair)

Members Present via Teleconference: M. Chuang (Vice Chair), M. Fraser

Members Absent: None

Staff Present: T. Bartholomew, J. Cassman, A. Chan, J. Epstein, K. Jordan Steiner, L. Lumina-Hsu, D. Olmeda, A. Rivas, H. Salem, J. Steketee, A. To, M. Tseng, K. Yin

1. Call to Order / Pledge of Allegiance

Chair Jeff Gee called the meeting to order at 2:01 pm. Director Powell led the Pledge of Allegiance.

2. Roll Call

District Secretary Margaret Tseng called the roll and confirmed that a Board quorum was present.

3. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances

Chair Gee noted Directors Chuang and Fraser invoked Assembly Bill (AB) 2449 and attended remotely.

Motion/Second: Medina/Esser

Ayes: Canepa, Esser, Medina, Powell, Ratto, Gee

Noes: None

Abstain: Fraser, Chuang

Absent: Speier

4. Report from Closed Session at February 5, 2025 Board Meeting

4.a. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b) and Conference with Labor Negotiator under Government Code Section 54957.6.

Title/Unrepresented Employee: General Manager/CEO

Agency-designated Representative: Immediate Past Chair Marina Fraser

4.b. Authorizing Amendment of the General Manager/CEO's Employment Agreement and Awarding Performance Pay for the November 1, 2023-24 Contract Year –
Approved by Resolution No. 2025-09

For Item 4.a., Joan Cassman, Legal Counsel, stated the Board had no reportable action.

For Item 4.b., Ms. Cassman reported the Board agreed to changes in the General Manager's employment agreement which were captured within the resolution and second amendment.

Ms. Cassman stated changes from the prior agreement include an increase to the General Manager's base salary reflecting the 4 percent global increase and performance pay.

Motion/Second: Canepa/Ratto

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

Noes: None

Absent: None

Abstain: Speier

5. Consent Calendar

5.a. Approval of Minutes of the Board of Directors Meeting of February 5, 2025

5.b. Acceptance of Statement of Revenues and Expenses for the Period Ending January 31, 2025

5.c. Accept Quarterly Fuel Hedge Update for Quarter 2 of Fiscal Year 2025

Motion/Second: Powell/Canepa

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

Noes: None

Absent: None

6. Public Comment for Items Not on the Agenda

Wen commented on FCX route change, negative experience, and traffic.

Yan Wang commented on FCX route change, negative experience, increased travel time, and traffic.

Joaquin Jimenez, Half Moon Bay, commented on Measure A and bus wrap consideration representing the farmworker community of the San Mateo County coast side.

7. Report of the Chair

7.a. Proclamation Declaring March as International Women's History Month

Tasha Bartholomew, Media Relations Manager, provided the staff presentation including reading several Whereas statements from the proclamation.

Motion/Second: Medina/Speier

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

Noes: None

Absent: None

8. Report of the General Manager/CEO

8.a. Report of the General Manager/CEO | February 26, 2025

April Chan, General Manager/CEO, stated the report was in the packet and provided the following highlights:

- Bond refinancing transaction completion and successful bond sale
- Regional Measure proposal and SamTrans and Transportation Authority (TA) intertwined roles
- Caltrain funding from partner agencies and Measure A
- League of Women's Voters panel and meeting with Legislators in Sacramento
- Pilot program formed to provide mentorship for the operators

8.b. Monthly New Headquarters Construction Status Update

Kris McGee, Managing Principal, Urban Hive Development, and Joshua Mello, Executive Officer, Planning and Development, provided the presentation that included the following:

- City of Millbrae permitting process
- Furniture procurement and interior design improvements; Risk mitigation for items impacted by tariffs
- Risk register review of pricing schedule, permitting process, and delayed comments from subject matter experts (SMEs) to design
- Critical issue identified as landlord will not carry non-tenant improvement contracts on behalf of SamTrans. SamTrans to hire a general contractor and going through procurement process to complete work outside landlord's responsibility
- Off-site agency vehicle parking, Caltrain lease, and retail lease will be brought to Board at later date for approval

The Board Members had a robust discussion and staff provided further clarification in response to the Board comments and questions, which included the following:

- City of Millbrae potential rental
- Include tariffs to risk register and tariff impacts on pricing

8.c. Innovative Clean Transit Plan and Emission Zero Program Update

David Olmeda, Chief Operating Officer, Bus Operations, and Heather Salem, Manager, Grants and Fund Programming, provided the presentation that included the following:

- Board approved plan eliminate diesel procurement, accelerated conversion to zero emission vehicles (ZEV)
- Staff evaluated elements informing decision of plan, fleet, cost, infrastructure, performance of vehicles in providing SamTrans services
- Current fleet of 322 buses with 155 zero emission buses (ZEB), remaining 167 buses composition will require Board action
- North Base infrastructure improvements include battery electric chargers, hydrogen fuelers, and maintenance bays. North Base needs permanent hydrogen station and additional maintenance bay.
- South Base infrastructure needed improvements include additional power, charging stations, and switchgear
- Reviewed federal funding, risks, and mitigation including executed and available Federal Transit Administration (FTA) funding and disbursements; state grants, incentives, vouchers; and local grants and funds

The Board Members had a robust discussion and staff provided further clarification in response to the Board comments and questions, which included the following:

- Mitigate sea level rise during infrastructure improvements
- Partnerships with airport and city
- Funding risks, contingency planning, sales tax, and SamTrans portfolio
- Longevity of current fleet, maintenance, parts and materials
- Partnerships with Peninsula Clean Energy (PCE) and Pacific Gas & Electric (PG&E) for renewable energy and reduce energy costs
- Convene Innovative Clean Transit (ICT) ad hoc committee and charge with alternate plans ready for Board workshop

Public Comment

Roland commented on hydrogen refueling station, federal funding, renewable energy, and energy costs.

9. Recess to Committee Meetings

9.a. Community Relations Committee / Committee of the Whole

9.b. Finance Committee / Committee of the Whole

9.c. Legislative Committee / Committee of the Whole

9.d. Strategic Planning, Development, and Sustainability Committee / Committee of the Whole

The Board meeting recessed to Committee Meetings at 3:21 pm.

Item 9.d. Strategic Planning, Development, and Sustainability Committee was cancelled as there were no business items. Next meeting is scheduled for Wednesday, April 2, 2025.

10. Reconvene Board of Directors Meeting

Director Gee reconvened the Board meeting at 4:44 pm.

11. Matters for Board Consideration: Finance Committee

Director Esser led the Board in voting on the following items:

11.e. Adopt District Debarment Policy – *Approved by Resolution No. 2025-10*

Motion/Second: Speier/Canepa

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

Noes: None

Absent: None

12. Matters for Board Consideration: Legislative Committee

Director Powell led the Board in voting on the following items:

12.a. Legislative Update and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson)

Motion/Second: Medina/Esser

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

Noes: None

Absent: None

13. Communications to the Board of Directors – Available online.

14. Board Member Requests/Comments – There were none.

15. Date / Time of Next Regular Meeting: Wednesday, April 2, 2025 at 2:00 pm at via Zoom and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

16. General Counsel Report – There was no report.

17. Adjourn – The meeting adjourned at 4:46 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 or by email to board@samtrans.com.

San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Community Relations Committee Meeting / Committee of the Whole
Minutes of March 5, 2025

Members Present (In Person): J. Speier, D. Canepa (Chair)

Members Present (Via Teleconference): M. Fraser

Members Absent: None

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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): M. Chuang

Other Board Members Absent: None

Staff Present: J. Cassman, A. Chan, T. Dubost, L. Lumina-Hsu, J. Steketee, M. Tseng, S. van Hoften

9.a.1. Call to Order

Committee Chair Canepa called the meeting to order at 3:21 pm.

9.a.2. Approval of Minutes of the Community Relations Committee Meeting of February 5, 2025

Motion/Second: Powell/Ratto

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

Noes: None

Absent: None

9.a.3. Accessible Services Update

Tina Dubost, Manager, Accessible Services, stated staff continues outreach to promote SamTrans to seniors, veterans, and disability, and Same-Day Paratransit Service continues to be a success.

The Committee Members had a robust discussion and staff provided further clarification in response to the committee comments and questions, which included the following:

- Alerting paratransit riders in a timely fashion of significant delays
- Reimbursement of ride shares

9.a.4. Citizens Advisory Committee Update - Deferred

9.a.5. Paratransit Advisory Council Update

Ben McMullan, PAC Chair stated the PAC is updating its bylaws.

9.a.6. Monthly State of Service Report | January 2025

Jonathan Steketee, Manager, Operations Planning, provided the presentation, which included the following:

- Average ridership increased 13.1 percent
- Year-to-Date (YTD) recover at 97.1 percent with adult ridership at 115 percent and student and youth fare continue to lag behind
- Preventable accidents are being addressed to Executive Team
- On time performance increased 0.7 percent

9.a.7. Quarterly State of Service Report | Quarter 2 Fiscal Year 2025

Mr. Steketee provided the presentation, which included the following:

- Ridership increased 8.9 percent and on-time performance increased 2.1 percent
- 6.3 percent decrease in preventable accidents for Year-over-Year

The Committee Members had a robust discussion and staff provided further clarification in response to the committee comments and questions, which included the following:

- Resolved RidePlus issues
- Addressed Route 54 emails from parents concerning bus capacity and will prioritize route with 60-foot buses

9.a.8. Adjourn – The meeting adjourned at 3:29 pm.

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San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Finance Committee Meeting / Committee of the Whole
Minutes of March 5, 2025

Members Present (In Person): D. Canepa, R. Medina, B. Esser (Chair)

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: J. Gee, J. Powell,
P. Ratto, J. Speier

Other Board Members Present Constituting Committee of the Whole (Via Teleconference):
M. Chuang, M. Fraser

Other Board Members Absent: None

Staff Present: J. Cassman, A. Chan, K. Jordan Steiner, L. Lumina-Hsu, M. Tseng, S. van Hoften,
K. Yin

9.b.1. Call to Order

Committee Chair Esser called the meeting to order at 3:29 pm.

9.b.2. Approval of Minutes of the Finance Committee Meeting of February 5, 2025

Motion/Second: Medina/Canepa

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

Noes: None

Absent: Speier

9.b.3. Adopting a District Debarment Policy

Kevin Yin, Director, Contracts and Procurement, provided the presentation, which included the following:

- Established procedures for fair review of contractors who are at risk of debarment
- Due process includes notice and hearing

The Committee Members had a robust discussion and staff provided further clarification in response to the committee comments and questions, which included the following:

- Agency ability to use policy if an entity is not responsible or violates contract
- Recommend prequalification ahead of time prior to bids
- Maintain debarment list

Motion/Second: Fraser/Speier

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

Noes: None

Absent: None

9.b.4. Receive Quarterly Financial Report Fiscal Year 2025 Quarter 2 Results and Annual Outlook

Kate Jordan Steiner, Chief Financial Officer, provided the presentation, which included the following:

- Fiscal Year (FY) 2025 quarter budget to actual
- Year-to-Date (YTD) deficit of \$2.2 million favorable budget
- Sales tax and Measure W slow down with decline in growth; moderate growth projected to resume in FY26-FY27
- Investment income favorable with higher-than-expected returns, and expected to remain favorable for FY25
- FY25 forecasted \$2.4 million unfavorable operating revenue, \$9.7 million favorable operating expenses, and \$5.9 million projected better-than-budget net position with \$36.6 million deficit
- Expenses increased more rapidly than sources and at a higher rate for labor, non-labor, contracted service costs

The Committee Members had a robust discussion and staff provided further clarification in response to the committee comments and questions, which included the following:

- Sale tax forecast
- Inclusion of tariff impacts on budget to be provided to Board at a later date
- Sales tax stabilization fund created as a buffer against dip in sales tax

9.b.5. Adjourn – The meeting adjourned at 3:50 pm.

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San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Legislative Committee Meeting / Committee of the Whole
Minutes of March 5, 2025

Members Present (In Person): P. Ratto, J. Speier, J. Powell (Chair)

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: D. Canepa, B. Esser, J. Gee, R. Medina

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): M. Chuang, M. Fraser

Other Board Members Absent: None

Staff Present: J. Cassman, A. Chan, J. Epstein, L. Lumina-Hsu, M. Tseng, S. van Hoften

9.c.1. Call to Order

Committee Chair Powell called the meeting to order at 3:50 pm.

9.c.2. Approval of Minutes of the Legislative Committee Meeting of February 5, 2025

Motion/Second: Medina/Esser

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

Noes: None

Absent: None

9.c.3. Legislative Update and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson)

Jessica Epstein, Director, Government and Community Affairs, provided the presentation, which included the following:

- Congress continues working budget resolution reconciliation process, however, House and Senate are far apart to address 2017 Tax Cut and Jobs Act
- At the state level, initial committee hearing on bills with \$2 billion for funding transportation to be discussed
- Senate Bill (SB) 272 - construction projects cost reduction less than \$5 million
- SB 71 - California Environmental Quality Act (CEQA) exemption for transit property (bus shelter, lighting, shuttle and ferry service, and comprehensive operational analysis) and elimination of a sunset date
- Assembly Bill 394 - transit safety bill to enhance safety and security for all California public transit employees

Public Comment

Roland commented on tariff impacts.

Motion/Second: Speier/Gee

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

Noes: None

Absent: None

Ms. Epstein, continued the presentation, which included the following:

- Regional Transit Measure polling results from Metropolitan Transportation Commission (MTC)
- MTC revenue measure principles must be passable; prevent major transit service cuts; address local transportation funding needs; deliver rider-focus improvements; ensure fairness; and incorporate meaningful accountability measures
- MTC poll reflect over majority but does not reach the two-thirds threshold
- Citizens initiative option, costs, untested method, and legal risks

The Committee Members had a robust discussion and staff provided further clarification in response to the committee comments and questions, which included the following:

- New sales tax impact would put cities over 10 percent sales tax threshold
- Benefits of regional measure for different public transit agencies
- Statewide formula funding for public transit

Public Comment

Don Cecil, San Mateo County Economic Development Association (SAMCEDA), spoke in support of regional measure and continuing dialogue with partners.

Adina Levin, Seamless Bay Area, spoke in support of regional measure.

Roland commented on regional measure, transit agency polling popularity, and agency auditor oversight.

9.c.4. Adjourn – The meeting adjourned at 4:44 pm.

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