

San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Board of Directors
Minutes of May 7, 2025

Members Present: D. Canepa (arrived at 2:03 pm), B. Esser, J. Powell, P. Ratto, J. Speier, M. Chuang (Vice Chair), J. Gee (Chair)

Members Present via Teleconference: R. Medina

Members Absent: M. Fraser

Staff Present: T. Bartholomew, J. Brook, J. Cassman, A. Chan, T. Dubost, J. Epstein, J. Jest, K. Jordan Steiner, J. Mello, L. Millard-Olmeda, D. Olmeda, A. Rivas, D. Santoro, A. To, M. Tseng, S. van Hoften, K. Yin

1. Call to Order / Pledge of Allegiance

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

2. Roll Call

Margaret Tseng, District Secretary, 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 – There were none.

4. Consent Calendar

4.a. Approval of Minutes of the Board of Directors Meeting of April 2, 2025 and the Board of Directors Special Meeting of April 9, 2025

4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending March 31, 2025

4.c. Accept Quarterly Investment Report

4.d. Accept Capital Projects Quarterly Status Report for Fiscal Year 2025 Quarter 3

4.e. Accept Contracts and Procurement Quarterly Report of Technology Purchases for Third Quarter of Fiscal Year 2025

4.f. Awarding Contracts to AppleOne, Inc.; SearchPros Staffing, LLC; and Tellus Solutions, Inc. for On-Call Temporary Staffing Services for an Aggregate Not-to-Exceed Amount of \$2.5 Million for a Five-Year Base Term, with up to Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$1 Million –
Approved by Resolution No. 2025-15

- 4.g. Awarding Contracts to Cooperative Personnel Services, gothamCulture LLC, and The Consulting Team LLC for On-Call Coaching and Leadership Development Services for an Aggregate Not-to-Exceed Amount of \$700,000 for a Five-Year Base Term, with up to Two Additional One-year Option Terms for an Aggregate Not-to-Exceed Amount of \$280,000 – Approved by Resolution No. 2025-16**
- 4.h. Awarding a Contract to TRISTAR Claims Management Services, Inc. to Provide Workers' Compensation Third-Party Administrator Services for a Total Not-to-Exceed Amount of \$1,653,453 for a Five-Year Base Term, with up to Two Additional One-Year Option Terms for a Total Not-to-Exceed Amount of \$547,688 – Approved by Resolution No. 2025-17**
- 4.i. Authorizing the Application for and Receipt of Annual Low Carbon Transit Operations Program Funds for the Design and Construction of the Hydrogen Fuel Cell Electric Bus Infrastructure and Fueling Station at North Base – Approved by Resolution No. 2025-18**
- 4.j. Authorize Funding for Regional Measure Participation Polling Activities – Approved by Resolution No. 2025-19**

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Canepa, Fraser

Public Comment

Allison Chang commented on polling for participation in the regional transit measure.

Director David Canepa arrived at 2:03 pm.

5. Public Comment for Items Not on the Agenda

Sandra Lang, Paratransit Advisory Council, commented on the need for paratransit services for seniors.

Allison Chang commented on SamTrans support in the regional transit measure, preserve funding for free transfers, and agency passes to encourage multimodal transit.

Adina Levin, Seamless Bay Area and Friends of Caltrain, commented on polling for participation in the regional transit measure; coordinated approach to transit funding; and coordination initiatives of traffic reduction to help achieve housing, equity, and climate goals.

Geoff S commented on polling for the regional transit measure and funding to expand service.

Aleta Dupree, Team Folds, commented on ridership, and spoke in support of hydrogen fuel buses and Clipper 2.

Jean Perry, Millbrae, commented on access to frequent, well-coordinated, and affordable public transport in all transit agencies and seamless coordination of fares, schedules, and signs.

6. Report of the Chair

6.a. Proclamation for Asian-American and Pacific Islander Heritage Month

April Chan, General Manager/CEO, congratulated Tasha Bartholomew on her recent promotion to Director of Communications. Ms. Bartholomew provided the staff presentation including reading several Whereas statements from the proclamation.

Motion/Second: Chuang/Speier

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

Noes: None

Absent: Fraser

Chair Gee stated that the ad hoc SamTrans Governance Committee met on May 2.

7. Report of the General Manager/CEO

7.a. Report of the General Manager/CEO | April 30, 2025

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

- Attended the International Roadeo with David Olmeda, Chief Operating Officer, Bus, in Austin, Texas in early April; four employees participated in driving and maintenance competitions
- Participated in All Aboard for Bay Area Transit Day with Caltrain Executive Director Michelle Bouchard, which included transit operators from around the Bay Area including BART (Bay Area Rapid Transit), AC Transit (Alameda-Contra Costa Transit District), SFMTA (San Francisco Municipal Transportation Agency), WETA (San Francisco Bay Area Water Emergency Transportation Authority), and Golden Gate Transit
- Continuing to evaluate FCX (Foster City Express) route and may conduct a full rider survey later this year
- Measure W Citizens Oversight Committee met and adopted the Fiscal Year (FY) 2024 Annual Report, concluding funds used aligned with Measure W requirements
- Clipper 2 – customer transition coming later this summer
- Regional measure (Senate Bill 63) – decision to opt in has now been pushed out to August 11 from end of July 2025.

The Board Members had a robust discussion on the regional measure, and staff provided further clarification in response to Board comments and questions about MTC's independent auditor that performed audit of the transit agencies facing fiscal cliffs.

7.b. Monthly New Headquarters Construction Status Update

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

- Reviewed project scope, schedule, and updates through April
- Building permit obtained from City of Millbrae
- Anticipated Board approval schedule; Significant cost savings due to competitive pricing
- Discussed future office design that included a more homelike atmosphere; smart design
- Value engineering allowed pricing reduction by seven percent

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

- Opportunity for a mural similar to the one at EPACENTER, which is a youth education and training center in East Palo Alto
- Ribbon-cutting ceremonies: January 5, 2026 day one of construction; at construction completion and initial move-in likely spring to summer 2026
- Staff work-from-home days likely to decrease
- Swift Partners actively marketing retail space; District has right of approval of retail tenants

Public Comment

Aleta Dupree, Team Folds, commented on the new headquarters and spoke in support of gender-neutral restrooms.

Item 7.c was heard immediately following the Community Relations Committee meeting.

7.c. Annual Announcement of Art Takes a Bus Ride 2025 Winners

Ms. Bartholomew, thanked Mahmoud Abunie, Public Affairs Specialist, and provided the presentation that included the winning artwork. Contest winners were individually presented their awards.

8. Recess to Committee Meetings

The Board meeting recessed to Committee Meetings at 2:53 pm.

The meeting recessed from 3:38 to 3:56 pm for viewing bus artwork.

9. Reconvene Board of Directors Meeting

Chair Gee reconvened the Board meeting at 5:21 pm.

10. Matters for Board Consideration: Community Relations Committee

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

- 10.a. Approve Appointment of Allison Chang, Representing the Community, and Reappointments of Mary Adler, Representing Bus Riders, and Dylan Finch, Representing Multimodal Riders, to the Citizens Advisory Committee**
- 10.b. Accessible Services Update and Proclamation Declaring May as Older Americans Month**

Motion/Second: Canepa/Speier

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

Noes: None

Absent: Fraser

11. Matters for Board Consideration: Finance Committee

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

- 11.a. Awarding a Contract to K B M Office Equipment, Inc. DBA KBM-Hogue to Provide Furniture, Fixtures, Equipment, and Services for a Two-Year Base Term, with up to Two Additional One-Year Option Terms, for a Total Not-to-Exceed Amount of \$5,107,189.62 – *Approved by Resolution No. 2025-20***
- 11.b. Awarding a Contract to Kimley-Horn and Associates, Inc. for Dumbarton Busway Feasibility Study Services for a Total Not-to-Exceed Amount of \$1,970,858 for an 18-Month Base Term, with One Additional Option Term of up to 12 Months – *Approved by Resolution No. 2025-21***
- 11.c. Authorizing Execution of a Project Labor Agreement for Phase 1 of South Base Battery Electric Bus Charging Infrastructure Project – *Approved by Resolution No. 2025-22***

Motion/Second: Ratto/Chuang

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

Noes: None

Absent: Fraser

12. Matters for Board Consideration: Legislative Committee

- 12.a. Receive Legislative Update and Approve Legislative Proposal: Assembly Bill 1372 (Papan)**

There was no motion for Board consideration.

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, June 4, 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

Joan Cassman, General Counsel, stated there was no report.

17. Adjourn – The meeting adjourned at 5:23 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 May 7, 2025**

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

Members Absent: M. Fraser

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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference):
R. Medina

Other Board Members Absent: None

Staff Present: J. Brook, J. Cassman, A. Chan, T. Dubost, J. Jest, D. Olmeda, M. Tseng, S. van Hoften

8.a.1. Call to Order

Committee Chair David Canepa called the meeting to order at 2:53 pm.

8.a.2. Approval of Minutes of the Community Relations Committee Meeting of April 2, 2025

Motion/Second: Esser/Ratto

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

Noes: None

Absent: Fraser

8.a.3. Approve Appointment of Allison Chang, Representing the Community, and Reappointments of Mary Adler, Representing Bus Riders, David Rabinovich, Representing the Community, and Dylan Finch, Representing Multimodal Riders, to the Citizens Advisory Committee

Motion/Second: Speier/Chuang

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

Noes: None

Absent: Fraser

Allison Chang thanked the Board for the opportunity to serve on the Citizens Advisory Committee.

8.a.4. Accessible Services Update and Proclamation Declaring May as Older Americans Month

Tina Dubost, Manager, Accessible Services, stated that the latest edition of the Senior Mobility Guide was now available. The Board approved the proclamation which was received by Irene Liana, Vice Chair, Commission on Aging.

The Board members made a motion to approve the proclamation.

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Fraser

Ms. Liana expressed her thanks to Paratransit staff.

8.a.5. Citizens Advisory Committee Update - There was none.

8.a.6. Paratransit Advisory Council Update

Ben McMullan, PAC Chair, stated that nominations for Chair and Vice Chair would be accepted at their next meeting.

8.a.7. Monthly State of the Service Report | March 2025

David Olmeda, Chief Operating Officer, Bus, stated the report is available in the packet and noted Ride Plus experienced a 41.5 percent increase in ridership due to new communication campaign and new app for public to schedule rides.

8.a.8. Receive Update Regarding 2024 SamTrans Triennial Customer Survey and Key Findings

Julian Jest, Manager, Market Research and Development, provided the presentation that included the following information:

- Vital service to low-income riders; high rider satisfaction following Reimagine SamTrans implementation
- 94 percent of riders fall under average annual household income of under \$50,000
- Support low-income riders, communicate route changes, continue broad route coverage
- Upcoming Title VI report, evaluation of Reimagine SamTrans implementation

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

- Passes for periods less than a month, such as an eight-ride ticket; Clipper 2 to have fare aggregation
- Homeless shelter residents depend on SamTrans to commute
- Clipper improved connectivity by easing transfers

- New riders primarily from 19-34 age range
- Request having longitudinal view of data for future surveys; demographic comparisons with other counties
- Impacts of Bay Pass

Public Comment

Adina Levin, Chair, Network Management Customer Advisory Group, commented on her own behalf on fare affordability, Clipper START use, fare capping, multi-agency fare cap, and open payment options.

Aleta Dupree, Team Folds, commented on daily and weekly fare accumulation, and Clipper 2.

8.a.9. Adjourn – The meeting adjourned at 3:27 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
Finance Committee Meeting / Committee of the Whole
Minutes of May 7, 2025

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

Members Present (Via Teleconference): R. Medina

Members Absent: None

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

Other Board Members Absent: M. Fraser

Staff Present: J. Brook, J. Cassman, A. Chan, C. Halls, K. Jordan Steiner, M. Tseng, S. van Hoften, K. Yin

8.b.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 3:57 pm.

8.b.2. Approval of Minutes of the Finance Committee Meeting of April 2, 2025

Motion/Second: Canepa/Powell

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

Noes: None

Absent: Fraser

8.b.3. Awarding a Contract to K B M Office Equipment, Inc. DBA KBM-Hogue to Provide Furniture, Fixtures, Equipment, and Services for a Two-Year Base Term, with up to Two Additional One-Year Option Terms, for a Total Not-to-Exceed Amount of \$5,107,189.62

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

- Substantial completion at new facility
- Using cooperative purchasing contracts
- Reimbursement agreement with Joint Powers Board (JPB)/Caltrain regarding furniture, fixtures, equipment

Motion/Second: Ratto/Powell

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

Noes: None

Absent: Fraser

8.b.4. Awarding a Contract to Kimley-Horn and Associates, Inc. for Dumbarton Busway Feasibility Study Services for a Total Not-to-Exceed Amount of \$1,970,858 for an 18-Month Base Term, with One Additional Option Term of up to 12 Months

Cassie Halls, Major Corridors Manager, Planning, and Kevin Yin, Director, Contracts and Procurement, provided the presentation, which included the following:

- Background on options to revive the Dumbarton Rail Corridor
- Regional rail not currently viable
- Busway from East Palo Alto to North Fair Oaks/Redwood City used by regional public bus service – design allows for future rail if desired
- Busway responsive to post-pandemic travel patterns
- 18-month study – develop vision for mobility on Dumbarton Corridor; emphasis on design for near and medium term
- Solicitation process received two proposals with only Kimley-Horn responsive

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

- Complex project including preliminary design work, protecting the future rail corridor, and quick-strike improvements; design phase projected to end 2028 with construction start after that
- Equity project and connectivity from East Palo Alto
- Concerns over project timeline, and asked staff to look at possible ways to shave some time off of the schedule
- Want to ensure residential awareness and understanding of all alternatives impacting communities, Union Pacific has trackage rights but not currently serving corridor

Public Comment

Roland commented on the project scope including a potential future station with an overpass for Caltrain tracks.

Adina Levin, Menlo Park, commented on SamTrans' community outreach in North Fair Oaks and East Palo Alto, and weekend service on the Dumbarton corridor and San Mateo-Hayward Bridge.

Motion/Second: Ratto/Chuang

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

Noes: None

Absent: Fraser

8.b.5. Authorizing Execution of a Project Labor Agreement for Phase 1 of South Base Battery Electric Bus Charging Infrastructure Project

Joan Cassman, General Counsel, provided the presentation, which included the following:

- District moving ahead with zero-emission program
- Establishing a relationship with the District labor council and the trade unions
- Used to resolve disputes within union and between union and contractor

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

- Requested copy of the agreement
- Nor Cal Carpenters Union included

Motion contingent upon Board receiving copy of agreement/Second: Canepa/Ratto
 Ayes: Canepa, Esser, Medina, Powell, Ratto, Speier, Chuang, Gee
 Noes: None
 Absent: Fraser

8.b.6. Receive Quarterly Financial Report Fiscal Year 2025 Quarter 3 Results and Annual Outlook

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

- Year-to-date deficit favorable to budget; sources unfavorable; uses favorable; increased financial risk due to economic uncertainty
- Fiscal Year (FY) 2025 year-end forecast – net position still in deficit; operating expenses projected to be two percent favorable to budget
- Fiscal discipline in future budgets needed due to sales tax volatility and uncertain status of federal and state funding

8.b.7. Receive Preliminary Fiscal Year 2026 and Fiscal Year 2027 Operating and Capital Budgets

Ms. Jordan Steiner provided the presentation, which included the following:

- Structural deficit starting FY27
- Preparation in FY26: no new positions, minimize discretionary expenses, fare analysis, revenue generation options
- Preparation in FY27 and beyond: evaluation staffing, fare adjustment, budget amendment base on FY26 fare analysis; new grant applications
- 74 percent of sources come from sales tax – vulnerable to economic downturn; project one percent increase over FY25
- Operating expenses increasing by three percent in FY27; labor is largest category followed by purchased transportation and contracted services
- Millbrae Gateway preliminary budget costs expected to stabilize after FY26
- No contribution from operating funds for capital sources in FY26
- Federal, state, regional/local funding potentially at risk
- Phase II capital budget amendment for August Board meeting

The Board Members had a discussion, and staff to provide further clarification in response to the comments and questions regarding defining two scenarios: no use of reserves and no deficit to understand impact to operations.

8.b.8. Adjourn – The meeting adjourned at 5:07 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
Legislative Committee Meeting / Committee of the Whole
Minutes of May 7, 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, M. Chuang, B. Esser, J. Gee

Other Board Members Present Constituting Committee of the Whole (Via Teleconference):
R. Medina

Other Board Members Absent: M. Fraser

Staff Present: J. Brook, J. Cassman, A. Chan, J. Epstein, M. Tseng, S. van Hoften

8.c. 1. Call to Order

Committee Chair Josh Powell called the meeting to order at 5:07 pm.

8.c.2. Approval of Minutes of the Legislative Committee Meeting of April 2, 2025

Motion/Second: Esser/Canepa

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

Noes: None

Absent: Fraser

8.c.3. Receive Legislative Update and Approve Legislative Proposal: Assembly Bill 1372 (Papan)

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

Federal:

- House and Senate approved budget resolution
- District submitted \$2 million earmark request; President released budget
- Tracking ARCHES (Alliance for Renewable Clean Hydrogen Energy Systems) closely as state is recipient of federal money
- Secretary of Transportation grant recipients must comply with no DEI (Diversity, Equity, and Inclusion) program

State:

- May revise to budget significant change from January budget
- Assembly Bill (AB) 810 will require agencies website and emails to become a dot gov (.gov) instead a dot -com (.com)
- AB 1372 Caltrain bill for electrical generation – pulling recommendation for now

Regional:

- The eventual Senate Bill (SB) 63 language will be replaced with all participating counties and agencies

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

- Assist with identifying earmarks

Public Comment

Aleta Dupree, Team Folds, commented on AB 1372 and requested SamTrans continue to support this work.

Adina Levin commented on SB 63; requested staff to comment on transit transformation, greater clarity about where the money is going, and governance.

Roland commented on the VTA (Santa Clara Valley Transportation Authority) fiscal cliff.

The Committee made no motion to approve Legislative Proposal: Assembly Bill 1372 (Papan).

8.c.4. Adjourn – The meeting adjourned at 5:21 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.