

**San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California**

**Board of Directors
Minutes of September 3, 2025**

Members Present: D. Canepa, B. Esser, M. Fraser, R. Medina, J. Powell, P. Ratto, J. Speier (arrived at 2:06 pm), M. Chuang (Vice Chair), J. Gee (Chair)

Members Absent: None

Staff Present: E. Beach, J. Cassman, A. Chan, K. Christopherson, T. Dubost, J. Epstein, T. Huckaby, L. Lumina-Hsu, J. Mello, D. Olmeda, J. Steketee, D. Santoro, A. To, M. Tseng, K. Yin

1. Call to Order / Pledge of Allegiance

Chair Jeff Gee called the meeting to order at 2:00 pm. Director Medina led 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 any requests from 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 August 6, 2025

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

4.c. Accept Quarterly Fuel Hedge Update for Fiscal Year 2025 Quarter 4

Motion/Second: Ratto/Medina

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

Noes: None

Absent: Speier

5. Public Comment for Items Not on the Agenda

Aleta Dupree, Team Folds, commented on battery electric buses, Clipper open payment system, and reduce fares for riders.

Director Speier joined the meeting at 2:06 pm.

6. Report of the Chair

6.a. Proclamation Honoring Transit Month

Tasha Bartholomew, Director, Communications, provided the presentation that included Rider Appreciation Day (September 15, 2025), Ride Like a Leader campaign, and the Meet the Bus Event with students in East Palo Alto.

Motion/Second: Fraser/Esser

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

Noes: None

Absent: None

Public Comment

Aleta Dupree, Team Folds, spoke in support of honoring Transit Month and commented on integrated transit systems.

Adina Levin, Seamless Bay Area, spoke in support of honoring Transit Month and commented on Transit Month activities in San Mateo County.

6.b. Proclamation Honoring Hispanic-Latino Heritage Month

Ms. Bartholomew provided the presentation that included the recognition of the heritage and the culture of the Latinx community between September 15 and October 15, 2025.

Motion/Second: Speier/Medina

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

Noes: None

Absent: None

6.c. American Public Transportation Association (APTA) Transit Board Member (TBM) / Transit Board Administrator (TBA) Seminars Report

Director Esser reported out what he learned during some of the APTA sessions on the redirection of transit funds, Kansas City's fare-free program, reliance on sales tax for transit funding, impacts on transit with upcoming large sporting events in California, complexity of the make-up of transit Boards, and transit-oriented development (TOD) programs located near transit stations.

Chair Gee reported about the commencement of the annual review for the General Manager and General Counsel.

7. Report of the General Manager/CEO

7.a. Report of the General Manager/CEO | August 27, 2025

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

- Upcoming transit month events with Board participation: Transit Month “Ride like a Leader” campaign, and GM ride-along. Will attend American Public Transportation Association (APTA) TRANSform Conference in Boston along with Vice Chair Chuang
- Reported out the agency’s participation in safety exercises to prepare for hydrogen fuel cell bus incidents/accidents with Cities of San Bruno and South San Francisco
- Recognition of Millie Tolleson for being selected as “Forty Under 40 Transit Superstars” in the Industry by Mass Transit Magazine

7.b. Monthly New Headquarters Construction Status Update

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

- Finalization of rough-in mechanical, electrical and plumbing on low floors as well as furniture order and room identification signage
- Initiation of drywall, trim, ceiling grid, and painting on upper floors
- Submission of Day 2 drawings for permit
- Mitigation of tariffs, long lead times, and coordination risks

The Board Members had a robust discussion, and staff provided further clarification in response to the following Board comments and questions regarding moving services being \$100,000 under budget.

Public Comment

Aleta Dupree, Team Folds, commented on Transit Month activities, Millbrae headquarters, and hydrogen bus safety drills.

7.c. Millbrae Headquarters Proforma and Leasing Strategies

Mr. Mello and Brian Fitzpatrick, Director, Real Estate and Development, provided the presentation that included the following:

- Proforma development set for a 50-year look-ahead
- Funds set aside for long-term capital replacement
- Strategies for retail space leasing, based on current landlord agreements until SamTrans purchases building

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

- Previous meetings with County and non-profit representatives to explore potential and requirements needed to accommodate childcare services at the new headquarter
- Discussion on potential tenants and retail space zoning – optimization of space through variety of tenants
- Maintenance of a class A type office building
- Quarterly leasing strategy updates to Board as part of new HQ updates

8. Recess to Committee Meetings

The Board meeting recessed to Committee Meetings at 3:13 pm.

13. Reconvene Board of Directors Meeting

Chair Gee reconvened the Board meeting at 5:12 pm.

Jessica Epstein, Director, Government and Community Affairs, provided clarification for questions posed by Legislative Committee regarding the final Santa Clara Valley Transit Authority (VTA) Board decision, opt-in and opt-out conditions, and Cap-and- Invest discussions at different transit agencies.

14. Matters for Board Consideration: Finance Committee

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

- 14.a. Awarding Contracts to Corey, Canapary & Galanis and EMC Research, Inc. for On-Call Market Research and Survey Services for an Aggregate Not-To-Exceed Amount of \$2.1 Million for a Three-Year Base Term, with Up to Two Additional One-Year Option Terms – *Approved by Resolution No. 2025-39***

Motion to move Finance Committee’s Amended Motion: Move staff recommendation and include quarterly reports to the Board on use of this contract.

Motion/Second: Esser/Ratto

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

Noes: Speier

Absent: None

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

16. Board Member Requests/Comments

The Finance Committee/Committee of the Whole discussed and requested staff to develop a standardized approach to report to the Board the use of all District on-call contracts on a quarterly or biannual basis.

17. Date / Time of Next Regular Meeting: Wednesday, October 8, 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.

18. General Counsel Report

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

19. Adjourn – The meeting adjourned at 5:17 pm.

**San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California**

**Community Relations Committee Meeting / Committee of the Whole
Minutes of September 3, 2025**

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

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Chuang, B. Esser, J. Gee, R. Medina, J. Powell (joined at 3:14pm), P. Ratto

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. Call to Order

Committee Chair Canepa called the meeting to order at 3:13 pm.

9.b. Approval of Minutes of the Community Relations Committee Meeting of August 6, 2025

Motion/Second: Esser/Fraser

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

Noes: None

Absent: Powell

9.c. Accessible Services Update

Tina Dubost, Manager, Accessible Services, stated staff participated in two emergency exercises and provided feedback.

9.d. Citizens Advisory Committee Update – Deferred.

9.e. Paratransit Advisory Council Update

Ms. Dubost stated a two-year workplan will be established at the PAC biennial retreat in October.

Director Powell joined the meeting at 3:14 pm.

9.f. Monthly State of Service Report | July 2025

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

- 2.3 percent for weekday ridership increase and 2.6 percent for total monthly ridership
- 99.5 percent pre-pandemic recovery
- Reclassification of SamCoast ridership to microtransit ridership; 37.9 percent increase for average weekday ridership and 37.7 percent for total ridership when compared to July 2024
- 5.2 percent increase for youth pass unlimited
- Two preventable accidents; 85.1 percent on-time performance (OTP); three did not operate (DNOs)
- Digital and media metrics improved almost 1,000 percent

9.g. Annual State of Service Report | Fiscal Year 2025 and Quarterly State of Service Report | Fiscal Year 2025 Quarter 4

Mr. Steketee noted the Quarterly State of Service Report is available in the packet and provided the Annual State of Service Report presentation, which included the following:

- 10.8 percent increase in Clipper usage
- 23.3 percent decrease in women operator workforce, resulting in underrepresentation
- Preventable accidents frequency remained unchanged
- 20 new battery electric buses and 10 new Hydrogen fuel cells added in Fiscal Year (FY) 2025
- 90 percent of DNOs occurred due to lack of staffing and skipping stops

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

- Decrease in female workforce and efforts to increase numbers.
- Safety improvements for operators through the implementation of barriers

Public Comment

Aleta Dupree, Team Folds, commented on pre-pandemic ridership levels, diesel emissions, and women bus operators.

Roland commented on Santa Clara Valley Transportation Authority (VTA) ridership and fare revenue.

9.h. Adjourn – The meeting adjourned at 3:34 pm.

**San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California**

**Finance Committee Meeting / Committee of the Whole
Minutes of September 3, 2025**

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

Members Absent: None

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

Other Board Members Absent: None

Staff Present: E. Beach, J. Cassman, A. Chan, T. Huckaby, L. Lumina-Hsu, M. Tseng, S. van Hoften, K. Yin

10.a. Call to Order

Committee Chair Esser called the meeting to order at 3:34 pm.

10.b. Approval of Minutes of the Finance Committee Meeting of August 6, 2025

Motion/Second: Ratto/Chuang

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

Noes: None

Absent: None

10.c. Awarding Contracts to Corey, Canapary & Galanis and EMC Research, Inc. for On-Call Market Research and Survey Services for an Aggregate Not-To-Exceed Amount of \$2.1 Million for a Three-Year Base Term, with Up to Two Additional One-Year Option Terms

Emily Beach, Chief Communications Officer, Taylor Huckaby, Deputy Chief Communications Officer, and Kevin Yin, Director, Contracts and Procurement, provided the presentation, which included the following:

- Streamlining and time/cost benefits with on-call market research to carry out surveys
- Reasons for on-call contracts that include the minimization of a lengthy public procurement and prevention of exhausting the contract authority
- 17 projects delivered from Fiscal Years 2019 - 2025 with 70 percent total contract capacity used (\$1.2 million)
- Solicitation process and work directives issuance

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

- Contract spending is not restricted to a yearly amount; cannot spend over \$2.1 million within the five years for solely SamTrans
- Contract capacity increase from original amount by 44 percent due to unforeseen costs relating to customer experience and ridership growth surveys; pricing locked in for five years with the option to exercise two, one-year options (total of seven years in costs)
- Change in ridership due to pandemic, causing re-evaluation of parts of the Reimagine SamTrans and the approach for surveys Change in ridership due to the pandemic, causing re-evaluation of parts of Reimagine SamTrans and the approach towards surveys
- Survey data is specific to SamTrans and its riders

The Committee Members and staff discussed options for providing updates to the Board on use of the on-call bench for this and similar on-call contracts. Board Chair Gee suggested staff include anticipated line items in biennial budgets for anticipated use of on-call contracts and quarterly or biannual written reports to the Board on the use of this and other on-call contracts. The Committee members supported this request.

Public Comment

Roland commented on District on-call contracts.

Substitute Motion by Director Speier to reduce Not-To-Exceed Amount to \$1.3 million. No second. Motion failed.

Amended Motion by Director Gee: Move staff recommendation and include quarterly reports to the Board on use of the contract. Director Canepa seconded.

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

Noes: Speier

Absent: None

10.d. Adjourn – The meeting adjourned at 4:13 pm.

**San Mateo County Transit District
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**Legislative Committee Meeting / Committee of the Whole
September 3, 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, M. Fraser, J. Gee, R. Medina

Other Board Members Absent: None

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

11.a. Call to Order

Committee Chair Powell called the meeting to order at 4:13 pm.

11.b. Approval of Minutes of the Legislative Committee Meeting of August 6, 2025

Motion/Second: Medina/Esser

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

Noes: None

Absent: None

11.c. Legislative Update

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

Federal

- Federal grant reduction
- No discretionary grants for SamTrans; San Mateo County 84/101 project receiving scrutiny for costs

State

- Legislature back in session
- Signing and vetoing of bills by Governor Gavin Newsom
- SamTrans Job Order Contracting Bill to be presented to Governor after passing the Senate and Assembly

Director Speier left the meeting at 4:20pm.

11.d. Receive Senate Bill 63 Update

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

- Upcoming final amendments to Senate Bill (SB) 63
- Cap-and-Trade rebranding to Cap-and-Invest

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

- Final Santa Clara Valley Transit Authority (VTA) Board decision
- Opt-in and opt-out conditions
- Cap-and-Invest discussions at different transit agencies

Director Speier rejoined the meeting at 4:36pm.

Public Comment

Geoff S, Peninsula Democratic Socialists of America (DSA), commented on gross receipts tax, and SamTrans decision to opt-in to SB 63.

Roland commented on Cap-and-Invest and California High Speed Rail funding.

Adina Levin, Seamless Bay Area, commented on housing, transit improvements, complimentary projects and transit funding, and regional funding.

11.e. Adjourn – The meeting adjourned at 4:43 pm.

**San Mateo County Transit District
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**Strategic Planning, Development, and Sustainability Committee Meeting /
Committee of the Whole
Minutes of September 3, 2025**

Members Present (In Person): M. Chuang, P. Ratto, R. Medina (Chair)

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: D. Canepa, B. Esser, M. Fraser, J. Gee, J. Powell, J. Speier

Other Board Members Absent: None

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

12.a. Call to Order

Committee Chair Medina called the meeting to order at 4:43 pm.

12.b. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of August 6, 2025

Motion/Second: Fraser/Chuang

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

Noes: None

Absent: None

12.c. RidePlus Microtransit Evaluation Key Findings

Jonathan Steketee, Manager, Operations and Planning, and Kate Christopherson, Planning Administrator, provided the presentation, which included the following:

- East Palo Alto decreased after free fare promotion ended but rebounded; Half Moon Bay ridership tended to be more consistent
- 88 percent of riders were satisfied with service; looking at expanding service hours and service areas (Menlo Park, Palo Alto Transit Center, Moss Beach, Montara)
- Increased connectivity and frequency for riders; Ride Plus saw a larger ridership growth than fixed-route service
- Almost half of trips have more than one rider, which 20 percent of riders use to replace solo vehicle trips; 55 percent of riders still opted for a SamTrans fixed-route trip

Director Canepa left the meeting at 4:47 pm.

Director Canepa rejoined the meeting at 4:54 pm.

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

- Fixed-route services, microtransit services, and possible services/ridership opportunities
- Feedback received through app and onboard surveys
- Promotion of services: rider capacity, low waiting times, and maintenance of scheduled on-time performance
- App improvements and usability
- Usage of Clipper card on Ride Plus

Public Comment

Aleta Dupree, Team Folds, commented on microtransit services, Clipper integration, ridership data, Half Moon Bay services, and electric vans.

Adina Levin, Seamless Bay Area, commented on Ride Plus ridership data, microtransit service and fixed-route service frequencies, and North Fair Oaks services.

12.d. Adjourn – The meeting adjourned at 5:12 pm.