

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

**Board of Directors
Minutes of October 8, 2025**

Members Present: D. Canepa, B. Esser, M. Fraser, R. Medina, J. Powell, P. Ratto,
M. Chuang (Vice Chair), J. Gee (Chair)

Members Present via Teleconference: J. Speier (arrived at 2:15pm)

Members Absent: None

Staff Present: T. Bartholomew, O. Brown, J. Cassman, A. Chan, T. Davenport,
T. Dubost, J. Epstein, S. Kirkpatrick, N. Kramer, L. Lumina-Hsu, J. Mello,
J. Nogales-DeGuzman, D. Olmeda, A. Rivas, D. Santoro, K. Shanks,
M. Tseng, K. Yin

1. Call to Order / Pledge of Allegiance

Chair Jeff Gee called the meeting to order at 2:00 pm and led the Pledge of Allegiance.

2. Roll Call

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

Item 3 was heard after Item 7.a.

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

Chair Gee noted Director Speier invoked Assembly Bill (AB) 2449 and attended the meeting remotely.

Motion/Second: Medina/Esser

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

Noes: None

Abstain: Speier

4. Consent Calendar

- 4.a. Approval of Minutes of the Board of Directors Meeting of September 3, 2025**
- 4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending August 31, 2025**
- 4.c. Awarding a Contract to Southeast Transit Services LLC for In-Plant Vehicle Inspection and Audit Services for a Total Not-To-Exceed Amount of \$432,350 for a Three-Year Base Term, with up to Two One-Year Option Terms for an Additional Not-To-Exceed Amount of \$375,736 – *Approved by Resolution No. 2025-40***
- 4.d. Authorizing an Amendment to a Contract with Battalion One Fire Protection, Inc. to Provide Testing, Inspection, Certification and Maintenance of Building Fire Protection Systems to Increase the Total Not-to-Exceed Amount by \$100,000 – *Approved by Resolution No. 2025-41***
- 4.e. Award of Contract to Loomis Armored US, LLC for Armored Car Revenue Collection Services for a Total Not-To-Exceed Amount of \$3 Million for a Five-Year Base Term with up to Two One-Year Option Terms for an Additional Not-To-Exceed Amount of \$1.25 Million – *Approved by Resolution No. 2025-42***

Motion/Second: Canepa/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, Teams Folds, commented on increasing SamTrans ridership, hydrogen and battery powered buses, and zero-emission buses.

6. Report of the Chair

6.a. Proclamation Honoring Filipino American History Month

Tasha Bartholomew, Director, Communications, provided the staff presentation including the recognition of the heritage and the culture of the Filipino community.

Motion/Second: Esser/Chuang

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

Noes: None

Absent: Speier

6.b. Proclamation Declaring October as Cybersecurity Awareness Month

Mehul Kumar, Chief Information and Technology Officer, provided the staff presentation including the importance of technological safety from cyberthreats.

Motion/Second: Medina/Chuang

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

Noes: None

Absent: Speier

6.c. Report of the Chair

Chair Jeff Gee deferred the report but noted he and Director Canepa participated on the Move Bay Area panel.

6.d. American Public Transportation Association (APTA) TRANSform Conference Report

Vice Chair Chuang reported on transit conference topics including artificial intelligence (AI) usage, community and rider trust building, impacts on social welfare, voting, leadership, and outreach events.

Public Comment

Aleta Dupree, Team Folds, commented on APTA networking opportunities.

7. Report of the General Manager/CEO

7.a. Report of the General Manager/CEO | October 1, 2025

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

- Free Passes for students' field trips – over 1,000 passes were issued to students during 2024-2025 school year; continue working with schools to continue the program this school year
- September Transit Month events: Cesar Chavez Ravenswood Middle School in East Palo Alto, All Aboard Bay Area Transit Day, and CEO ride-alongs
- SamTrans Roadeo on Saturday, October 18

Item 3 was heard.

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 on-time progress and upcoming events, permit drawings submission and feedback, and risk reduction initiatives.

The Board Members had a robust discussion and staff provided further clarification in response to the Board comments and questions, which included childcare accommodation, tenant improvements progress and interests, and upcoming country discussions.

Public Comment

Aleta Dupree, Teams Folds, commented on Transit Month Ride Along, new headquarters development, and public transit transfers.

8. Recess to Committee Meetings

The Board meeting recessed to Committee Meetings at 2:24 pm.

13. Reconvene Board of Directors Meeting

Chair Gee reconvened the Board meeting at 3:51 pm.

14. Matters for Board Consideration: Finance Committee

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

14.a. Awarding a Contract to MV Transportation, Inc. for Redi-Wheels Paratransit Service for a Total Not-To-Exceed Amount of \$73,073,885 for a Five-Year Base Term, with up to Four One-Year Option Terms for an Additional Not-To-Exceed Amount of \$71,804,748 – Approved by Resolution No. 2025-43

14.b. Awarding a Contract to Alineds, LLC to Provide Closed Circuit Television Project Management Services for a Four-Year Base Term for a Not-To-Exceed Amount of \$1,461,913, with a One-Year Option Term for an Additional Not-To-Exceed Amount of \$365,478, and Authorizing Cost-Sharing with the Peninsula Corridor Joint Powers Board – Approved by Resolution No. 2025-44

Motion/Second: Canepa/Medina

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

Noes: None

Absent: None

15. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee

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

15.a. Adopting the Passenger Suspension Policy – Approved by Resolution No. 2025-45

Motion/Second: Chuang/Powell

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

Noes: None

Absent: None

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

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

18. Date / Time of Next Regular Meeting: Wednesday, November 5, 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.

19. General Counsel Report

- 19.a. Closed Session Pursuant to Government Code section 54957(a): Threat to Public Services/Facilities – Consultation with Mehul Kumar, Chief Information and Technology Officer and Steve Thomas, Director for Infrastructure and Cybersecurity**
- 19.b. Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation Title: General Manager/Chief Executive Officer**
- 19.c. Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation Title: General Counsel**

Joan Cassman, General Counsel, stated the Department of Transportation (DOT) rule suspended the Disadvantage Business Enterprise program, halting federal funding for disadvantaged enterprise goals and prompting a recertification process for all small business enterprises. SamTrans currently does not have large contracts pending with attached goals. Legal staff will continue to monitor and report to the Board on developments.

Ms. Cassman announced the closed sessions items and stated any action taken will be reported at the next regular meeting.

The Board adjourned to closed session at 4:02 pm.

20. Adjourn – The meeting adjourned at 4:57 pm.

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

**Community Relations Committee Meeting / Committee of the Whole
Minutes of October 8, 2025**

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

Members Present (Via Teleconference): J. Speier

Members Absent: None

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

Other Board Members Absent: None

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

9.a. Call to Order

Committee Chair Canepa called the meeting to order at 2:24 pm.

9.b. Approval of Minutes of the Community Relations Committee Meeting of September 3, 2025

Motion/Second: Esser/Powell

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

Noes: None

Absent: None

9.c. Accessible Services Update

Tina Dubost, Manager, Accessible Services, noted the launching of a mobility resource center to aid older adults and people with disabilities to find transportation resources in San Mateo County.

9.d. Citizens Advisory Committee Update – Deferred.

9.e. Paratransit Advisory Council Update

Ben McMullan, PAC Chair, stated discussion topics covered at the PAC retreat: member recruitment and education, service quality and improvement, and policy initiatives and advocacy.

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

Ana Rivas, Director, Bus Transportation, provided the presentation, which included the following:

- Weekday ridership increased 3.2 percent and 0.4 percent for total monthly ridership
- Youth unlimited pass increased 4.3 percent; weekday microtransit ridership Increased 2.7 percent and 13.9 percent for total microtransit ridership
- 1.5 preventable accidents per 100,000 miles; 0.7 service calls per 25,000 miles; 81.3 percent on-time performance (OTP); 10 did not operate (DNO)
- Making Space to Keep You Safe campaign

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

- Service adjustments at the beginning of the school year to ensure bus services can better adapt to school bell times
- Decrease in OTP after meeting 85 percent in July; difficulties due to traffic and outside factors that led to the decrease in reaching OTP goal; staff continues to review route, and when appropriate, adjust route run times

9.g. Adjourn – The meeting adjourned at 2:33 pm.

**San Mateo County Transit District
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**Finance Committee Meeting / Committee of the Whole
Minutes of October 8, 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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): J. Speier

Other Board Members Absent: None

Staff Present: J. Cassman, A. Chan, S. Kirkpatrick, N. Kramer, L. Lumina-Hsu, J. Nogales-DeGuzman, K. Shanks, M. Tseng, S. van Hoften, K. Yin

10.a. Call to Order

Committee Chair Esser called the meeting to order at 2:33 pm.

10.b. Approval of Minutes of the Finance Committee Meeting of September 3, 2025

Motion/Second: Medina/Powell

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

Noes: None

Absent: None

10.c. Awarding a Contract to MV Transportation, Inc. for Redi-Wheels Paratransit Service for a Total Not-To-Exceed Amount of \$73,073,885 for a Five-Year Base Term, with up to Four One-Year Option Terms for an Additional Not-To-Exceed Amount of \$71,804,748

Kevin Yin, Director, Contracts and Procurement, and Kelley Shanks, Manager, Bus Contracts, provided the presentation, which included Redi-Wheels and Redi-Coast service, ADA requirements, and solicitation process and budget impact.

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

- AI implementation and technology improvements for better rider experience
- Procurement process and system
- California and out of state businesses

Director Speier requested a future discussion on purchasing within California and reviewing the procurement process to give points to California companies.

Motion/Second: Ratto/Fraser

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

Noes: None

Absent: None

10.d. Awarding a Contract to Alineds, LLC to Provide Closed Circuit Television Project Management Services for a Four-Year Base Term for a Not-To-Exceed Amount of \$1,461,913, with a One-Year Option Term for an Additional Not-To-Exceed Amount of \$365,478, and Authorizing Cost-Sharing with the Peninsula Corridor Joint Powers Board

Mr. Yin and Scott Kirkpatrick, Deputy Director, Safety and Security, provided the presentation, which included project scope, solicitation process, and budgetary impacts.

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

- Camera installation locations
- Agency allocations
- Selection and scoring process
- Technology lifespan
- Law enforcement involvement

Motion/Second: Ratto/Powell

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

Noes: None

Absent: None

10.e. Classification and Compensation Study Results

Nathaniel Kramer, Chief People Officer, and Juliet Nogales-DeGuzman, Director, Human Resources, provided the presentation, which included the following:

- Comparison of position classifications with similar local and regional transit agencies
- Of 117 classifications, 46 had top-of-scale salaries below the market median, while 58 were above, based on comparisons with peer agencies
- Discussion of staff recommendation to incorporate key consultant study concepts while allowing the District to attract, recruit, and retain staff, aligning with the District 10-Year Strategic Plan
- Discussion of pay band adjustments and consideration of performance award opportunities

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

- Skill sets amongst job descriptions
- Classification process and guidelines
- Salary survey and adjustments
- Recruitment and retention efforts

The Committee requested information on those positions that have top of range above market median, positions that may be difficult to recruit, and staff retention rates before and after the pandemic.

10.f. Adjourn – The meeting adjourned at 3:23 pm.

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

**Legislative Committee Meeting / Committee of the Whole
Minutes of October 8, 2025**

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

Members Present (Via Teleconference): J. Speier

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 3:23 pm.

11.b. Approval of Minutes of the Legislative Committee Meeting of September 3, 2025

Motion/Second: Medina/Fraser

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

Noes: None

Absent: None

11.c. Receive Legislative Update

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

Federal

- Current Federal government shut down; Federal Transit Administration (FTA) not subject to shut down as funding comes from the Highway Trust Fund
- \$1 billion funding cut to Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) program, leaving \$11 billion – funds to be appropriated

State

- October 13 – deadline for Governor Newsom to sign or veto bills
- Legislature recess
- Brown Act changes through Senate Bill (SB) 707

11.d. Receive Senate Bill 63 Update

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

- Senate Bill (SB) 63 final language and return-to-source funding
- 36.64 percent (\$50 million annually) collected to return to SamTrans from San Mateo County; guidelines and restrictions for projects and with other agencies
- Financial transparency and stability
- Grievance petitions are to be settled by an Adjudication Committee, which holds binding decision-making authority that cannot be overridden by the Metropolitan Transportation Commission (MTC); up to 7 percent of operator funds can be withheld
- Additional elements of SB63: maintenance of effort, San Mateo County Transportation Authority (TA) 1/8 cent ballot measure authority, no limitations on other taxes
- Stakeholders, local government agencies and community groups, public engagement to develop the expenditure plan

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

- Outreach methods and support for smaller cities
- Roadway improvements and eligibility criteria for ones in fixed-route areas
- Increasing coverage for areas with a current lack of transit

Ms. Epstein continued the presentation on the State's bridge loan and Cap-and-Invest, including the following:

- State's Bridge Loan for Bay Area Transit Agencies: Up to \$750 million for Bay Area until SB 63 funds are accessible, \$750 million State Bridge Loan for Bay Area Transit Agencies (Alameda-Contra Costa Transit District/AC Transit, Bay Area Rapid Transit/BART, Caltrain, San Francisco Municipal Transportation Agency/Muni)
- \$4.2 billion annually allotted to Cap-and-Invest program through 2045; adjustments to tiers will be made if revenue is lower than baseline
- Local funding programs within Cap-and-Invest that can possibly be used to substitute the federal ARCHES funding cuts

11.e. Adjourn – The meeting adjourned at 3:51 pm.

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

**Strategic Planning, Development, and Sustainability Committee Meeting /
Committee of the Whole
Minutes of October 8, 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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): J. Speier

Other Board Members Absent: None

Staff Present: O. Brown, J. Cassman, A. Chan, T. Davenport, L. Lumina-Hsu, M. Tseng, S. van Hoften

12.a. Call to Order

Committee Chair Medina called the meeting to order at 3:52 pm.

12.b. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of September 3, 2025

Motion/Second: Esser/Powell

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

Noes: None

Absent: None

12.c. Adopting the Passenger Suspension Policy

Tabby Davenport, Director, Safety and Security, and Omar Brown, Acting Deputy Director, Safety and Security, provided the presentation, which included the Code of Conduct adoption, the removal of passengers with law enforcement and legal counsel assistance, and the Proposed Suspension Policy.

Motion/Second: Chuang/Esser

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

Noes: None

Absent: None

12.d. SamTrans Safety Program Update - Reducing Preventable Accidents

Item 12.d. deferred to the November 5, 2025, Strategic Planning, Development, and Sustainability Committee meeting.

12.e. Adjourn – The meeting adjourned at 3:58 pm.