

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

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

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

Members Absent: J. Powell

Staff Present: J. Cassman, A. Chan, K. Christopherson, T. Dubost, J. Epstein, A. Feng, C. Halls, K. Jordan Steiner, L. Lumina-Hsu, J. Mello, D. Olmeda, M. Petrik, J. Steketee, A. To, M. Tolleson, M. Tseng, K. Yin

1. Call to Order / Pledge of Allegiance

Chair Jeff Gee called the meeting to order at 2:00 pm and Director Esser 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. Report Out from Closed Session at November 5, 2025 Board Meeting

4.a. Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation

Title: General Manager/Chief Executive Officer

4.b. Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation

Title: General Counsel

Joan Cassman, General Counsel, stated no reportable action was taken.

5. Consent Calendar

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

5.b. Accept Quarterly Fuel Hedge Update for Fiscal Year 2026 Quarter 1

5.c. Authorizing the Purchase of up to 31 Non-Revenue Support Vehicles Through State of California, Department of General Services Contracts for a Total Not-To-Exceed Amount of \$1,338,500 and the Disposition of up to 25 Surplus Support Vehicles

Director Esser pulled Item 5.c. for further discussion.

Motion to approve Items 5.a. and 5.b./Second: Medina/Ratto
Ayes: Canepa, Esser, Fraser, Medina, Ratto, Speier, Chuang, Gee
Noes: None
Absent: Powell

For Item 5.c., staff provided further clarification in response to the following Board comments and questions which included the following:

- Non-revenue vehicles have 10-year life cycle
- Vehicles procured through State of California's Department of General Services (DGS) contract which includes authorized fleet dealers; list contains no dealers in San Mateo County
- State and federal procurement rules require competitive bidding and do not allow geographic preference; pursuing a separate bid could increase cost

Motion by Director Speier: Amend resolution to require staff pursue purchasing vehicles from dealership in San Mateo County. There was no second. Motion died.

Motion to continue Item 5.c. to the January 7, 2026 meeting with additional procurement background and whether any San Mateo County fleet dealers are eligible or participated in the DGS process/Second: Medina/Ratto

Ayes: Canepa, Esser, Fraser, Medina, Ratto, Speier, Chuang, Gee
Noes: None
Absent: Powell

Public Comment

Roland commented on public availability of DGS fleet dealers list.

Aleta Dupree, Team Folds, spoke in support of continuing Item 5.c. for future discussion, and commented on battery vehicles slow and fast charging and battery vehicle procurement.

6. Public Comment for Items Not on the Agenda – There were none.

7. Report of the Chair

Chair Gee appointed Vice Chair Chuang, Director Esser, and himself to an ad hoc committee to support Senate Bill (SB) 63 return-to-source efforts.

7.a. 2026 Chair and Vice Chair Nominating Committee

Chair Gee stated Directors Canepa, Fraser, and Medina will serve on the committee.

8. Report of the General Manager/CEO

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

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

- Clipper 2.0 launches December 10; no new cards required; regional kickoff event hosted by Metropolitan Transportation Commission (MTC) and San Francisco Municipal Transportation Agency (SFMTA) on December 10
- Holiday-wrapped bus participating in Redwood City's Hometown Holiday Parade on December 13 and operating throughout December. Marks SamTrans' 14th year of participation in annual holiday event
- She will be serving as Vice Chair of California Transit Association (CTA) for the next two years
- Board Retreat on February 12 will discuss 10-year financial outlook, status and direction on Zero-Emission Bus (ZEB) transition, and status on SB 63 engagement

8.b. Monthly New Headquarters Construction Status Update and Headquarters Leasing Update

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

- Day 1 tenant improvements nearly completed; Day 2 SamTrans work starts January 6, 2026; furniture and artwork preparation underway
- 20 percent retail space leased; office/retail negotiations ongoing, approval needed on office leases from Board possibly as early as early next year

Staff provided further clarification in response to the Board comments and questions regarding Day 2 scope, Transit Oriented Development planning, and childcare planning next steps.

Public Comment

Aleta Dupree, Team Folds, commented on new headquarters building, Clipper 2.0, and ridership recovery.

Adina Levin, Seamless Bay Area, commented on Clipper 2.0 release and open payment feature accessibility.

Roland commented on public attendance at Board Retreat and meeting recording.

9. Recess to Committee Meetings

The Board meeting recessed to Committee Meetings at 2:38 pm.

14. Reconvene Board of Directors Meeting

Chair Gee reconvened the Board meeting at 4:37 pm.

15. Matters for Board Consideration: Audit Committee

15.a. Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025

Committee Chair Fraser stated the Audit Committee met on November 14, 2025.

Annie To, Director, Accounting, introduced Ahmad Gharaibeh, Partner, Eide Bailly, LLC, who provided the presentation, which included the following:

- District received an unmodified (clean) audit opinion
- No internal control findings or compliance issues were identified
- Received Certificate of Achievement of Excellence in Financial Reporting
- National Transit Database (NTD), Transportation Development Act (TDA), and Measure W audits also had no findings

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Powell

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

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

16.a. 2025 Update to the SamTrans Service Policy Framework – Approved by Resolution No. 2025-29

Motion/Second: Chuang/Fraser

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

Noes: None

Absent: Powell

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

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

19. Date / Time of Next Regular Meeting: Wednesday, January 7, 2026 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.

20. General Counsel Report

20.a. Closed Session: Conference with Legal Counsel – Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

Joan Cassman, General Counsel, announced the closed session item and stated the Board will reconvene open session to report on any action taken.

The Board recessed to closed session at 4:48 pm.

21. Reconvene Open Session

Chair Gee reconvened the Board meeting at 4:57 pm.

22. Report Out from Closed Session

Ms. Cassman stated the Board authorized action by unanimous vote to initiate litigation. The action, defendants, and other particulars will be disclosed once litigation has formally commenced.

23. Closed Session

23.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

**23.b Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation
Title: General Manager/Chief Executive Officer**

**23.c Closed Session Pursuant to Government Code section 54957(b)(1): Public Employee Performance Evaluation
Title: General Counsel**

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 4:58 pm.

24. Adjourn – The meeting adjourned at 5:35 pm.

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

**Community Relations Committee Meeting / Committee of the Whole
Minutes of December 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, P. Ratto

Other Board Members Absent: J. Powell

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

10.a. Call to Order

Committee Chair Canepa called the meeting to order at 2:39 pm.

10.b. Approval of Minutes of the Community Relations Committee Meeting of November 5, 2025

Motion/Second: Esser/Medina

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

Noes: None

Absent: Powell

10.c. Accessible Services Update

Tina Dubost, Manager, Accessible Services, stated December 17 marks two years of providing same day paratransit service; same-day transit program remains within budget, serving 709 riders with 39 percent medical trips and the rest for social, errands, shopping, and grocery shopping.

10.d. Citizens Advisory Committee Update – Deferred.

10.e. Paratransit Advisory Council Update

Ben McMullan, PAC Chair, stated the Paratransit Advisory Council (PAC) is developing its workplan with continued focus on increasing membership.

Items 10.f. and 10.g. were heard together.

10.f. Monthly State of Service Report | October 2025

10.g. State of Service Report | Fiscal Year 2026 Quarter 1

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

- Ridership up 3.1 percent and 2.7 percent in equity areas; weekday average around 10.5 percent
- On-time performance (OTP) 80 percent and improving
- Service calls decreased 19.5 percent, goal met
- Preventable accidents: down 44.3 percent
- Ride Plus up 2.2 percent year-over-year (YOY); higher usage in East Palo Alto

Staff provided further clarification in response to the following Board comments and questions regarding Ride Plus' higher ridership in East Palo Alto versus Half Moon Bay with steady growth in both areas.

10.h. Adjourn – The meeting adjourned at 2:47 pm.

**San Mateo County Transit District
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**Finance Committee Meeting / Committee of the Whole
Minutes of December 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, P. Ratto, J. Speier

Other Board Members Absent: J. Powell

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

11.a. Call to Order

Committee Chair Esser called the meeting to order at 2:48 pm.

11.b. Approval of Minutes of the Finance Committee Meeting of November 5, 2025

Motion/Second: Ratto/Chuang

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

Noes: None

Absent: Powell

11.c. Receive Quarterly Financial Report Fiscal Year 2026 Quarter 1 Results and Financial Outlook

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

- Quarter 1 deficit at \$8.6 million, better than budget; non-labor favorable, labor slightly over due to overtime
- Operating costs rising; sales tax stable but needed capital projects adding pressure to using some of the fund sources from operations
- Staff pursuing revenue growth, cost controls, and external funding
- Rising costs addressed via expense controls and potential budget adjustments

Staff provided further clarification in response to the following Board comments and questions regarding the following:

- Rising cost per passenger (14 percent increase in Quarter 1)
- Controlling operating and capital expenses

- Seek Board guidance at upcoming Board workshop on options to control and reduce costs
- Implementing changes via budget amendments within two-year cycle

11.d. Adjourn – The meeting adjourned at 2:54 pm.

**San Mateo County Transit District
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**Legislative Committee Meeting / Committee of the Whole
Minutes of December 3, 2025**

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

Members Absent: J. Powell (Chair)

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, A. Feng, L. Lumina-Hsu, M. Petrik, M. Tseng, S. van Hoften

12.a. Call to Order

Acting Committee Chair Ratto called the meeting to order at 2:54 pm.

12.b. Approval of Minutes of the Legislative Committee Meeting of November 5, 2025

Motion/Second: Medina/Esser

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

Noes: None

Absent: Powell

12.c. Receive Legislative Update

Jessica Epstein, Director, Government and Community Affairs, stated the state lobbyist will present an update and federal lobbyist will present at the January meeting.

Michaela Petrik, Government Affairs Officer, provided the presentation, which included the following:

- Federal Government shutdown ended; funding continues through January 30, 2026
- Fiscal Year (FY) 2026 transportation spending package under discussion
- Transportation reauthorization bill delayed until next year

Michael Pimental and Brendan Repicky, Shaw Yoder Antwih Schmelzer & Lange, presented on state legislature activity which included the following:

- Over 900 bills reviewed; updates on key transit-related legislation
- Alliance for Renewable Clean Hydrogen Energy Systems Hub (ARCHES) hydrogen funding: \$10 billion private investment paused, \$1.2 billion federal rescinded; California \$400 million not yet allocated and potentially could be used for hydrogen projects but still too early to know; will keep SamTrans involved.

- Budget challenges may impact Cap-and-Invest and Greenhouse Gas Reduction Fund (GGRF)

Staff provided further clarification in response to the following Board comments and questions regarding the following:

- Hydrogen investment pending; advocacy needed
- Electric bus limitations
- Budget and Cap-and-Invest impacts

The Directors requested topics for discussion at the February 2026 Board Workshop including the following:

- District's investment in hydrogen and path forward
- Invite Orange County Transportation Authority and Alameda-Contra Contra County Transit District (AC Transit) to speak on investment in hydrogen, experience, and the agencies' opinion on the future of hydrogen
- Battery electric technology range, reliability, limitations

Public Comment

Roland commented on battery-electric, hydrogen, and SB 63 state loan.

Adina Levin, Seamless Bay Area, commented on battery-electric and hydrogen Board workshop discussion, capabilities and costs; state loan for public transit.

Aleta Dupree, Team Folds, commented on advocating the needs for SamTrans and Bay Area public transit as a whole.

12.d. 2026 Legislative Program

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

- Ensure SamTrans remains competitive for funding programs
- Protect funding and support major transit projects
- Advance zero-emission bus transition and streamline approvals
- Align with climate and federal transportation policies

12.e. Adjourn – The meeting adjourned at 3:29 pm.

**San Mateo County Transit District
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**Strategic Planning, Development, and Sustainability Committee Meeting /
Committee of the Whole
Minutes of December 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. Speier

Other Board Members Absent: J. Powell

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

13.a. Call to Order

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

13.b. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of November 5, 2025

Motion/Second: Canepa/Fraser

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

Noes: None

Absent: Powell

13.c. 2025 Update to the SamTrans Service Policy Framework

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

- Align with 2024 Strategic Plan; emphasizes customer focus, workforce delivery, mobility, and equity
- Equity priority areas, bus stop guidance, and service evaluation metrics updates
- Routes not meeting standards will receive action plans

Staff provided further clarification in response to the following Board comments and questions regarding the following:

- Ride Plus as alternatives to fixed route service
- Bay Area Rapid Transit District (BART) and Caltrain connectivity to support commuters; schedules aim to align with regional transit

- Focus on North County service needs due to the number of equity priority areas
- Approaches to improve farebox recovery
- Equity areas decreased, no proportional service impact to these areas
- Consider smaller buses for future needs

Public Comment

Aleta Dupree, Team Folds, commented on service from lower-density areas to encourage transfer usage to high-performance routes.

Adina Levin commented on Clipper 2, farebox recovery, and micromobility.

Roland commented on the responsible agency for funding fare discounts.

Marlon JHS, San Mateo, commented on farebox recovery, and partnerships with businesses and property owners.

Motion/Second: Chuang/Canepa

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

Noes: None

Absent: Powell

13.d. Grand Boulevard Initiative (GBI) Action Plan

Cassie Halls, Manager, Major Corridors Program, provided the presentation, which included the following:

- Modernize El Camino Real (State Route 82) for safety and mobility; improve safety, mobility, and coordinated planning goals
- Build on local corridor studies across all San Mateo cities; enhance interagency collaboration and bus reliability
- 25-mile project, up to \$1 billion; \$500 million funding identified for possible funding, \$500 million needed

Staff provided further clarification in response to the following Board comments and questions regarding the following:

- Prioritize safety and reduce serious injuries
- Improve transit with bus lanes and better stops
- Slow traffic and support pedestrians/cyclists
- Collaborate with cities and implement quick-build improvements

Public Comment

Marlon JHS, San Mateo, commented on bicyclists safety on El Camino Real and diesel buses.

13.e. Adjourn – The meeting adjourned at 4:37 pm.