

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

**Board of Directors  
Minutes of November 5, 2025**

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

**Members Absent:** None

**Staff Present:** J. Cassman, A. Chan, T. Davenport, T. Dubost, J. Epstein, J. Jest, K. Jordan Steiner, N. Kramer, L. Lumina-Hsu, J. Mello, J. Nogales-DeGuzman, D. Olmeda, M. Tseng

**1. Call to Order / Pledge of Allegiance**

Chair Jeff Gee called the meeting to order at 2:00 pm and Vice Chair Chuang 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 from Closed Session at October 8, 2025 Board Meeting**

**4.a. Closed Session: 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**

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

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

Joan Cassman, General Counsel, stated Item 4.a.was deferred to the December Board of Directors Meeting and no reportable action was taken for Items 4.b. and 4.c.

Chair Gee stated public comment will be 1 minute.

## 5. Consent Calendar

- 5.a. **Approval of Minutes of the Board of Directors Meeting of October 8, 2025**
- 5.b. **Approve the 2026 San Mateo County Transit District (SamTrans) Board of Directors and Board Committees Calendar**
- 5.c. **Accept Statement of Revenues and Expenses for the Period Ending June 30, 2025**
- 5.d. **Accept Statement of Sources and Uses for the Period Ending September 30, 2025**
- 5.e. **Accept Quarterly Investment Report**
- 5.f. **Accepting Contracts and Procurement Quarterly Report on Technology Purchases for Fiscal Year 2026 Quarter 1**
- 5.g. **Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, Senate Bill 125 and Regional Measure 2 Funds for Fiscal Year 2026 – *Approved by Resolution No. 2025-46***
- 5.h. **Awarding a Cooperative Purchasing Contract to Steril-KONI USA, Inc. to Provide Eleven Sets of Four Mobile Column Bus Lifts for a Total Not-To-Exceed Amount of \$580,103 – *Approved by Resolution No. 2025-47***

Motion/Second: Ratto/Speier

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

Noes: None

Absent: None

## 6. Public Comment for Items Not on the Agenda

Aleta Dupree, Team Folds, commented on Clipper 2.

## 7. Report of the Chair

Chair Gee stated there was no report.

## 8. Report of the General Manager/CEO

### 8.a. Report of the General Manager/CEO | October 29, 2025

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

- Clipper 2.0 roll out on December 10. Approximately 10 – 12 weeks to transition from Clipper 1 to 2.0; Open payment available on all transit systems in Bay Area
- Held annual SamTrans Rodeo event on October 18; SamTrans will have four representatives at Salt Lake City International Rodeo in 2026
- Attended California Transit Works Conference hosted by Golden Gate Transit on November 1
- Día de los Muertos wrapped bus in operation through November

### **8.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:

- On-schedule tenant improvements with expected January 5 building handover to the District for “Day 2” work to start
- Installation; permit and material procurement; Artwork Program development; relocation planning

Staff provided further clarification in response to Board comments and questions regarding a post-move milestone calendar and leasing/building management plan.

### **8.c. Review San Mateo County Transit District and Peninsula Corridor Joint Powers Board Shared Services Agreement**

Ms. Chan and Ms. Cassman provided the presentation that included the following:

- SamTrans GM/CEO and Caltrain Executive Director roles and responsibilities, including direction and control of employees
- Shared Services Agreement (SSA) does not amend or supersede the terms of Memorandum of Understanding (MOU)
- Shared services workplan development to project costs for the biennial budget
- Peninsula Corridor Joint Powers Board (JPB) and SamTrans annual key performance indicators (KPI) reporting
- SSA conflict provisions through protocol establishment and a defined resolution process
- How to work together on recruitment and performance evaluations for key shared services staff
- Shared services reimbursement structure with monthly service fees paid by JPB

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

- Internal cost allocation plan (ICAP) ensure appropriate charges are allocated to different agencies
- Conflict resolution section discussion
- Shared services and reporting structures for SamTrans and Caltrain
- Caltrain Directors’ job descriptions and role and responsibilities
- Shared services costs embedded in the financial reports

#### **8.d. SamTrans Safety Program Update - Reducing Preventable Accidents**

Tabby Davenport, Director, Safety and Security provided the presentation that included the following:

- Four priority workstreams: safety culture program, employee engagement, contract service provider partnership, and accident prevention
- Preventable or non-preventable accident classification
- Preventable Accident Frequency rate

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

- Restraining order enforcement
- De-escalation training requirement
- Preventable accidents analysis using years of service, behavior modification, and heat maps
- SamTrans safety standards extension to contractors
- Risk and mitigation reviewal
- Collisions evaluation and detection systems
- Operator support and risk minimization to agency, riders, and the public
- Best-in-class accident frequency rates (e.g., American Public Transportation Association/APTA)
- Annual safety reports and Transit Police updates

#### **9. Recess to Committee Meetings**

The Board meeting recessed to Committee Meetings at 3:56 pm.

*Director Canepa left the meeting at 4:40pm.*

#### **14. Reconvene Board of Directors Meeting**

Chair Gee reconvened the Board meeting at 4:48 pm.

#### **15. Matters for Board Consideration: Finance Committee**

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

##### **15.a. Adopting a New Salary Ordinance and Tables of Position Classifications Including Staff Recommendations from Classification and Compensation Study –**

*Approved by Ordinance No. 111*

Motion/Second: Chuang/Ratto

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

Noes: None

Absent: Canepa

**15.b. Approving a Community Workforce Agreement with the San Mateo County Building and Construction Trades Council for Construction Work Performed Under Job Order Contracts and on Construction Projects Costing Over \$2 Million – Approved by Resolution No. 2025-48**

Motion/Second: Medina/Chuang

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

Noes: None

Absent: Canepa

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

**17. Board Member Requests – There were none.**

**18. Date / Time of Next Regular Meeting: Wednesday, December 3, 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(b)(1): Public Employee Performance Evaluation**

**Title: General Manager/Chief Executive Officer**

**19.b. 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 4:50 pm.*

*Director Canepa rejoined the meeting at 4:50 pm.*

**20. Adjourn – The meeting adjourned at 5:54 pm.**

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

**Community Relations Committee Meeting / Committee of the Whole  
Minutes of November 5, 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, P. Ratto

**Other Board Members Absent:** None

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

**10.a. Call to Order**

Committee Chair Canepa called the meeting to order at 3:56 pm.

**10.b. Approval of Minutes of the Community Relations Committee Meeting of October 8, 2025**

Motion/Second: Medina/Powell

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

Noes: None

Absent: None

**10.c. Accessible Services Update**

Tina Dubost, Manager, Accessible Services, stated low-income fare assistance program review was completed.

**10.d. Citizens Advisory Committee Update – Deferred.**

**10.e. Paratransit Advisory Council Update**

Ben McMullan, PAC Chair, stated next meeting will finalize the work plan.

**10.f. Monthly State of Service Report | September 2025**

April Chan, General Manager/CEO, stated the report is in the packet.

### **10.g. Receive Update Regarding 2025 Customer Satisfaction Survey and Key Findings**

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

- Survey finding overall “very satisfied” level drop from 45 percent in 2024 to 36 percent in 2025
- Customer perception of service: 47 percent improved, 41 percent stayed the same, 4 percent became worse
- High performing areas for onboard rider experience: ticket usage, bus operator interactions, comfort of ride, total trip time, safety, announcements
- Areas for improvement: bus shelter cleanliness, bench conditions, real time bus arrival information, and service change communication
- Addressing areas of concern: bus stop amenities refresh, bus shelter improvements, and website improvements
- Upcoming initiatives: youth riders’ outreach, customer service call center survey, Reimagine SamTrans delivery evaluation, and rider panel surveys

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

- Public transit usage promotion
- CAC member engagement; further student engagement
- Bus stations identified for cleanliness to address respondents concerns
- Reimagine SamTrans service changes and outreach efforts
- Promotional ticket usage; wayfinding; elevate Clipper usage and Clipper START

#### Public Comment

Adina Levin, Seamless Bay Area, commented on regional measure, free transfers in December, regional network management coordination, and real-time signage.

**10.h. Adjourn** – The meeting adjourned at 4:19 pm.

**San Mateo County Transit District  
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**Finance Committee Meeting / Committee of the Whole  
Minutes of November 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:** M. Chuang, M. Fraser, J. Gee, J. Powell, P. Ratto, J. Speier

**Other Board Members Absent:** None

**Staff Present:** J. Cassman, A. Chan, K. Jordan Steiner, N. Kramer, L. Lumina-Hsu, J. Nogales-DeGuzman, M. Tseng, S. van Hoften

**11.a. Call to Order**

Committee Chair Esser called the meeting to order at 4:19 pm.

**11.b. Approval of Minutes of the Finance Committee Meeting of October 8, 2025**

Motion/Second: Canepa/Powell

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

Noes: None

Absent: None

**11.c. Adopting a New Salary Ordinance and Tables of Position Classifications Including Staff Recommendations from Classification and Compensation Study**

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

- Employer of Choice factors: attract, support growth and retention, and cost sensitive
- Gallagher did not capture location for hiring market; need to be competitive in a larger region; recruiting challenges are seasonal
- JPB Board feedback: general support of study; requested for flexibility to address unique recruitment challenges
- Governance Memorandum of Understanding (MOU) grants SamTrans GM and Board sole authority over the salary ordinance; JPB executive team was involved in the staff recommendation
- Adjustments to positions and classifications salary bands to increase recruitment potential

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

- One percent salary adjustment budget impact
- Total compensation considerations; explore staff housing, childcare, and health benefits to support recruitment and retention
- JPB's request for addressing unique challenges in the salary ordinance; ongoing discussions; limited number of positions specified

Motion/Second: Chuang/Powell

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

Noes: None

Absent: None

**11.d. Approving a Community Workforce Agreement with the San Mateo County Building and Construction Trades Council for Construction Work Performed Under Job Order Contracts and on Construction Projects Costing Over \$2 Million**

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

- Senate Bill (SB) 272 to take effect January 1 - on-call job order contract issuance for public works, maintenance, and construction and streamlining minor projects without repeated public bidding

Public Comment

Bart Pantoja, Building Trades, spoke in support of the Community Workforce Agreement and value brought to District and taxpayers.

Motion/Second: Speier/Canepa

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

Noes: None

Absent: None

*Director Canepa left the meeting at 4:40pm.*

**11.e. Receive Quarterly Financial Report Fiscal Year 2025 Quarter 4 Results and Financial Outlook**

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

- Fiscal Year 2025 (FY25) ended \$30 million favorable of the budget, aided by prior year carry-forwards
- Sales tax below budget; growth expected to resume in FY27
- Ongoing cost containment and new revenue opportunities

**11.f. Adjourn** – The meeting adjourned at 4:45 pm.

**San Mateo County Transit District  
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**Legislative Committee Meeting / Committee of the Whole  
Minutes of November 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:** M. Chuang, B. Esser, M. Fraser, J. Gee, R. Medina

**Other Board Members Absent:** D. Canepa

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

**12.a. Call to Order**

Committee Chair Powell called the meeting to order at 4:45 pm.

**12.b. Approval of Minutes of the Legislative Committee Meeting of October 8, 2025**

Motion/Second: Medina/Esser

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

Noes: None

Absent: Canepa

**12.c. Receive Legislative Update**

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

- Federal government shutdown ongoing; 25 percent of FTA staff furloughed
- Federal Department of Transportation (DOT) issued new rules restricting commercial driver's licenses for non-citizens; assessing impact on SamTrans
- October 13 bills signed by Governor Gavin Newsom

**12.d. Adjourn** – The meeting adjourned at 4:47 pm.

**San Mateo County Transit District  
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**Strategic Planning, Development, and Sustainability Committee Meeting /  
Committee of the Whole  
Minutes of November 5, 2025**

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

**Members Absent:** None

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

**Other Board Members Absent:** D. Canepa

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

**13.a. Call to Order**

Committee Chair Medina called the meeting to order at 4:47 pm.

**13.b. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of October 8, 2025**

Motion/Second: Esser/Powell

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

Noes: None

Absent: Canepa

**13.c. SamTrans Service Policy Framework Update**

Item deferred to the December 3, 2025, Board of Directors meeting.

**13.d. Adjourn** – The meeting adjourned at 4:48 pm.