

Revised to renumber Item 11.d as 11.c on 1-8-2025 at approximately 10:30 am.

Revised to move Item 11.c.3. Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge to 9.b and cancel Item 11.c Strategic Planning, Development, and Sustainability Committee / Committee of the Whole inclusive, on 1-7-2025 at approximately 1.30 pm.

BOARD OF DIRECTORS 2025



MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Revised 1-8-2025

Board of Directors Meeting

January 8, 2025, 2:00 pm

San Mateo County Transit District

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

Members of the public also may attend the meeting via teleconference at the following locations:

**Omni Fort Worth, 1300 Houston Street, Fort Worth, TX
10-17 Calle Larga, Cuenca, Ecuador**

Members of the public may attend in-person or participate remotely via Zoom at:

<https://us02web.zoom.us/j/81001317517?pwd=6LuOhomk1KpISW9X2CbpthZRGrealA.1>

or by entering Webinar ID: **810 0131 7517**, Passcode: **792571** in the Zoom app for audio/visual capability or by calling 1-669-900-9128 (enter webinar ID and press # when prompted for participant ID) for audio only.

Please Note the following COVID-19 Protocols for in-person attendance:

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
 - Cough
 - Shortness of Breath
 - Fever
 - Chills
 - Muscle Pain
 - Sore Throat
 - Loss of Taste or Smell
2. Wearing of masks is recommended but not required.

Public Comments: Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>.

Oral public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak and callers should dial *6 to unmute themselves when recognized to speak.

Each public comment is limited to two minutes or less. The Board and Committee Chairs have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

The video live stream will be available after the meeting at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>.

Wednesday, January 8, 2025

2:00 pm

1. Call to Order/Pledge of Allegiance
Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.
2. Report of the Nominating Committee for Public Members and Appointment of Two Public Members Motion
3. Oath of Office
 - 3.a. Representatives of San Mateo County Board of Supervisors for terms ending 12-31-2028
 - 3.b. Jeff Gee for a term ending 12-31-2028 (Representing Southern Judicial Cities)
 - 3.c. Public Members for terms ending 12-31-2028
4. Roll Call
5. Report from Closed Session at December 4 Board Meeting
 - 5.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)

- 5.b. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: Junipero Serra Blvd & Colma Park N Ride (APNs 008-131-050 and 008-131-060)
Agency Negotiators: April Chan, District General Manager/CEO and Joan Cassman
Negotiating Parties: Federal Highway Administration and California Department of Transportation
Under Negotiation: Price and Terms of Transfer
- 5.c. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b). Title: General Manager/CEO
6. Consent Calendar
 - 6.a. Approval of Minutes of the Board of Directors Meeting of December 4, 2024 Motion
 - 6.b. Acceptance of Statement of Revenues and Expenses for the Period Ending November 30, 2024 Motion
 - 6.c. Awarding Contracts to AppleOne, Inc., COGENT Infotech Corporation, Domain Experts Corporation, and InterSources, Inc. for On-call Full-cycle and Sourcing Recruitment Services for an Aggregate Total Not-to-exceed Amount of \$900,000 for a Five-year Base Term, with up to Two Additional One-year Option Terms Resolution
 - 6.d. Approving the Title VI Equity Analysis for 2024 Route EPX Service Changes Resolution
7. Public Comment for Items Not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.
8. Report of the Chair
 - 8.a. Report of the Chair and Vice Chair Nominating Committee Informational
 - 8.b. Election of 2025 Officers Motion
 - 8.c. Appointment of Representative to San Mateo County Transportation Authority Board of Directors Motion
 - 8.d. Proclamation Recognizing January as National Slavery and Human Trafficking Prevention Month Motion

- 9. Report of the General Manager/CEO Informational
 - 9.a. General Manager's Report – January 2, 2025 Informational
 - 9.b. Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge Resolution
- 10. Board Member Requests/Comments
- 11. Recess to Committee Meetings
 - 11.a. Community Relations Committee / Committee of the Whole
B. Esser (Chair), R. Mueller, P. Ratto
 - 11.a.1. Call to Order
 - 11.a.2. Approval of Minutes of the Community Relations Committee Meeting of December 4, 2024 Motion
 - 11.a.3. Appoint Member Representing Bus Riders to the Citizens Advisory Committee Motion
 - 11.a.4. Accessible Services Update Informational
 - 11.a.5. Paratransit Advisory Council Update Informational
 - 11.a.6. Monthly State of the Service Report | November 2024 Informational
 - 11.a.7. Adjourn
 - 11.b. Finance Committee / Committee of the Whole
M. Chuang (Chair), D. Canepa, J. Powell
 - 11.b.1. Call to Order
 - 11.b.2. Approval of Minutes of the Finance Committee Meeting of December 4, 2024 Motion
 - 11.b.3. Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to \$315,930,252 Motion
 - 11.b.4. Adjourn
 - ~~11.c. Strategic Planning, Development, and Sustainability Committee / Committee of the Whole~~

~~*D. Canepa (Chair), R. Medina, J. Powell*~~

~~11.c.1. Call to Order~~

~~11.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of December 4, 2024~~ Motion

~~11.c.3. Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge~~ Motion

~~11.c.4. Adjourn~~

11.~~dc~~. Legislative Committee / Committee of the Whole

P. Ratto (Chair), J. Gee, R. Medina

11.~~dc~~.1. Call to Order

11.~~dc~~.2. Approval of Minutes of the Legislative Committee Meeting of December 4, 2024 Motion

11.~~dc~~.3. Adoption of 2025 Legislative Program Motion

11.~~dc~~.4. Legislative Update Informational

11.~~dc~~.5. Adjourn

12. Reconvene Board of Directors Meeting

13. Matters for Board Consideration: Community Relations Committee

13.a. Appoint Member Representing Bus Riders to the Citizens Advisory Committee Motion

13.b. Accessible Services Update Informational

13.c. Paratransit Advisory Council Update Informational

13.d. Monthly State of the Service Report | November 2024 Informational

14. Matters for Board Consideration: Finance Committee

14.a. Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to \$315,930,252 Resolution

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

~~15.a. Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge~~ Resolution

~~16~~15. Matters for Board Consideration: Legislative Committee

~~16~~15.a. Adoption of 2025 Legislative Program Motion

~~16~~15.b. Legislative Update Informational

~~17~~16. Communications to the Board of Directors Informational

~~18~~17. Date/Time of Next Regular Meeting - Wednesday, February 5, 2025, at 2:00 pm

The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.

~~19~~18. General Counsel Report

~~19~~18.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Bautista, et al. v. San Mateo County Transit District, et al., Superior Court of California, County of Sacramento, Case No. 34-2019-00247742

~~19~~18.b. Closed Session: Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4): Initiation of Litigation: Two Cases

~~19~~18.c. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b). Title: General Manager/CEO

~~20~~19. Adjourn

Information for the Public

If you have questions on the agenda, please contact the District Secretary at 650-551-6108. Agendas are available on the SamTrans website at: <https://www.samtrans.com/meetings>. Communications to the Board of Directors can be emailed to board@samtrans.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287

Date and Time of Board and Citizens Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm;
SamTrans Citizens Advisory Committee (CAC): Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the website.

Location of Meeting

This meeting will be held in-person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom as per the information provided at the top of the agenda.

*Should Zoom not be operational, please check online at: <https://www.samtrans.com/meetings> for any updates or further instruction.

Public Comment

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the District Secretary. Prior to the meeting's call to order, public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>.

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Accessible Public Meetings/Translation

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070 at the same time that the public records are distributed or made available to the legislative body.

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

**Minutes of Board of Directors Meeting
December 4, 2024**

Members Present: B. Esser, R. Mueller (arrived at 2:07 pm), J. Powell, P. Ratto, J. Gee (Vice
(In Person) Chair), M. Fraser (Chair)

Members Present: M. Chuang, R. Medina
(Via Teleconference)

Members Absent: D. Canepa

Staff Present: E. Beach, J. Brook, J. Cassman, A. Chan, J. Escobar and A. Gharaibeh
(Eide Bailly, LLC), K. Jordan Steiner, D. Olmeda, A. Rivas, D. Santoro,
A. To, M. Tseng, S. van Hoften

1. Call to Order/Pledge of Allegiance

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

The Board voted to approve the remote participation of Director Rico Medina per Assembly Bill (AB) 2449.

Motion/Second: Esser/Gee

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

Noes: None

Absent: Canepa, Mueller

2. Roll Call

Acting District Secretary Margaret Tseng confirmed that a Board quorum was present.

3. Consent Calendar

3.a. Approval of Minutes of the Regular Board of Directors Meeting of November 6, 2024 and Special Meeting of November 21, 2024

3.b. Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2024

3.c. Accept Quarterly Fuel Hedge Update

3.d. Appoint Members to the Measure W Citizens Oversight Committee

3.e. Authorizing Filing of Applications for Federal Transit Administration Formula and Surface Transportation Programs Funding, Committing Necessary Local Matching Funds, and Assuring Completion of Projects – Approved by Resolution No. 2024-41

3.f. Awarding a Sole-source Contract to Giro, Inc. to Provide Hastus Scheduling Software Maintenance and Support Services for a Total Not-to-exceed Amount of \$1,643,706 for a Three-year Base Term Plus Two One-year Option Terms, and 80 Days of As-needed Professional Services – Approved by Resolution No. 2024-42

3.g. Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants – Approved by Resolution Nos. 2024-44 through 2024-54

Motion/Second: Chuang/Gee

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

Noes: None

Absent: Canepa, Mueller

4. Public Comment for Items Not on the Agenda

Marlon Jonathan Herrera Sanchez commended the SamTrans bus service and requested the Board ask the Department of Housing and Urban Development for 500 housing vouchers to cover 70 percent of operators’ housing costs.

Charles Ding requested that the Mission Street stops on Route FCX in San Francisco be restored.

5. Report of the Chair

5.a 2025 Chair and Vice Chair Nominating Committee

Chair Fraser appointed Directors Josh Powell and Peter Ratto to the Chair and Vice Chair Nominating Committee.

5.b. Resolution of Appreciation for San Mateo County Supervisor Dave Pine – Approved by Resolution No. 2024-43

5.c. Resolution of Appreciation for San Mateo County Supervisor Warren Slocum – Approved by Resolution No. 2024-55

Emily Beach, Chief Communications Officer, noted that Supervisors Pine and Slocum would receive their resolutions at a special ceremony at the County.

The Board voted to approve Items 5b and 5c.

Motion/Second: Gee/Chuang

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

Noes: None

Absent: Canepa

6. Report of the General Manager/CEO

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

- Noted there will be a public hearing following her report on including the Same-Day Paratransit program as part of the SamTrans’ suite of services and approving a fare structure update for the program

- Gave a shout-out to Mehul Kumar, Chief Information and Technology Officer, and Kate Jordan Steiner, Chief Financial Officer, and their team members for meeting the deadline and completing the PeopleSoft 9.2 upgrade on schedule and on budget.

7. Hold Public Hearing on Same-Day Paratransit Fares; Approving Making Same-Day Paratransit Service Permanent, Making Findings Under the California Environmental Quality Act and National Environmental Policy Act, and Amending the Fare Structures to Make Minor Administrative Updates and Include Same-Day Paratransit Fares – *Approved by Resolution No. 2024-56*

1. Open Public Hearing

Chair Fraser opened the public hearing.

2. Present Staff Report

Ana Rivas, Director, Bus Transportation, provided the presentation.

3. Hear Public Comment

Sandra Lang expressed her support of the program.

4. Close Public Hearing

Chair Fraser closed the public hearing.

5. Board Discussion and Action

Director Ratto commended the service, noting that said his mother had been a Redi-Wheels customer and did not like having to book in advance.

Vice Chair Jeff Gee stated the program was a great addition to San Mateo County. He inquired why the term “permanent” had been chosen, since changes are likely to be inflicted on public transit. Ms. Chan stated staff was attempting to distinguish between a pilot program and a regular program. Joan Cassman, Legal Counsel, stated the word “permanent” could be removed.

Director Marie Chuang stated that SamTrans had improved the rider’s experience.

Director Powell thanked staff for their work on the program.

Ms. Cassman directed the Board to consider Items 2, 3, and 4 in the staff report and remove the word “permanent” from the program description.

Motion/Second: Gee/Powell

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

Noes: None

Absent: Canepa

8. Report from the Audit Committee Meeting of November 15, 2024

8.a. Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024

Annie To, Director, Accounting, reviewed the staff report and noted that SamTrans had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

She introduced Ahmad Gharaibeh and Joe Escobar, Eide Bailly, LLC, who provided the presentation.

Director Powell noted the tremendous amount of work that goes into preparation of the report.

Motion/Second: Gee/Ratto

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

Noes: None

Absent: Canepa

9. Board Member Requests/Comments

There were no requests or comments.

10. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:42 pm.

Vice Chair Jeff Gee left the meeting from 4:26 to 4:44 pm.

Director Ray Mueller left the meeting at 4:37 pm.

11. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 5:20 pm.

12. Matters for Board Consideration: Community Relations Committee

Chair Fraser led the Board in voting on the following item:

12.a. Appoint Member Representing the Community to the Citizens Advisory Committee

Motion/Second: Esser/Powell

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

Noes: None

Absent: Canepa, Mueller

Chair Fraser reported on the following items:

12.b. Accessible Services Update

12.c. Citizens Advisory Committee Update

12.d. Paratransit Advisory Council Update

12.e. Quarterly State of the Service Report | Quarter 1 Fiscal Year 2025

12.f. Monthly State of the Service Report | October 2024

13. Matters for Board Consideration: Finance Committee

Chair Fraser reported on the following item:

13.a. Quarterly Financial Report: Fiscal Year 2024 Year End Result

Chair Fraser led the Board in voting on the following items:

13.b. Awarding a Single-source Contract to New Flyer of America to Retrofit 72 Buses with Driver Barrier Doors for a Total Not-to-exceed Amount of \$644,291 – Approved by Resolution No. 2024-57

13.c. Authorizing Reclassifications, Title Changes, Modifications, and Addition of Positions to the Table of Position Classifications – Approved by Ordinance No. 110

13.d. Amending to Increase the Fiscal Year 2025 Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604 – Approved by Resolution No. 2024-58

Motion/Second: Chuang/Gee

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

Noes: None

Absent: Canepa, Mueller

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

Chair Fraser reported on the following item:

14.a. North Base Building 200 Replacement and North Base Sea Level Rise Protection Project Updates

Chair Fraser led the Board in voting on the following items:

14.b. Adopting a Negative Declaration and Approving the Building 200 Replacement Project – Approved by Resolution No. 2024-59

14.c. Modifying the Footprint of the Zero Emissions Bus Implementation Project at North Base and Adopting an Addendum to the Negative Declaration – Approved by Resolution No. 2024-60

Motion/Second: Esser/Powell

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

Noes: None

Absent: Canepa, Mueller

15. Matters for Board Consideration: Legislative Committee

Chair Fraser reported on the following items:

15.a. Legislative Update

15.b. 2025 Draft Legislative Program

16. Communications to the Board of Directors

Chair Fraser noted that the correspondence was in the agenda packet (available online).

17. Date/Time of Next Regular Meeting

Chair Fraser announced the time and location of the next meeting as Wednesday, January 8, 2025, at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

18. General Counsel Report

18.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)

18.b. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Property: Junipero Serra Blvd & Colma Park N Ride (APNs 008-131-050 and 008-131-060)

Agency Negotiators: April Chan, District General Manager/CEO and Joan Cassman

Negotiating Parties: Federal Highway Administration and California Department of Transportation

Under Negotiation: Price and Terms of Transfer

18.c. Closed Session: Public Employee Performance Evaluation under Government Code Sections 54957(b). Title: General Manager/CEO

Ms. Cassman announced the closed sessions and stated that she anticipated reconvening to report out following the closed sessions.

The Board adjourned to closed session at 5:24 pm.

19. Adjourn

The meeting adjourned at 6:37 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
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Acceptance of Statement of Revenues and Expenses for the Period Ending November 30, 2024**

Action

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenses for the period ending November 30, 2024 including the supplemental information.

This staff report provides a brief discussion of significant items and trends in the attached Statement of Revenues and Expenses through November 30, 2024. The columns have been designed to provide an easy comparison of current year-to-date actuals to year-to-date budget, including dollar and percentage variances.

Revenues:

As of November 30, 2024, sources were \$142.4 million (M) compared to \$146.3M of the adopted budget, resulting in an unfavorable variance of \$3.9M (2.7 percent), primarily due to the following:

- Operating Grants, which was \$0.6M compared to the adopted budget of \$1.7M, resulting in an unfavorable variance of \$1.1M (66.5 percent). The variance of Operating Grants is due to later than anticipated receipt of FTA funds for paratransit program which we anticipate to receive in Q3 in addition to timing of C/CAG grants, also anticipated to resolve in Q3.
- District Sales Tax, which was \$46.0M compared to the adopted budget of \$48.0M, resulting in an unfavorable variance of \$2.0M (4.1 percent), and
- Measure W Sales Tax, which was \$23.1M compared to the adopted budget of \$24.0M, resulting in an unfavorable variance of \$0.9M (3.6 percent).

Sales Tax receipts show unfavorable variances in 4 of the last 5 monthly periods fiscal-year-to-date. While we will continue monitoring future months through Q2 to assess our outlook, preliminary indications suggest a potential broader slowdown in sales tax revenues. Based on current patterns, we anticipate HDL's updated sales tax forecast in January 2025 to reflect a downward adjustment. This revised forecast will provide further clarity and guide our planning for the remainder of FY25.

Expenses:

As of November 30, 2024, uses were \$145.9M as compared to \$156.5M of the adopted budget, resulting in a favorable variance of \$10.6M (6.7 percent), driven by Motor Bus, which was \$84.1M as compared to \$86.4M of the adopted budget, resulting in a favorable variance of \$2.3M (2.7 percent). These savings are mainly due to timing and are expected to resolve by the end of the fiscal year. The drivers of these interim savings are consultant services, technical services including security and software, and Contracted Urban Bus (CUB).

Other Information:

The Agency accounts for revenues and expenses on a modified accrual basis (only material revenues and expenses are accrued) on the monthly financial statement). As such, the variance between the current year's actual and the budget may show noticeable variances due to the timing of expenses.

Budget Impact

Acceptance of the November 2024 Statement of Revenues and Expenses has no budget impact.

Prepared By:	Kyle Huie	Accountant III	650-551-6180
	Annie To	Director, Accounting	650-622-7890



**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2025
AS OF NOVEMBER 30, 2024**

(In thousands)

	YEAR-TO-DATE				ANNUAL
	NOVEMBER				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
OPERATING REVENUES					
Operating Revenues					
Passenger Fares	\$ 5,683	\$ 5,388	\$ (295)	(5.2%)	\$ 13,251
Local TDA and STA Funds	29,823	29,823	-	0.0%	76,287
Operating Grants	1,651	554	(1,097)	(66.5%)	5,016
SMCTA Measure A	1,912	1,912	-	0.0%	4,720
Subtotal - Operating Revenues	39,068	37,677	(1,392)	(3.6%)	99,275
Other Revenue Sources					
District Sales Tax	47,951	45,980	(1,971)	(4.1%)	117,823
Measure W Sales Tax	23,959	23,089	(871)	(3.6%)	58,912
Investment Income	4,192	11,606	7,414	176.8%	14,335
Other Interest, Rent & Other Income	3,886	4,505	620	16.0%	9,274
Due from PCJPB, SMCTA & SAMTR Capital W&B	27,284	19,580	(7,704)	(28.2%)	65,481
Subtotal - Other Revenues	107,272	104,760	(2,512)	(2.3%)	265,825
TOTAL REVENUES	\$ 146,341	\$ 142,437	\$ (3,904)	(2.7%)	\$ 365,099
OPERATING EXPENSES					
PCJPB, SMCTA & SAMTR Capital W&B	27,284	19,580	7,704	28.2%	65,481
Motor Bus	86,355	84,061	2,295	2.7%	209,603
American Disabilities Act Programs	9,405	9,367	37	0.4%	24,751
Other Multi-Modal Programs	3,022	3,048	(26)	(0.8%)	8,696
Total Operating Expenses	126,066	116,055	10,010	7.9%	308,530
Sales Tax Allocation - Capital Program					
District Sales Tax Capital	10,794	10,794	-	0.0%	25,907
Measure W Sales Tax Capital	11,022	11,022	-	0.0%	26,452
Reserves for Future Measure W Capital Allocation	6,908	8,048	(1,139)	(16.5%)	16,580
Total Sales Tax Allocation - Capital Program	28,724	29,864	(1,139)	(4.0%)	68,939
Total Debt Service	1,687	-	1,687	100.0%	19,138
Operating Reserve	-	-	-	-	516
Sales Tax Stabilization Fund	-	-	-	-	134
Total Reserves	-	-	-	-	650
TOTAL EXPENSES	\$ 156,477	\$ 145,919	\$ 10,558	6.7%	\$ 397,256
SURPLUS/(DEFICIT)	(10,136)	(3,482)	6,654	65.6%	(32,157)
Draw from Prior Years' Surplus	-	-	-	-	32,157
ADJUSTED SURPLUS/(DEFICIT)	\$ (10,136)	\$ (3,482)	\$ 6,654	65.6%	-

REVENUES	YEAR-TO-DATE NOVEMBER				ANNUAL
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
	(In thousands)				
OPERATING REVENUES - MOTOR BUS					
Passenger Fares	\$ 5,419	\$ 5,129	\$ (290)	(5.4%)	\$ 12,653
Local Transportation Development Act (TDA) Transit Fund	23,003	23,003	-	0.0%	57,722
State Transit Assistance (STA)	5,124	5,124	-	0.0%	14,160
Operating Grants	396	115	(281)	(70.9%)	1,280
Sales Tax Revenue	42,751	35,689	(7,062)	(16.5%)	96,313
Measure W Sales Tax	4,428	1,706	(2,722)	(61.5%)	10,786
Investment Interest Income	3,842	11,170	7,328	190.7%	13,401
TOTAL OPERATING REVENUES	84,964	81,938	(3,026)	(3.6%)	206,315
OTHER REVENUE SOURCES:					
Rental Income	787	1,167	380	48.3%	1,888
Advertising Income	421	319	(102)	(24.2%)	770
Other Income	184	637	453	245.9%	630
TOTAL OTHER REVENUES	1,391	2,123	732	52.6%	3,288
TOTAL REVENUES - MOTOR BUS	\$ 86,355	\$ 84,061	\$ (2,295)	(2.7%)	\$ 209,603
AMERICAN DISABILITIES ACT:					
Passenger Fares Redi-Wheels	264	259	(5)	(1.8%)	598
Local Transportation Development Act (TDA) 4.5 Redi-Wheels	1,214	1,214	-	0.0%	3,064
Local State Transit Assistance (STA) - Paratransit	482	482	-	0.0%	1,341
Operating Grants	1,255	438	(816)	(65.1%)	3,737
Sales Tax Revenue - American Disabilities Act	1,714	2,313	599	34.9%	4,578
Measure W Sales Tax - American Disabilities Act	1,714	2,313	599	34.9%	4,578
Interest Income - Paratransit Fund	350	436	86	24.6%	934
SMCTA Measure A Redi-Wheels	1,912	1,912	-	0.0%	4,720
Measure M Paratransit	500	-	(500)	(100.0%)	1,200
TOTAL ADA PROGRAMS	\$ 9,405	\$ 9,367	\$ (37)	(0.4%)	\$ 24,751
MULTI-MODAL TRANSIT PROGRAMS:					
Employer SamTrans Shuttle Funds	1,918	1,963	45	2.4%	4,604
Dumbarton Rental Income	76	140	64	84.8%	182
Sales Tax Revenue - General Operating Assistance	1,028	944	(84)	(8.2%)	3,910
TOTAL MULTI-MODAL PROGRAMS	\$ 3,022	\$ 3,048	\$ 26	0.8%	\$ 8,696
Unapplied Dumbarton Rental Income for Future Dumbarton Maintenance of Way	-	279	279	100.0%	-
Unapplied District Sales Tax	2,458	7,033	4,576	186.2%	13,022
Unapplied Measure W Sales Tax	17,817	19,069	1,252	7.0%	43,547
Due from PCJPB, SMCTA & SAMTR Capital W&B	27,284	19,580	(7,704)	(28.2%)	65,481
TOTAL REVENUES	\$ 146,341	\$ 142,437	\$ (3,904)	(2.7%)	\$ 365,099



**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2025
AS OF NOVEMBER 30, 2024**

(In thousands)

EXPENSES	YEAR-TO-DATE				ANNUAL
	NOVEMBER				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
DISTRICT OPERATED BUSES					
Services:					
Motor Bus Wages & Benefits	\$ 48,197	\$ 49,712	\$ (1,515)	(3.1%)	\$ 106,814
Board of Directors	60	64	(4)	(7.4%)	142
Contracted Vehicle Maintenance	447	248	198	44.4%	1,352
Property Maintenance	1,222	799	423	34.6%	3,038
Professional Services	2,457	1,719	737	30.0%	7,868
Technical Services	4,893	3,844	1,049	21.4%	14,873
Other Services	2,061	1,605	456	22.1%	5,401
Materials & Supplies:					
Fuel and Electricity*	2,076	2,359	(283)	(13.6%)	5,557
Bus Parts and Materials	1,481	1,742	(261)	(17.6%)	3,649
Uniforms and Driver Expense	282	54	228	80.7%	851
Timetables and Tickets	73	42	31	42.3%	176
Office Supplies / Printing	336	253	83	24.8%	763
Other Materials and Supplies	78	78	0	0.6%	188
Utilities:					
Telephone	320	351	(32)	(9.9%)	767
Other Utilities	806	917	(111)	(13.7%)	1,983
Insurance	1,543	1,670	(127)	(8.2%)	3,906
Claims Reserves and Payments	683	1,072	(389)	(56.9%)	3,600
Workers Compensation	1,598	1,254	344	21.5%	3,835
Taxes and License Fees	197	303	(106)	(53.9%)	581
Leases and Rentals	102	62	40	39.3%	242
Promotional and Legal Advertising	419	86	333	79.4%	1,098
Training and Business Travel	480	111	369	76.9%	1,359
Dues and Membership	118	57	61	52.0%	304
Postage and Other	94	16	78	82.6%	225
TOTAL DISTRICT OPERATED BUSES	\$ 70,022	\$ 68,418	\$ 1,603	2.3%	\$ 168,575
CONTRACTED BUS SERVICES					
Contracted Urban Bus Service	12,684	11,514	1,170	9.2%	31,226
Coastside Services	957	909	48	5.0%	2,888
Redi Coast Non-American Disabilities Act	113	306	(193)	(171.1%)	420
La Honda - Pescadero	22	18	4	16.2%	53
Microtransit	1,383	1,310	73	5.3%	3,436
Contracted Urban Bus (CUB) Related Wages & Benefits	323	326	(3)	(1.0%)	854
Contracted Urban Bus (CUB) Related Other Support	91	105	(14)	(15.4%)	293
Contracted Urban Bus (CUB) Insurance	760	762	(1)	(0.2%)	1,860
Contracted Urban Bus (CUB) Claims Reserves & Payments	-	392	(392)	0.0%	-
TOTAL CONTRACTED BUS SERVICE	\$ 16,333	\$ 15,642	\$ 691	4.2%	\$ 41,028
TOTAL EXPENSES - MOTOR BUS	\$ 86,355	\$ 84,061	\$ 2,295	2.7%	\$ 209,603

*Fuel and Electricity costs were increased by a realized loss of \$137,000 from the fuel hedge program.

EXPENSES	YEAR-TO-DATE NOVEMBER				ANNUAL
	BUDGET	ACTUAL	\$	%	BUDGET
			VARIANCE	VARIANCE	
AMERICAN DISABILITY ACT PROGRAMS					
Elderly & Disabled/Redi-Wheels	\$ 3,953	\$ 4,313	\$ (360)	(9.1%)	\$ 10,506
American Disabilities Act Sedans / Taxi Service	1,129	1,199	(70)	(6.2%)	3,000
American Disabilities Act Coastside	1,095	1,081	14	1.3%	3,256
American Disabilities Act Related Wages & Benefits	1,434	1,304	130	9.1%	3,410
American Disabilities Act Related Other Support	1,175	909	266	22.6%	2,968
American Disabilities Act Insurance	619	561	58	9.4%	1,610
TOTAL AMERICAN DISABILITIES ACT PROGRAMS	\$ 9,405	\$ 9,367	\$ 37	0.4%	\$ 24,751
MULTI-MODAL TRANSIT PROGRAMS					
SamTrans Shuttle Service	2,664	2,695	(30)	(1.1%)	7,505
Shuttle Related Wages & Benefits	120	91	28	23.7%	268
Dumbarton Maintenance of Way	76	140	(64)	(84.8%)	182
Maintenance Multimodal Facilities	162	121	41	25.3%	741
TOTAL MULTI-MODAL PROGRAMS	\$ 3,022	\$ 3,048	\$ (26)	(0.8%)	\$ 8,696
PCJPB, SMCTA & SAMTR Capital W&B	27,284	19,580	7,704	28.2%	65,481
TOTAL OPERATING EXPENSES	\$ 126,066	\$ 116,055	\$ 10,010	7.9%	\$ 308,530
Sales Tax Allocation - Capital Program					
District Sales Tax Capital	10,794	10,794	-	0.0%	25,907
Measure W Sales Tax Capital	11,022	11,022	-	0.0%	26,452
Reserves for Future Measure W Capital Allocation	6,908	8,048	(1,139)	(16.5%)	16,580
Total Sales Tax Allocation - Capital Program	\$ 28,724	\$ 29,864	\$ (1,139)	(4.0%)	\$ 68,939
Total Debt Service	1,687	-	1,687	100.0%	19,138
Operating Reserve	-	-	-	-	516
Sales Tax Stabilization Fund	-	-	-	-	134
Pension	-	-	-	-	-
Total Reserves	-	-	-	-	650
TOTAL EXPENSES	\$ 156,477	\$ 145,919	\$ 10,558	6.7%	\$ 397,256

**San Mateo County Transit District
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: David Covarrubias, Deputy Chief Nate Kramer, Chief People Officer
Financial Officer

Subject: **Awarding Contracts to AppleOne, Inc., COGENT Infotech Corporation, Domain Experts Corporation, and InterSources, Inc. for On-call Full-cycle and Sourcing Recruitment Services for an Aggregate Total Not-to-exceed Amount of \$900,000 for a Five-year Base Term, with up to Two Additional One-year Option Terms**

Action

Staff recommends that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Award contracts to AppleOne, Inc. of Glendale, California (AppleOne); COGENT Infotech Corporation of Sacramento, California (COGENT); Domain Experts Corporation of San Jose, California (DEC); and InterSources, Inc. of Fremont, California (InterSources) to provide On-Call Full-Cycle and Sourcing Recruitment Services (Services) on an as-needed basis for an aggregate not-to-exceed amount of \$900,000 for a five-year term, with two additional one-year option terms.
2. Authorize the General Manager/CEO or designee to execute professional services contracts with AppleOne, COGENT, DEC, and InterSources consistent with the requirements of the solicitation documents and negotiated agreements, and in a form approved by legal counsel.
3. Authorize the General Manager/CEO or designee to exercise up to two additional one-year option terms, if in the best interest of the District.

Significance

The award of these proposed contracts will provide the District with a bench of qualified and experienced firms to provide the Services on an as-needed basis. The Services consist of, but are not limited to, assisting with recruiting and sourcing for hard-to-fill positions that are niche to the District's operations.

Budget Impact

Funds to support these contracts are included in the current operating and capital budgets and will be included in future operating and capital budgets.

Background

On June 12, 2024, the District, the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (collectively referred to as the “Agencies”) issued joint Request for Proposals (RFP) 25-J-S-T-P-008 for the Services. The RFP was advertised on the Agencies’ eProcurement website. The Agencies held a Pre-Proposal Conference June 26, 2024, and 22 firms attended. In response to the RFP, the Agencies received 17 proposals, and all but one were found to be responsive to the requirements of the solicitation documents. A Selection Committee (Committee) comprised of District and JPB staff reviewed, evaluated, and scored the proposals in accordance with the evaluation criteria set forth in the RFP.

Evaluation Criteria	Maximum Points
Qualifications and Experience of Firm	20 Points
Qualifications and Experience of Management Team Key Personnel	25 Points
Approach to Scope of Services	30 points
Cost Proposal	25 Points
Small Business Enterprise (SBE) Preference	5 Points
Total	105 Points

The Committee scored and ranked all 16 responsive proposals and found seven to be in the competitive range. The Committee conducted oral interviews with these seven proposers and determined AppleOne, COGENT, DEC, and InterSources were the highest-ranked firms. These four firms possess the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents. Of these four firms, InterSources and DEC were qualified for and awarded the SBE preference points.

Staff successfully negotiated contract terms, including prices, with each of the four highest-ranked firms. Staff performed a price analysis and determined the negotiated prices to be fair, reasonable, and consistent with those charged for similar work in the Bay Area.

Staff will issue Work Directives for specific hiring needs during the contract term on an as-needed basis and pursuant to a competitive selection process as further described in the RFP. There is no guarantee of any amount of work or level of effort that will be ordered from or allocated to, or total compensation to be paid to, any of the firms under the awarded contracts.

Prepared By:	Danielle Sanderson	Contract Administrator	650-551-6130
	Julia Horiuchi	Human Resources Manager	650-508-6465

Resolution No. 2025-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Awarding Contracts to AppleOne, Inc., COGENT Infotech Corporation, Domain Experts Corporation, and InterSources, Inc. for On-call Full-cycle and Sourcing Recruitment Services for an Aggregate Total Not-to-exceed Amount of \$900,000 for a Five-year Base Term, with up to Two Additional One-year Option Terms

Whereas, on June 12, 2024, the San Mateo County Transit District (District), the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (collectively referred to as the “Agencies”) issued joint Request for Proposals (RFP) 25-J-S-T-P-008 for On-Call Full-Cycle and Sourcing Recruitment Services (Services) to establish a bench of firms to provide the Services on an as-needed basis; and

Whereas, in response to the RFP, the Agencies received 17 proposals, of which staff found 16 proposals to be responsive and one proposal to be non-responsive to the requirements of the RFP; and

Whereas, a Selection Committee (Committee) comprised of District and JPB staff reviewed, evaluated, and scored the proposals in accordance with the evaluation criteria set forth in the RFP, and found seven of the 16 firms to be in the competitive range; and

Whereas, the Committee conducted interviews with the seven firms and determined that the following four highest-ranked firms possess the requisite experience and qualifications required for successful performance of the Services:

- AppleOne, Inc. of Glendale, California (AppleOne),
- COGENT Infotech Corporation of Sacramento, California (COGENT),

- Domain Experts Corporation of San Jose, California (DEC), and
- InterSources, Inc. of Fremont, California (InterSources); and

Whereas, staff successfully negotiated contract terms, including prices, with each of these four highest-ranked firms; and

Whereas, staff performed a price analysis and determined the negotiated prices to be fair, reasonable, and consistent with those charged for similar work in the Bay Area; and

Whereas, staff recommends that the Board of Directors (Board) award contracts to a bench of firms that consist of AppleOne, COGENT, DEC, and InterSources to provide the Services for an aggregate not-to-exceed amount of \$900,000 for a five-year base term, and up to two one-year option terms.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby awards contracts to:

- AppleOne, Inc. of Glendale, California,
- COGENT Infotech Corporation of Sacramento, California,
- Domain Experts Corporation of San Jose, California, and
- InterSources, Inc. of Fremont, California

to provide On-Call Full-Cycle and Sourcing Recruitment Services for an aggregate not-to-exceed amount of \$900,000 for a five-year base term, and up to two one-year option terms; and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute contracts with AppleOne, COGENT, DEC, and InterSources in full conformity with the terms and conditions of the RFP and negotiated agreements, and in a form approved by legal counsel; and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute up to two one-year option terms, if in the best interest of the District.

Regularly passed and adopted this 8th day of January, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Nathaniel Kramer, Chief People and Culture Officer
Subject: **Approving the Title VI Equity Analysis for 2024 Route EPX Service Changes**

Action

Staff proposes the Committee recommend the Board of Directors (Board) approve the Title VI Service Equity Analysis for the SamTrans Route EPX service changes implemented in February and August 2024.

Significance

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities of entities receiving federal financial assistance. Under the San Mateo County Transit District's (District) Title VI Policies, changes made to Route EPX upon its launch in February 2024 qualified as a major service change when compared to routing included in the *Reimagine SamTrans* service plan adopted in March 2022. Accordingly, the Board must consider and approve a Title VI Service Equity Analysis for continued operation of Route EPX beyond its first twelve months.

The [analysis of Route EPX \(Equity Analysis\)](#), which was prepared in conformity with Chapter IV of the Federal Transit Administration's Circular 4702.1B, compares the current route (including minor adjustments made in August 2024) to that included in the *Reimagine SamTrans* Title VI Report of 2022. The Equity Analysis (1) assesses the changes under the District's Disparate Impact and Disproportionate Burden Policies, and (2) concludes that the service changes made when Route EPX was launched in February 2024, and further service revisions made in August 2024, do not have a disparate impact on minority populations nor impose a disproportionate burden on low-income populations.

The Equity Analysis must be presented to the Board for its consideration and included in the next SamTrans Title VI Program with a record of Board action.

Budget Impact

There is no budget impact associated with the proposed action.

Background

The District completed a comprehensive Title VI service equity analysis for *Reimagine SamTrans*, in February 2022, finding no disparate impact on minority populations and no disproportionate burden on low-income populations. At the time, the *Reimagine SamTrans* plans for Route EPX included service to key points between East Palo Alto, Redwood City, SFO International Airport, and San Bruno BART, with additional limited service to downtown San Francisco, and hourly peak service with half of the trips serving San Bruno BART and the other half serving downtown

San Francisco. The schedule consisted of 18 northbound and southbound weekday trips, with each trip having stops serving East Palo Alto, Menlo Park, Redwood City, and SFO International Airport; and nine northbound and southbound weekdays trips, with each trip having stops serving San Bruno and downtown San Francisco.

Prior to the launch of Route EPX on February 12, 2024, staff made route adjustments deviating from *Reimagine SamTrans*' final recommendation, including adding hourly midday service to San Bruno BART, and thereby increasing vehicle revenue miles by more than 25 percent. Additional revisions included reducing the number of stops, particularly in East Palo Alto, Menlo Park, and Redwood City, and adding stops in downtown San Francisco. These met the District's Major Service Change Policy threshold.

For the schedule revision effective August 25, 2024, staff made minor bus stop adjustments to Route EPX to replace all bus stops in downtown San Francisco with one terminal bus stop at Salesforce Transit Center. These adjustments did not meet the thresholds of a major service change but were included and considered in the Equity Analysis.

Prepared By:	Michelle Louie	Title VI & Social Equity Administrator	650-622-8038
	Wendy Lau	Deputy Director, Office of Civil Rights	650-622-7864

Resolution No. 2025-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Approving the Title VI Equity Analysis for 2024 Route EPX Service Changes

Whereas, in March 2022, the San Mateo County Transit District (District) Board of Directors (Board) adopted the *Reimagine SamTrans* service plan, consisting of a series of changes to the SamTrans bus network, including the creation of the new express Route EPX to serve key points between East Palo Alto, Redwood City, SFO International Airport, and San Bruno BART, with additional limited service to downtown San Francisco; and

Whereas, the District completed a comprehensive Title VI service equity analysis for *Reimagine SamTrans* in February 2022, which determined that the service plan would result in no disparate impacts on minority populations and no impose no disproportionate burdens on low- income populations; and

Whereas, the final recommended service of Route EPX analyzed in the 2022 *Reimagine SamTrans* Title VI service equity analysis would have hourly peak service with half of the trips serving San Bruno BART and the other half serving downtown San Francisco; and

Whereas, prior to the launch of Route EPX on February 12, 2024, the District made route adjustments deviating from *Reimagine SamTrans*' final recommendation – including adding hourly midday service to San Bruno BART and reducing the number of stops in East Palo Alto, Menlo Park, and Redwood City, and adding stops in downtown San Francisco – which meet the District's definition of a major service change, thus requiring an additional Title VI service equity analysis; and

Whereas, the District also made minor bus stop adjustments to Route EPX in August 2024 to replace all bus stops in downtown San Francisco with one terminal bus stop at Salesforce Transit Center; and

Whereas, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of entities receiving federal financial assistance; and

Whereas, the District Board of Directors adopted Title VI Policies in March 13, 2013, by Resolution No. 2013-09, including a Major Service Change Policy, which sets the thresholds for when a service equity analysis and public engagement process are required for a proposed SamTrans service change; and

Whereas, also by Resolution No. 2013-09, the Board adopted Disparate Impact and Disproportionate Burden Policies to set thresholds for when major service changes are deemed to have disparate or disproportionate effects on minority or low-income populations; and

Whereas, under the District's Title VI policies, the changes to Route EPX after completion of the equity analysis and adoption of *Reimagine SamTrans* qualify as "Major Service Changes," thereby requiring a Title VI Service Equity Analysis before the service can operate for more than 12 months; and

Whereas, the Title VI Service Equity Analysis must be prepared in conformity with Chapter IV of the FTA Circular 4702.1B to assess whether the change will result in disparate impacts on minority populations or disproportionate burdens on low-income populations; and

Whereas, staff has prepared a Title VI Service Equity Analysis that evaluates changes to Route EPX prior to its launch on February 12, 2024 and again in August 2024; and

Whereas, the Title VI Service Equity Analysis summarizes all public outreach conducted about the service plans, including press releases, public comments from four different social media outlets between January and February 2024, and two rounds of customer surveys in January 2024 and Summer 2024; and

Whereas, the Title VI Service Equity Analysis concludes that the changes made to Route EPX when it was launched on February 12, 2024 and revised effective August 24, 2024 do not have a disparate impact on minority populations nor impose a disproportionate burden on low- income populations; and

Whereas, the General Manager recommends the Board approve the attached [Title VI Service Equity Analysis](#) as required under FTA Circular 4702.1B.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby:

1. Finds pursuant to Title VI of the Civil Rights Act of 1964 that the service changes made to Route EPX when it was launched on February 12, 2024 and revised effective August 24, 2024 do not have a disparate impact on minority populations nor impose a disproportionate burden on low-income populations; and
2. Approves the [Title VI Service Equity Analysis](#) attached to this resolution.

Regularly passed and adopted this 8th day of January, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

Proclamation

Recognizing January as National Slavery and Human Trafficking Prevention Month

Whereas, the San Mateo County Transit District (District) supports the observation of National Slavery and Human Trafficking Prevention Month during January to raise awareness of, and opposition to, modern slavery and human trafficking; and

Whereas, according to the U.S. Department of State, around the globe, an estimated 27 million people are exploited for labor, services and commercial sex. Human trafficking is a crime that deprives millions of people of their dignity and freedom; and

Whereas, the Trafficking Victims Protection Act of 2000, as amended (TVPA), has defined severe forms of trafficking in persons as sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act is under 18 years of age; and

Whereas, in 2018, the District supported Assembly Bill 2034, which required specified businesses and other establishments that operate intercity passenger rail, light rail or bus stations to provide employee training on how to both recognize the signs of human trafficking and report those signs to the appropriate law enforcement agency; and

Whereas, in the last year, District employees received human trafficking prevention education through a partnership with San Francisco-based Asian Women's Shelter to learn about the impact of human trafficking, the role of transportation and how transit agencies can prevent human trafficking; and

Whereas, on April 24, 2024, District employees took part in the Human Trafficking Awareness Walk at San Francisco International Airport to bring awareness to the global crisis that occurs in all types of places, especially transportation facilities like airports and transit, and the District shared the event on its various social media platforms; and

Whereas, because the people of the United States remain committed to protecting individual freedom, there is a national imperative to eliminate human trafficking and modern slavery.

Now, Therefore, the San Mateo County Transit District Board of Directors does hereby recognize January as National Slavery and Human Trafficking Prevention Month.

Regularly passed and adopted this 8th day of January, 2025.



Chair, San Mateo County Transit District

BOARD OF DIRECTORS 2025

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO



Memorandum

Date: January 2, 2025
To: SamTrans Board of Directors
From: April Chan, General Manager/CEO
Subject: General Manager/CEO Report

SamTrans fixed-route bus ridership achieved a 96.6 percent recovery rate for the four months ending October 2024 compared to the four months ending October 2019. This is above the national bus recovery rate of 82.0 percent comparing pre- and post-COVID ridership figures. The local rail ridership recovery continues to be slow.

	4 Months Ended October 2019	4 Months Ended October 2024	Ridership Recovery Rate
SamTrans	3,826,290	3,697,485	96.6%
AC Transit	19,068,053	14,015,777	73.5%
SFMTA	70,869,609	56,823,615	80.2%
VTA	9,532,573	8,479,664	89.0%
Dallas	13,115,194	10,418,817	79.4%
Seattle - King	41,819,632	29,107,706	69.6%
Chicago	82,502,707	64,516,765	78.2%
Atlanta	18,139,975	12,342,921	68.0%
New York MTA	245,579,098	211,487,700	86.1%
National Bus	1,570,337,653	1,288,038,141	82.0%
Caltrain	6,713,960	3,544,236	52.8%
BART Extension	4,739,584	2,156,591	45.5%
BART System	44,486,951	20,507,050	46.1%
National Rail	1,678,425,849	1,174,245,121	70.0%
Total NTD Trips	3,427,347,232	2,594,705,305	75.7%

Bus Operator Staffing

	Approved FTEs	Trainees	No. Bus Operators*
Bus Operators	348	15	348

* This number excludes the 15 Bus Operator Trainees.

Hydrogen Refueler

Performance testing of the mobile hydrogen refueler was completed on November 26 during which 10 hydrogen fuel cell electric buses (FCEBs) were fueled in about two and a half hours. The first two FCEBs are expected to begin revenue service in early January with the remaining 8 FCEB’s being placed into revenue service by early February.

Miles Between Preventable Accidents

Below is a table illustrating the miles between accidents performance by mode and location during November 2024.

	Total Miles	Preventable Accidents	Miles Between Preventable Accidents
North Base	350,172	10	35,017
South Base	242,052	4	60,513
<u>CUB</u>	<u>223,409</u>	<u>2</u>	111,705
Fixed Route Total	815,633	16	50,977
ADA	202,988	5	40,598
Micro Transit	13,569	0	13,569

Safety Campaign

The Safety Campaign message is “Clear Cushions + Clear Minds = Safe Rides”. The message highlights a recent trend in collisions where following distance, side space cushions, and inattention were factors. The campaign raises awareness and highlights the importance of space cushions that increase time and distance and opportunities to avoid potential hazards.

Operators are reminded to maintain a clear mind, focused on the safe operation of the coach as it increases their ability to view the total picture and make sound decisions.

An interim hazard reporting tool for the workforce has been implemented in the form of a QR code that offers anonymous reporting capabilities. A more robust reporting tool is being developed and should be operational in 2025. Purpose of this tool is to raise awareness on

safety for everyone, especially employees and passengers, and encourages reporting when “one sees something, one should say something.”

Regional/MTC Matters

MTC held a special meeting on December 9 where the MTC Commission approved proceeding with polling on two ballot measure frameworks and various policy provisions. MTC staff are seeking input from transit and transportation agencies on the polling questions and aim to have a poll in the field by mid-January. MTC staff plans to return to the Commission in February with polling results and sponsorship considerations for enabling legislation. A spot bill is expected to be introduced by February 21, which is the last day to introduce bills, and the deadline for Legislators to make substantive amendments to spot bills is typically 3-4 weeks later.

Employee of the Month (EOM) Recognitions, November 2024

Bus Operator EOM for North Base is **Donnie Thomas**. This is Donnie’s first EOM Award during his 8 years of service with the District.

Bus Operator EOM for South Base is **Jun Jie Du**. This is Albert’s first EOM Award during his 2 years of service with the District.

Bus Maintenance EOM for North Base is **Mechanic B Nicholas Hui**. This is Nicholas’ third EOM Award during his 4.5 years of service with the District.

Bus Maintenance EOM for South Base **Mechanic A Lead Edward Palomaria**. This is Edward’s fourth EOM Award during his 12.5 years of service with the District.

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Emily Beach, Chief Communications Officer
Subject: **Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge**

Action

Staff recommends the San Mateo County Transit District (District) Board of Directors pass a resolution authorizing the General Manager/CEO to sign the Equity in Infrastructure Project Pledge (Pledge).

Significance

In Fall 2024, principals from the non-profit Equity in Infrastructure Project (EIP) asked the major transit operators in the Bay Area to sign the Pledge to help improve contracting practices and extend more opportunities for Historically Underutilized Businesses (HUBs). HUBs include, but are not limited to, Disadvantaged and Small Business Enterprises (DBEs and SBEs). A number of the local transit agencies have already signed, or soon will sign, the Pledge.

EIP's mission is to build generational wealth and reduce the racial wealth gap by committing public agencies to develop and share policies that create infrastructure contracting opportunities for HUBs. The White House has directly called upon Bipartisan Infrastructure Law grantees, including the District, to sign the Pledge.

The EIP coalition now consists of over 70 Pledge signatories and more will be added. Signatories include public transportation agencies, state departments of transportation, airports, municipal utilities, and private sector infrastructure companies and associations.

Budget Impact

Signing the EIP Pledge has no impact to the budget. Staff will need to ensure sufficient staffing to conduct outreach to HUBs to ensure they are aware of the contracting opportunities available.

Background

HUBs can include firms formally designated as DBEs, SBEs, Minority- and Women-Owned Business Enterprises, and other business classifications used locally in the United States to boost the participation of otherwise underutilized firms.

BART (Bay Area Rapid Transit) is leading this effort in the Bay Area and is planning a Pledge-signing event on January 13, 2025 where all local transit agency general managers and Metropolitan Transportation Commission officials will also be present.

Prepared By: Tasha Bartholomew Manager, Media Relations 650-508-7927

Resolution No. 2024-

Board of Directors, San Mateo County Transit District

State of California

* * *

Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge

Whereas, the non-profit Equity in Infrastructure Project (EIP) aims to build generational wealth and reduce the racial wealth gap by committing public agencies to develop and share policies that create infrastructure contracting opportunities for Historically Underutilized Businesses (HUBs); and

Whereas, HUBs can include firms formally designated as Disadvantaged Business Enterprises, Minority and Women-Owned Business Enterprises, Small Business Enterprises, and any other business classification used locally in the United States intended to boost the participation of otherwise underutilized firms; and

Whereas, the EIP coalition consists of 70-plus pledge signatories, including public transportation agencies, state departments of transportation, airports, municipal utilities, and private sector infrastructure companies and associations; and

Whereas, the EIP pledge commits the San Mateo County Transit District to:

1. Increasing the number, size, and proportion of contracting opportunities going to HUBs; and
2. Increasing the number, size, and proportion of contracting opportunities going to HUBs as prime contractors; and

3. Streamlining the contracting process with HUBs by centralizing certification, improving payment time, and standardizing transparent data collection; and
4. Increasing the amount and type of financing available to HUBs; and
5. Expanding the number of signatories to the Pledge.

Whereas, the efforts listed in the EIP pledge will allow the San Mateo County Transit District to enhance and strengthen its existing programs; and

Now, Therefore, Be It Resolved, that the San Mateo County Transit District Board of Directors approves the resolution and authorizes the General Manager/CEO or designee to sign the EIP pledge.

Regularly passed and adopted this 8th day of January, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary



Agenda

Community Relations Committee Committee of the Whole (Accessibility, Senior Services, and Community Issues)

San Mateo County Transit District

Wednesday, January 8, 2025 – 2:30 pm

- | | |
|--|---------------|
| 11.a.1. Call to Order | |
| 11.a.2. Approval of Minutes of the Community Relations Committee Meeting of December 4, 2024 | Motion |
| 11.a.3. Appoint Member Representing Bus Riders to the Citizens Advisory Committee | Motion |
| 11.a.4. Accessible Services Update | Informational |
| 11.a.5. Paratransit Advisory Council Update | Informational |
| 11.a.6. Monthly State of the Service Report November 2024 | Informational |
| 11.a.7. Adjourn | |

Committee Members: Brooks Esser (Chair), Ray Mueller, Peter Ratto

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**Minutes of Community Relations Committee Meeting /
Committee of the Whole**

December 4, 2024

Committee Members Present: B. Esser (Chair), R. Mueller, P. Ratto

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Chuang, M. Fraser, J. Gee, R. Medina, J. Powell

Other Board Members Absent: D. Canepa

Staff Present: J. Baker, J. Brook, J. Cassman, A. Chan, T. Dubost, K. Jordan Steiner, B. McMullan, D. Olmeda, D. Santoro, J. Steketee, M. Tseng, S. van Hoften

10.a.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 2:42 pm.

10.a.2. Approval of Minutes of the Community Relations Committee Meeting of November 6, 2024

Motion/Second: Chuang/Powell

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

Noes: None

Absent: Canepa

10.a.3. Appoint Member Representing the Community to the Citizens Advisory Committee

The Board approved the appointment of David Rabinovich, representing the Community, for a term expiring April 30, 2025.

Motion/Second: Powell/Medina

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

Noes: None

Absent: Canepa

10.a.4. Accessible Services Update

Tina Dubost, Manager, Accessible Services, stated staff is working with seniors to use SamTrans and Caltrain to popular destinations.

10.a.5 Citizens Advisory Committee Update

John Baker reported on the October CAC meeting. He stated that in November, the CAC members toured the South Base maintenance base and had a holiday reception in lieu of their regular meeting.

10.a.6. Paratransit Advisory Council Update

Ben McMullan thanked the Board for approving the Same-Day Paratransit service program. He stated the PAC is welcoming three new members.

10.a.7. Quarterly State of the Service Report | Quarter 1 Fiscal Year 2025

Jonathan Steketee, Manager, Operations Planning, provided the presentation.

He noted statistics from the first quarter of the fiscal year, including the following:

- Year over year ridership increased by 10.2 percent.
- Equity priority routes improved 10.9 percent.
- Subsidy per passenger decreased by 4 percent.
- The increased DNOs (Did Not Operate) reflect a few isolated dates.

10.a.8. Monthly State of the Service Report | October 2024

Mr. Steketee presented the staff report, which included the following:

- SamTrans is now at 99 percent of pre-pandemic ridership.
- Staff is focusing on improving the preventable accidents numbers.
- DNOs were relatively low at 24 for the month.

Director Brooks Esser noted that paratransit service is only at 70 percent of pre-pandemic ridership. Ms. Dubost stated riders tend to be more cautious about taking trips since the pandemic. David Olmeda, Chief Operating Officer, Bus, noted that many senior centers in the County had closed, which has affected ridership.

10.a.9. Adjourn

The meeting adjourned at 2:53 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
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer, Tina Dubost, Manager, Accessible
Bus Transit Services
Subject: **Accessible Services Update**

Action

This item is for information only. No action is required.

Significance

Several groups advise SamTrans on accessible service issues. The Paratransit Advisory Council (PAC) provides a forum for consumer input on paratransit issues. The Policy Advocacy and Legislative Committee (PAL-Committee) is the advocacy arm of the PAC.

The PAC and the PAL meet monthly (except for August).

Minutes from the November 2024 PAL and PAC meetings are attached to this report.

Budget Impact

There is no impact to the budget.

Background

No additional information.

Prepared By: Lynn Spicer Accessibility Coordinator 650-508-6475

SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)
Minutes of November 12, 2024, Meeting

ATTENDANCE:

Members in person:

Benjamin McMullan, Chair, CID; Tina Dubost, SamTrans; Michele Epstein, OSS; Sandra Lang, Community Member; Kathy Uhl, CoA; Marie Violet, Dignity Health; Larissa Vaserman, Consumer. (Member attendance = 7/10, Quorum = Yes)

Members on Zoom:

Carmen Santiago, Catholic Charities

Guests:

Marvin Ranaldson, Nelson\Nygaard (Zoom); Jane Stahl, PAC Staff; Lynn Spicer, SamTrans (Zoom); Kenneth Richardson, TransDev/Redi-Wheels; Vicky Churchill, TransDev/Redi-Wheels (Zoom); Kelley Shanks, SamTrans (Zoom); Katie Murdock.

Absent:

Susan Capeloto, Dept. of Rehabilitation; Dao Do, Rosener House

WELCOME/INTRODUCTIONS:

The meeting was held in person and via Zoom conference call. Introductions were made.

APPROVAL OF OCTOBER MINUTES:

Tina Dubost moved to approve the October meeting minutes; Kathy Uhl seconded the motion. The minutes were approved.

PUBLIC COMMENTS:

Larisa Vaserman commented on the tight parking space for Redi-Wheel vehicles at the Mickelson Therapy Center in San Mateo. Tina said that TransDev would perform a site check.

Marie reported on the hospital volunteer who uses Redi-Wheels and was having problems. She had received a call from Lynn and reported that drivers Jerome and Roy have gone out their way to help, and that issues with the customer's rides have been addressed.

Larisa reported that the scheduling service had not been operating as well as in the past. When trying to schedule for appointments, she receives times that are not convenient and there is no flexibility. She gave an example where the bus was an hour late, went south of her destination, picked up and dropped off another rider before dropping her off. She was late for the

appointment. She wondered if the same-day service is affecting the scheduling. Ben asked if this could be addressed. Tina didn't think that same-day service is causing the problem, but she and Kenneth will investigate.

PRESENTATION: Same-Day Paratransit Service – Tina Dubost

The pilot program has been successful, and the SamTrans Board of Directors will be asked to make it a permanent program at their December meeting.

- One of the ADA requirements is to provide trips to eligible customers who call at least one day in advance. Although not required, providing same-day service has been requested by customers for unplanned trips.
- A pilot program started on December 18, 2023. Trips are scheduled on a space-available basis, within a 90-minute window. The goal is to make better and more efficient use of existing capacity. Trips are available between 9:30am and 6pm, Monday-Friday. Fares are \$10 standard fare, and \$8 fare assisted. This is less than VTA and taxi. Customers always have the option to call one day ahead and get the regular fare.
- After seven months, it was determined that the service could be expanded, eliminating zones and extending the hours. Ridership has since increased, and average trip length has increased.
- There have been 928 trips as of November 11; 7 trips per day; 314 individuals have used the service and it's being used for unanticipated needs. Most importantly, it has not impacted on the regular service.
- Throughout the program, the percentage of users using wheelchairs and mobility devices has been similar to that on the regular paratransit service. The percentage of fare-assisted riders on the same-day service was 31%, compared to 37% on regular service. This suggests that people are not being priced out.
- They are meeting, or close to meeting, the pre-set evaluation metrics.
 - Goal: provide at least 50% of the requested rides - the denial rate is very low.
 - Goal: to increase the number of passengers per hour vs. the previous six months - they are seeing a gradual increase.
 - Goal: The 90% on-time performance goal is being met as the same-day trips although the overall system goal is not being met.
- The rates for no-shows and trip cancels are similar to that of the regular service.
- Trip Purpose: Only 34% were medical; the rest were social, errands, post office, nail salon, going to the grocery store or pharmacy, etc.
- The average trip is about 7 miles, and the travel time is 29 minutes.
- There's been positive feedback and riders like to know that the service is available in case they need it. In the 2023 Paratransit Survey, 26% responded that they would not be able to make same-day trips without this service.

- They will go to the SamTrans Board and propose making the same-day service permanent. If approved, there will be a public hearing to make the changes part of the fare structure. Flyers will be distributed about the hearing.

Kathy asked about the possibility of Redi-Wheels offering a reduced fare for seniors who are not on Lifeline. If people can't use the regular SamTrans service, Redi-Wheels costs \$8 for a round trip. A lower fare would help seniors who are home-bound and disabled but do not qualify for Lifeline. Tina responded that the Lifeline fare is for people who receive Medi-Cal, Supplemental Security Income, or General Assistance. Sandra said that it's important as it's an essential service for those who fall in between the two fares and need the Redi-Wheels service. Marvin agreed that there are challenges in an inflationary environment, and there may be challenges with adjusting the fares. Tina advised that under the ADA rules, the Redi-Wheels fare can be up to twice the base fare, and they are charging less than the maximum amount. They are not required to offer a low-income fare, and each paratransit trip costs around \$100. 37-40% of trips are people who pay the low-income rate. More than half of the customers are seniors.

COMMITTEE REPORTS:

Policy/Advocacy/Legislative (PAL) – Ben McMullan, Chair

See page 9.

Education

The chair position remains open. At the November 5th meeting:

- The PAC membership form will be displayed at the Foster City Senior Showcase
- Kathy had spoken to the Burlingame Senior Center and the Burlingame Library, and they had both agreed to show the "How to use Redi-Wheels" video. Tina will send them the video.
- Jane had drafted a new PAC brochure and flyer. She will make edits and resend. Once printed, packets of various PAC pieces will be sent to senior centers, etc.
- They reviewed the new Facebook page.
- The number of people submitted evaluations for the Consumer Corps has decreased and they discussed ways to get more people to join, etc.

The lack of a committee chair is creating an issue with the Executive Committee which currently only has two members. A third member is urgently needed.

The next meeting is on January 5th at 3pm.

Executive – Ben McMullan

The committee discussed and approved the membership application for Alan Kornfield, from Ombudsman Services, to be brought for PAC approval. After discussion, Michele Epstein said that he would act as her alternate. Jane will notify him.

A review of the bylaws will take place in March 2025.

The committee discussed bus comfort. Having more consumers test new vehicles was suggested; Tina advised that there are no immediate plans to replace any vehicles. The PAC website will include a request for consumer testers.

The next meeting will be on December 3, at 2pm.

OPERATIONAL REPORTS

PERFORMANCE REPORT

Tina referred council members to the report in the packet. Kathy asked if there was a waitlist to use Redi-Wheels and sufficient space on the buses. Tina responded that there is no waitlist. People must go through the eligibility process. Once certified, and under ADA rules, trips cannot be denied, and all eligible consumers are accommodated.

COMMENT STATISTICS REPORT

Sandra asked about the slight increase in the number of complaints. Tina responded that the number of complaints does go up and down. The on-time performance has gone down and this has resulted in more complaints.

SAFETY REPORT

Kenneth Richardson reported that there were no preventable and 2 non-preventable incidents in October. They are still short of drivers; however, 7 new drivers have graduated in the last 30 days and there have been no resignations.

UPDATES AND ITEMS OF INTEREST

Agencies – Dao Do & Marie Violet

No report.

Commission on Aging – Kathy Uhl

The commission continues to work with SamTrans to get transportation to isolated areas and help seniors get out of the house more. They are looking at community engagement and resources/support for family care givers.

Commission on Disabilities (CoD) – Ben McMullan

A presentation was made to the Board of Supervisors. They are hoping to recruit more members.

Center for Independence (CID) – Ben McMullan

They are recruiting a program manager and an executive director.

Coastside Transportation Committee (CTC) – Tina Dubost

No update.

**Citizen’s Advisory Committee for the San Mateo County Transportation Authority (TA)
– Sandra Lang**

The committee met on November 5. There was a motion to accept the countywide Automated Vehicle Strategic Draft Plan. They also received information on the Strategic Plan for the Transit Authority for 2025-2029. Public reviews are planned.

Department of Rehabilitation – Susan Capeloto

No report.

Other Business

None

The meeting ended at 3:03pm.

The next meeting is on December 10th, in person and remotely via Zoom.

Minutes of Policy/Advocacy/Legislative (PAL) Meeting – Ben McMullan

The minutes of the October PAL meeting were included in the meeting packet. Tina moved to approve the minutes; Ben seconded the motion. The minutes were approved by roll call.

Advocacy

Sandra asked if council members could bring items regarding general accessibility issues to the committee. Ben responded although this has been discussed in the past, it may be more appropriate to keep the discussion more focused of paratransit- related matters. Kathy asked if the PAL could look at bigger questions of accessibility. Ben advised that the COD looks at all modes of travel, advocates for paratransit, as well as airline travel, etc. It would be useful to have a representative from COD on the PAC.

Kathy asked if there were any issues with wheelchairs being damaged on Redi-Wheels. Tina reported that she hadn't heard about any systemic issues regarding wheelchairs on the SamTrans or Redi-Wheels service. They use the Q-string securement system, all the bus operators are trained, if someone has a wheelchair that is difficult to secure, the operator can call for a supervisor to assist.

Legislative

Although no issues were raised, all agreed that SamTrans' Government Affairs department do an excellent job of tracking, reporting, and explaining relevant legislation.

Policy Issues

Larissa reported that when scheduling her ride for the meeting, she asked for 3:15 pm but was offered 3:08 pm or 3:56 pm. She felt that in the past she was given times closer to her needs. Kenneth explained that the system is designed to look for a vehicle that can get the rider to the destination. It looks for an available slot as well as other algorithms, e.g. traffic, other riders, travel time, etc. to get an accurate time. It prompts the reservationist with the times. While she appreciated the difficulty of scheduling, Larissa thought that the system has a problem.

The next PAL meeting will be on December 10, 2024.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: Josh Mello, Executive Officer, Planning and Development David Olmeda, Chief Operating Officer, Bus
Subject: **Monthly State of the Service Report | November 2024**

Action

This report is for information only. No action is required.

Significance

SamTrans: Average weekday ridership across all four modes (Bus, Paratransit, Shuttles, and Ride Plus) increased by 4.4 percent in November 2024 compared to November 2023. The total monthly ridership increased by 3.3 percent in November 2024 compared to November 2023.

Post-pandemic SamTrans total fixed-route bus ridership recovery in November 2024 reached 94.7 percent of pre-pandemic total bus ridership in November 2019. The ridership recovery rate for FY25 to date is 96.6 percent of pre-pandemic total bus ridership between July and November 2019.

Ride Plus: Average weekday ridership was 109 trips, and total ridership was 2,891 trips. The average weekday ridership decreased 16.9 percent compared to November 2023, and the total ridership decreased 20.4 percent compared to November 2023. Of the total ridership, 70.5 percent of trips were taken in East Palo Alto/Belle Haven and 29.5 percent were taken in Half Moon Bay/El Granada.

Youth Unlimited Pass: For November 2024, Youth Unlimited Pass usage increased 15.7 percent compared to November 2023.

Marketing Presence: The number of impressions (content seen in a user's feed or browser) increased 133.7 percent compared to November 2023. Interactions on samtrans.com increased 39 percent, and link clicks increased 90.6 percent.

Other SamTrans Key Performance Indicators (includes Contracted Urban Bus Service [CUBS]):

- **Preventable Accidents** – There were 16 preventable accidents in November 2024 (14 from District and 2 from contracted services). The goal is to have one or fewer preventable accidents per 100,000 miles; SamTrans did not meet its goal with 2.0 accidents per 100,000 miles.
- **Miles Between Service Calls (MBSC)** – There were 52 service calls in November 2024 (22 from District and 30 from contracted services). The goal is to have one or fewer service calls per every 25,000 miles. Fixed-route service did not meet its goal with 1.6 service calls per 25,000 miles.

- **On-Time-Performance (OTP)** – November 2024 systemwide OTP was 81.8 percent, similar to November 2023 at 82.1 percent and is below the goal of 85.0 percent.
- **Did Not Operate (DNOs)** – In November 2024, there were 107 DNOs. This was a sizable increase compared to zero DNOs in November 2023. The increase was due to a high volume of operator absenteeism.

RIDERSHIP (ALL MODES)

SAMTRANS Average Weekday Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	27,791	32,567	34,101	4.7%	26,859	31,416	34,396	9.5%
Paratransit	668	719	742	3.2%	655	723	765	5.9%
Shuttles	1,861	1,840	1,864	1.3%	1,853	1,831	1,859	1.5%
Ride Plus	-	132	109	-16.9%	-	109	110	0.3%
Total	30,320	35,258	36,816	4.4%	29,366	34,079	37,131	9.0%

SAMTRANS Total Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	701,263	829,585	861,285	3.8%	3,523,122	4,153,052	4,560,895	9.8%
Paratransit	16,897	18,265	18,449	1.0%	84,144	92,825	98,621	6.2%
Shuttles	37,301	36,751	35,336	-3.9%	194,130	191,678	195,810	2.2%
Ride Plus	-	3,634	2,891	-20.4%	-	15,314	15,022	-1.9%
Total	755,461	888,235	917,961	3.3%	3,801,396	4,452,869	4,870,348	9.4%

CALTRAIN Average Weekday Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	16,857	20,901	25,868	23.8%	17,938	20,565	25,505	24.0%

CALTRAIN Total Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	406,068	488,597	625,100	27.9%	2,291,183	2,485,843	3,311,718	33.2%

OTHER MODES in San Mateo County Average Weekday Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	72	99	82	-17.2%	81	102	97	-5.0%
BART (San Mateo County)	15,965	17,619	18,350	4.1%	17,611	18,726	19,418	3.7%

OTHER MODES in San Mateo County Total Ridership								
Mode	Nov-22	Nov-23	Nov-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	1,575	2,075	1,718	-17.2%	8,694	10,828	10,485	-3.2%
BART (San Mateo County)	433,916	475,935	469,402	-1.4%	2,404,412	2,551,820	2,625,993	2.9%

IMPORTANT NOTES:

Total row may not add up due to rounding.

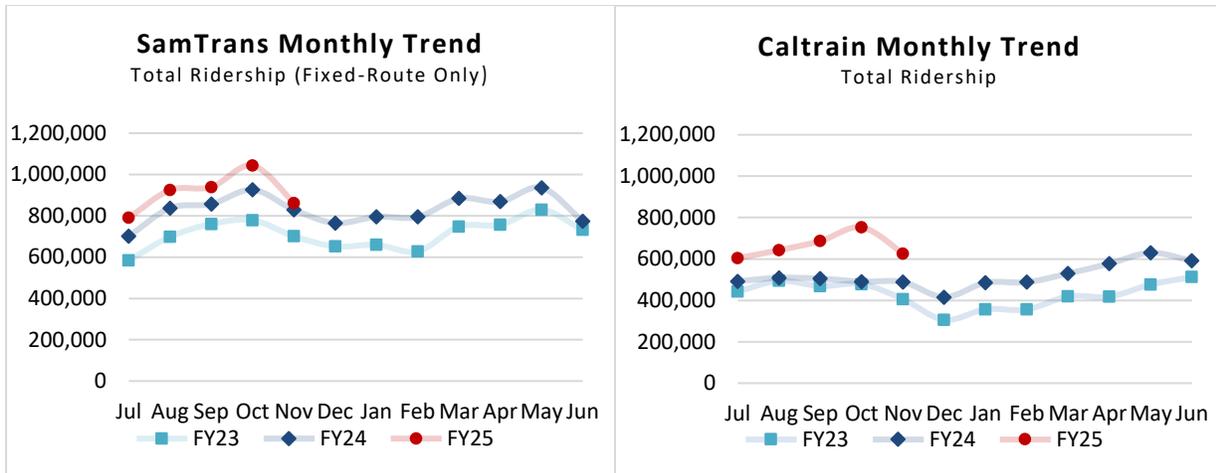
SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

Shuttle ridership includes SamTrans shuttles, JPB Caltrain shuttles, and other Transportation Authority funded shuttles.

BART ridership in San Mateo County does not include Daly City BART Station.

%Δ¹ indicates the percentage change for the month, current year to previous year.

%Δ² indicates the percentage change current year to previous, Year to Date.



FARES

SAMTRANS (BUS) Fare Usage			
Fare Type	Nov-22	Nov-23	Nov-24
Adult	415,464	504,105	536,313
Eligible Discount	161,587	180,713	181,197
Youth	123,986	144,471	143,377
--- Youth Unlimited Pass	54,982	70,096	81,078
Total	701,037	829,289	860,887

This table illustrates the number of riders by fare category (Dumbarton Express and rural demand-response service excluded).

The **Youth Unlimited Pass** number is a subset of the Youth Fare Type. The program started in January 2022.

KEY PERFORMANCE INDICATORS

SAMTRANS (BUS) Operations Key Performance Indicators			
KPI	Nov-22	Nov-23	Nov-24
On-Time Performance	77.4%	82.1%	81.8%
Preventable Accidents	14	16	16
--- District	9	7	14
--- Contracted Services	5	9	2
Service Calls	25	27	52
--- District	18	18	22
--- Contracted Services	7	9	30
Trips Scheduled	36,641	39,175	47,257
Did Not Operate DNOs	5	0	107

SAMTRANS (BUS) Ride Plus Key Performance Indicators			
KPI	Nov-22	Nov-23	Nov-24
Total Ridership	--	3,634	2,891
--- East Palo Alto Trips	--	2,702	2,037
--- Half Moon Bay Trips	--	932	854
Active Users	--	419	359
New Registrations	--	187	129
Total Downloads	--	494	348
--- iOS Downloads	--	247	319
--- Android Downloads	--	53	29
Load Factor	--	1.3	1.3

SAMTRANS (BUS) Fleet Key Performance Indicators			
KPI	Nov-22	Nov-23	Nov-24
Revenue Hours (Sched.)	43,751	49,194	58,357
Revenue Miles (Sched.)	478,960	493,173	575,863
Total Fleet Miles (Actual)	696,130	754,314	816,149

PARATRANSIT Operations Key Performance Indicators			
KPI	Nov-22	Nov-23	Nov-24
On-Time Performance (RW)	90.3%	87.4%	86.6%
On-Time Performance (RC)	93.2%	93.0%	90.0%
Preventable Accidents (RW)	1	3	3
Preventable Accidents (RC)	0	0	2
Service Calls (RW)	3	4	2
Service Calls (RC)	0	0	0

PARATRANSIT Fleet Key Performance Indicators			
KPI	Nov-22	Nov-23	Nov-24
Revenue Miles (RW)	141,748	150,462	153,460
Revenue Miles (RC)	15,463	21,364	23,812
Fleet Miles (RW)	157,680	167,993	172,385
Fleet Miles (RC)	19,936	28,007	30,603

SamTrans' OTP goal is 85.0 percent. On-Time Performance (OTP) is calculated by evaluating time points within the route's schedules across the system for late, early, and on-time arrival and departure. A route is considered late if it exceeds 5 minutes. A route is considered early if it departs 59 seconds ahead of schedule.

SamTrans' Miles between Preventable Accidents goal is 100,000 miles. There were 51,009 miles between Preventable Accidents this month.

SamTrans' Miles between Service Calls goal is 25,000 miles. There were 15,695 miles between Service Calls this month.

Ride Plus started in June 2023.

The **load factor** represents the average number of passengers in a vehicle. It is calculated by dividing the total number of passengers by the number of trips in service.

Note: All KPIs include all SamTrans service operated directly and by contract.

Sched. = Scheduled, which includes in-service and layover.

RW = Redi-Wheels

RC = RediCoast

PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS Average Weekday Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Bus	37,615	27,791	32,567	34,101	90.7%
Paratransit	1,111	668	719	742	66.8%
Shuttles	11,938	1,861	1,840	1,864	15.6%
Ride Plus	-	-	132	109	-
Total	50,664	30,320	35,258	36,816	72.7%

The following tables show the change in ridership over the last four years to encompass changes due to the COVID-19 pandemic.

SAMTRANS Total Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Bus	909,148	701,263	829,585	861,285	94.7%
Paratransit	26,599	16,897	18,265	18,449	69.4%
Shuttles	234,188	37,301	36,751	35,336	15.1%
Ride Plus	-	-	3,634	2,891	-
Total	1,169,935	755,461	888,235	917,961	78.5%

%³ indicates the rate of ridership recovery, current year (FY2025) to pre-pandemic year (FY2020). For example, SamTrans Bus Average Weekday Ridership reached 90.7 percent of pre-pandemic levels (November 2019) for this month of November 2024.

CALTRAIN Average Weekday Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Caltrain	69,607	16,857	20,901	25,868	37.2%
CALTRAIN Total Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Caltrain	1,472,693	406,068	488,597	625,100	42.4%

OTHER MODES in San Mateo County Average Weekday Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Dumbarton	136	72	99	82	60.2%
BART (San Mateo County)	45,598	15,965	17,619	18,350	40.2%
OTHER MODES in San Mateo County Total Ridership					
Mode	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Dumbarton	2,725	1,575	2,075	1,718	63.1%
BART (San Mateo County)	1,041,450	433,916	475,935	469,402	45.1%

PRE-PANDEMIC FARES COMPARISON

SAMTRANS (BUS) Fare Usage					
Fare Type	Nov-19	Nov-22	Nov-23	Nov-24	% ³
Adult	476,049	415,464	504,105	536,313	112.7%
Youth	195,207	123,986	144,471	143,377	73.4%
Eligible Discount	237,452	161,587	180,713	181,197	76.3%
Total	908,708	701,037	829,289	860,887	94.7%

%³ indicates the rate of ridership recovery, current year (FY2025) to pre-pandemic year (FY2020).

Dumbarton and demand-response service are excluded.

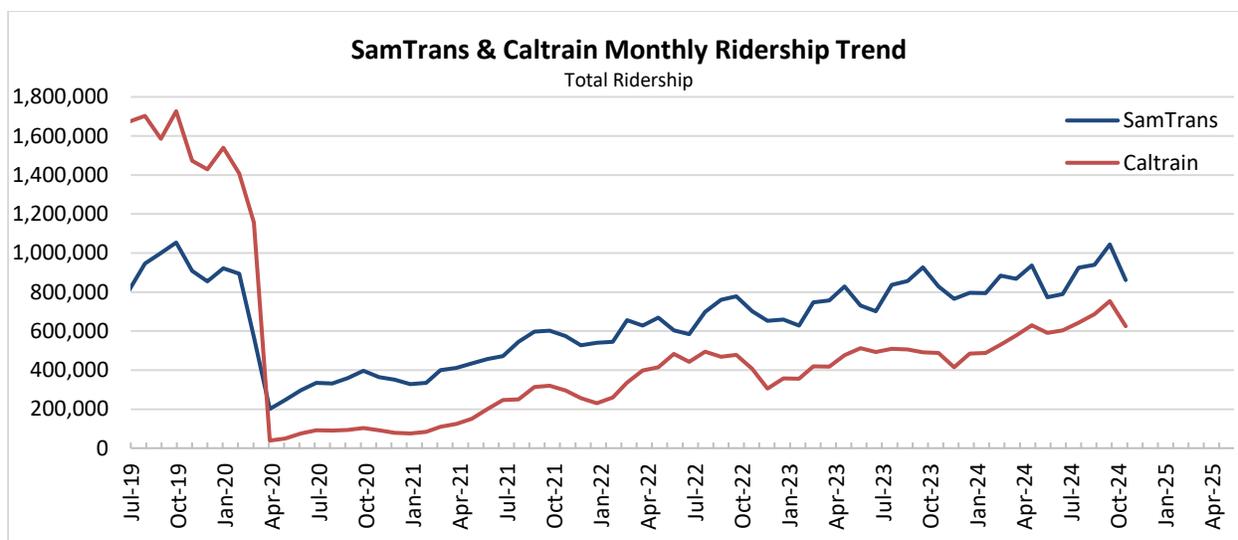
IMPORTANT NOTES:

Total row may not add up due to rounding.

SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

Shuttle ridership includes SamTrans shuttles, JPB Caltrain shuttles, and other Transportation Authority funded shuttles.

BART ridership in San Mateo County does not include Daly City BART Station.



CUSTOMER EXPERIENCE

SAMTRANS (BUS) Customer Experience			
KPI	Nov-22	Nov-23	Nov-24
Complaints	84	117	103
Accessibility	8	12	9
Compliments	13	19	8
Service Requests	37	47	42
Reports Total	142	195	162

The table is a detailed summary of SamTrans Consumer Reports received by the Customer Experience Department.

The total number of reports for SamTrans decreased 16.9% from 195 reports in November 2023 to 162 reports in November 2024.

COMMUNICATIONS & MARKETING

The following is a list of the Communications Division’s marketing and promotional efforts in November.

Press Releases and Blogs:

- SamTrans Board of Directors adopts ‘Moving San Mateo County’ Strategic Plan for the next decade
- SamTrans Fall Service Update
- Travel with SamTrans this holiday season
- SamTrans and union representing bus operators come to agreement on new four-year contract
- SamTrans will operate Sunday service levels on Thanksgiving Day

Article Mentions:

- Strategic Plan
 - Mass Transit Magazine
 - Hoodline
- ATU Agreement
 - The Almanac
 - Half Moon Bay Review
 - San Mateo Daily Journal
 - Mass Transit Magazine

- SamTrans budget
 - San Mateo Daily Journal

Broadcast:

- New Fall Schedules
 - KTVU
 - KCBA
- ATU Agreement
 - ABC7
 - KRON

Digital Marketing Report:

- SamTrans continued Reimagine SamTrans promotion in two areas:
 - The Lofi SamTrans girl was promoted to focus on the community college routes and students
 - Holiday travel posts and ads launched November 20 focusing on airport routes and other transit connections
- Holiday bus promotion began in November, two weeks prior to the event's date on December 7
 - We continued the yearly "12 Days of Holiday Bus" social media posts, pushing people to view our webpage
- Schedule changes occurred on Nov. 17, focusing on improving on-time performance for a handful of routes
- Holiday/event posts were heavy this month with Election Day, Veterans' Day, Thanksgiving, Holiday Bus nearing in early December, and a recap of our Dia de los Muertos event in Redwood City
- Ongoing "Drive with Us" Bus Operator Recruitment and the "Gear Up" Mechanic Utility Worker Recruitment campaigns

Digital Marketing Highlights:

- Reimagine SamTrans School Routes Promo
- November Schedule Change
- Class 193 Graduation
- Reimagine SamTrans Lofi Girl
- Holiday Bus Promotion
- Holiday Travel
- Veteran's Day
- Thanksgiving Holiday
- Ride Plus Microtransit
- Throwback Thursday
- Drive With Us Bus Operator Recruitment Campaign
- Gear Up Mechanic Utility Worker Recruitment Campaign
- Day of the Dead Redwood City Event

Social Metrics (Year to Year):

An impression is anytime our content (post, webpage, Instagram photo) is seen in a user’s feed or browser. Engagement is any action taken, such as a click, like, retweet or comment.

	November 2024	November 2023	% Change
Impressions	399,666	170,997	133.7%
Engagements	5,822	4,188	39.0%
Post Link Clicks	2,220	1,165	90.6%

**Please note this does not include any web metrics.*

Prepared By:	Emily Chen	Senior Planner, Operations Planning	650-551-6127
	Tasha Bartholomew	Manager, Media Relations	650-508-7927
	Randol White	Public Information Officer	650-551-6193
	Jamie Vizmanos	Digital Communications Specialist	650-508-7704



MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Finance Committee Committee of the Whole

San Mateo County Transit District

Wednesday, January 8, 2025 – 2:45 pm

or immediately following the Community Relations Committee meeting

- | | |
|--|--------|
| 11.b.1. Call to Order | |
| 11.b.2. Approval of Minutes of the Finance Committee Meeting of December 4, 2024 | Motion |
| 11.b.3. Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to \$315,930,252 | Motion |
| 11.b.4. Adjourn | |

Committee Members: Marie Chuang (Chair), David J. Canepa, Josh Powell

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**Minutes of Finance Committee Meeting /
Committee of the Whole**

December 4, 2024

Committee Members Present: M. Chuang (Chair), J. Powell

Committee Members Absent: D. Canepa

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

Other Board Members Absent: None

Staff Present: J. Brook, J. Cassman, A. Chan, K. Jordan Steiner, K. McGee (Urban Hive Development), J. Mello, J. Nogales-DeGuzman, D. Olmeda, D. Santoro, M. Tseng, S. van Hoften, K. Yin

10.b.1. Call to Order

Committee Chair Marie Chuang called the meeting to order at 2:53 pm.

10.b.2. Approval of Minutes of the Finance Committee Meeting of November 6, 2024

Motion/Second: Esser/Ratto

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

Noes: None

Absent: Canepa

10.b.3. Quarterly Financial Report: Fiscal Year 2024 Year End Result

Kate Jordan Steiner, Chief Financial Officer, provided the presentation.

Vice Chair Jeff Gee stated he was pleased with the contributions to capital reserve in absence of a reserve policy. April Chan, General Manager/CEO, stated funds were being set aside was in expectation of anticipated expenses. Ms. Jordan Steiner stated they would revisit the capital reserve program in a few months and would set aside funds for unexpected expenditures in the interim.

10.b.4. Awarding a Single-source Contract to New Flyer of America to Retrofit 72 Buses with Driver Barrier Doors for a Total Not-to-exceed Amount of \$644,291

Kevin Yin, Director, Contracts and Procurement, presented the staff report on driver barrier doors to mitigate the risk of operator assaults.

The Directors had questions about the lead time for the retrofit and whether the barrier design had been used by other agencies. David Olmeda, Chief Operating Officer, Bus, stated SamTrans is using a door design that has been installed by a number of Bay Area agencies; he stated the buses would be pulled from revenue service, retrofitted, and then returned to service. He stated the goal is to complete project while minimizing impact to services for the public.

Motion/Second: Ratto/Esser

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

Noes: None

Absent: Canepa

10.b.5 Adopt Salary Ordinance No. 110, Authorizing Reclassifications, Title Changes, Modification and Addition of Positions on the Tables of Position Classifications, and Reflecting a Previously-Approved 4 Percent Global Wage Increase

Juliet Nogales-DeGuzman, Director, Human Resources, presented the staff report.

Motion/Second: Powell/Ratto

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

Noes: None

Absent: Canepa

10.b.6. Amending to Increase the Fiscal Year 2025 Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604

Josh Mello, Executive Officer, Planning and Development, provided the presentation and introduced Kris McGee, Managing Principal, Urban Hive Development.

The Directors expressed concerns with the move-in schedule delay, the increased construction costs, and what would happen if funds were exhausted during construction. Mr. Mello stated there are contingencies built into the project budget to handle unexpected expenses. Regarding real estate comparable, Mr. Mello stated that the District's situation was not typical for a public agency. He stated that most agencies build their headquarters from the ground up and the District will be outfitting an existing building shell. Ms. Chan reported that the proposed additional costs on the tenant improvements side can be lumped into the purchase price that was previously negotiated and be financed and paid over a longer horizon. The Directors requested to have another closed session in January to discuss costs with the landlord, negotiations, and potential litigation, while approving the budget amendment that was requested.

The Board made a motion to approve with a closed session scheduled for discussion at the next regular meeting.

Motion/Second: Gee/Fraser

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

Noes: None

Abstentions: Mueller

Absent: Canepa

Ms. Cassman stated the closed session should be limited to discussing costs with the landlord, negotiations, and potential litigation. She said cost increases alone are not appropriate to discuss in closed session.

10.b.7. Adjourn

The meeting adjourned at 4:01 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.

DRAFT

Budget Impact

The recommended action will result in a \$7.4 million increase in FY25 Operating Budget, from \$308,530,252 to \$315,930,252. Measure W Sales Tax will be used to fund the budget increase, which will reduce Reserves for Future Measure W Capital Allocation by the equivalent amount. The proposed changes are reflected in Attachment A as follows:

- Line 18 - Motor Bus: increase of \$7.2 million
- Line 19 - ADA Program: increase of \$0.2 million
- Line 27 - Reserves for Future Measure W Capital Allocation: decrease of \$7.4 million

Background

On February 2, 2022, the Board approved collective bargaining agreements with the ATU covering February 2, 2022 through June 30, 2024, per Board Resolution No. 2022-10.

On June 7, 2023, the Board adopted biennial Operating and Capital Budgets for FY24 and FY25, with an FY25 Operating Budget in the amount of \$273,278,060, per Board Resolution No. 2023-35.

On November 1, 2023, the Board increased the FY25 Operating Budget to a new total of \$281,865,060 per Board Resolution No. 2023-50.

On November 6, 2024, the Board increased the FY25 Revised Operating Budget to \$308,530,252 per Board Resolution No. 2024-39, in part to reflect a 4 percent global wage increase for unrepresented administrative employees and wage increases associated with new collective bargaining agreements with the International Brotherhood of Teamsters, Local Union 856, which were approved by the Board on September 4 and October 9, 2024, respectively. Exhibit 1, attached, lists all of the District's full-time equivalents (FTEs) that have been budgeted in FY25 SamTrans, Caltrain, Transportation Authority, and the Express Lanes adopted budgets.

Prepared By: Cleo Liao

Manager, Budgets

650-508-7756

Resolution No. 2024-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to
\$315,930,252**

Whereas, on February 2, 2022, pursuant to Resolution No. 2022-10, the Board approved collective bargaining agreements with Amalgamated Transit Union, Local 1574 (ATU), covering the period February 2, 2022 through June 30, 2024; and

Whereas, on June 7, 2023, pursuant to Resolution No. 2023-35, the Board adopted the biennial Operating and Capital Budgets for Fiscal Year 2024 and 2025 (FY24 and FY25), with an FY25 Operating Budget in the amount of \$273,278,060; and

Whereas, on November 1, 2023, pursuant to Resolution No. 2023-50, the Board amended to increase the FY25 Operating Budget to \$281,865,060; and

Whereas, on November 6, 2024, pursuant to Resolution No. 2024-39, the Board amended to increase the FY25 Operating Budget to \$308,530,252; and

Whereas, on November 21, 2024, the Board approved execution of new collective bargaining agreements with the ATU, including a \$3,000 signing bonus for each covered employee and a mix of equity adjustments and global wage increases over a four-year term; and

Whereas, this new contract increases the District's salary and wages obligations by \$7.4 million in FY25; and

Whereas, staff recommends the Board amend to increase the FY25 Operating Budget by \$7.4 million, from \$308,530,252 to \$315,930,252, as reflected in Attachment A.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby amends to increase the Fiscal Year 2025 Operating Budget by \$7.4 million, from \$308,530,252 to \$315,930,252, as detailed in Attachment A.

Be It Further Resolved that the General Manager/CEO or designee is authorized to take any actions necessary to give effect to this resolution.

Regularly passed and adopted this 8th day of January, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
 FY2025 REVISED OPERATING BUDGET**

	<u>FY2024</u> <u>ACTUAL</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u> <u>(Nov 2024)</u>	<u>FY2025</u> <u>REVISED</u> <u>BUDGET</u>	<u>FY2025</u> <u>BUDGET (\$)</u> <u>CHANGE</u>	<u>FY2025</u> <u>BUDGET (%)</u> <u>CHANGE</u>
	A	B	C	D	E
				D = C - B	E = D / B
<u>SOURCES OF FUNDS:</u>					
Operating Revenues					
1 Passenger Fares	12,719,405	13,251,000	13,251,000	-	0.0%
2 Local TDA and STA Funds	68,867,790	76,287,191	76,287,191	-	0.0%
3 Operating Grants	3,423,182	5,016,395	5,016,395	-	0.0%
4 SMCTA Measure A	4,650,560	4,720,000	4,720,000	-	0.0%
5 Subtotal - Operating Revenues	89,660,937	99,274,586	99,274,586	-	0.0%
Other Revenue Sources					
7 District Sales Tax	115,574,416	117,823,000	117,823,000	-	0.0%
8 Measure W Sales Tax	57,683,704	58,911,500	58,911,500	-	0.0%
9 Investment Interest Income	20,361,290	14,335,200	14,335,200	-	0.0%
10 Other Interest, Rent & Other Income	33,976,770	9,274,331	9,274,331	-	0.0%
11 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	39,828,936	65,480,742	65,480,742	-	0.0%
12 Subtotal - Other Revenues	267,425,117	265,824,773	265,824,773	-	0.0%
13					
14 TOTAL SOURCES OF FUNDS	357,086,054	365,099,359	365,099,359	-	0.0%
15					
<u>USES OF FUNDS:</u>					
17 PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	39,828,936	65,480,742	65,480,742	-	0.0%
18 Motor Bus	185,233,457	209,602,872	216,809,766	7,206,894	3.8%
19 A.D.A. Programs	21,567,133	24,750,518	24,943,624	193,106	0.9%
20 Multi-Modal Programs	5,353,459	8,696,120	8,696,120	-	0.0%
21 Total Operating Expenses	251,982,984	308,530,252	315,930,252	7,400,000	2.6%
22					
23 Total Operating Surplus/(Deficit)	105,103,070	56,569,107	49,169,107	(7,400,000)	-11.2%
24					
25 District Sales Tax Capital *	13,697,076	25,906,722	36,637,960	10,731,238	72.5%
26 Measure W Sales Tax Capital	28,722,572	26,451,715	26,451,715	-	0.0%
27 Reserves for Future Measure W Capital Allocation	15,079,047	16,580,159	9,180,159	(7,400,000)	-24.7%
28 Sales Tax Allocation - Capital Programs	57,498,695	68,938,596	72,269,834	3,331,238	5.7%
29					
30 Total Debt Service	19,142,898	19,137,806	19,137,806	-	0.0%
31					
32 Operating Reserve	5,200,000	515,803	515,803	-	
33 Sales Tax Stabilization Fund	-	133,893	133,893	-	
34 Reserves for Future Capital Allocation - Headquarters	23,261,476	-	-	-	
35 Total Reserves	28,461,476	649,695	649,695	-	
36					
37 TOTAL USES OF FUNDS	357,086,054	397,256,350	407,987,588	10,731,238	3.0%
38					
39 PROJECTED SURPLUS/(DEFICIT)	-	(32,156,991)	(42,888,229)	(10,731,238)	
40 Draw from Prior Years' Surpluses *	-	32,156,991	42,888,229	10,731,238	
41 ADJUSTED PROJECTED SURPLUS/(DEFICIT)	-	-	-	-	

* Reflect Amendment 2 of SamTrans Capital Budget

**SAN MATEO COUNTY TRANSIT DISTRICT
 FY2025 REVISED OPERATING BUDGET**

	<u>FY2024</u> <u>ACTUAL</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u> <u>(Nov 2024)</u>	<u>FY2025</u> <u>REVISED</u> <u>BUDGET</u>	<u>FY2025</u> <u>BUDGET (\$)</u> <u>CHANGE</u>	<u>FY2025</u> <u>BUDGET (%)</u> <u>CHANGE</u>
	A	B	C	D	E
				D = C - B	E = D / B
OPERATING REVENUES - MOTOR BUS:					
1 PASSENGER FARES	12,124,944	12,653,000	12,653,000	-	0.0%
2					
3 TRANSPORTATION DEVELOPMENT ACT (TDA)	53,593,748	57,722,018	57,722,018	-	0.0%
4					
5 STATE TRANSIT ASSISTANCE (STA)	11,386,584	14,159,721	14,159,721	-	0.0%
6					
7 OPERATING GRANTS	777,077	1,279,645	1,279,645	-	0.0%
8					
9 DISTRICT SALES TAX REVENUE	50,477,206	95,797,707	95,797,707	-	0.0%
10					
11 MEASURE W SALES TAX	9,984,384	11,301,468	18,508,362	7,206,894	66.3%
12					
13 INVESTMENT INTEREST INCOME	19,568,144	13,401,200	13,401,200	-	0.0%
14					
OTHER REVENUE SOURCES:					
16 Rental Income	2,461,188	1,887,726	1,887,726	-	0.0%
17 Advertising Income	1,041,751	770,000	770,000	-	0.0%
18 Other Income	23,818,431	630,387	630,387	-	0.0%
19 TOTAL OTHER REVENUES	27,321,369	3,288,113	3,288,113	-	0.0%
20					
21 TOTAL MOTOR BUS	185,233,456	209,602,872	216,809,766	7,206,894	3.8%
22					
AMERICAN DISABILITIES ACT:					
24 Passenger Fares Redi-Wheels	594,461	598,000	598,000	-	0.0%
25 Local TDA 4.5 Redi-Wheels	2,820,723	3,064,143	3,064,143	-	0.0%
26 Local STA - Paratransit	1,066,735	1,341,309	1,341,309	-	0.0%
27 Operating Grants	2,646,105	3,736,750	3,736,750	-	0.0%
28 District Sales Tax Revenue - ADA	3,897,701	4,578,158	4,578,158	-	0.0%
29 Measure W Sales Tax - ADA	3,897,701	4,578,158	4,771,264	193,106	4.9%
30 Interest Income - Paratransit Fund	793,146	934,000	934,000	-	0.0%
31 SMCTA Measure A Redi-Wheels	4,650,560	4,720,000	4,720,000	-	0.0%
32 Measure M Paratransit	1,200,000	1,200,000	1,200,000	-	0.0%
33 TOTAL ADA PROGRAMS	21,567,133	24,750,518	24,943,624	193,106	0.9%
34					
MULTI-MODAL TRANSIT PROGRAMS:					
36 Employer Shuttle Funds	4,481,205	4,603,800	4,603,800	-	0.0%
37 Dumbarton Rental Income	118,138	182,418	182,418	-	0.0%
38 District Sales Tax - Other Multi Modal	754,116	3,909,902	3,909,902	-	0.0%
39 TOTAL MULTI-MODAL	5,353,459	8,696,120	8,696,120	-	0.0%
40					
41 TOTAL REVENUES	212,154,048	243,049,510	250,449,510	7,400,000	3.4%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2025 REVISED OPERATING BUDGET**

	<u>FY2024</u> <u>ACTUAL</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u> <u>(Nov 2024)</u>	<u>FY2025</u> <u>REVISED</u> <u>BUDGET</u>	<u>FY2025</u> <u>BUDGET (\$)</u> <u>CHANGE</u>	<u>FY2025</u> <u>BUDGET (%)</u> <u>CHANGE</u>
	A	B	C	D D = C - B	E E = D / B
1 Motor Bus Wages and Benefits	94,726,516	107,018,690	114,219,004	7,200,314	7.2%
2 Services					
3 Board of Directors	155,283	142,484	142,484	-	0.0%
4 Contracted Vehicle Maintenance	711,041	1,352,100	1,352,100	-	0.0%
5 Property Maintenance	2,375,981	3,038,367	3,038,367	-	0.0%
6 Professional Services	6,465,432	7,836,311	7,836,311	-	0.0%
7 Technical Services	10,814,613	14,697,281	14,697,281	-	0.0%
8 Other Services	5,599,139	5,430,293	5,430,293	-	0.0%
9					
10 Materials & Supply					
11 Fuel and Electricity	5,220,135	5,557,413	5,557,413	-	0.0%
12 Bus Parts and Materials	3,672,555	3,649,087	3,649,087	-	0.0%
13 Uniform and Drivers Expense	532,422	851,134	851,134	-	0.0%
14 Timetables and Tickets	54,305	175,633	175,633	-	0.0%
15 Office Supplies/Printing	770,222	738,488	738,488	-	0.0%
16 Other Materials and Supply	191,595	188,400	188,400	-	0.0%
17					
18 Utilities					
19 Telecommunications	923,501	767,100	767,100	-	0.0%
20 Other Utilities	2,344,067	1,982,919	1,982,919	-	0.0%
21 Insurance	3,382,554	3,906,000	3,906,000	-	0.0%
22 Claims Reserves and Payments	1,529,012	3,600,000	3,600,000	-	0.0%
23 Workers Compensation	4,352,891	3,835,476	3,835,476	-	0.0%
24 Taxes and License Fees	783,413	581,372	581,372	-	0.0%
25 Leases and Rentals	145,971	241,894	241,894	-	0.0%
26 Promotional and Legal Advertising	917,368	1,103,486	1,103,486	-	0.0%
27 Training & Business Travel	478,869	1,352,041	1,352,041	-	0.0%
28 Dues & Membership	197,091	303,982	303,982	-	0.0%
29 Postage and Other	159,530	225,060	225,060	-	0.0%
30					
31 Total District Operated Buses	146,503,508	168,575,011	175,775,325	7,200,314	4.8%
32					
33 CONTRACTED BUS SERVICES					
34 Contracted Urban Bus Service	25,068,030	31,225,900	31,225,900	-	0.0%
35 Coastside Services	2,026,439	2,887,696	2,887,696	-	0.0%
36 Redi Coast Non-ADA	314,652	419,878	419,878	-	0.0%
37 La Honda - Pescadero	48,563	52,600	52,600	-	0.0%
38 SamCoast - Pescadero	264,220	-	-	-	0.0%
39 Microtransit	3,094,518	3,435,587	3,435,587	-	0.0%
40 CUB Related Wages & Benefits	837,005	853,586	860,166	6,580	0.9%
41 CUB Related Other Support	419,823	292,614	292,614	-	0.0%
42 CUB Insurance	1,574,418	1,860,000	1,860,000	-	0.0%
43 CUB Claims Reserves & Payments	5,082,280	-	-	-	0.0%
44 Total Contracted Bus Service	38,729,948	41,027,861	41,034,441	6,580	0.0%
45					
46 TOTAL MOTOR BUS	185,233,456	209,602,872	216,809,766	7,206,894	3.8%
47					

**SAN MATEO COUNTY TRANSIT DISTRICT
 FY2025 REVISED OPERATING BUDGET**

	<u>FY2024</u> <u>ACTUAL</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u> <u>(Nov 2024)</u>	<u>FY2025</u> <u>REVISED</u> <u>BUDGET</u>	<u>FY2025</u> <u>BUDGET (\$)</u> <u>CHANGE</u>	<u>FY2025</u> <u>BUDGET (%)</u> <u>CHANGE</u>
	A	B	C	D	E
				D = C - B	E = D / B
48 AMERICAN DISABILITY ACT PROGRAMS					
49 Elderly & Disabled/Redi-Wheels	8,802,270	10,506,407	10,506,407	-	0.0%
50 ADA Sedan/Taxi Service	3,238,422	2,999,812	2,999,812	-	0.0%
51 Coastside ADA	2,677,352	3,256,454	3,256,454	-	0.0%
52 ADA Related Wages & Benefits	3,028,519	3,410,244	3,603,350	193,106	5.7%
53 ADA Related Other Support	2,496,786	2,967,601	2,967,601	-	0.0%
54 ADA Insurance	1,323,784	1,610,000	1,610,000	-	0.0%
55 ADA Claims Reserves & Payments	-	-	-	-	0.0%
56 Total ADA Programs	21,567,133	24,750,518	24,943,624	193,106	0.9%
57					
58 MULTI-MODAL TRANSIT PROGRAMS					
59 SamTrans Shuttle Service	4,535,159	7,505,442	7,505,442	-	0.0%
60 Shuttle Related Wages & Benefits	244,679	267,750	267,750	-	0.0%
61 Dumbarton M.O.W.	118,138	182,418	182,418	-	0.0%
62 Maintenance Multimodal Facilities	455,483	740,510	740,510	-	0.0%
63 TOTAL MULTI-MODAL PROGRAMS	5,353,459	8,696,120	8,696,120	-	0.0%
64					
65 TOTAL OPERATING EXPENSES	212,154,048	243,049,510	250,449,510	7,400,000	3.4%

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Accessibility Coordinator	1.00
Accessibility Specialist	1.00
Accountant I	2.00
Accountant II	11.75
Accountant III	6.21
Accounting Specialist	1.00
ADA Administrator	0.88
ADA Coordinator	0.75
Administrative Analyst II	7.00
Administrative Analyst III	5.00
Administrative Support Specialist	16.42
Application Developer	1.00
Application Systems Analyst III	3.00
Assistant District Secretary	1.00
Assistant Manager, Bus Maintenance	2.00
Assistant Manager, Bus Transportation	3.00
Assistant Manager, Facilities Maintenance	1.00
Assistant Manager, Rail Operations	1.00
Assistant Manager, System Communications	1.00
Assistant Manager, Transit Operations Training	1.00
Assistant Manager, Treasury Operations	1.00
Assistant Project Manager	2.00
Billing Manager	1.00
Budget Analyst II	1.50
Budget Analyst III	6.73
Bus Contracts Inspector	3.00
Bus Operator (full-time/part-time)	329.50
Bus Operator Mentor Coordinator	1.00
Bus Transportation Supervisor	16.00
Business Intelligence Administrator	1.00
Business Intelligence Analyst III	1.00
Business Operations Project Manager	0.75
Business Systems Analyst III	2.75
CAD Technician	1.50
Cash Specialist	1.00
Chief Communications Officer	1.00
Chief Financial Officer	1.00
Chief Information and Technology Officer	1.00
Chief of Staff	1.00
Chief Officer, Caltrain Modernization Program	1.00
Chief Operating Officer, Bus	1.00
Chief Operating Officer, Rail	1.00
Chief People Officer	1.00
Chief Safety Officer	1.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Chief, Diridon Program (Limited Term - 3 Years)	0.50
Chief, Rail Commercial & Business Development	1.00
Chief, Rail Design & Construction	1.00
Chief, Rail Planning	1.00
Civil Rights Analyst	1.00
Claims Administrative Assistant	1.00
Classification and Compensation Administrator	0.75
Construction Liaison Manager	1.00
Construction Program Manager, Caltrain Capital Projects	0.25
Contract Administrator	12.50
Contract Compliance Administrator	1.00
Customer Experience Coordinator	1.00
Customer Experience Information Specialist	1.00
Customer Experience Specialist	1.00
Customer Experience Supervisor	0.75
Customer Relations Specialist	1.75
Customer Service Representative 1 (full-time)	10.00
Customer Service Representative 1 (part-time)	1.00
Customer Service Representative 2	2.00
Cybersecurity Analyst	2.00
Data Analyst III	1.00
Data Support Specialist	0.88
Database Architect	1.00
Database/Middleware Administrator	1.00
DBE Administrator	1.00
Deputy Chief Financial Officer	1.00
Deputy Chief, Bus Fleet/Facilities	1.00
Deputy Chief, Communications	1.00
Deputy Director, Bus Maintenance	1.00
Deputy Director, Bus Transportation	0.92
Deputy Director, Caltrain Policy Development	1.00
Deputy Director, Capital Program Delivery	1.00
Deputy Director, Capital Program Planning	1.00
Deputy Director, Construction Services	1.00
Deputy Director, Employee and Labor Relations	1.00
Deputy Director, Facilities	0.75
Deputy Director, Infrastructure Engineering	0.25
Deputy Director, Intelligent Transportation Systems (ITS)	1.00
Deputy Director, Office of Civil Rights	1.00
Deputy Director, Overhead Contact Systems (OCS) Traction Power	1.00
Deputy Director, Program Management & Environmental Compliance	1.00
Deputy Director, Project Controls	1.00
Deputy Director, Quality Assurance & Standards	1.00
Deputy Director, Rail Systems Engineering	0.25

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Deputy Director, Real Estate Management and Development	0.55
Deputy Director, Safety and Security	2.00
Deputy Director, Traction Power Engineering	0.25
Deputy District Secretary	1.95
Deputy General Manager/CEO	1.00
Designer	1.00
Digital Communications Specialist	2.00
Director, Accounting	1.00
Director, Budgets and Financial Analysis	1.50
Director, Bus Fleet/Facilities	1.00
Director, Bus Maintenance	1.00
Director, Bus Transportation	1.00
Director, Capital Program Delivery	1.00
Director, Capital Program Management	1.00
Director, Communications	0.75
Director, Contracts and Procurement	1.00
Director, Customer Experience	1.00
Director, Engineering	1.00
Director, Facilities Maintenance	1.00
Director, Financial Planning and Analysis	0.75
Director, Government & Community Affairs	2.00
Director, Grants and Fund Management	1.58
Director, Human Resources	1.00
Director, Information Technology	2.00
Director, Marketing and Market Research	1.00
Director, Overhead Contact Systems (OCS)	1.00
Director, Planning	0.95
Director, Planning and Fund Management	1.00
Director, Project Delivery	1.00
Director, Rail Activation and Transition (Limited 2-year Term)	1.00
Director, Rail Contracts & Budget	1.00
Director, Rail Maintenance	1.00
Director, Rail Network and Operations Planning	1.00
Director, Rail Signal Communications (Limited 2-year Term)	1.00
Director, Rail Vehicle Maintenance	1.00
Director, Real Estate and Development	1.00
Director, Real Estate Development	1.00
Director, Safety and Security	1.00
Director, Strategy and Policy	1.00
Director, System Integration CalMod	1.00
Director, Systemwide Planning & Programming	1.00
Director, Treasury	0.75
Dispatcher	7.50
Distribution Clerk	2.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Distribution Coordinator	1.00
Document Controls Specialist	1.25
DTX Coordinator	1.00
EEO Program Administrator	1.00
Electrician, High Voltage Qualified	0.75
Employee Relations Administrator	0.75
Engineer II	1.00
Engineer III	14.00
Engineer III (Energy Management Systems)	0.75
Environmental Compliance Coordinator	1.00
Environmental Compliance Coordinator (Rail)	1.00
Estimator	0.50
Executive Assistant II	2.00
Executive Assistant III	2.00
Executive Director, Caltrain	1.00
Executive Officer, Planning & Development	1.05
Executive Officer, Transportation Authority	0.95
Facilities Contract Administrator	1.00
Facilities Project Engineer	1.00
Facilities Technician	6.00
Fare Program Operations Specialist	0.93
Financial Analyst II	1.00
Financial Analyst III	1.00
Financial Reporting Accountant	3.00
Financial Specialist (Part-time)	0.50
General Manager/CEO	1.00
GIS Administrator	0.50
GIS Architect	0.25
Government and Community Affairs Officer	6.75
Graphic Specialist	2.00
Human Resources Analyst	8.75
Human Resources Business Partner (Rail)	1.00
Human Resources Project Manager	1.00
Human Resources Specialist	6.00
Information Technology (IT) Analyst II	4.00
Information Technology (IT) Enterprise Architect	2.00
Information Technology (IT) Operations Supervisor	1.00
Information Technology (IT) Security Architect II	1.00
Information Technology (IT) System Administrator I	3.00
Insurance and Claims Administrator	1.00
Intelligent Transportation Systems (ITS) Administrator	1.00
Intelligent Transportation Systems (ITS) Analyst	1.00
Intelligent Transportation Systems (ITS) Senior Technician	2.00
Intelligent Transportation Systems (ITS) Technician	5.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Internal Communications and Employee Engagement Administrator	1.00
Inventory Specialist	1.00
IT Technical Lead/Manager	1.00
Maintenance Contract Administrator	1.00
Maintenance Instructor	3.00
Maintenance Supervisor	7.00
Management Analyst (Limited 2-Year Term)	5.00
Manager, Accessible Transit Services	1.00
Manager, Accounting	0.93
Manager, Asset Management	1.00
Manager, Budgets	3.00
Manager, Bus Contracts	1.00
Manager, Bus Maintenance	2.00
Manager, Bus Transportation	2.00
Manager, Business Partnerships	0.50
Manager, Caltrain Planning	1.00
Manager, Capital Projects and Environmental Planning	1.00
Manager, Civil Rights Programs	1.00
Manager, Communications	1.00
Manager, Cost Control	1.00
Manager, Creative Services	1.00
Manager, Customer Service	1.00
Manager, Digital Communications	1.00
Manager, Energy	1.00
Manager, Engineering	1.25
Manager, Engineering Standards	0.25
Manager, Engineering Traction and Power	0.50
Manager, Engineering -Vehicles	0.50
Manager, Environmental Compliance	0.95
Manager, External Affairs (Limited Term)	1.00
Manager, Facilities Maintenance	1.00
Manager, Facility Engineering	0.25
Manager, Fare Program Operations	1.00
Manager, Financial Planning and Analysis	1.00
Manager, Financial Reporting	1.00
Manager, Fleet Maintenance	1.00
Manager, Fleet Planning	0.25
Manager, Government and Community Affairs	2.51
Manager, Grants and Fund Programming	0.81
Manager, Human Resources	2.00
Manager, Information Technology (IT) and Telecommunications	2.00
Manager, Information Technology (IT) Data and Analytics	0.75
Manager, Information Technology (IT) Infrastructure Cybersecurity	1.00
Manager, Intelligent Infrastructure	1.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Manager, Maintenance of Way	1.00
Manager, Maintenance Rail Equipment	1.00
Manager, Major Corridors Program	1.75
Manager, Market Research and Development	1.00
Manager, Materials and Inventory Control	1.00
Manager, OCS Traction Power Operations	1.00
Manager, Operations Planning, Bus	1.00
Manager, Payroll	1.00
Manager, Planning and Fund Management	1.00
Manager, Procurement	2.00
Manager, Programing and Monitoring	0.75
Manager, Project Estimates	1.00
Manager, PTC	1.00
Manager, Quality Control/Auditor	1.00
Manager, Rail Contracts and Budget	2.00
Manager, Rail Manuals & Training	1.00
Manager, Rail Network Engineering	1.00
Manager, Rail Operations	2.00
Manager, Rail Operations Planning	1.00
Manager, Real Estate Management & Capital Support	0.84
Manager, Records Management	0.75
Manager, Revenue Management	1.00
Manager, Sales and Marketing	0.88
Manager, Schedule Controls	0.50
Manager, Signal and Crossing	1.00
Manager, Social Equity Programs	1.00
Manager, Standards and Procedures	1.00
Manager, Stations and Communications Maintenance	1.00
Manager, Strategic Planning	1.00
Manager, Systemwide Planning	0.50
Manager, Third Party Projects	1.00
Manager, Train Control Systems	1.00
Manager, Transit Operations Training	1.00
Manager, Transit Oriented Development	0.75
Manager, Transit Oriented Development (TOD) & Real Estate	0.75
Manager, Treasury Debt & Investments	1.00
Manager, Utility	1.00
Market Research Analyst	0.75
Marketing Development Specialist	1.00
Marketing Specialist	1.00
Mechanic "A"	35.00
Mechanic "B"	18.75
Mechanic "C"	10.00
Network Administrator II	3.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Network Administrator II, Rail	1.00
Network Administrator III	1.00
Office Engineer	1.00
Operations Contract Analyst	3.00
Operations Field Inspector	0.25
People and Culture Group Administrator	1.00
Planning Administrator	11.20
Planning Analyst II	3.65
Planning Analyst III	3.95
Policy Program Manager	1.00
Principal Grants Analyst	0.93
Procurement Administrator I	2.00
Procurement Administrator II	9.00
Procurement Administrator III	6.00
Procurement Specialist	1.00
Program Coordinator, Rail Customer Experience	1.00
Program Coordinator, Senior & Mobility	1.00
Program Management Administrator, CalMod	1.00
Program Manager, Facilities	0.75
Program Manager, Infrastructure	1.00
Program Manager, San Mateo County Projects	0.50
Program Manager, Santa Clara County Projects	0.50
Program Manager, Technology Services	1.00
Project Controls Analyst II	1.00
Project Controls Analyst III	4.00
Project Controls Analyst/Scheduler	1.00
Project Coordinator (Communications)	1.00
Project Director, Diridon	0.50
Project Manager	6.75
Public Affairs Specialist	4.85
Public Information Officer	2.00
Quality Assurance Engineer	0.75
Quality Assurance/Quality Control Auditor	0.50
Radio Controller	3.00
Rail Liaison	1.00
Rail Safety Officer	1.00
Real Estate Administrator	2.00
Real Estate Technician	0.75
Receptionist	1.00
Recruitment Coordinator	1.00
Resident Engineer	0.50
Safety and Security Data Analyst	1.00
Safety Coordinator	1.75
Safety Engineer	1.00

FY25 Budgeted Full-Time Equivalents (FTEs) List

Salary Ordinance (110) Position Title	Budgeted FTE
Scheduler	0.50
Scheduling Specialist	1.00
Security Coordinator	0.75
Senior Applications Developer	1.00
Senior Cost Engineer	1.00
Senior Energy Analyst	0.25
Senior Financial Analyst	2.00
Senior Grants Analyst	1.00
Senior Manager, Rail Systems Engineer	1.00
Senior Network Engineer	1.00
Senior Operations Financial Analyst	1.00
Senior Payroll and Accounts Payable Specialist	1.00
Senior Project Manager	8.00
Senior Rail Safety Officer	1.00
Senior Safety Coordinator	1.00
Special Event Coordinator	0.75
Storeskeeper	7.00
Supervisor, Fare Programs Operations	1.00
Supervisor, Human Resources Shared Services	1.00
Supervisor, Payroll	1.00
Supervisor, Revenue	1.00
Surveyor	0.95
Systems Administrator II	3.00
Systems Administrator III	1.00
Systems Software Analyst	2.00
Title VI Social Equity Administrator	1.00
Training and Development Administrator	1.00
Transit Asset Management Analyst	1.00
Transit Instructor	10.00
Transportation Authority Financial Program Manager	1.00
Utility Coordinator	1.50
Utility Maintenance Supervisor	2.00
Utility Worker	31.00
Warranty Analyst	1.25
Web Accessibility Specialist	0.88
Web Developer II	1.00
Web Developer III	1.00
Subtotal	1,007.79



BOARD OF DIRECTORS-2025

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

~~Strategic Planning, Development, and Sustainability Committee Committee of the Whole~~

~~San Mateo County Transit District~~

~~Wednesday, January 8, 2025 — 3:00 pm~~

~~11.c.1. Call to Order~~

~~11.c.2. Approval of Minutes of the Strategic Planning,
Development, and Sustainability Committee Meeting
of December 4, 2024~~ ~~Motion~~

~~11.c.3. Authorizing the General Manager/CEO to Sign the Equity
in Infrastructure Project Pledge~~ ~~Motion~~

~~11.c.4. Adjourn~~

~~Committee Members: David J. Canepa (Chair), Rico E. Medina, Josh Powell~~

Note:

- ~~This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.~~
- ~~All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.~~

~~San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California~~

~~Minutes of Strategic Planning, Development,
and Sustainability Committee Meeting / Committee of the Whole~~

~~December 4, 2024~~

~~Committee Members Present: R. Medina, J. Powell~~

~~Committee Members Absent: D. Canepa (Chair)~~

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

~~Other Board Members Absent: None~~

~~Staff Present: J. Brook, J. Cassman, A. Chan, K. Jordan Steiner, L. Larano, L. Mai, D. Olmeda, D. Santoro, M. Tolleson, M. Tseng, S. van Hoften~~

~~10.c.1. Call to Order~~

~~Committee Member Josh Powell called the meeting to order at 4:01 pm.~~

~~10.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of November 6, 2024~~

~~10.c.3. North Base Building 200 Replacement and North Base Sea Level Rise Protection Project Updates~~

~~Liria Larano, Deputy Chief, Bus Fleet and Facilities, and Lisha Mai, Program Manager Infrastructure, Bus Fleet and Facilities, provided the presentation.~~

~~The Directors discussed cost sharing on the sea level rise improvements with other neighboring jurisdictions. April Chan, General Manager/CEO, stated the District has been talking to One Shoreline and other stakeholders, and will continue to do so. Ms. Mai stated the total cost ranges reflect different design options and the environmental clearance timeline. Ms. Larano stated that initial feedback about the project from partners has been positive.~~

~~*Vice Chair Jeff Gee left the meeting at 4:26 pm.*~~

~~*Director Ray Mueller left the meeting at 4:37 pm.*~~

~~10.c.4. Adopting a Negative Declaration and Approving the Building 200 Replacement Project~~

~~Millie Tolleson, Director, Planning, provided the presentation.~~

Motion/Second: Ratto/Esser

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

Noes: None

Absent: Canepa, Gee, Mueller

10.c.5. ~~Modifying the Footprint of the Zero Emissions Bus Implementation Project at North Base and Adopting an Addendum to the Negative Declaration~~

Ms. Tolleson provided the presentation.

Vice Chair Jeff Gee rejoined the meeting at 4:44 pm.

The Board made a motion to approve Items 10.c.2 and 10.c.5.

Motion/Second: Fraser/Esser

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

Noes: None

Absent: Canepa, Mueller

10.c.6. Adjourn

The meeting adjourned at 4:45 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. 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
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Emily Beach, Chief Communications Officer
Subject: **Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge**

Action

Staff recommends the San Mateo County Transit District (District) Board of Directors pass a resolution authorizing the General Manager/CEO to sign the Equity in Infrastructure Project Pledge (Pledge).

Significance

In Fall 2024, principals from the non-profit Equity in Infrastructure Project (EIP) asked the major transit operators in the Bay Area to sign the Pledge to help improve contracting practices and extend more opportunities for Historically Underutilized Businesses (HUBs). HUBs include, but are not limited to, Disadvantaged and Small Business Enterprises (DBEs and SBEs). A number of the local transit agencies have already signed, or soon will sign, the Pledge.

EIP's mission is to build generational wealth and reduce the racial wealth gap by committing public agencies to develop and share policies that create infrastructure contracting opportunities for HUBs. The White House has directly called upon Bipartisan Infrastructure Law grantees, including the District, to sign the Pledge.

The EIP coalition now consists of over 70 Pledge signatories and more will be added. Signatories include public transportation agencies, state departments of transportation, airports, municipal utilities, and private sector infrastructure companies and associations.

Budget Impact

Signing the EIP Pledge has no impact to the budget. Staff will need to ensure sufficient staffing to conduct outreach to HUBs to ensure they are aware of the contracting opportunities available.

Background

HUBs can include firms formally designated as DBEs, SBEs, Minority and Women Owned Business Enterprises, and other business classifications used locally in the United States to boost the participation of otherwise underutilized firms.

BART (Bay Area Rapid Transit) is leading this effort in the Bay Area and is planning a Pledge-signing event on January 13, 2025 where all local transit agency general managers and Metropolitan Transportation Commission officials will also be present.

Prepared By: Tasha Bartholomew Manager, Media Relations 650-508-7927

~~Resolution No. 2024-~~

~~Board of Directors, San Mateo County Transit District~~

~~State of California~~

~~* * *~~

~~Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge~~

~~Whereas, the non-profit Equity in Infrastructure Project (EIP) aims to build generational wealth and reduce the racial wealth gap by committing public agencies to develop and share policies that create infrastructure contracting opportunities for Historically Underutilized Businesses (HUBs); and~~

~~Whereas, HUBs can include firms formally designated as Disadvantaged Business Enterprises, Minority and Women Owned Business Enterprises, Small Business Enterprises, and any other business classification used locally in the United States intended to boost the participation of otherwise underutilized firms; and~~

~~Whereas, the EIP coalition consists of 70 plus pledge signatories, including public transportation agencies, state departments of transportation, airports, municipal utilities, and private sector infrastructure companies and associations; and~~

~~Whereas, the EIP pledge commits the San Mateo County Transit District to:~~

- ~~— Increasing the number, size, and proportion of contracting opportunities going to HUBs; and~~
- ~~— Increasing the number, size, and proportion of contracting opportunities going to HUBs as prime contractors; and~~

- 3. ~~Streamlining the contracting process with HUBs by centralizing certification, improving payment time, and standardizing transparent data collection; and~~
- ~~Increasing the amount and type of financing available to HUBs; and~~
- ~~Expanding the number of signatories to the Pledge.~~

~~Whereas, the efforts listed in the EIP pledge will allow the San Mateo County Transit District to enhance and strengthen its existing programs; and~~

~~Now, Therefore, Be It Resolved, that the San Mateo County Transit District Board of Directors approves the resolution and authorizes the General Manager/CEO or designee to sign the EIP pledge.~~

~~Regularly passed and adopted this 8th day of January, 2025 by the following vote:~~

~~Ayes:~~

~~Noes:~~

~~Absent:~~

Chair, San Mateo County Transit District

Attest:

Acting District Secretary



MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Legislative Committee Committee of the Whole

San Mateo County Transit District

Wednesday, January 8, 2025 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability
Committee meeting

- | | | |
|--|--|---------------|
| | 11. dc .1. Call to Order | |
| | 11. dc .2. Approval of Minutes of the Legislative Committee Meeting of December 4, 2024 | Motion |
| | 11. dc .3. Adoption of 2025 Legislative Program | Motion |
| | 11. dc .4. Legislative Update | Informational |
| | 11. dc .5. Adjourn | |

Committee Members: Peter Ratto (Chair), Jeff Gee, Rico E. Medina

Note:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**Minutes of Legislative Committee /
Committee of the Whole**

December 4, 2024

Committee Members Present: P. Ratto (Chair), J. Gee, R. Medina

Committee Members Absent: None

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

Other Board Members Absent: D. Canepa, R. Mueller

Staff Present: J. Brook, J. Cassman, A. Chan, J. Epstein, K. Jordan Steiner, D. Olmeda, Michael Pimentel and Matt Robinson (Shaw Yoder Antwih Schmelzer & Lange), D. Santoro, M. Tseng, S. van Hoften

10.d.1. Call to Order

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

10.d.2. Approval of Minutes of the Legislative Committee Meeting of November 6, 2024

Motion/Second: Esser/Chuang

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

Noes: None

Absent: Canepa, Mueller

10.d.3. Legislative Update

Jessica Epstein, Director, Government and Community Affairs, provided a summary of federal legislation, which included the following:

- Lame duck Congress likely to pass funding legislation to keep government running past the December 20 deadline
- President-Elect announced plans to appoint Sean Duffy as Secretary of Transportation

Ms. Epstein also discussed the regional transportation measure and reported that MTC (Metropolitan Transportation Commission) is holding a special Commission meeting on December 9 to approve a revenue framework that will be advanced to the State Legislature. April Chan, General Manager/CEO, then added that staff will send a letter to MTC with a request to ensure all transit agencies report operating costs on an apples-to-apples basis so

that SamTrans is not disadvantaged unfairly. Ms. Chan said currently SamTrans does not show any non-operating costs in the prior information submitted to MTC, while staff had learned that some transit agencies may have included costs such as debt service and even some capital costs.

Ms. Epstein introduced state lobbyists Matt Robinson and Michael Pimentel, Shaw Yoder Antwih Schmelzer & Lange, who provided a summary of recent state legislation, which included the following:

- Reviewed the statewide ballot results
- Watching bills on operator safety, Brown Act revisit teleconferencing options, cap and trade reauthorization, regional transit measure
- New revenue sources for transit operations and asset management, zero-emission issues and challenges to comply with transit regulations

Public Comment:

Adina Levin commented that transit riders depend on transit working as a seamless system.

Max Mautner, San Mateo, commented that he uses Caltrain, BART, and SamTrans, and supports having a citizen's initiative and regional transit measure on the ballot.

Robert, Urban Habitat, commented about the need for a regional transportation system and requested that SamTrans be a part of the process.

10.d.4. 2025 Draft Legislative Program

Ms. Epstein provided an overview of the 2025 Draft Legislative Program.

She stated staff made mostly minor updates on voter thresholds, grade separations, and preserving and protecting existing funding.

On the federal side, she stated staff is seeking new funding sources for transportation.

Public Comment:

Adina Levin commented on a letter she had forwarded to the Board on December 3.

10.d.5. Adjourn

The meeting adjourned at 5:20 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
Staff Report**

To: Legislative Committee
Through: April Chan, General Manager/CEO
From: Emily Beach, Chief Communications Officer Jessica Epstein, Director, Government and Community Affairs
Subject: **Adoption of 2025 Legislative Program**

Action

Staff proposes the Committee recommend the Board approve the attached 2025 Draft Legislative Program for the San Mateo County Transit District.

Significance

Legislative and regulatory actions have the potential to significantly benefit San Mateo County Transit District (Agency) programs and services. They also have the potential to present serious challenges that threaten the Agency's ability to meet the county's most critical transportation demands.

The 2025 Legislative Program establishes the principles that will guide the Agency's legislative and regulatory advocacy efforts through the 2025 calendar year, including the first half of the 2025-26 State Legislative Session and first session of the 119th Congress.

The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the Agency to respond swiftly and effectively to unanticipated developments.

Objectives

The 2025 Legislative Program is organized to guide the Agency's actions and positions in support of three primary objectives:

- Maintain and enhance funding opportunities to support transit in general as well as the Agency's specific projects, programs and services;
- Seek a regulatory environment that streamlines project delivery and maximizes the Agency's ability to meet transportation service demands; and
- Reinforce and expand programs that build and incentivize public transportation ridership, improve safe and quality transportation choices, and better incorporate SamTrans service with other agencies in the Bay Area.

Advocacy Process

Staff will indicate on each monthly legislative update to the Board recommended positions for pending bills or policy initiatives. Once the Board has an opportunity to review the

recommended position, staff will communicate the position to the relevant entities (such as the bill author, relevant legislative committees, agencies, or stakeholders).

If legislation falls outside of the scope of the Board’s adopted Legislative Program, Board approval will be required prior to the Agency taking a position. In rare circumstances, should a position on a bill or legislation fall outside the scope of the Board’s adopted Legislative Program and be needed in advance of a Board meeting, staff will confer with the Board Chair.

Public Engagement Strategies

Staff, led by the Communications Division and its legislative consultants, will employ a variety of public engagement strategies to support the 2025 Legislative Program, including:

- Direct Engagement
Engage policymakers directly, sponsor or support legislation, submit correspondence and provide public testimony that communicates and advances the Agency’s legislative priorities and positions.
- Coalition-based Engagement
Engage stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the Legislative Program.
- Media Engagement
Build public awareness and communicate the Agency’s legislative priorities by issuing press releases, organizing media events, and through the use of social media.

Budget Impact

There is no impact on the budget.

Prepared By:	Jessica Epstein	Director, Government and Community Affairs	650-400-6451
	Michaela Wright Petrik	Government and Community Affairs Officer	650-730-4951

San Mateo County Transit District 2025 Legislative Program

Purpose

Legislative and regulatory actions have the potential to significantly benefit San Mateo County Transit District (Agency) programs and services. They also have the potential to present serious challenges that threaten the Agency's ability to meet the county's most critical transportation demands.

The 2025 Legislative Program establishes the principles that will guide the Agency's legislative and regulatory advocacy efforts through the 2025 calendar year, including the first half of the 2025-26 State Legislative Session and first session of the 119th Congress.

The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the Agency to respond swiftly and effectively to unanticipated developments. The program is in alignment with existing Board-adopted policies and procedures. Expansion of the program beyond those adopted policies and procedures would require Board approval.

Objectives

The 2025 Legislative Program is organized to guide the Agency's actions and positions in support of three primary objectives:

- Maintain and enhance funding opportunities to support transit in general as well as the Agency's specific projects, programs and services;
- Seek a regulatory environment that streamlines project delivery and maximizes the Agency's ability to meet transportation service demands; and
- Reinforce and expand programs that build and incentivize public transportation ridership, improve safe and quality transportation choices, and better incorporate SamTrans service with other agencies in the Bay Area.

Issues

The Legislative Program is structured to apply these core objectives to a series of State and Federal issues falling in these categories:

- Budget and Transportation Funding Opportunities
- Transportation Projects Funding Requests and Needs
- Regulatory, Legislative, and Administrative Issues

Within these categories are a detailed list of specific legislative initiatives and corresponding set of policy strategies.

Should other issues surface that require the Board's attention, actions will be guided by the three policy objectives listed above. If needed, potential action on issues that are unrelated to these policy goals will be brought to the Board for consideration.

Advocacy Process

Staff will indicate on each monthly legislative update to the Board recommended positions for pending bills or policy initiatives. Once the Board has an opportunity to review the recommended position, staff will communicate the position to the relevant entities (such as the bill author, relevant legislative committees, agencies, or stakeholders). If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the Agency taking a position. In rare circumstances, should a position on a bill or legislation fall outside the scope of the Board's adopted Legislative Program and be needed in advance of a Board meeting, staff will confer with the Board Chair.

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Engage stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the Legislative Program.
- Media Engagement
Build public awareness and communicate the Agency's legislative priorities by issuing press releases, organizing media events, and through the use of social media.

The adopted legislative program will guide the Agency's legislative advocacy efforts until approval of the next program.

State and Regional	
Funding Opportunities and Challenges	
<i>Issue / Background</i>	<i>Strategy</i>
<p>General Funding Transit and transportation agencies continue to suffer from a loss of ridership and revenue as a result of the COVID-19 pandemic and widespread work from home policies. SamTrans is fortunate to be a leader in ridership recovery at over 94% of pre-pandemic levels. SamTrans also has sources of local funding other agencies do not have. Sister agencies, especially rail, are facing large fiscal cliffs. Additional funding is needed to mitigate the pandemic and work from home policies' impact on transit agencies.</p> <p>The Agency has several capital initiatives as well as unique financial challenges in the coming years. Projects include protecting the bus bases from sea level rise, upgrading bus stops across the county, and managing decades of deferred maintenance cost. Significant funding is needed across these areas.</p>	<ul style="list-style-type: none"> ● Advocate, along with coalitions, for additional resources to secure sustainable state funding for transit systems and work to ensure committed funds materialize in the FY 2025-26 State Budget. ● Work with other transit agencies and stakeholders to secure additional operations and capital funding for transit. ● Participate in state and regional efforts to secure appropriations of funds committed in the FY 2023-2024 State Budget (SB 125). ● Protect against the elimination or diversion of any State or regional funds that support the Agency's transportation needs. ● Support state funding allocation requests for investments that benefit the Agency's transportation programs, services, infrastructure protection, and development. ● Work with the legislative delegation, regional agencies, transit systems, and transit associations to identify and advance opportunities for funding that would support the Agency's transportation priorities. ● Support efforts to provide funding for the deployment of zero-emission transit vehicles and infrastructure and other capital projects.

<p>In 2023, the state budget saw a significant decline in the funding allocation to transportation. The state allowed for flexibility to redirect capital funding to operations. In the Bay area, the Metropolitan Transportation Commission (MTC) is redirecting all non-BART discretionary capital funding to operations for agencies facing significant fiscal cliffs. This leaves capital projects with limited funding resources and only a short-term solution for agencies facing fiscal cliffs.</p>	
<p>Formula Funding In 2024, transit formula funding continued its rebound from the lows of the COVID-19 pandemic, seeing new highs by some estimates.</p> <p>After years of diversion to support the State’s General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on behalf of the transportation community.</p>	<ul style="list-style-type: none"> ● Support the full funding of the STA program. ● Support full and timely allocation of the Agency’s State Transportation Improvement Program (STIP) share. ● Engage with California State Transportation Agency’s (CalSTA) Transit Recovery Task Force and support California Transit Association (CTA) efforts on Transportation Development Act (TDA) reform and the review of performance measures for transit. This work will inform a report of recommendations to be submitted by CalSTA to the Legislature in October 2025.
<p>Cap-and-Trade Revenues In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the California Global Warming Solutions Act of 2006 (AB 32). The program has generated billions of dollars, particularly for high-speed rail, passenger rail and transit capital and operating needs. In 2014, legislation was enacted creating a long-term funding plan for cap-and-trade, which dedicates 60 percent of cap-and-trade revenues to</p>	<ul style="list-style-type: none"> ● Support efforts to extend the Cap-and Trade Program beyond 2030 and monitor any impacts to the current 2030 sunset date and extension conversations will have on upcoming Transit and Intercity Rail Capital Program (TIRCP) cycles and other transportation programs. ● Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs. ● Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs and services eligible for investment.

<p>transportation. The remaining 40 percent is subject to annual appropriation through the state budget process. In 2017, the legislature extended the program from 2020 to 2030. It is expected that the Legislature and the Governor may pursue an extension of the program in 2025.</p> <p>The programs require a certain percentage of funds be expended in state defined “disadvantaged communities” (as defined by CalEnviroScreen). This can prove difficult in jurisdictions with a small number of disadvantaged communities.</p>	<ul style="list-style-type: none"> • Participate in and support efforts to further extend the Cap-and-Trade Program beyond 2030 and work to ensure funding from the program continues to support transit agencies. • Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs. • Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs, and services eligible for investment. • Protect existing cap-and-trade appropriations for transit operations, capital projects and sustainable communities’ strategy implementation. • Support efforts to revise the State’s definition on “equity priority communities” to encompass a larger proportion of disadvantaged communities on the Peninsula
<p>Voter Thresholds In November 2024, California voters considered Proposition 5 (a legislatively qualified initiative) which would have reduced the voter threshold to 55 percent for local bonds for affordable housing and public infrastructure.</p>	<ul style="list-style-type: none"> • Support any additional efforts to amend the State Constitution to reduce the voter threshold required for the State or a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs. • Monitor and potentially oppose any efforts to amend the State Constitution to increase the voter threshold required for the State or city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs. • Monitor efforts to use the initiative process to place measures on the ballot with lower voter thresholds.
<p>Other Local Funding Options Local and regional governments continue to seek methods for funding transit operations, new infrastructure, facility needs, sustainability initiatives, and projects that will support ridership recovery and growth through a variety of methods such as managed lanes and local ballot measures.</p>	<ul style="list-style-type: none"> • Participate in state and regional efforts to establish authorizing legislation for a regional funding measure and ensure San Mateo County transit and transportation agencies receive equitable and sufficient operating and capital support. • Advocate for legislation that would create new local funding tools to support transportation infrastructure and services. • Support innovative local and regional funding options that will provide financial support for the Agency and sister agencies. • Support legislation that works to ensure revenues generated through express lane projects remain in the County of origin.

	<ul style="list-style-type: none"> • Advocate for funding sources that would assist transit agencies in obtaining funds for sustainability initiatives including water conservation, sea level rise mitigation that protects transportation, waste reduction, long-term resource efficiency of facilities and equipment, and greenhouse gas reductions. • Support funding for workforce development, retention, and housing to attract and retain quality personnel. • Support efforts that allow for public private partnerships that benefit the implementation of capital projects, efficient operation of transit services, or enhanced access to a broad range of mobility options that reduce traffic congestion.
<p>Transportation & Housing Connection Given the housing shortage crisis, there have been efforts at the state and regional level to link housing and zoning with transportation funding.</p>	<ul style="list-style-type: none"> • Evaluate state or regional efforts that directly link transportation funding to housing and provide for higher density housing projects near transit stations. • Advocate for solutions that appropriately match decision making authority with funding (i.e. – an agency should not be financially penalized for decisions that are outside the authority of the agency). • Advocate for the Agency to be able to develop its property in the manner most beneficial to Agency needs and goals.
<p>Transportation Projects</p>	
<p>General Pre-pandemic, as the Bay Area’s population continued to grow, the region’s transportation infrastructure was strained. Although transit ridership remains below pre-pandemic levels, for some Bay Area agencies, all agencies are working to bring riders back to transit. In addition, the demand and need for housing with easy access to public transit continues to grow.</p>	<ul style="list-style-type: none"> • Work with state delegation members, as well as local, regional, and state coalitions to support state and federal funding requests for Agency projects and programs for our partner transit agencies. • Work with partners in the region to bring business, community, and transportation stakeholders together to enhance, support and advocate for equitable transportation and mobility in the Bay Area.

<p>Dumbarton Corridor SamTrans continues to build on the 2017 San Mateo County Transit District “Dumbarton Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility in San Mateo County and between San Mateo County and Alameda County.</p> <p>SamTrans is undertaking a feasibility study to identify a preferred concept for a busway and bike/pedestrian access and safety improvements on the Dumbarton West Corridor within San Mateo County.</p>	<ul style="list-style-type: none"> • Support funding opportunities at regional, state and federal levels that will help projects move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships. • Support policies that will promote long-term transit use and access in the Dumbarton Corridor. • Support changes to regulation or new legislation that helps with the efficient delivery of transportation projects.
<p>The Grand Boulevard Initiative (GBI) GBI is a collaboration of cities, counties, local and regional agencies united to transform El Camino Real, as the social and economic spine of San Mateo County and the greater Peninsula, into a safe, connected, and multimodal boulevard. Building upon the work of GBI, the Agency is to relaunch this initiative on El Camino Real through a coordinated, corridor-wide process with the right of way owner, Caltrans.</p>	<ul style="list-style-type: none"> • Support funding for El Camino Real and other on street transportation infrastructure projects that improve bus speed, bus stops, complete streets, bike and pedestrian projects, accessibility upgrades, parking improvements, signal improvements, sustainability features like storm water capture, and transportation demand management features. • Support local, regional and statewide transit priority policy development and increased funding opportunities for transit priority projects.
<p>101 Managed Lanes and Multimodal Projects There are several Managed and Express Lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County line to I-380 in South San Francisco (Phase 1); North of 380 to San Francisco (Phase 2); and the 101/92 Interchange Area Improvement and Direct Connector projects. Phase 1 is currently operational, and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be</p>	<ul style="list-style-type: none"> • Support policies and projects aimed at improving safety and encouraging the use of multimodal transportation throughout San Mateo County. • Advocate for a regulatory and legislative environment that supports the efficient delivery of funded and approved managed and express lane projects. • Support funding opportunities that will help the projects move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships. • Participate in future workshops held by the California Transportation Commission to ensure eligibility for a c .

<p>available for public comment in 2025. The 101/92 Area Improvement project is construction ready and the Direct Connect project started environmental efforts in 2024.</p>	<ul style="list-style-type: none"> • Support funding and regulations that complement the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) adopted 101 equity program.
<p>Transit-Oriented Development (TOD) / First and Last Mile First and last mile projects, as well as TODs, are an important part of the broad transportation ecosystem that will help support robust ridership in the corridor.</p>	<ul style="list-style-type: none"> • Support efforts to provide people with easy and convenient options to travel to and from major transit centers to their destination. • Support the development of new, innovative and equitable first and last mile options. • Support increased funding opportunities for first and last mile projects. • Support transit-oriented development policies that promote collaboration with transit agencies to maximize the benefit of the TOD.
<p>Grade Separations are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, rolling, riding transit and driving when crossing the railroad, and help to relieve congestion on local streets. With the average grade separation costs continuing to grow, there remains limited federal, state and local resources to help finance these projects.</p> <p>The FY 2024-25 state budget cut \$300 million from one-time General Fund investments into grade separation programs and projects, with direction to the executive branch to come up with a funding plan to fully restore these cuts.</p>	<ul style="list-style-type: none"> • Advocate to preserve and protect existing grade separation funding when threatened due to State budget constraints. • Advocate for additional funding and policies to support grade separation projects.
<p>Transportation Demand Management (TDM) TDM is the application of strategies and policies to reduce travel demand of single-occupancy vehicles or to redistribute this demand in space or time.</p>	<ul style="list-style-type: none"> • Support policies that encourage the use of TDM and efforts that provide more TDM tools and funding opportunities.

Legislative, Regulatory, and Administrative Issues	
<p>General Every year, lawmakers pursue a variety of legislation or regulatory actions that could affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, there are opportunities to reform or update existing regulations to address potential burdens on transportation agencies without affecting regulatory goals. Recently, there have been calls for a more coordinated and streamlined transit system in the Bay Area.</p> <p>The Agency is moving forward on multiple large-scale infrastructure projects including mitigating of sea level rise, bus stop redevelopment, and managing decades of deferred maintenance. Each of these types of projects face different regulatory and funding hurdles.</p>	<ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the Agency. • Advocate for a regulatory and legislative environment that supports the efficient delivery of projects. Work towards the elimination of any unjustified, outdated and/or overly burdensome regulations or restrictions on the Agency’s ability to protect, retain and develop Agency owned property, and conduct efficient transportation operations, administration, planning and project delivery efforts. • Engage with MTC, the Legislature, and stakeholders on policies related to regional coordination. • Ensure that new requirements impacting transit agencies support improved connections with other transit system and don’t result in tradeoffs that have unintended consequences for key transit riders and stakeholders. • Work with the Administration to ensure guidance considers impacts on transit operations and the ability to meet transit rider mobility needs. • Support efforts that assist the Agency in its efforts to recruit and retain employees. • Advocate for a regulatory and legislative environment that helps with the efficient delivery of projects. • Identify funding opportunities that support timely delivery of large-scale infrastructure projects. • Support statewide efforts to pass reasonable laws and policies that improve operator, employee, and passenger safety.
<p>California Environmental Quality Act (CEQA) San Mateo County has experienced an acceleration of frequent impacts on its infrastructure due to climate change. Existing law provides a series of statutory exemptions for transit and active transportation projects under CEQA through 2030. In 2023, the legislature enacted a comprehensive package to shorten the administrative and judicial</p>	<ul style="list-style-type: none"> • Closely monitor efforts to modernize CEQA. Without compromising CEQA’s effectiveness as an environmental protection policy, support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects. • Monitor the implementation and opportunities related to CEQA and permit streamlining to expedite project delivery, particularly for climate resilient projects.

<p>review process and agencies are beginning to take advantage of the new statutes.</p> <p>The Legislature continues to explore how to accelerate the delivery of infrastructure projects through permit streamlining and other regulatory and statutory changes.</p>	
<p>Public Employees’ Pension Reform Act (PEPRA) In 2021, the United States Department of Labor issued new policy asserting that the implementation of PEPRA by California transit agencies precludes the department from certifying federal transit grants owed to California transit agencies. This policy, if implemented fully by USDOL, as permitted by an Appellate Court ruling issued in 2024, would lead to the withholding of potentially billions of dollars in federal funding to California transit agencies, including the Agency.</p>	<ul style="list-style-type: none"> • Engage with the State of California, delegation, sister agencies through CTA to prevent the withholding of the certification of federal transit grants owed to the Agency due to the implementation of PEPRA by transit agencies. • Assist with any litigation or legal action aimed at preventing the withholding of federal transit grants.
<p>Sustainable Communities Strategies Implementation In conjunction with AB 32 and SB 32 implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities Strategies (SCS) with integrated housing, land use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2017, regional authorities in the Bay Area approved the update to Plan Bay Area. The most recent Plan Bay Area 2050 was adopted in 2021 and MTC is</p>	<ul style="list-style-type: none"> • Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on the Agency’s transportation services associated with the implementation of SB 375 and Plan Bay Area. • Ensure any planning, development, or policy proposals are consistent with the Agency’s policies and planning. • Support efforts to ensure transit agencies are eligible for climate resiliency program funding. • Support efforts to prioritize San Mateo County projects in Plan Bay Area.

<p>currently working on an update to Plan Bay Area 2050+.</p>	
<p>Zero-Emission Bus Transition In December 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit regulation. This regulation, which aims to transition all transit buses operating in California to zero-emission bus technologies by 2040, presents transit agencies with new funding and operational challenges. Addressing these challenges requires ongoing engagement with regulatory bodies, including CARB, the California Energy Commission and the California Public Utilities Commission, to unlock new funding and to design programs supportive of compliance with the regulation.</p>	<ul style="list-style-type: none"> • Engage in CARB’s Innovative Clean Transit (ICT) regulation comprehensive review process to inform the implementation of the regulation. • Advocate for priority funding from the State Legislature, CARB, California Energy Commission (CEC) and California Public Utilities Commission (CPUC) for zero-emission buses and charging/refueling infrastructure to facilitate compliance with the ICT regulation. • Continue to educate State Legislature, CARB, CEC and CPUC on any challenges to implement the ICT regulation. • Continue to monitor implementation of Pacific Gas & Electric’s Commercial Electric Vehicle Rate and determine whether further refinements to the rate are necessary.
<p>Climate Action Plan for Transportation Infrastructure (CAPTI) In 2021 the California State Transportation Agency (CalSTA) adopted the Climate Action Plan for Transportation Infrastructure (CAPTI), which details how the state recommends investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity. CalSTA is in the middle of a public process to gather stakeholder feedback on new or revised action ideas and other updates to CAPTI. A final updated CAPTI is anticipated in late 2024.</p>	<ul style="list-style-type: none"> • Work to ensure state and federal funds are made available to achieve the transportation and transit goals outlined in CAPTI. • Engage in the State’s effort to address the transit-specific goals outlined in the executive orders. • Protect transit and transportation agencies from any negative impacts stemming from the executive orders (e.g. additional mandates without funding, changes to funding guidelines that might disadvantage transit projects). • Work to ensure state regulations related to the reduction of greenhouse gas emissions (GHG) and the implementation of CAPTI align with the goals of The Agency.
<p>Brown Act In response to the COVID-19 pandemic, Governor Newsom issued emergency orders that included suspending many of the Brown Act</p>	<ul style="list-style-type: none"> • Evaluate legislation that makes additional changes to the Brown Act. • Support changes that would do one or more of the following:

<p>requirements for remote participation in public meetings, such as requiring teleconference locations to be disclosed, and making all teleconference locations open and accessible to the public. Multiple bills addressed the Brown Act in the last legislative session that aimed to incorporate the ability to meet remotely with conditions into Brown Act meetings moving forward. All Brown Act meetings must now be held in person with some modest accommodations for those who cannot attend.</p>	<ul style="list-style-type: none"> ○ Provide flexibility for Board and citizens advisory/oversight committee members to participate in meetings remotely, particularly for regional entities. ○ Maximize equitable access to remote participation in meetings. ○ Protect the privacy of individuals cared for by Board/committee members. ○ Increase participation in public meetings.
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Federal	
Funding Opportunities and Challenges	
<i>Issue / Background</i>	<i>Strategy</i>
<p>Federal Appropriations Transit and transportation agencies continue to suffer from a loss of ridership and revenue as a result of the COVID-19 pandemic and widespread work from home policies. SamTrans is fortunate to be a leader in ridership recovery at over 94% pre-pandemic. SamTrans also has sources of local funding other agencies do not have. Sister agencies, especially rail, are facing large fiscal cliffs. Additional funding is needed to mitigate the pandemic and work from home policies' impact on transit agencies.</p> <p>The Agency has several capital initiatives as well as unique financial challenges in the coming</p>	<ul style="list-style-type: none"> ● Seek funding opportunities for zero emission bus infrastructure and other capital projects, including funding opportunities potentially through congressionally designated funding requests (earmarks). ● Partner with local, regional, State and national coalitions to advocate for programs that benefit the Agency's transportation services and needs. ● Work with other transit agencies and stakeholders to secure new sources of operations and capital funding for transit. ● Protect against the elimination or diversion of any Federal funds that support the Agency or sister agencies transportation needs. ● Work with local and regional coalitions to support requests for funding from discretionary programs. ● Communicate frequently with the Agency's federal delegation, key appropriators, and Administration officials on the needs or concerns of pending appropriations bills and federal grant programs.

<p>years. Projects include protecting the bus bases from sea level rise, upgrading bus stops across the county, and managing decades of deferred maintenance cost. Significant funding is needed across these areas.</p> <p>Every year, Congress adopts appropriations bills that cover 12 major issue areas, including the Transportation, Housing and Urban Development bill. These measures provide the funding for federal agencies to spend money during the upcoming fiscal year for the programs they administer.</p>	
<p>Tax and Finance Congress considers legislation that governs tax and finance issues that impact transit agencies.</p> <p>Next year, Congress will have to consider major tax legislation to address the sunset of the Tax Cuts and Jobs Act of 2017 (TCJA) bill. This effort could present an opportunity to address things like restoring the federal transit benefits or identifying additional revenue to help cover the transit fiscal cliff. This would be the vehicle if legislation is considered to address the solvency issues of the Highway Trust Fund.</p>	<ul style="list-style-type: none"> • Support efforts to ensure tax provisions that benefit the Agency’s priorities are included in any tax or finance proposal. • Protect against the elimination or diversion of any tax policies that support the Agency’s transportation needs. • Identify issues of importance addressed in the tax code. This would include possible restoration of the federal transit benefit, alternative fuel tax credits, EV tax credits, and other Agency priorities.
<p>Transportation Projects</p>	
<p>General Support Agency projects and the efforts of partnering agencies to obtain federal funding for the Agency’s related transit projects.</p>	<ul style="list-style-type: none"> • Work with federal delegation members, as well as local, regional, and state coalitions, to support the federal funding requests for Agency projects and programs and for our partner transit agencies on projects that provide complementary services for the Agency.

	<ul style="list-style-type: none"> • Support the allocation of federal funding to advance implementation of transportation projects in San Mateo County.
<p>Grade Separations are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, rolling, and driving when crossing the railroad, and help to relieve congestion on local our streets. While the IJJA authorized additional funding for Grade Separation projects, the average grade separation costs continue to rise and there remains limited resources available to help advance these projects.</p>	<ul style="list-style-type: none"> • Advocate for the preservation of previously awarded funding for grade separation projects. • Advocate for additional funding and policies to support grade separation projects and to prioritize and fund San Mateo County projects.
<p>Dumbarton Corridor SamTrans continues to build on the 2017 San Mateo County Transit District “Dumbarton Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility in San Mateo County and between San Mateo and Alameda County.</p> <p>SamTrans is undertaking a feasibility study to identify a preferred concept for a busway and bike/pedestrian access and safety improvements on the Dumbarton West Corridor within San Mateo County.</p>	<ul style="list-style-type: none"> • Support funding opportunities and a regulatory environment that will help the project move through the different stages of planning, environmental, and construction phases.
<p>101 Managed Lanes and Multimodal Projects There are several managed and express lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County line to I-380 in South San Francisco (Phase 1); North of 380 to San Francisco (Phase 2); and the 101/92 Interchange Area</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships.

<p>Improvement and Direct Connector projects. Phase 1 is currently operational and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be available for public comment in early 2024. The 101/92 Area Improvement project is construction ready and the Direct Connect project started environmental efforts in 2024.</p>	
<p>Legislative, Regulatory and Administrative Issues</p>	
<p>General Every year lawmakers pursue legislation or regulatory action that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, there are opportunities to reform or update existing regulations to address potential burdens on transportation agencies without affecting regulatory goals.</p> <p>Last reauthorized in 2021 with the passage of the Infrastructure Investment and Jobs Act (IIJA), the Surface Transportation Reauthorization sets federal policy for highways and transit until 2026. In 2025, authorizing committees in the House and Senate will begin holding hearings and drafting legislation to include in the next Surface Transportation Reauthorization.</p> <p>The Agency is moving forward on multiple large-scale infrastructure projects including mitigating of sea level rise, bus stop redevelopment, and managing decades of deferred maintenance. Each of these types of projects face different regulatory and funding hurdles.</p>	<ul style="list-style-type: none"> • Advocate for a regulatory and legislative environment that supports the efficient delivery of projects. Work towards the elimination of any unjustified, outdated and/or overly burdensome regulations or restrictions on the Agency’s ability to protect and develop Agency owned property, and conduct efficient transportation operations, administration, planning, and project delivery efforts. • Advocate for the inclusion of programs and policies in the next Surface Transportation Reauthorization that are beneficial to the Agency’s funding and regulatory goals. • Support opportunities to remove barriers to, and improve the ability to conduct safe and efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the Agency. • Oppose efforts to impose unjustified and/or overly burdensome regulations or restrictions on the Agency’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts. • Support efforts that assist the Agency in its efforts to recruit and retain employees.

<p>Infrastructure Investment and Jobs Act (IIJA) implementation In November 2021, Congress approved, and the President signed into law the IIJA, which includes \$550 billion in new funding, and \$1.2 trillion in total, for infrastructure investment, including for roads and bridges, rail systems, bus systems, drinking water and clean water, the electric grid, and other programs. MTC estimates that the Bay Area will receive at least \$3.4 billion in formula funding from the IIJA.</p> <p>The IIJA will expire in 2026. The base text was a surface transportation reauthorization, providing obligation authority out of the Highway Trust Fund to fund federal transportation programs. This portion of the bill will need to be re-authorized, and those discussions will begin in the next session of Congress. It is very unclear at this point if the additional appropriations provided by the IIJA – appropriated funding on top of the authorized programs - will continue.</p>	<ul style="list-style-type: none"> • Support efforts to seek federal funds through IIJA for Agency projects and plans, apply for appropriate grants. • Monitor and review guidance and rulemaking proposals affecting IIJA implementation and other transportation issues. • Collaborate with local, regional, state and national transportation advocacy groups to coordinate funding advocacy and comments that support regulations that maximize benefits for transportation programs, services and users. • Identify IIJA programs that worked for the Agency and advocate for their reauthorization. Seek to modify programs with recommendations to make them more viable options for Agency priorities.
<p>Inflation Reduction Act (IRA) With the passage of the IRA, federal agencies are moving forward on implementing the new tax and climate law. While focusing mainly on energy production, tax, and healthcare, the IRA provides some funding for low-emission transportation technologies. The majority of the \$394 billion in energy and climate funding is in the form of tax credits—with an estimated \$216 billion worth of tax credits.</p>	<ul style="list-style-type: none"> • Monitor closely and take action as needed during Administration implementation of provisions that may have a significant impact on transit / transportation projects and programs. • Advocate for funding for the Agency’s projects and needs.

<p>Public Employees’ Pension Reform Act (PEPRA) In 2021, the United States Department of Labor issued new policy asserting that the implementation of PEPRA by California transit agencies precludes the department from certifying federal transit grants owed to California transit agencies. This policy, if implemented fully by USDOL, as permitted by an Appellate Court ruling issued in 2024, would lead to the withholding of potentially billions of dollars in federal funding to California transit agencies, including the Agency.</p>	<ul style="list-style-type: none"> • Support efforts at the Federal level to preserve and protect the ability for the Department of Transportation to issue transit grants to agencies.
<p>FAA Rule In 2014, the Federal Aviation Administration’s (FAA) issued a rule called the “Policy and Procedures Concerning the Use of Airport Revenue, proceeds from Taxes on Aviation Fuel.” The rule would require that local taxes on aviation fuels must be spent on airports is contrary to states’ rights to control their general application sales tax measures.</p> <p>This effort will need to be revisited during consideration of next year’s tax bill.</p>	<ul style="list-style-type: none"> • Support efforts to protect the ability of local and state governments to determine how general sales tax measures are allocated. • Continue to advocate for report language in the annual appropriations bills and support legislative changes that would permanently clarify the issue during consideration of next year’s tax bill. • Support the State of California in its efforts to respond and address FAA’s requests.

**San Mateo County Transit District
Staff Report**

To: Legislative Committee
Through: April Chan, General Manager/CEO
From: Emily Beach, Chief Communications Officer Jessica Epstein, Director, Government and Community Affairs
Subject: **Legislative Update**

Action

Staff proposes the Committee recommend the Board receive the attached federal and state legislative updates.

Significance

The 2025 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our federal and state advocates on a wide variety of issues that are considered in Congress and the state legislature. The attached reports highlight the recent issues and actions that are relevant to the Board and specify those bills on which staff proposes that the District take a formal position.

Prepared By: Michaela Wright Petrik Government and Community Affairs Officer 650-730-4951

SamTrans Federal Report January 2024

Congressional Update

Sen. Schiff Sworn into U.S. Senate

- On December 9, Adam Schiff was sworn into the U.S. Senate to fulfill the remaining term left by the late Sen. Dianne Feinstein and Sen. Laphonza Butler. Sen. Schiff will then serve a full six-year term with the start of the 119th Congress.
- Sen. Schiff has yet to be named to any committees and has begun the staffing process in his office. Initial comments from Sen. Schiff indicate that he intends to work in a bipartisan manner to address issues important to Californians.

Congress Avoids Government Shutdown

- On December 20, Congress passed legislation to fund the government through March 14, provide disaster aid, and relief for American farmers. Congressional Democrats and Republicans had reached an agreement earlier during the week of December 16 on a continuing resolution (CR) to extend government funding, but were unable to pass the bill after President-elect Trump announced his opposition to the measure.
- President-elect Trump intervened on the 11th hour of negotiations, demanding that Congressional Republicans also include a provision suspending the federal debt ceiling before he takes office on January 20. However, Republicans were not able to find agreement on the revised bill and failed to pass it on the night of December 19. Instead, Congress opted for a slimmed-down CR, dropping some health, workforce, and research provisions.
- SamTrans' \$250,000 Bus Stop Amenity Improvements earmark sponsored by Rep. Kevin Mullin (D-CA) is currently pending in the House's FY 2025 Transportation-Housing and Urban Development (THUD) spending bill. The 119th Congress is expected to consider this bill, and the other pending appropriations bills, closer to the March 14 funding deadline.

Congressional Republicans Plan for Budget Reconciliation Effort in 119th Congress

- Congressional Republicans are planning to use budget reconciliation to address many of their goals and President-elect Trump's campaign promises. Budget reconciliation is a legislative process that allows Congress to pass certain revenue/spending bills with a simple majority in the Senate and House – especially useful for addressing contentious

items. The process has been used at least 23 times by both Democrats and Republicans, including most recently to enact the Inflation Reduction Act (IRA).

- Republican leadership intends to use budget reconciliation to reauthorize the Tax Cuts and Jobs Act of 2017 (TCJA), expand the Opportunity Zone program, deal with some immigration issues, and potentially change other aspects of existing law.
- President Trump and Congressional Republicans have vowed to repeal unobligated funding and some of the tax credits provided by the IRA, including solar and battery tax credits and Environmental Justice/climate grant programs.

House Senate Pass 2024 WRDA Bill

- On December 3, House Transportation and Infrastructure (T&I) Chairman Sam Graves (R-MO), House T&I Ranking Member Rick Larsen (D-WA), Senate Environment and Public Works (EPW) Chair Tom Carper (D-DE), and Senate EPW Ranking Member Shelley Moore Capito (R-WV) announced an agreement on the 2024 Water Resources Development Act (WRDA) Conference Report.
- This biannual bill authorizes the Army Corps of Engineers Civil Works Program to carry out locally driven projects that improve ports and harbors, inland waterway navigation, flood and storm protection, and other aspects of water resources infrastructure.
- The House passed the 2024 WRDA Conference Report on December 10, and the Senate passed the bill the week of December 16.

Reps. Graves Chosen to Lead T&I Committee in 119th Congress

- The House Republican Steering Committee selected Rep. Sam Graves (R-MO) selected by to lead the House Transportation & Infrastructure Committee in the 119th Congress. Rep. Graves, the current chair, received a waiver from leadership to serve an additional term.
- Rep. Graves was considered a contender for President-elect Trump's nominee for Transportation Secretary but was ultimately not chosen. Rep. Graves was selected to lead the committee over Rep. Rick Crawford (R-AR), who will remain Chair of the Subcommittee on Highways & Transit.
- The Transportation & Infrastructure Committee is expected to increase its activity as it begins drafting the surface transportation reauthorization bill that expires in 2026.

Administration Update

President-Elect Trump Proposes 25 Percent Tariff on Canadian and Mexican Goods

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Holland & Knight LLP | www.hklaw.com

- President-elect Donald Trump announced that he intends to place a 25 percent tariff on all Canadian and Mexican imports into the United States. In a statement, the President-elect cited illegal immigration and fentanyl trafficking over the northern and southern borders behind his decision.
- The President-elect has also promised an additional 10 percent tariff on Chinese goods. During his campaign, Trump repeatedly called for higher tariffs to boost American manufacturing and punish countries he felt were taking advantage of the United States.
- In response to the announcement, Canadian Prime Minister Justin Trudeau visited with the President-elect and his team in Palm Beach, FL. Despite what both sides reported was a productive meeting, Trump has not withdrawn his tariff proposal. Canadian and Mexican officials have also prepared retaliatory tariffs on U.S. goods should the President-elect follow through with his plan. Experts have warned that these tariffs will significantly impact many sectors, including automotive manufacturers, farmers, and food packaging.



December 20, 2024

TO: Board of Directors
San Mateo County Transit District

FM: Matt Robinson, Michael Pimentel & Alchemy Graham
Shaw Yoder Antwih Schmelzer & Lange

RE: **STATE LEGISLATIVE UPDATE – January 2025**

General Update

On December 2, the Legislature returned to Sacramento for the first organizational session of the 2025-26 Regular Legislative Session and for the start of a new Special Session. During the organizational session, new and returning legislators elected in November were sworn-in (including San Mateo County’s newest Assembly Member Catherine Stefani), and both the Senate and Assembly selected their legislative leaders, adopted joint rules, and began introducing legislation. To date, approximately 170 bills have been introduced. As part of the joint rules, the houses have voted to limit member bill introductions to 35 over the two-year session, a significant reduction from prior years.

The Senate once again chose Mike McGuire to serve as Senate President pro Tempore and the Assembly once again chose Robert Rivas to serve as the Assembly Speaker. We expect the leaders to announce their committee chairs and rosters soon. We do not expect any changes at the helm of the Senate and Assembly Transportation Committees.

The Special Session mentioned above will focus on bolstering the state’s legal funding to support future actions against the Trump administration to protect California’s civil rights, reproductive freedoms, climate action, and immigrant families. This is likely the first of many actions that the Newsom Administration plans to take in partnership with the Legislature to “build up California’s defenses” against the incoming federal administration. No later than January 20, 2025, the Governor anticipates signing legislation that would provide additional resources to the California Department of Justice and other state entities, allowing them to immediately begin shoring up legal funds.

The Legislature will reconvene for the first day of the 2025-26 Legislative Session on Monday, January 6. We also expect Governor Newsom to release his Fiscal Year 2025-26 Proposed Budget on or around January 10. For more information about key legislative and budget deadlines for the upcoming year, see the 2025 Legislative Calendar available [here](#).

California Energy Commission Adopts Fiscal Year 2024-25 Investment Plan Update for the Clean Transportation Program

On December 11, the California Energy Commission (CEC) adopted the \$1.4 billion Fiscal Year 2024-25 Investment Plan Update for the Clean Transportation Program.

The Investment Plan outlines the funding allocated for the Zero-Emission Vehicle (ZEV) Climate Package, which includes the following investments for FY 2024-25: Light Duty EV Charging Infrastructure (\$40

million); Medium- and Heavy-Duty ZEV Infrastructure (\$38.2 million); Hydrogen-Specific Funding (\$15 million); and ZEV Workforce Development (\$2 million). The \$1.4 billion Plan also includes anticipated state investments in FY's 2025-26, 2026-27, and 2027-28. CEC also approved a staff recommendation clarifying that the Investment Plan is not considered a project under CEQA or, in the alternative, if it is deemed to be a project, that it is exempt from CEQA requirements.

CalSTA's Transit Transformation Task Force Holds Seventh Meeting, Next Meeting to Take Place in Riverside

The California State Transportation Agency's Transit Transformation Task Force met for its seventh meeting on December 10 in the City of Clovis.

This meeting continued the Task Force's work to develop a report of recommendations, required by [SB 125 \(Committee on Budget and Fiscal Review\) \[Chapter 54, Statutes of 2023\]](#) to be submitted to the California State Legislature by October 31, 2025. Specifically, this meeting invited new discussion between Task Force members around recommendations for the topics of fleet and asset management, including the Innovative Clean Transit regulation; new options for revenue sources to fund transit operations and capital projects to meet necessary future growth of the system for the next 10 years; and state departments or agencies to be responsible for transit oversight and reporting. Additionally, this meeting included review of the draft staff report of findings and recommendations on the topics of workforce opportunities, land use and housing policies, and transit-oriented development and value capture. These topics were the subject of initial discussion at Task Force meetings held on August 29 and October 28. At the Task Force meeting, Task Force members took action to direct CalSTA to further refine the draft staff report of findings and recommendations on these topics.

As we have highlighted for you in our last few reports, the California Transit Association (the trade organization to which SamTrans belongs) continues to lead engagement in the Task Force discussions on behalf of California transit agencies. To inform the positions it takes at Task Force meetings, the Association continues to engage its membership on the challenges / barriers they face in delivering improvements to transit service and has convened an internal Transit Transformation Advisory Committee to develop policy recommendations (for breaking past these challenges) for submittal to the Task Force.

The Task Force is subject to the state's open meeting requirements for state bodies, known as Bagley-Keene, and as such, all agenda materials are available on [CalSTA's website](#).

The next Task Force meeting will take place on February 5 in Riverside.

Bills of Interest

AB 33 (Aguiar-Curry) Autonomous Vehicles – WATCH

This bill would make technical and non-substantive changes to current law authorizing operation of autonomous vehicles on public roads. While currently a spot bill, it could stand for the re-introduction of AB 316 (Aguiar-Curry), which was vetoed by Governor Newsom in 2023. As a reminder, AB 316 would have established reporting requirements for a manufacturer of an autonomous vehicle that is involved in a collision with a vehicle greater than 10,000 pounds and required an operator onboard until further approvals are granted in state law.

AB 35 (Alvarez) CEQA Review for Clean Hydrogen Transportation Projects – WATCH

This bill would require applications for a discretionary permit or authorization for a clean hydrogen transportation project to be reviewed through a clean hydrogen environmental assessment. The bill would also require the lead agency to determine whether the assessment is approved and, if it is approved, issue the discretionary permit or authorization no later than 270 days after the completion of the project application.

San Mateo County Transit District
State Legislative Matrix 12/20/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 21 DeMaio R</p> <p>Taxpayer Protection Act of 2025.</p>	<p>This bill may be heard in committee on January 2, 2025.</p>	<p>The California Constitution requires a state statute that would result in any taxpayer paying a higher tax to be imposed by an act passed by 2/3 vote of each house of the Legislature. The California Constitution also provides that all taxes imposed by a local government are either general taxes or special taxes, as defined, and requires that taxes imposed, extended, or increased by a local government be submitted to the electorate and approved by a majority vote, in the case of general taxes, or a 2/3 vote, in the case of special taxes. Existing law imposes specified requirements on state and local ballots, including, among other things, on the contents of the ballot label, ballot title, and summary. This bill would declare the intent of the Legislature to enact a constitutional amendment to limit the ability of state and local governments to raise taxes, restore a 2/3 vote requirement on local special tax increases, impose voter approval requirements on specific categories of new taxes, and regulate the titles on state and local ballot measures relating to tax increases.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 12/20/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 23 DeMaio R</p> <p>The Cost of Living Reduction Act of 2025.</p>	<p>This bill may be heard in committee on January 2, 2025.</p>	<p>Existing law vests the Public Utilities Commission (PUC) with regulatory authority over public utilities, including electrical corporations and gas corporations, and requires the PUC to develop a definition of energy affordability. Existing law also establishes the Milton Marks “Little Hoover” Commission on California State Government Organization and Economy (Little Hoover Commission) to promote economy, efficiency, and improved service in the transaction of the public business in the various departments, agencies, and instrumentalities of the executive branch of state government. This bill, the Cost of Living Reduction Act of 2025, would declare the intent of the Legislature to enact subsequent legislation to reduce the cost of living in California by undertaking specified activities, including, among other things, by suspending all state taxes and fees on gasoline and electric and gas utilities and by requiring the Little Hoover Commission to provide a report on methods to reduce the cost of living in other areas, as provided.</p>	<p>Watch</p>
<p>AB 33 Aguiar-Curry D</p> <p>Autonomous vehicles.</p>	<p>This bill may be heard in committee on January 2, 2025.</p>	<p>Existing law authorizes the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle operated if specified requirements are satisfied. Existing law prohibits the operation of an autonomous vehicle on public roads until the manufacturer submits an application to the Department of Motor Vehicles, as specified, and that application is approved. This bill would make technical, nonsubstantive changes to these provisions.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 12/20/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 35 Alvarez D</p> <p>California Environmental Quality Act: clean hydrogen transportation projects.</p>	<p>This bill may be heard in committee on January 2, 2025.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. This bill would provide for limited CEQA review of an application for a discretionary permit or authorization for a clean hydrogen transportation project, as defined, by requiring the application to be reviewed through a clean hydrogen environmental assessment, unless otherwise requested by the applicant, as prescribed. The bill would, except as provided, require the lead agency to determine whether to approve the clean hydrogen environmental assessment and issue a discretionary permit or authorization for the project no later than 270 days after the application for the project is deemed complete. The bill would require an action or proceeding brought to attack, review, set aside, void, or annul the approval of a clean hydrogen environmental assessment or the issuance of a discretionary permit or authorization for a clean hydrogen transportation project, including any potential appeals to the court of appeal or the Supreme Court, to be resolved, to the extent feasible, within 270 days of the filing of the certified record of proceedings with the court. By imposing new duties on a lead agency, this bill would create a state-mandated local program. The bill would repeal these provisions on January 1, 2036. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 12/20/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 61 Pacheco D</p> <p>Electricity and natural gas: legislation imposing mandated program and requirements: third-party review.</p>	<p>This bill may be heard in committee on January 2, 2025.</p>	<p>Existing law vests the Public Utilities Commission with regulatory authority over public utilities, including electrical corporations and gas corporations. The Public Advocate’s Office of the Public Utilities Commission is established as an independent office within the commission to represent and advocate on behalf of the interests of public utility customers and subscribers within the jurisdiction of the commission. This bill would request the office to establish, by January 1, 2027, a program to, upon request of the Legislature, analyze legislation that would establish a mandated requirement or program or otherwise affect electrical or gas ratepayers, as specified. The bill would request the office to develop and implement conflict-of-interest provisions that would prohibit a person from participating in an analysis for which the person knows or has reasons to know that the person has a financial interest. The bill would establish the Energy Programs Benefit Fund in the State Treasury and continuously appropriate the moneys in the fund to the office to support the work of the office in providing analyses under the bill. The bill would repeal these provisions on January 1, 2031.</p>	<p>Watch</p>