

**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 (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 (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.

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**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 (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.

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