

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

**Board of Directors Meeting
Minutes of January 8, 2025**

Members Present: D. Canepa, R. Medina, R. Mueller (arrived at 2:16pm), J. Powell, P. Ratto,
(In Person) J. Gee (Vice Chair), M. Fraser (Chair)

Members Present: M. Chuang, B. Esser
(Via Teleconference)

Members Absent: None

Staff Present: E. Beach, J. Cassman, A. Chan, J. Escobar and A. Gharaibeh (Eide Bailly, LLC), K. Jordan Steiner, L. Lumina-Hsu, 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 2:15 pm and led the Pledge of Allegiance.

Chair Fraser noted Director Brooks Esser invoked AB2449 and attending remotely.

Motion/Second: Medina/Powell

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

Noes: None

Absent: Mueller

There was a moment of silence for Former President Jimmy Carter.

2. Report of the Nominating Committee for Public Members and Appointment of Two Public Members

Chair Fraser announced the Committee's nomination to reappoint Director Josh Powell and Director Brooks Esser as Public Representatives.

Motion/Second: Medina/Canepa

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

Noes: None

Absent: Mueller

Abstain: Esser, Powell

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

Acting District Secretary Margaret Tseng administered the Oath of Office to Jeff Gee, representing Southern Judicial Cities, Brooks Esser, public member, and Josh Powell, public member.

Director Mueller joined the meeting at 2:16pm.

4. Roll Call

Ms. Tseng called the roll and confirmed a Board quorum was present.

5. Report from Closed Sessions 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

Joan Cassman, Legal Counsel, stated the Board had no reportable action.

6. Consent Calendar

6.a. Approval of Minutes of the Board of Directors Meeting of December 4, 2024

6.b. Acceptance of Statement of Revenues and Expenses for the Period Ending November 30, 2024

**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 –
*Approved by Resolution 25-01***

**6.d. Approving the Title VI Equity Analysis for 2024 Route EPX Service Changes –
*Approved by Resolution 25-02***

Motion/Second: Powell/Gee

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

Noes: None

Absent: None

7. Public Comment for Items Not on the Agenda

Aleta Dupree, Teams Folds, commented on Clipper and hydrogen and battery powered busses.

8. Report of the Chair

8.a. Report of the Chair and Vice Chair Nominating Committee

Director Powell announced the Committee's nomination of Director Jeff Gee for Chair and Director Marie Chuang for Vice Chair.

8.b. Election of 2025 Officers

Motion/Second: Powell/Canepa

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

Noes: None

Absent: None

8.c. Appointment of Representative to San Mateo County Transportation Authority Board of Directors

Ms. Cassman explained the appointment process for the representative to San Mateo County Transportation Authority.

Director Medina stated and confirmed he is interested in continuing to serve as the appointed representative.

Motion/Second: Fraser/Canepa

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

Noes: None

Absent: None

8.d Proclamation Recognizing January as National Slavery and Human Trafficking Prevention Month

Tasha Bartholomew, Manager, Communications, provided the staff presentation and read several statements from the proclamation.

Motion/Second: Gee/Medina

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

Noes: None

Absent: None

9. Report of the General Manager/CEO

9.a. General Manager's Report – January 2, 2025

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

- Showed appreciation towards staff involvement and work at the Hometown Holiday Event and the Caltrain Holiday Train events in December 2024

- Metropolitan Transportation Commission’s (MTC) upcoming polling of the public for potential local measures that provides transit funding
- MTC regional mapping and wayfinding project update: prototypes of wayfinding signage and maps are currently available at the El Cerrito BART Station and at the Santa Rosa SMART station.
- Unveiling of new Ride Plus application (app) on January 13, 2025
- Upcoming bond refunding and board bond disclosure training

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

- SamTrans coordination on polling
- Measure A renewal by San Mateo County Transportation Authority
- Government ran pools are public record and staff will have access to other public agency records

9.b. Authorizing the General Manager/CEO to Sign the Equity in Infrastructure Project Pledge – *Approved by Resolution No. 2025-03*

Wendy Lau, Deputy Director of Office of Civil Rights, provided the presentation, which included the following:

- Spread opportunities for underserved businesses and addressed generational wealth
- SamTrans has provided funding to over 21 small business enterprises, totaling \$3.74 million this past year
- Desire to increase outreach to other businesses and address other barriers being faced by these businesses.

Public Comment

Adina Levin, Seamless Bay Area, commented on wayfinding signage and regional transit funding measure.

Aleta Dupree, Team Folds, commented on American Public Transportation Association (APTA) award, regional transit funding measure, congestion pricing and wayfinding signage.

Motion/Second: Chuang/Esser

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

Noes: None

Absent: None

10. Board Member Requests/Comments

Director Fraser commented on the San Mateo County Board of Supervisors reorganization and stated Director David J. Canepa is President of the Board of Supervisors and Jackie Speier and Lisa Gauthier joined the Board of Supervisors.

11. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:50 pm.

12. Reconvene Board of Directors Meeting

Director Fraser reconvened the Board meeting at 3:31 pm.

13. Matters for Board Consideration: Community Relations Committee

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

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

Director Fraser reported on the following items:

13.b. Accessible Services Update

13.c. Paratransit Advisory Council Update

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

14. Matters for Board Consideration: Finance Committee

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

14.a. Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to \$315,930,252 – Approved by Resolution No. 2025-04

Director Fraser stated Items 13 and 14 taken together for Board vote.

Motion/Second: Canepa/Ratto

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

Noes: None

Absent: None

15. Matters for Board Consideration: Legislative Committee

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

15.a. Adoption of 2025 Legislative Program

Motion/Second: Esser/Medina

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

Noes: None

Absent: None

Director Fraser reported on the following item:

15.b. Legislative Update

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

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

18. General Counsel Report

- 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**
- 18.b. Closed Session: Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4): Initiation of Litigation: Two Cases**
- 18.c. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b). Title: General Manager/CEO**

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

The Board adjourned to closed session at 3:35 pm.

19. Adjourn

The meeting adjourned at 6:45 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
1250 San Carlos Avenue, San Carlos, California**

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

Members Present (In Person): R. Mueller, P. Ratto

Members Present (Via Teleconference): B. Esser (Chair)

Members Absent: None

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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): M. Chaung

Other Board Members Absent: None

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

11.a.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 2:50 pm.

11.a.2. Approval of Minutes of the Community Relations Committee Meeting of December 4, 2024

Motion/Second: Chuang/Gee

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

Noes: None

Absent: None

11.a.3. Appoint Member Representing Bus Riders to the Citizens Advisory Committee

Committee Chair Esser stated staff and Directors Medina, Ratto, and Esser recommend Hana Estalilla to be appointed.

Motion/Second: Medina/Powell

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

Noes: None

Absent: None

11.a.4. Accessible Services Update

Tina Dubost, Manager, Accessible Services, provided the report, which included the following:

- Same-Day Paratransit Service update
- Senior Showcase in Millbrae to take place later this month

11.a.5. Paratransit Advisory Council Update

Ben McMullan, Paratransit Advisory Council (PAC) Chair, stated two new members were welcomed with plans to welcome an additional two new members in January.

11.a.6. Monthly State of the Service Report | November 2024

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

- 4.4 percent weekday ridership increase
- 16.9 percent RidePlus weekday ridership decrease
- 15.7 percent youth usage increase

The Committee Members had discussion and staff provided further clarification in response to the Committee comments and questions regarding the RidePlus ridership decrease and app usage.

Public Comment

Aleta Dupree, Team Folds, commented on ridership levels.

11.a.7. Adjourn

The meeting adjourned at 3:01 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.

San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Finance Committee Meeting / Committee of the Whole
Minutes of January 8, 2025

Members Present (In Person): D. Canepa, J. Powell

Members Present (Via Teleconference): M. Chuang (Chair)

Members Absent: None

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

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): B. Esser

Other Board Members Absent: None

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

11.b.1. Call to Order

Committee Chair Marie Chuang called the meeting to order at 3:01 pm.

11.b.2. Approval of Minutes of the Finance Committee Meeting of December 4, 2024

Motion/Second: Esser/Powell

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

Noes: None

Absent: None

11.b.3. Amending to Increase the Fiscal Year 2025 Operating Budget from \$308,530,252 to \$315,930,252

Ladi Millard-Olmeda, Director of Budgets, provided the presentation, which included the following:

- Funding the collective bargaining agreement that was ratified by the Amalgamated Transit Union Local 1574 and SamTrans Board of Directors in November 2024, in which, amongst other funding sources, will be funded by Measure W sales tax

Motion/Second: Gee/Canepa

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

Noes: None

Absent: None

11.b.4. Adjourn

The meeting adjourned at 3:03 pm.

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San Mateo County Transit District
1250 San Carlos Avenue, San Carlos, California
Legislative Committee Meeting / Committee of the Whole
Minutes of January 8, 2025

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

Members Present (Via Teleconference): None

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: D. Canepa, M. Fraser, R. Mueller, J. Powell

Other Board Members Present Constituting Committee of the Whole (Via Teleconference): M. Chaung, B. Esser

Other Board Members Absent: None

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

11.c.1. Call to Order

Committee Chair Peter Ratto called the meeting to order at 3:04 pm.

11.c.2. Approval of Minutes of the Legislative Committee Meeting of December 4, 2024

Motion/Second: Canepa/Medina

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

Noes: None

Absent: None

11.c.3. Adoption of 2025 Legislative Program

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

- Legislative Program changes since December presentation include:
 - Other local funding options change to equitable and sufficient operating and capital support
 - Verbiage tense of voter threshold from past tense to future tense

Motion/Second: Chuang/Medina

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

Noes: None

Absent: None

11.c.4. Legislative Update

Jessica Epstein, Director, Government and Community Affairs, introduced Legislative Lobbyists Holland & Knight, Eve O'Toole, Leslie Pollner, and Joe O'Brien who provided the presentation, which included the following:

- Federal updates regarding the Republican trifecta (House, Senate, and White House)
- Senators Padilla and Senators Schiff were selected to serve on Environment and Public Works Committee
- Congress extended government funding to March 14, 2025
- Next Surface Transportation Reauthorization Bill hearings to begin in 2025, as current authorization expires on September 30, 2026

Ms. Epstein, provided the presentation on state legislation which included the following:

- Legislators have until January 21 to introduce new bills
No proposals for new funding regarding to transportation, observation on existing funding streams and non-general revenues such as cap and trade; however, capital and trade reauthorization discussion to extend the program beyond current 2030 sunset.
Discussion to be led by California Transit Association
- Regional measure polling to take place

Public Comment

Aleta Dupree, Team Folds, commented on public transportation support, federal and state legislative advocates, and bipartisan support of public transit.

Roland commented on Santa Clara County funding, Measure A, Measure B, language of measures, and Measure RR.

Adina Levin, Seamless Bay Area, commented on transit funding as part of cap and trade, and successful campaigning strategies.

Gina Papan commented on current polling wording, transportation improvements, and government transparency.

11.c.5. Adjourn

The meeting adjourned at 3:31 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.