



BOARD OF DIRECTORS 2025

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

APRIL CHAN
GENERAL MANAGER/CEO

AGENDA

San Mateo County Transit District

Board of Directors Meeting

March 5, 2025, 2:00 pm

Bacciocco Auditorium, 2nd Floor

1250 San Carlos Avenue, San Carlos, CA 94070

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 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

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

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, March 5, 2025

2:00 pm

-
1. Call to Order / Pledge of Allegiance
 2. Roll Call
 3. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances
 4. Report from Closed Session at February 5, 2025 Board Meeting
 - 4.a. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b) and Conference with Labor Negotiator under Government Code Section 54957.6.
Title/Unrepresented Employee: General Manager/CEO
Agency-designated Representative: Immediate Past Chair Marina Fraser
 - 4.b. Authorizing Amendment of the General Manager/CEO's Employment Agreement and Awarding Performance Pay for the November 1, 2023-24 Contract Year Resolution
 5. Consent Calendar
 - 5.a. Approval of Minutes of the Board of Directors Meeting of February 5, 2025 Motion
 - 5.b. Accept Statement of Revenues and Expenses for the Period Ending January 31, 2025 Motion
 - 5.c. Accept Quarterly Fuel Hedge Update for Quarter 2 of Fiscal Year 2025 Motion
 6. 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.

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

7. Report of the Chair

- | | | |
|------|---|--------|
| 7.a. | Proclamation Declaring March as International Women’s History Month | Motion |
|------|---|--------|

8. Report of the General Manager/CEO

- | | | |
|------|--|---------------|
| 8.a. | Report of the General Manager/CEO February 26, 2025 | Informational |
| 8.b. | Monthly New Headquarters Construction Status Update | Informational |
| 8.c. | Innovative Clean Transit Plan and Emission Zero Program Update | Informational |

9. Recess to Committee Meetings

- 9.a. Community Relations Committee / Committee of the Whole
D. Canepa (Chair), M. Fraser, J. Speier

- | | | |
|--------|--|---------------|
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of February 5, 2025 | Motion |
| 9.a.3. | Accessible Services Update | Informational |
| 9.a.4. | Citizens Advisory Committee Update | Informational |
| 9.a.5. | Paratransit Advisory Council Update | Informational |
| 9.a.6. | Monthly State of Service Report January 2025 | Informational |
| 9.a.7. | Quarterly State of Service Report Quarter 2 Fiscal Year 2025 | Informational |
| 9.a.8. | Adjourn | |

- 9.b. Finance Committee / Committee of the Whole
B. Esser (Chair), D. Canepa, R. Medina

- | | | |
|--------|--|--------|
| 9.b.1. | Call to Order | |
| 9.b.2. | Approval of Minutes of the Finance Committee Meeting of February 5, 2025 | Motion |
| 9.b.3. | Adopting a District Debarment Policy | Motion |

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

- 9.b.4. Receive Quarterly Financial Report Fiscal Year 2025
Quarter 2 Results and Annual Outlook Informational
- 9.b.5. Adjourn
- 9.c. Legislative Committee / Committee of the Whole
J. Powell (Chair), P. Ratto, J. Speier
 - 9.c.1. Call to Order
 - 9.c.2. Approval of Minutes of the Legislative Committee Meeting of February 5, 2025 Motion
 - 9.c.3. Legislative Update and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson) Motion
 - 9.c.4. Adjourn
- 9.d. Strategic Planning, Development, and Sustainability Committee / Committee of the Whole
Cancelled as there are no business items this month
- 10. Reconvene Board of Directors Meeting
- 11. Matters for Board Consideration: Finance Committee
 - 11.a. Adopt District Debarment Policy Resolution
- 12. Matters for Board Consideration: Legislative Committee
 - 12.a. Legislative Update and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson) Motion
- 13. Communications to the Board of Directors
- 14. Board Member Requests / Comments
- 15. Date / Time of Next Regular Meeting: Wednesday, April 2, 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.

16. General Counsel Report

17. 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 (SamTrans) Board and Committees: 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>.

Public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to two minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. The Board Chair shall 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.

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.

Resolution No. 2025-

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

Authorizing Amendment of the General Manager/CEO's Employment Agreement and Awarding Performance Pay for the November 1, 2023-24 Contract Year

Whereas, the San Mateo County Transit District (District) Board of Directors (Board) appointed April Chan to be General Manager/CEO, and authorized execution of Ms. Chan's Employment Agreement, effective November 1, 2022, pursuant to Resolution 2022-66; and

Whereas, on February 7, 2024, following her first annual Performance Evaluation, the Board authorized the First Amendment of Ms. Chan's Employment Agreement which, in part, (1) increased her base compensation to \$362,250 (consistent with 3.5 percent global wage increase implemented for all unrepresented administrative employees on July 1, 2023); (2) clarified that the General Manager/CEO is entitled to receive any Board approved Global Wage Increase granted to all other unrepresented District employees; and added a \$25,000 stipend for service as the Executive Director of the San Mateo County Transportation Authority, effective as of her November 1, 2023 anniversary date as permitted under the Declaration of Uncertainty adopted by the Board pursuant to Resolution No. 2023-58; and

Whereas, Section 3.1 of Ms. Chan's Employment Agreement, as amended on February 7, 2024, provides for annual performance evaluations, at or near the anniversary of her promotion to General Manager/CEO, through which she is eligible to receive "performance pay up to the amount of \$25,000, predicated upon performance that achieves the goals and criteria that were established by the Board prior to the determination on and conferral of any such payment;" and

Whereas, the Board adopted Salary Ordinance 110 on December 4, 2024 to reflect the 4 percent global wage increase for all unrepresented administrative staff as of July 1, 2024, including

the General Manager/CEO as prescribed in Ms. Chan's Employment Agreement, thereby establishing Ms. Chan's new base salary as \$376,740; and

Whereas, as permitted by Salary Ordinance 110 and the Declaration of Uncertainty adopted by the Board pursuant to Resolution No. 2024-36, Ms. Chan's annual salary was increased to \$376,740, effective July 1, 2024; and

Whereas, the Board Chair has convened a Performance Evaluation Ad Hoc Advisory Committee (Committee), and both the Committee and the full Board have completed Ms. Chan's second annual performance evaluation; and

Whereas, the Board has concluded that Ms. Chan's performance and achievements during the November 2023-2024 evaluation cycle met the standard for award of performance pay of \$25,000.

Now, Therefore Be it Resolved that the Board of Directors hereby awards performance pay to Ms. Chan in the maximum amount contemplated in Section 3.1 of the Employment Agreement in recognition of her performance and achievements during her second year of service as the District's General Manager/CEO.

Be it Further Resolved that the Board of Directors authorizes the Board Chair to execute a Second Amendment to the Employment Agreement to update its Appendix A to:

1. Reflect the General Manager/CEO's base salary of \$376,740, as previously approved by the Board and as set forth in Salary Ordinance 110, and
2. Add footnote language to acknowledge potential time lags between Salary Ordinance updates and amendments to Ms. Chan's Employment Agreement, and to make clear that Ms. Chan is eligible to receive the higher of (a) the General Manager/CEO's salary as codified in Board-approved Salary Ordinances reflecting future Global Wage Increases, and (b) amendments to her Employment Agreement following the General Manager/CEO's annual performance evaluations that occur around the anniversary date of her promotion.

Regularly passed and adopted this 5th day of March, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

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

**Board of Directors Meeting
DRAFT Minutes of February 5, 2025**

Members Present: D. Canepa (arrived at 2:05 pm), B. Esser, M. Fraser, R. Medina, J. Powell,
(In Person) P. Ratto, J. Speier, M. Chuang (Vice Chair), J. Gee (Chair)

Members Absent: None

Staff Present: T. Bartholomew, J. Brook, J. Cassman, A. Chan, K. Jordan Steiner,
L. Lumina-Hsu, K. McGee (Urban Hive Development), J. Mello,
D. Olmeda, A. Rivas, D. Santoro, S. van Hoften

1. Call to Order/Pledge of Allegiance

Chair Jeff Gee called the meeting to order at 2:00 pm and requested Director Jackie Speier to lead the Pledge of Allegiance.

2. Oath of Office: Jackie Speier for a term ending December 31, 2028 (representing San Mateo County Board of Supervisors)

Deputy District Secretary Loana Lumina-Hsu administered the Oath of Office to Jackie Speier, representing the San Mateo County Board of Supervisors.

3. Roll Call

Ms. Lumina-Hsu called the roll and confirmed a Board quorum was present.

4. Report from Closed Sessions at January 8 Board Meeting

4.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. 34-2019-0024

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

4.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.

5. Consent Calendar

5.a. Approval of Minutes of the Board of Directors Meeting of January 8, 2025

5.b. Acceptance of Statement of Revenues and Expenses for the Period Ending December 31, 2024

5.c. Accept Quarterly Investment Report and Fixed Income Market Review and Outlook

5.d. Accept Capital Projects Quarterly Status Report for 2nd Quarter Fiscal Year 2025

5.e. Authorize General Manager/CEO to Execute a Primary Grant Agreement with the San Mateo County Transportation Authority for Future Measures A and W Funding – Approved by Resolution No. 2025-05

Motion/Second: Medina/Fraser

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

Noes: None

Abstain: Speier

Absent: Canepa

6. Public Comment for Items Not on the Agenda

Joaquin Jimenez, Half Moon Bay, requested a bus wrap to commemorate the Coastside farm workers who lost their lives in the shooting in Half Moon Bay.

Aleta Dupree commented on SamTrans' zero emission initiatives and Clipper 2.0.

7. Report of the Chair

7.a. Proclamation Declaring February as National Black History Month

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

Motion/Second: Chuang/Esser

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

Noes: None

Absent: None

7.b. Resolution of Appreciation for Ray Mueller – Approved by Resolution No. 2025-06

Chair Gee thanked San Mateo County Supervisor Ray Mueller for his service on the SamTrans Board.

- Supervisor Mueller expressed appreciation for his time on the Board and commented on bus coverage metrics and south coast service.

Motion/Second: Medina/Speier

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

Noes: None

Absent: None

7.c. Resolution of Appreciation for Marina Fraser – Approved by Resolution No. 2025-07

Chair Gee read several statements from the resolution. Vice Chair Marie Chuang expressed thanks to Director Marina Fraser for her leadership.

Motion/Second: Chuang/Powell

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

Noes: None

Absent: None

8. Report of the General Manager/CEO

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

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

- Lunar New Year and Black History Month buses will be operating throughout the County during the month of February
- Discussed US Department of Transportation (DOT) guidance released last week may impact federal grant awards.
- Addressed rumors about ICE (US Immigration and Customs Enforcement) was apprehending bus riders.
- Staff to hold Board workshop late March or early April to discuss the financial outlook and proposed 10-year Capital Improvement Plan (CIP).

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

- Federal funds primarily used for bus replacement - \$20-30 million per year.
- Immigrant community concerns about ICE enforcement while riding on SamTrans

Public Comment

Adina Levin commented on the Executive Order affecting immigration and deportation, and transit funding.

Aleta Dupree commented on SamTrans safety and grants to fund hydrogen and battery electric buses.

8.b. Monthly New Headquarters Construction Status Update

Kris McGee, Managing Principal, Urban Hive Development, provided the presentation, including the following:

- Tenant improvements, Board room, 80/20 workspace, Redi-Wheels, Transit Policy
- SamTrans improvements: furniture, equipment
 - Budget of \$48 million; \$26 million of non-tenant improvements
- Project schedule
 - Tenant improvement construction drawings completed
 - Construction start for tenant improvement slated for April
 - Furniture and fixtures installation Quarter 1 of 2026
 - Move-in Quarter 2 of 2026
- Drawings, value engineering completed, submitted to City of Millbrae for permit approval
- Risk register key items: overall construction pricing
- Anticipated Board approvals schedule

Josh Mello, Executive Officer, Planning and Development, stated staff will bring the pro forma to the Board in the near future.

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

- Value engineering; District is going through public procurement process for a general contractor to make tenant improvements
- District gathering comments from the City of Millbrae regarding commercial tenants
- Retail space lease controlled by landlord/owner Swift
- Need final figure for non-tenant improvements to stay within budget

Public Comment

Aleta Dupree commented on the District purchasing the new headquarters building.

9. Board Member Requests/Comments

There were none.

10. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:07 pm.

11. Reconvene Board of Directors Meeting

Chair Gee reconvened the Board meeting at 4:36 pm.

12. Matters for Board Consideration: Community Relations Committee

Chair Gee reported on the following items:

12.a. Accessible Services Update

12.b. Citizens Advisory Committee Update

12.c. Paratransit Advisory Council Update

12.d. Monthly State of the Service Report | December 2024

13. Matters for Board Consideration: Finance Committee

Director Brooks Esser led the Board in voting on the following item:

13.a. Approving 2025 Debt Refinancing and Authorizing Issuance of San Mateo County Transit District Limited Tax Bonds: Approving Forms, Authorizing Execution and Delivery Thereof; Amending and Restating Debt Policy and the Continuing Disclosure Policy, and Completing Associated Disclosure Training –
Approved by Resolution No. 2025-08

Motion/Second: Chuang/Medina

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

Noes: None

Absent: None

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

Chair Gee reported on the following item:

14.a. Informational Presentation of the Proposed Transit Oriented Development (TOD) and Property Disposition Policy

15. Matters for Board Consideration: Legislative Committee

Chair Gee reported on the following item:

15.a Legislative Update

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

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

18. General Counsel Report

18.a. Closed Session: Public Employee Performance Evaluation under Government Code Section 54957(b) and Conference with Labor Negotiator under Government Code Section 54957.6.

Title/Unrepresented Employee: General Manager/CEO

Agency-designated Representative: Immediate Past Chair Marina Fraser

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 4:39 pm.

19. Adjourn

The meeting adjourned at 5:55 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: **Accept Statement of Revenues and Expenses for the Period Ending
January 31, 2025**

Action

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenses for the period ending January 31, 2025 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 January 31, 2025. 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 January 31, 2025, revenues were \$204.4 million compared to \$212.3 million of the adopted budget, resulting in an unfavorable variance of \$7.8 million (3.7 percent).

This unfavorable variance was primarily driven by the following:

- Due from Peninsula Corridor Joint Powers Board (PCJPB), San Mateo County Transportation Authority (SMCTA), and San Mateo County Transit District (SAMTR) Capital Wages and Benefit (W&B) was \$26.7 million as compared to the adopted budget of \$38.2 million, resulting in an unfavorable variance of \$11.5 million (30.2 percent). This variance is attributed to variability associated with vacancy savings across agencies in both operating and capital, which is offset by corresponding expenses below.
- Operating Grants was \$0.6 million as compared to the adopted budget of \$2.6 million, resulting in an unfavorable variance of \$2.0 million (77.0 percent). The variance of Operating Grants is due to later than anticipated receipt of Federal Transit Administration (FTA) funds for paratransit program which is anticipated to be received in quarter 3 (Q3). The City/County Association of Government of San Mateo County (C/CAG) grant is also anticipated to be received in Q3.
- District Sales Tax was \$68.0 million as compared to the adopted budget of \$70.0 million, resulting in an unfavorable variance of \$2.0 million (2.9 percent).
- Measure W Sales Tax was \$34.1 million as compared to the adopted budget of \$35.0 million, resulting in an unfavorable variance of \$0.9 million (2.7 percent).

Sales tax receipts continue to show unfavorable trends, and our vendor has adjusted the year-end forecast downward. The latest sales tax forecast for District Sales Tax and Measure W is \$5.0 million (2.8 percent) below the Fiscal Year (FY) 2025 budget. This projected shortfall, while significant compared to budget, is only a 0.9 percent decline from FY2024 actuals. Staff will update the upcoming forecast to incorporate this information and continue to monitor trends closely.

The unfavorable variances were partially offset by the favorable variances in the following:

- Investment Income was \$15.4 million as compared to the adopted budget of \$7.1 million, resulting in a favorable variance of \$8.3 million (117.5 percent). This is driven by a one-time receipt of \$2.7 million in November associated with the maturity of an asset in addition to observed favorability in interest rates.
- Other Interest, Rent & Other Income was \$6.1 million compared to the adopted budget of \$5.5 million, resulting in a favorable variance of \$0.6 million (10.4 percent). This was primarily driven by a one-time \$0.4 million referral fee payment from CBRE.

Expenses:

As of January 31, 2025, expenses were \$218.6 million as compared to \$226.0 million of the adopted budget, resulting in a favorable variance of \$7.4 million (3.3 percent).

This favorable variance was primarily driven by the following:

- PCJPB, SMCTA & SAMTR Capital W&B was \$26.7 million as compared to the adopted budget of \$38.2 million, resulting in a favorable variance of \$11.5 million (30.2 percent). This variance is attributed to variability associated with vacancy savings across agencies in both operating and capital, which is offset by the corresponding revenues above.
- Motor Bus was \$121.0 million as compared to \$123.8 million of the adopted budget, resulting in a favorable variance of \$2.7 million (2.2 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 Multi-Modal Programs was \$4.3 million as compared to \$4.6 million of the adopted budget, resulting in a favorable variance of \$0.3 million (6.2 percent).

The savings were partially offset by an increased allocation to reserves.

- The reserve allocation for Measure W Capital Allocation was \$12.9 million, exceeding the \$5.3 million budget by \$7.6 million (141.5 percent). This variance is due to timing, as Measure W receipts have outpaced expenses year-to-date. The higher reserve

allocation ensures funds are retained for future eligible expenses and is expected to align with the budget as the year progresses and additional expenses are incurred.

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 January 2025 Statement of Revenues and Expenses has no budget impact.

Prepared By:	Jessica Wong	Financial Reporting Accountant	650-551-6180
	Annie To	Director, Accounting	650-622-7890

	YEAR-TO-DATE				ANNUAL
	JANUARY				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
(In thousands)					
OPERATING REVENUES					
Operating Revenues					
Passenger Fares	\$ 7,983	\$ 7,774	\$ (210)	(2.6%)	\$ 13,251
Local TDA and STA Funds	43,099	43,099	-	0.0%	76,287
Operating Grants	2,612	600	(2,012)	(77.0%)	5,016
SMCTA Measure A	2,785	2,785	-	0.0%	4,720
Subtotal - Operating Revenues	56,479	54,257	(2,222)	(3.9%)	99,275
Other Revenue Sources					
District Sales Tax	69,998	67,958	(2,041)	(2.9%)	117,823
Measure W Sales Tax	35,012	34,063	(949)	(2.7%)	58,912
Investment Income	7,090	15,422	8,332	117.5%	14,335
Other Interest, Rent & Other Income	5,494	6,066	573	10.4%	9,274
Due from PCJPB, SMCTA & SAMTR Capital W&B	38,197	26,676	(11,521)	(30.2%)	65,481
Subtotal - Other Revenues	155,791	150,185	(5,606)	(3.6%)	265,825
TOTAL REVENUES	\$ 212,270	\$ 204,442	\$ (7,828)	(3.7%)	\$ 365,099
OPERATING EXPENSES					
PCJPB, SMCTA & SAMTR Capital W&B	38,197	26,676	11,521	30.2%	65,481
Motor Bus	123,784	121,035	2,749	2.2%	216,860
American Disabilities Act Programs	13,843	13,396	447	3.2%	24,944
Other Multi-Modal Programs	4,648	4,359	289	6.2%	8,646
Total Operating Expenses	180,472	165,466	15,006	8.3%	315,930
Sales Tax Allocation - Capital Program					
District Sales Tax Capital	21,372	21,372	-	0.0%	36,638
Measure W Sales Tax Capital	15,430	15,430	-	0.0%	26,452
Reserves for Future Measure W Capital Allocation	5,355	12,934	(7,579)	(141.5%)	9,180
Reserves for Future Capital Allocation	-	-	-	0.0%	-
Total Sales Tax Allocation - Capital Program	42,157	49,736	(7,579)	(18.0%)	72,270
Total Debt Service	3,374	3,400	(26)	(0.8%)	19,138
Operating Reserve	-	-	-	-	516
Sales Tax Stabilization Fund	-	-	-	-	134
Total Reserves	-	-	-	-	650
TOTAL EXPENSES	\$ 226,003	\$ 218,602	\$ 7,401	3.3%	\$ 407,988
SURPLUS/(DEFICIT)	(13,733)	(14,160)	(426)	(3.1%)	(42,888)
Draw from Prior Years' Surplus	-	-	-	-	42,888
ADJUSTED SURPLUS/(DEFICIT)	\$ (13,733)	\$ (14,160)	\$ (426)	(3.1%)	-

REVENUES	YEAR-TO-DATE				ANNUAL
	JANUARY				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
(In thousands)					
OPERATING REVENUES - MOTOR BUS					
Passenger Fares	\$ 7,628	\$ 7,387	\$ (241)	(3.2%)	\$ 12,653
Local Transportation Development Act (TDA) Transit Fund	32,923	32,923	-	0.0%	57,722
State Transit Assistance (STA)	7,706	7,706	-	0.0%	14,160
Operating Grants	648	162	(487)	(75.1%)	1,280
Sales Tax Revenue	56,939	52,877	(4,063)	(7.1%)	96,363
Measure W Sales Tax	9,364	2,350	(7,014)	(74.9%)	17,993
Investment Interest Income	6,573	14,804	8,230	125.2%	13,401
TOTAL OPERATING REVENUES	121,782	118,207	(3,575)	(2.9%)	213,572
OTHER REVENUE SOURCES:					
Rental Income	1,101	1,638	537	48.8%	1,888
Advertising Income	589	447	(142)	(24.1%)	770
Other Income	312	743	431	138.2%	630
TOTAL OTHER REVENUES	2,002	2,828	826	41.3%	3,288
TOTAL REVENUES - MOTOR BUS	\$ 123,784	\$ 121,035	\$ (2,749)	(2.2%)	\$ 216,860
AMERICAN DISABILITIES ACT:					
Passenger Fares Redi-Wheels	355	386	31	8.9%	598
Local Transportation Development Act (TDA) 4.5 Redi-Wheels	1,743	1,743	-	0.0%	3,064
Local State Transit Assistance (STA) - Paratransit	727	727	-	0.0%	1,341
Operating Grants	1,964	438	(1,526)	(77.7%)	3,737
Sales Tax Revenue - American Disabilities Act	2,484	3,349	865	34.8%	4,578
Measure W Sales Tax - American Disabilities Act	2,569	3,349	780	30.4%	4,771
Interest Income - Paratransit Fund	517	619	102	19.7%	934
SMCTA Measure A Redi-Wheels	2,785	2,785	-	0.0%	4,720
Measure M Paratransit	700	-	(700)	(100.0%)	1,200
TOTAL ADA PROGRAMS	\$ 13,843	\$ 13,396	\$ (447)	(3.2%)	\$ 24,944
MULTI-MODAL TRANSIT PROGRAMS:					
Employer SamTrans Shuttle Funds	2,686	2,648	(38)	(1.4%)	4,604
Dumbarton Rental Income	106	143	36	33.9%	182
Sales Tax Revenue - General Operating Assistance	1,856	1,569	(287)	(15.5%)	3,860
TOTAL MULTI-MODAL PROGRAMS	\$ 4,648	\$ 4,359	\$ (289)	(6.2%)	\$ 8,646
Unapplied Dumbarton Rental Income for Future Dumbarton Maintenance of Way	-	448	448	100.0%	-
Unapplied District Sales Tax	8,719	10,164	1,444	16.6%	13,022
Unapplied Measure W Sales Tax	23,079	28,364	5,286	22.9%	36,147
Due from PCJPB, SMCTA & SAMTR Capital W&B	38,197	26,676	(11,521)	(30.2%)	65,481
TOTAL REVENUES	\$ 212,270	\$ 204,442	\$ (7,828)	(3.7%)	\$ 365,099



**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2025
AS OF JANUARY 31, 2025**

(In thousands)

EXPENSES	YEAR-TO-DATE				ANNUAL
	JANUARY				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
DISTRICT OPERATED BUSES					
Services:					
Motor Bus Wages & Benefits	\$ 66,652	\$ 69,031	\$ (2,379)	(3.6%)	\$ 113,566
Board of Directors	83	99	(16)	(19.2%)	142
Contracted Vehicle Maintenance	705	399	306	43.4%	1,352
Property Maintenance	1,741	1,183	558	32.1%	3,038
Professional Services	3,956	2,721	1,235	31.2%	7,868
Technical Services	8,191	6,671	1,521	18.6%	14,873
Other Services	2,976	2,660	316	10.6%	5,401
Materials & Supplies:					
Fuel and Electricity*	3,071	3,141	(70)	(2.3%)	5,557
Bus Parts and Materials	2,129	2,473	(344)	(16.2%)	3,649
Uniforms and Driver Expense	598	292	307	51.2%	1,300
Timetables and Tickets	102	50	53	51.3%	176
Office Supplies / Printing	457	430	27	5.9%	763
Other Materials and Supplies	110	132	(22)	(20.4%)	188
Utilities:					
Telephone	447	511	(63)	(14.1%)	767
Other Utilities	1,142	1,290	(147)	(12.9%)	1,983
Insurance	2,218	2,282	(64)	(2.9%)	3,906
Claims Reserves and Payments	1,517	2,214	(697)	(46.0%)	3,600
Workers Compensation	2,237	1,996	241	10.8%	3,835
Taxes and License Fees	307	427	(121)	(39.3%)	581
Leases and Rentals	142	93	49	34.4%	242
Promotional and Legal Advertising	613	276	337	54.9%	1,098
Training and Business Travel	723	411	312	43.1%	1,359
Dues and Membership	176	121	55	31.2%	304
Postage and Other	131	56	76	57.7%	225
TOTAL DISTRICT OPERATED BUSES	\$ 100,426	\$ 98,958	\$ 1,468	1.5%	\$ 175,775
CONTRACTED BUS SERVICES					
Contracted Urban Bus Service	17,981	16,235	1,746	9.7%	31,226
Coastside Services	1,509	1,437	72	4.8%	2,888
Redi Coast Non-American Disabilities Act	201	403	(202)	(100.8%)	420
La Honda - Pescadero	31	27	4	13.6%	53
Microtransit	1,937	1,807	130	6.7%	3,436
Contracted Urban Bus (CUB) Related Wages & Benefits	470	462	8	1.6%	858
Contracted Urban Bus (CUB) Related Other Support	155	151	4	2.8%	344
Contracted Urban Bus (CUB) Insurance	1,075	1,066	8	0.8%	1,860
Contracted Urban Bus (CUB) Claims Reserves & Payments	-	490	(490)	0.0%	-
TOTAL CONTRACTED BUS SERVICE	\$ 23,358	\$ 22,077	\$ 1,281	5.5%	\$ 41,084
TOTAL EXPENSES - MOTOR BUS	\$ 123,784	\$ 121,035	\$ 2,749	2.2%	\$ 216,860

*Fuel and Electricity costs were increased by a realized loss of \$156,000 from the fuel hedge program.

EXPENSES	YEAR-TO-DATE JANUARY				ANNUAL
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
AMERICAN DISABILITY ACT PROGRAMS					
Elderly & Disabled/Redi-Wheels	\$ 5,823	\$ 6,189	\$ (366)	(6.3%)	\$ 10,506
American Disabilities Act Sedans / Taxi Service	1,663	1,627	36	2.2%	3,000
American Disabilities Act Coastside	1,712	1,583	129	7.6%	3,256
American Disabilities Act Related Wages & Benefits	2,047	1,872	175	8.5%	3,589
American Disabilities Act Related Other Support	1,695	1,307	388	22.9%	2,982
American Disabilities Act Insurance	902	818	84	9.4%	1,610
TOTAL AMERICAN DISABILITIES ACT PROGRAMS	\$ 13,843	\$ 13,396	\$ 447	3.2%	\$ 24,944
MULTI-MODAL TRANSIT PROGRAMS					
SamTrans Shuttle Service	4,064	3,890	173	4.3%	7,505
Shuttle Related Wages & Benefits	159	149	10	6.4%	268
Dumbarton Maintenance of Way	106	143	(36)	(33.9%)	182
Maintenance Multimodal Facilities	319	178	141	44.3%	691
TOTAL MULTI-MODAL PROGRAMS	\$ 4,648	\$ 4,359	\$ 289	6.2%	\$ 8,646
PCJPB, SMCTA & SAMTR Capital W&B	38,197	26,676	11,521	30.2%	65,481
TOTAL OPERATING EXPENSES	\$ 180,472	\$ 165,466	\$ 15,006	8.3%	\$ 315,930
Sales Tax Allocation - Capital Program					
District Sales Tax Capital	21,372	21,372	-	0.0%	36,638
Measure W Sales Tax Capital	15,430	15,430	-	0.0%	26,452
Reserves for Future Measure W Capital Allocation	5,355	12,934	(7,579)	(141.5%)	9,180
Total Sales Tax Allocation - Capital Program	\$ 42,157	\$ 49,736	\$ (7,579)	(18.0%)	\$ 72,270
Total Debt Service	3,374	3,400	(26)	(0.8%)	19,138
Operating Reserve	-	-	-	-	516
Sales Tax Stabilization Fund	-	-	-	-	134
Total Reserves	-	-	-	-	650
TOTAL EXPENSES	\$ 226,003	\$ 218,602	\$ 7,401	3.3%	\$ 407,988

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/Chief Executive Officer
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Accept Quarterly Fuel Hedge Update for Quarter 2 of Fiscal Year 2025**

Action

Staff proposes the Board to review, accept, and enter into the record the report providing an update on the implementation of a fuel hedge strategy for San Mateo County Transit District (SamTrans).

Significance

The purpose of this report is to provide an update on the implementation and performance status of the Fuel Hedging Program (Program) established for SamTrans. Staff are exploring options to shift part of the diesel fuel hedge toward hydrogen and electricity as SamTrans transitions to a zero-emission fleet.

Under this Program, the staff will continue to work with Linwood Capital, LLC to:

- Purchase new fuel hedge contracts for the upcoming fiscal year as market conditions allow, and to explore options and timing for hedge programs for zero emission fueling.
- Adjust the size of the hedge in order to protect SamTrans' fuel budget against volatile price movements in the diesel fuel market as diesel fuel usage declines with SamTrans' transition to a zero-emission fleet.
- SamTrans Projected Diesel Fuel consumption is expected to decrease in Fiscal Year (FY) 2026 by 25 percent, in line with Diesel buses replacement schedule. SamTrans operates 206 diesel buses in FY25, and is on track to only operate 152 diesel buses in FY26, and only 79 diesel buses in FY27.
- Staff do not expect to continue with hedging program beyond FY27.

Budget Impact

There is no impact on the budget.

Background

The Program implemented for SamTrans is designed to minimize large budget variances resulting from the volatility of diesel fuel prices. An effective hedging strategy can increase budget certainty and facilitate a more effective utilization of budgetary resources. The purpose of the Program is not to speculate on the price of fuel but to manage risk, particularly as it relates to SamTrans' annual budget.

FY25 Historical

- As of December 31, 2024, the fuel hedging program had a realized net loss of -\$159,498 for the time period July 2024 through December 2024 – the first half of FY25. This is approximately \$0.19 per gallon of realized loss on all consumed gallons for the first half of FY25. The approximate cost of fuel before taxes and fees and after the effect of the hedge is \$3.09 per gallon for first half of FY25.

FY25 Prospective

- For the remainder of FY25, there is currently an unrealized loss of -\$87,062 which is \$0.10/gallon on all projected consumption after tax gallons for January 2025 through June 2025. This assumes projected/budgeted consumption of 902,020 gallons for the remainder of FY25 and a sales tax rate of 9.53 percent.
- For the remainder of FY25, approximately 64 percent (after tax) of the anticipated fuel usage is hedged. The projected cost for the remainder of FY25 excluding taxes and fees and including the hedge is \$2.96 per gallon (\$3.45/gallon with taxes, fees, and hedge) versus a currently planned budget estimate of \$3.12/gallon, excluding taxes and fees for the remainder of FY25.

Full FY25 Analysis

- Total dollar budget for fuel for all of FY25 is \$5,369,770 based on \$3.12 per gallon budget before tax and fees, and projected consumption of 902,020 gallons for the remainder of FY25, and the already consumed 819,060 gallons in the first half of FY25: 1,721,080 gallons total for the year estimated.
- As of December 31, 2024, estimated total cost before tax and fees and after hedging for all of FY25 is \$5,204,924 or \$3.02 per gallon on 1,721,080 gallons. This renders an approximate expected budget surplus of +\$164,846 for FY25.

Hedge Asset Information as of December 31, 2024:

- Total futures account value as of December 31, 2024 was \$2,071,667.
- Total futures account value as of September 30, 2024 was \$1,976,143. The account value increased by \$95,524 during second quarter of FY25.
- This current futures account value consists of:
 - \$1,779,461 in realized net gains (decreased fuel cost) since inception in May 2020. Realized net gains since inception decreased by -\$94,375 during second quarter of FY25. This realized net loss was applied to fuel cost resulting in a higher fuel cost for the second quarter of FY25 due to hedging.
 - \$200,000 in net cash contributions to the account by SamTrans since inception. There were no additions or withdrawals to or from the futures account by SamTrans during the second quarter FY25.
 - Net interest income since inception of \$179,268. Net interest income during the second quarter of FY25 was \$19,891 based on Treasury securities transactions

Proclamation

Declaring March as International Women’s History Month

Whereas, national Women's History Week was first recognized in 1981 and celebrated each March from 1982 through 1986 to highlight the contributions of women in history and contemporary society; and

Whereas, thanks to the advocacy efforts of the National Women’s History Project, in 1987 Congress recognized March as the first annual Women’s History Month, which has been observed and celebrated each March thereafter across the United States; and

Whereas, women of every race, class and ethnic background have made significant and historic contributions to the growth and strength of our society in countless recorded and unrecorded ways; and

Whereas, the leadership of women on Board of Directors, serves as an example of community and civic engagement for girls and women in San Mateo County; and

Whereas, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, and the civil rights movement, which create a more fair and just society for all; and

Whereas, in March 2024, the District formed the Empowering Women in Transit Employee Resource Group (EWIT ERG) to promote the development and education of women by undertaking internal and external activities to attract, retain, empower, inform, inspire, and support female employees; and

Whereas, in honor of Women’s History Month, the San Mateo County Transit District will be hosting a speaker panel of women associated with the transit industry who will discuss their professional journeys up the career ladder; and

Whereas, in honor of Women’s History Month, the District will also be highlighting female staff throughout the month in a special Employee Spotlight feature on the District’s various social media platforms, as well as tabling at our North and South Base locations and donating women-authored books to our District libraries; and

Now, Therefore, the San Mateo County Transit District Board of Directors does hereby recognize March as International Women’s History Month and celebrate the immense contributions of women in the United States.

Regularly passed and adopted this 5th day of March, 2025.



Chair, San Mateo County Transit District

BOARD OF DIRECTORS 2025



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MARIE CHUANG, VICE CHAIR
DAVID J. CANEPA
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MARINA FRASER
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APRIL CHAN
GENERAL MANAGER/CEO

Memorandum

Date: February 26, 2025
To: SamTrans Board of Directors
From: April Chan, General Manager/CEO
Subject: General Manager/CEO Report

SamTrans fixed-route bus ridership achieved a 96.5 percent recovery rate for the six months ending December 2024 compared to the six months ending December 2019. This is above the national bus recovery rate of 84.0 percent comparing pre- and post-COVID ridership figures. The local rail ridership recovery continues to be slow. Caltrain’s 129.0 percent vehicle revenue miles recovery rate is due to increased weekday trains from 92 prior to COVID to 112 weekday trains starting in September, weekend trains increased from 66 to 112, and increasing from 5 and 6-car consists, prior to COVID, to 7-car consists with electrification that started in September.

	6 Months Ended December 2019	6 Months Ended December 2024	Ridership Recovery Rate	Vehicle Revenue Miles Recovery Rate
SamTrans	5,593,720	5,400,385	96.5%	97.1%
AC Transit	27,743,255	20,282,814	73.1%	85.7%
SFMTA	105,495,836	82,390,142	78.1%	91.4%
VTA	13,949,645	12,379,559	88.7%	101.5%
Dallas	19,183,781	15,159,312	79.0%	89.9%
Seattle - King	60,743,253	42,691,358	70.3%	87.7%
Chicago	120,400,669	92,922,446	77.2%	95.4%
Atlanta	26,398,820	17,970,134	68.1%	85.9%
New York MTA	359,979,128	345,967,479	96.1%	97.2%
National Bus	2,291,851,809	1,926,868,644	84.0%	92.9%
Caltrain	9,588,332	5,214,051	54.4%	129.0%
BART Extension	6,818,918	3,089,387	45.4%	NA
BART System	64,026,896	28,718,733	44.9%	89.2%

	6 Months Ended December 2019	6 Months Ended December 2024	Ridership Recovery Rate	Vehicle Revenue Miles Recovery Rate
National Rail	2,484,008,645	1,751,238,418	70.5%	98.3%
Total NTD Trips	5,032,729,289	3,870,412,638	76.9%	93.9%

Bus Operator Staffing

	Approved FTEs	Trainees	No. Bus Operators*
Bus Operators	348	17	337

* This number excludes the 17 Bus Operator Trainees.

Miles Between Preventable Accidents

Below is a table illustrating the miles between accidents performance by mode and location during January 2025.

	Total Miles	Preventable Accidents	Miles Between Preventable Accidents
North Base	369,824	9	41,092
South Base	259,638	7	37,091
CUB	242,667	4	60,667
Fixed Route Total	872,129	20	43,606
ADA	197,075	2	98,538
Micro Transit	13,663	0	Not Meaningful

Safety Updates

We are conducting a series of Safety Stand-Downs to reach out to Bus Operators and spread the word on safe driving practices. The stand-downs are designed to focus on each operator who participates, during a one-on-one interaction to answer questions and solicit feedback.

The most recent Safety Stand-Downs were held at the bases. The Safety and Security Department was joined by members of the Transportation Department during the morning and afternoon pull outs. The topic of discussion was the recent uptick in preventable accidents and safe driving techniques.

We will continue with a series of Safety Stand-Downs to take place at the Daly City BART and Sequoia Station Terminals where Bus Operators will be met in the field.

Regional/MTC Matters

Metropolitan Transportation Commission (MTC) is planning to present regional measure polling data at its February 14 Legislative Committee meeting. The full commission will hear a presentation on polling and potentially ballot measure options at the February 26 meeting. It is anticipated that this meeting will lead to a decision on the nature of any ballot measure sponsored by MTC. Senator Weiner currently has a spot bill and will need to put in specific language by likely mid to late March. Staff have met with Senator Wiener's office. San Mateo County Transit District (SamTrans) and Transportation Authority (TA) Chairs and Vice Chairs have met with staff to guide staff through the next phase of this process.

Regional Mapping and Wayfinding Pilot Project

MTC's RMWP is creating a new generation of wayfinding materials that will ensure a more consistent and easier experience for the traveling public in the Bay Area. RMWP is creating new standards for maps, signs, screens, etc. that will deliver a common experience regardless of operating agency. In December 2024, a pilot project at El Cerrito del Norte BART was unveiled, adding new bus stop signs, coordinated bus bay stop signs/maps, 'monolith' station markers, and other signage.

On Thursday, February 20, 2025, MTC and Bay Area transit agencies will debut test transit maps and signs and host a press event and tour showcasing the new installations at the Santa Rosa Downtown Transit Mall and SMART station (Comstock Mall, Second Street, Santa Rosa, CA).

In San Mateo County, the planning process for adding a pilot project at Millbrae Station recently initiated in January 2025, with five other pilot sites being planned in subsequently (including the Palo Alto Transit Center). Development of signage plans for all sites are expected to be completed by June 2025. The planning is anticipated to last through May 2025, with installation of signs for the pilot project in Summer 2025. In addition to Millbrae, five other pilot sites are being planned in parallel including one at Palo Alto Transit Center.

Grand Boulevard Initiative Update

The District relaunched the Grand Boulevard Initiative (GBI) Task Force last October with an in-person kickoff meeting of more than 50 agency staff and stakeholders present. On February 3, 2025, the GBI Working Group, which consists of city and regional agency staff, was convened to gather input from the fourteen cities along SamTrans Route ECR on the future of mobility on El Camino Real and more quickly advance improvements on the corridor.

GBI activities over the next few months include:

- Convening another Working Group meeting in March to build on current momentum from the February meeting, and a Task Force Meeting in May 2025
- Creating of a factsheet, FAQ, and new webpage to share information to the public.

- Conducting a virtual roadshow with Public Works and Planning Directors in February/March 2025 to share updates about GBI.
- Coordinating with Caltrans on their El Camino Real Comprehensive Multimodal Corridor Plan (CMCP), which will align closely with the District's plan for developing a countywide visioning document called the GBI Action Plan.

Employee of the Month (EOM) Recognitions, January 2025

Bus Operator EOM for North Base is **Earl Del Mundo**. This is Earl's first EOM Award during his one year of service with the District.

Bus Operator EOM for South Base is **Wisam Aburamadan**. This is Wisam's third EOM Award during his seven years of service with the District.

Bus Maintenance EOM for North Base is **Mechanic A Ashok Singh**. This is Ashok's twelfth EOM Award during his nearly 34 years of service with the District.

Bus Maintenance EOM for South Base **Mechanic A William Buttler**. This is William's first EOM Award during his first year of service with the District.

SamTrans Millbrae Headquarters Project



EXECUTIVE MONTHLY PROGRESS REPORT February 2025

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Project Introduction

On December 18, 2023, the Board approved the acquisition of a 180,000-square-foot headquarters (HQ), consisting of approximately 157,000 square feet of office space and 23,000 square feet of retail space, through a lease-to-purchase agreement. (The original developer has since sold its interest in the HQ building to a new owner/landlord.) The new HQ building is located at the Gateway at Millbrae Station, right next to the Millbrae BART and Caltrain Station, with SamTrans Routes ECR and 292 conveniently close-by. The first three floors of the building include a lobby, retail space, loading facilities, and parking, while the 4th, 5th, and 6th floors consist of office space. As part of this agreement, the District agreed to lease the entirety of the office space, after the landlord completes all necessary tenant improvements, for at least 8 months, with an option to purchase the entire building after 8 months, and before 30 months, for \$126M. The building is located on a 99-year ground lease from the Bay Area Rapid Transit District (BART) which requires that prevailing wages be paid for all construction work on site, including tenant improvements.

Section 1: Cost and Budget

Tenant Improvement

Total budget for the tenant improvement is \$48,320,294. This is comprised of the Lease’s Tenant Improvement Allowance of \$36,850,820 (inclusive within the \$126M purchase price) and \$11,469,474 approved by the Board on December 4, 2024. The total tenant improvement budget includes contingency, which amount will be determined after the Guaranteed Maximum Price (GMP) is executed in April 2025.

Non-Tenant Improvement

Total budget for the non – tenant improvement is \$26,116,619 inclusive of \$4,113,696 / 15.75% Contingency. This contingency will be reported monthly when used.

Category/Item	Budget (in 1000 of \$)		Expended + Committed %
	Approved	Expended + Committed	
Tenant Improvement (TI)	48,320	0	0.00%
Non-TI, Furniture, Fixtures, & Equipment (FF&E), and Auxiliary Equipment	9,380	374	3.98%
Non-TI, Information, Communications, & Technology (ICT), Data Servers, and Building Management System	6,794	252	5.5%
Non-TI, Parking Garage Fencing, EV Charging, Ticket Booth & Fare Storage, and Owner Paid Permit Fees	1,735	0	0.00%

Category/Item	Budget (in 1000 of \$)		Expended + Committed %
	Approved	Expended + Committed	
Non-TI, Moving Services, Move Management, Digitization, Equipment & Furniture Disposal, and Document Disposal	1,793	0	0.00%
Non-TI, Project Management, Construction Management, Change Management, Procurement, and Legal Services	3,790	837	22.09%
Non-TI, Architectural & Engineering Design	2,625	2,171	82.7%
Total	74,437	3,634	4.88%

Section 2: Progress and Schedule

Summary Activities	Baseline Start	Est/ Act. Start	Baseline Finish	Est/Act. Finish	Start Var. (Days)	Finish Var. (Days)
	(A)	(B)	(C)	(D)	A-B	C-D
TI, 100%CDs + Value Engineering Drawings			01/23/25	01/23/25	0	0
TI, Subcontractor Bidding and Pricing Schedule Review	01/24/25	01/24/25	04/02/25	04/02/25	0	0
TI, Execute GMP			04/02/25	04/02/25	0	0
TI, Submit for Permit / Permit Approval (2 rounds)	01/24/25	01/24/25	04/28/25	04/28/25	0	0
TI, Construction Mobilization and Buildout: Level 1, 5, 4, 6	04/18/25	04/18/25	01/02/26	01/02/26	0	0
TI, Final Inspections	10/07/25	10/07/25	01/05/26	01/05/26	0	0
TI, Substantial Completion / Lease Commencement			01/05/26	01/05/26	0	0
TI, Closeout	01/05/26	01/05/26	01/28/26	01/28/26	0	0
Non - TI FF&E, Design Approval			01/21/25	01/21/25	0	0
Non - TI FF&E, Contract Procurement	01/21/25	01/21/25	05/06/25	05/06/25	0	0
Non - TI FF&E, Contract for Board Approval			05/07/25	05/07/25	0	0
Non - TI FF&E, Procurement	05/08/25	05/08/25	01/02/26	01/02/26	0	0
Non - TI FF&E, Installation	01/05/26	01/05/26	04/24/26	04/24/26	0	0
Non - TI GC, Design	01/24/25	01/24/25	03/31/25	03/31/25	0	0
Non - TI GC, Contract Procurement	04/01/25	04/01/25	10/01/25	10/01/25	0	0

Summary Activities	Baseline Start	Est/ Act. Start	Baseline Finish	Est/Act. Finish	Start Var. (Days)	Finish Var. (Days)
	(A)	(B)	(C)	(D)	A-B	C-D
Non - TI GC, General Contract for Board Approval			10/01/25	10/01/25	0	0
Non - TI GC, Permit Approval	10/02/25	10/02/25	01/05/26	01/05/26	0	0
Non - TI GC, GC Mobilization / Buildout	01/06/26	01/06/26	05/05/26	05/05/26	0	0
Non - TI Move, Complete Questionnaires and Name Ambassadors	03/03/25	03/03/25	04/07/25	04/07/25	0	0
Non - TI Move, Finalize RFP and Contract Procurement	04/08/25	04/08/25	10/31/25	10/31/25	0	0
Non - TI Move, Move Services Contract for Board Approval			11/05/25	11/05/25	0	0
Non - TI Move, Move Services Contract Award	11/17/25	11/17/25	11/21/25	11/21/25	0	0
Non - TI Move, Moving Process	12/01/25	12/01/25	05/30/26	05/30/26	0	0

Section 3: Accomplishments and Upcoming Work

KEY ACTIVITIES - Current Reporting Month (top 5)	
Tenant Improvement	Move management
Add. 01 Drawings were issued and out for subcontractor bid	Met with Digitization Team
Resubmitted drawings to the City of Millbrae	Met with People and Culture
Final furniture design was reviewed and approved	Met with Procurement
Caltrain finalized design and gave Furniture selection approval	Continued Discussions with IT
Began compiling procurement documents for SamTrans Non-TI Work	Held All-hands Monthly Coordination Meeting

KEY ACTIVITIES - Next Reporting Month (top 5)	
Tenant Improvement	Move management
Continue compiling procurement documents for SamTrans Non-TI Work	Finalizing Stakeholder Surveys

Review Add. 01 Drawings and respond to Landlord with comments	Continue Coordination with Digitization Team
Engage Architect for Non-TI Design scope of work	Continue Coordination with Procurement
Landlord's GC will generate an initial draft GMP	Send Draft RFP SOW to Procurement
Project will review needs for early release of specified scope to minimize project schedule and budget risks	

Section 4: Risk Register / Critical Issues

Risk	Mitigation
Budget and Schedule: Landlord issues a Pricing Schedule that SamTrans cannot agree to, causing multiple review periods and potential delay in release of the Contractor	Transparent communication with the Landlord regarding the level of design SamTrans deems necessary for developing the Pricing Schedule. The General Contractor is collaborating with bidders to assess current market conditions. The project team will also explore opportunities for early release of specified scope to mitigate potential price increases.
Schedule: City of Millbrae requires more than two additional rounds of drawing review to obtain permit.	City of Millbrae has been prompt in their most recent review cycle of the Drawings. The Architect will hold another meeting with the City upon next resubmission. The project schedule allocates one more submission to the City.
Schedule & Budget: Delayed Comments from SMEs to design	Having SME's review Design Drawings at milestones and conduct 1:1s with each of them to extract comments known to date. Meetings between drawing issuances with SMEs & Form 4, as needed

Critical Issues	Status
------------------------	---------------

samTrans

Budget and Schedule: Landlord will not carry non-TI contractors on behalf of SamTrans (ie. Communications/Cabling, Signage & Branding)	SamTrans is going through C&P to procure trades needed to complete work outside Landlord's responsibilities.
Budget: Skyline's pricing to 90%CDs came in higher than originally budgeted	Team conducted value engineering efforts and continues to look for ways to save. Pricing Schedule is anticipated from Landlord on 2/27/25 to reflect final scope of work design.

BOARD OF DIRECTORS 2025

JEFF GEE, CHAIR
MARIE CHUANG, VICE CHAIR
DAVID J. CANEPA
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MARINA FRASER
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JACKIE SPEIER

APRIL CHAN
GENERAL MANAGER/CEO



AGENDA

San Mateo County Transit District

Community Relations Committee Meeting
Committee of the Whole

(Accessibility, Senior Services, and Community Issues)

March 5, 2025 – 2:30 pm

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

Committee Members: David J. Canepa (Chair), Marina Fraser, Jackie Speier

- | | | |
|--------|--|---------------|
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of February 5, 2025 | Motion |
| 9.a.3. | Accessible Services Update | Informational |
| 9.a.4. | Citizens Advisory Committee Update | Informational |
| 9.a.5. | Paratransit Advisory Council Update | Informational |
| 9.a.6. | Monthly State of Service Report January 2025 | Informational |
| 9.a.7. | Quarterly State of Service Report Quarter 2 Fiscal Year 2025 | Informational |
| 9.a.8. | Adjourn | |

Note:

- This Committee meeting may be attended by Board Members who do not serve 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
1250 San Carlos Avenue, San Carlos, California**

**Community Relations Committee Meeting / Committee of the Whole
DRAFT Minutes of February 5, 2025**

Members Present (In Person): M. Fraser, J. Speier, D. Canepa (Chair)

Members Absent: None

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

Other Board Members Absent: None

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

10.a.1. Call to Order

Committee Chair David Canepa called the meeting to order at 3:07 pm.

10.a.2. Approval of Minutes of the Community Relations Committee Meeting of January 8, 2025

Motion/Second: Esser/Medina

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

Noes: None

Absent: None

10.a.3. Accessible Services Update

Tina Dubost, Manager, Accessible Services, provided the report, which included Veterans Village community outreach and exploring ways to encourage community members to use transit.

10.a.4. Citizens Advisory Committee Update – Deferred to next meeting.

10.a.5. Paratransit Advisory Council Update

Ben McMullan, Paratransit Advisory Council (PAC) Chair, stated the PAC would be scheduling a new member orientation by the end of February.

10.a.6. Monthly State of the Service Report | December 2024

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

- Average weekday ridership increased 10.9 percent
- Total ridership recovery 98.7 percent
- Route improvements to increase on-time performance
- Recognized operator and maintenance workers of the month

10.a.7. Adjourn

The meeting adjourned at 3:12 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

**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).

The PAC and PAL did not meet in January 2025 due to a lack of quorum.

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 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 Service Report | January 2025**

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 13.1 percent in January 2025 compared to January 2024. The total monthly ridership increased by 13.4 percent in January 2025 compared to January 2024.

Post-pandemic SamTrans total fixed-route bus ridership recovery in January 2025 reached 94.7 percent of pre-pandemic total bus ridership in January 2020. The ridership recovery rate for Fiscal Year (FY) 2025 to date is 97.1 percent of pre-pandemic total bus ridership between July 2019 and January 2020.

Ride Plus: On January 20, SamTrans transitioned to a new Ride Plus app to improve the passenger experience. The new app required existing users to create a new account. Staff communicated the change through the Ride Plus webpage, a press release, pop-up messages on the former app, and social media posts.

Average weekday ridership was 116 trips, and total ridership was 3,030 trips. The average weekday ridership decreased 2.3 percent compared to January 2024, and the total ridership decreased 12.6 percent compared to January 2024.

Of the total ridership, 72.2 percent of trips were taken in East Palo Alto/Belle Haven and 27.8 percent were taken in Half Moon Bay/El Granada.

Youth Unlimited Pass: For January 2025, Youth Unlimited Pass usage increased 35.0 percent compared to January 2024.

Marketing Presence: SamTrans saw a decrease in social activity in January 2025 compared to January 2024. While there was generally more messaging and events in January 2025, January 2024 had larger high-level campaigns such as the EPX launch and free fares on Ride Plus.

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

- **Preventable Accidents** – There were 20 preventable accidents in January 2025 (16 from District and 4 from contracted services). The goal is to have one or fewer preventable

accidents per 100,000 miles; SamTrans did not meet its goal with 2.3 accidents per 100,000 miles.

- **Miles Between Service Calls (MBSC)** – There were 42 service calls in January 2025 (23 from District and 19 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 1.2 service calls per 25,000 miles.
- **On-Time-Performance (OTP)** – January 2025 systemwide OTP was 83.0 percent, which is below the goal of 85.0 percent. However, OTP improved year over year (82.3 percent in January 2024).
- **Did Not Operate (DNOs)** – In January 2025, there were 50 DNOs. This is an increase compared to five DNOs in January 2024. The increase was due to a high volume of operators dropping trips.

RIDERSHIP (ALL MODES)

SAMTRANS Average Weekday Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	25,233	29,860	33,945	13.7%	26,447	30,988	34,150	10.2%
Paratransit	591	699	738	5.6%	640	714	754	5.6%
Shuttles	1,658	1,656	1,774	7.1%	1,711	1,714	1,802	5.1%
Ride Plus		118	116	-2.3%		113	109	-3.9%
Total	27,482	32,333	36,573	13.1%	28,798	33,530	36,814	9.8%

SAMTRANS Total Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	659,746	795,565	906,727	14.0%	4,834,876	5,713,529	6,311,944	10.5%
Paratransit	15,319	18,283	19,049	4.2%	115,360	128,610	135,842	5.6%
Shuttles	32,667	34,131	36,430	6.7%	248,950	248,263	262,736	5.8%
Ride Plus		3,468	3,030	-12.6%		22,433	20,817	-7.2%
Total	707,732	851,447	965,236	13.4%	5,199,186	6,112,835	6,731,339	10.1%

CALTRAIN Average Weekday Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	14,653	19,790	29,052	46.8%	16,694	20,000	25,802	29.0%

CALTRAIN Total Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	356,778	485,165	734,837	51.5%	2,953,887	3,386,210	4,634,851	36.9%

OTHER MODES in San Mateo County Average Weekday Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	72	89	84	-5.6%	77	98	92	-5.4%
BART (San Mateo County)	13,830	15,881	17,021	7.2%	16,633	17,915	18,795	4.9%

OTHER MODES in San Mateo County Total Ridership								
Mode	Jan-23	Jan-24	Jan-25	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	1,510	1,964	1,838	-6.4%	11,530	14,459	13,850	-4.2%
BART (San Mateo County)	378,160	420,688	458,989	9.1%	3,180,736	3,410,093	3,548,376	4.1%

IMPORTANT NOTES:

Total row may not add up due to rounding.

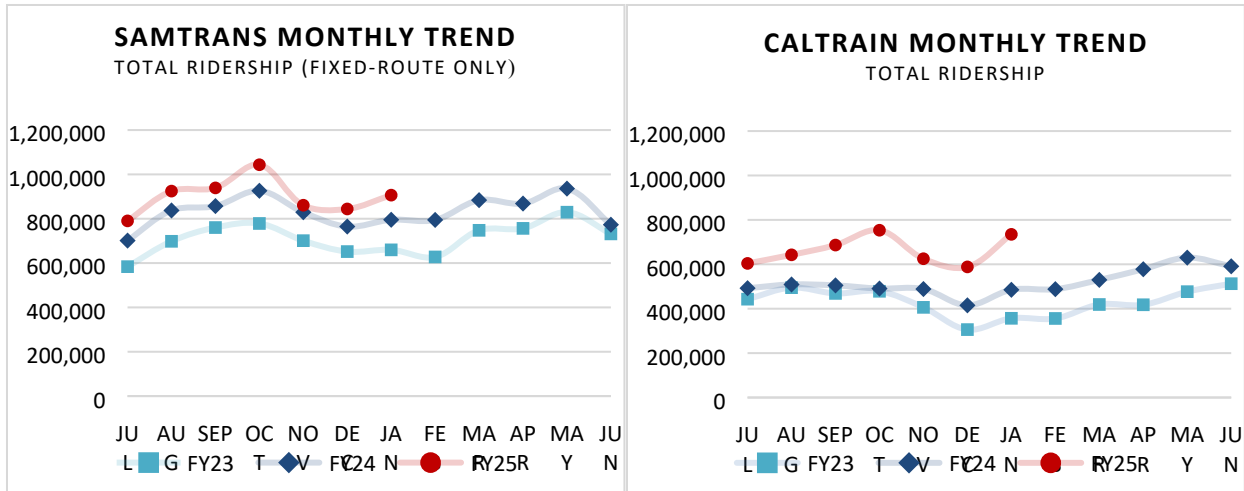
SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

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	Jan-23	Jan-24	Jan-25
Adult	398,250	484,283	558,707
Eligible Discount	149,233	176,086	190,823
Youth	112,113	134,965	156,834
--- Youth Unlimited Pass	49,704	66,320	89,499
Total	659,596	795,334	906,364

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	Jan-23	Jan-24	Jan-25
On-Time Performance	79.1%	82.3%	83.0%
Preventable Accidents	15	6	20
--- District	9	4	16
--- Contracted Services	6	2	4
Service Calls	26	31	42
--- District	18	14	23
--- Contracted Services	8	17	19
Trips Scheduled	37,613	40,802	49,353
Did Not Operate DNOs	1	5	50

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 43,606 miles between Preventable Accidents this month.

SamTrans' Miles between Service Calls goal is 25,000 miles. There were 20,765 miles between Service Calls this month.

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

Ride Plus started in June 2023.

SAMTRANS (BUS) Ride Plus Key Performance Indicators			
KPI	Jan-23	Jan-24	Jan-25
Total Ridership	--	3,468	3,030
--- East Palo Alto Trips	--	2,581	2,188
--- Half Moon Bay Trips	--	887	842
Active Users	--	372	284
New Registrations	--	163	20
Total Downloads	--	279	317
--- iOS Downloads	--	238	244
--- Android Downloads	--	41	73
Load Factor	--	1.3	1.1

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.

SAMTRANS (BUS) Fleet Key Performance Indicators			
KPI	Jan-23	Jan-24	Jan-25
Revenue Hours (Sched.)	45,150	51,332	61,148
Revenue Miles (Sched.)	491,665	512,336	602,568
Total Fleet Miles (Actual)	727,040	788,530	872,129

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

PARATRANSIT Operations Key Performance Indicators			
KPI	Jan-23	Jan-24	Jan-25
On-Time Performance (RW)	91.0%	92.9%	90.4%
On-Time Performance (RC)	92.1%	92.9%	92.2%
Preventable Accidents (RW)	2	1	2
Preventable Accidents (RC)	0	0	0
Service Calls (RW)	5	2	3
Service Calls (RC)	0	0	0

RW = Redi-Wheels

RC = RediCoast

PARATRANSIT Fleet Key Performance Indicators			
KPI	Jan-23	Jan-24	Jan-25
Revenue Miles (RW)	134,180	150,474	162,483
Revenue Miles (RC)	12,732	19,614	22,757
Fleet Miles (RW)	149,331	170,219	183,974
Fleet Miles (RC)	15,747	26,358	29,652

PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS Average Weekday Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Bus	35,841	25,233	29,860	33,945	94.7%
Paratransit	1,051	591	699	738	70.2%
Shuttles	11,022	1,658	1,656	1,774	16.1%
Ride Plus	-	-	118	116	-
Total	47,914	27,482	32,333	36,573	76.3%

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

%³ indicates the rate of ridership recovery, current year (FY2025) to pre-pandemic year (FY2020). For example, SamTrans Bus Average Weekday Ridership reached 94.7 percent of pre-pandemic levels (2020) for this month of January 2025.

SAMTRANS Total Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Bus	922,053	659,746	795,565	906,727	98.3%
Paratransit	26,163	15,319	18,283	19,049	72.8%
Shuttles	244,408	32,667	34,131	36,430	14.9%
Ride Plus	-	-	3,468	3,030	-
Total	1,192,624	707,732	851,447	965,236	80.9%

CALTRAIN Average Weekday Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Caltrain	64,806	14,653	19,790	29,052	44.8%

CALTRAIN Total Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Caltrain	1,539,666	356,778	485,165	734,837	47.7%

OTHER MODES in San Mateo County Average Weekday Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Dumbarton	133	72	89	84	63.1%
BART (San Mateo County)	42,555	13,830	15,881	17,021	40.0%

OTHER MODES in San Mateo County Total Ridership					
Mode	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Dumbarton	2,928	1,510	1,964	1,838	62.8%
BART (San Mateo County)	1,052,133	378,160	420,688	458,989	43.6%

PRE-PANDEMIC FARES COMPARISON

SAMTRANS (BUS) Fare Usage					
Fare Type	Jan-20	Jan-23	Jan-24	Jan-25	% ³
Adult	481,911	398,250	484,283	558,707	115.9%
Youth	200,943	112,113	134,965	156,834	78.0%
Eligible Discount	238,859	149,233	176,086	190,823	79.9%
Total	921,713	659,596	795,334	906,364	98.3%

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

Dumbarton Express and Ride Plus service are excluded.

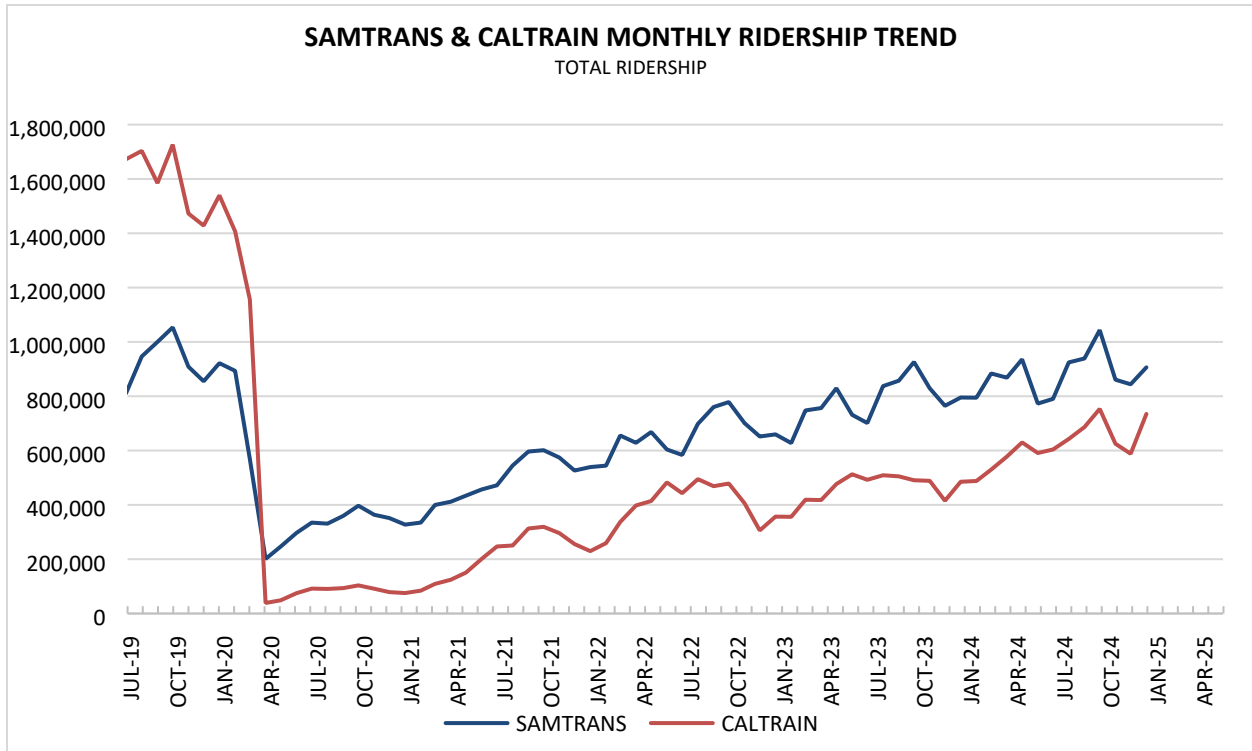
IMPORTANT NOTES:

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	Jan-23	Jan-24	Jan-25
Complaints	83	77	94
Accessibility	5	12	10
Compliments	32	13	13
Service Requests	42	44	26
Reports Total	162	146	143

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

The total number of reports for SamTrans decreased 2.1% from 146 reports in January 2024 to 143 reports in January 2025.

COMMUNICATIONS & MARKETING

The following is a list of the Communications Division’s marketing and promotional efforts in January 2025.

Press Releases and Blogs:

- Ride Plus announces launch of new and improved on-demand transit app
- SamTrans to run a non-school day schedule for MLK Jr. holiday
- SamTrans celebrates Black History Month with special bus wrap, Rosa Parks’ Birthday and Transit Equity Day collaboration

Article Mentions:

- California invests nearly \$1 billion in transportation infrastructure - Caltrans
- Mass Transit’s top 10 stories of 2024 - Mass Transit Magazine
- Find out what’s open/closed on MLK Day - Mountain View Voice

Digital Marketing Report:

- The first week of 2025 focused on holiday travel and schedule change messaging for New Year’s Eve and New Year’s Day service, then shifted gears into focusing on students returning from winter break
- Ride Plus launched a new mobile app, and messaging was pushed out regarding the new app launch date (January 20) for users
- The month closed out with a preview of the newest bus wraps, the Lunar New Year | Year of the Snake bus and the first-ever Black History Month bus wrap
- Promotion for Rosa Parks & Transit Equity Day at the Domini Hoskins Black History Museum & Learning Center in Redwood City was pushed out ahead of the event on February 4

Digital Marketing Highlights

- Post-Reimagine SamTrans College Posts
- Drive With Us Bus Operator Recruitment Campaign
- Gear Up Mechanic Utility Worker Recruitment Campaign

Social Metrics: (Year to Year)

SamTrans saw a decrease in social activity in January 2025 compared to January 2024. While there was generally more messaging and events in January 2025, January 2024 had larger high-level campaigns such as the EPX launch and free fares on Ride Plus.

	January 2024	January 2025	% Change YoY
Impressions	453,061	230,444	-49.1%
Engagements	12,998	8,620	-33.7%
Post Link Clicks	5,360	3,630	-32.3%

Notes:

YoY = year-over-year

This does not include any web metrics.

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.

Marketing Activity Highlights:

- Continuing to promote the Gear Up Mechanic Campaign through paid digital and DMV ads
- Post-Reimagine comprehensive marketing campaign strategy complete with creative production in-process for Effortless Travel, Endless Possibilities campaign

Prepared By:	Emily Chen	Senior Planner, Operations Planning	650-551-6127
	Tasha Bartholomew	Manager, Media Relations	650-508-7927

**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
Subject: **Quarterly State of Service Report | Quarter 2 Fiscal Year 2025**

Action

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

Significance

The quarterly report provides an overview of key performance indicators, including ridership, on-time performance, fares, workforce composition, safety, fleet, and customer experience for the period of October through December 2024 (Quarter 2, Fiscal Year (FY) 2025).

This quarter reflects service plans implemented on August 4, 2024 (Runbook 147) and November 17, 2024 (Runbook 148). Runbook 147 resumed school-oriented routes and implemented the final phase of *Reimagine SamTrans* recommendations. There were two new Express & Limited routes added to the system (CSM and SKY) and one returning route (PCX, formerly known as 118). The San Francisco terminus on routes EPX and FCX was moved to Salesforce Transit Center. Other notable service changes include increased frequency, extended service hours, new weekend hours, and route alignment adjustments on multiple routes. There were no major changes included in Runbook 148.

Fiscal Year 2025 (FY25) Quarter 2 Summary (compared to FY24 Q2):

- 8.9 percent increase in total ridership
- 8.6 percent increase in ridership on equity priority routes
- 2.1 percent increase in on-time performance
- 29.0 percent increase in cost per passenger and 31.8 percent increase in subsidy per passenger on bus service
- 23.9 percent decrease in farebox recovery
- 60.0 percent increase in Clipper START usage
- 15.6 percent decrease in preventable accidents per 100,000 miles
- 22.6 percent increase in service calls per 25,000 miles
- 11.4 percent decrease in customer comments per 10,000 boardings

Ridership

Average weekday ridership (AWR) on SamTrans was 34,835 in FY25 Quarter 2, which is an increase of 8.1 percent compared to FY24 Quarter 2. Total bus ridership was 2,754,457, which is

an increase of 8.9 percent compared to FY24 Quarter 2. The SamTrans bus network had recovered 96.1 percent of total ridership compared to pre-pandemic ridership (FY20 Q2). Ridership details are included in **Table 1**.

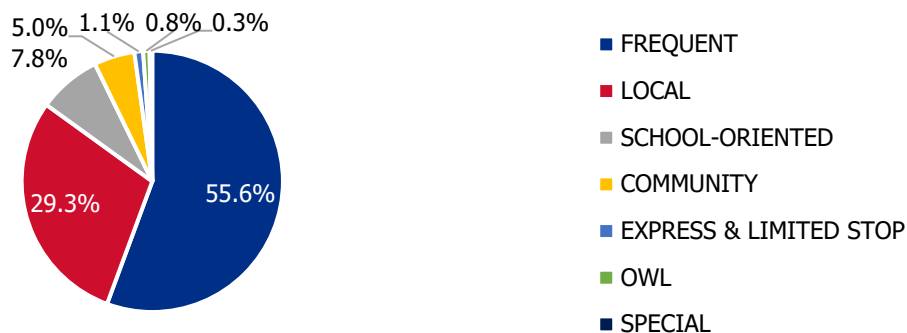
TABLE 1. AVERAGE WEEKDAY RIDERSHIP & TOTAL RIDERSHIP

Ridership Type	FY25 Q2	FY24 Q2	%Δ
Average Weekday Ridership	34,835	32,234	8.1%
Total Ridership	2,754,457	2,528,283	8.9%

Notes: Does not include Route 713 or Dumbarton Express.

By service category, 55.6 percent of total ridership was on Frequent routes¹, 29.3 percent was on Local routes², 5.0 percent was on Community routes³, 7.8 percent was on School-Oriented routes⁴, 1.1 percent was on Express & Limited routes⁵, 0.8 percent was on Owl⁶ routes, and 0.3 percent was on Special⁷ routes (see **Figure 1**).

FIGURE 1. TOTAL RIDERSHIP SHARE BY SERVICE CATEGORY



Note: Does not include Route 713 or Dumbarton Express.

In Quarter 2, all service categories except Owl and Special routes saw ridership increases compared to the same quarter last year. For Special Routes, the decline was due to lower ridership on Ride Plus, which faced provider staffing issues in the East Palo Alto/Belle Haven

¹ Routes with 15 minutes or better frequency, seven days a week. Routes include 120, 130, 296, and ECR.

² Routes with 30 minutes or better frequency, seven days a week. Routes include 110, 121, 122, 141, 250, 276, 278, 281, and 292.

³ Routes with 60 minutes or better frequency, five days a week. Routes include 112, 117, 142, 251, 260, 270, 280, 294, and 295.

⁴ Routes operating with very few trips a day and are scheduled to align with school schedules and bell times. All two-digit routes are School-Oriented routes.

⁵ Routes providing limited-stop service to or from major destinations and are typically longer in length. Routes include CSM, EPX, FCX, PCX, and SKY.

⁶ Routes operating overnight after regular transit service has ended. Routes include 296 Owl, 397, and ECR Owl.

⁷ Routes serving a unique purpose that do not fit into other categories but should still be monitored for their performance to ensure that they are effectively serving the purpose of the service. Routes include 138 and Ride Plus.

service area. For Owl routes, the decline was due to a change in August 2024 which converted a portion of Route 296 Owl trips to Route 296 trips to align with the service periods defined in the Service Planning Framework. This change reduced the overall number of Route 296 Owl trips. Express & Limited Stop routes likely saw a large increase due to the start of two new routes (CSM and SKY) and the reintroduction of route PCX. Ridership details by service category are included in **Table 2**.

TABLE 2. TOTAL RIDERSHIP BY SERVICE CATEGORY

Service Category	FY25 Q2	FY24 Q2	%Δ
Frequent	1,532,316	1,449,228	5.7%
Local	807,953	719,482	12.3%
School-Oriented	214,901	194,179	10.7%
Community	138,650	118,848	16.7%
Express & Limited Stop	29,789	11,000	170.8%
Owl	21,640	23,958	-9.7%
Special	9,208	11,588	-20.5%

Note: Does not include Route 713 or Dumbarton Express.

Standard productivity measures include boardings by vehicle revenue hour⁸, boardings by vehicle revenue mile⁹, and boardings by trip¹⁰.

The fixed route bus network generated 15.2 boardings per vehicle revenue hour in Quarter 2, a 10.0 percent decrease over the previous year. School-oriented routes had the highest boardings per vehicle revenue hour with 57.6, and Express & Limited Stop routes had the lowest with 2.6.

SamTrans had 1.5 boardings per revenue mile in Quarter 2, an 8.3 percent decrease over the previous year. Again, School-Oriented routes had the highest boardings per vehicle revenue mile with 4.8, and Express & Limited routes had the lowest with 0.2.

Finally, SamTrans generated 18.9 boardings per revenue trip in Quarter 2, an 11.6 percent decrease over the previous year. Frequent routes had the highest with 32.7 boardings per trip. Express & Limited routes had the lowest with 2.5. Ridership productivity measures are included in **Table 3**.

⁸ Boardings by vehicle revenue hour normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per the revenue hours operated.

⁹ Boardings per vehicle revenue mile normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per the revenue miles operated.

¹⁰ Boardings per trip normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per trip operated by the service.

Express & Limited service saw the largest decrease in productivity, likely due to the discontinuation of Route 398 in February 2024 and addition in August 2024 of two routes CSM and SKY and the return of Route PCX (formerly Route 118). Riders that used Route 398 could shift to alternate routes such as routes ECR, EPX, FCX, and 292 or may have shifted to other modes serving similar destinations like Caltrain and BART. While the three new routes provide express/limited stop service to major destinations, the additional resources outweigh the ridership, resulting in the large decrease in productivity. It is important to note that new service will take time to generate ridership.

TABLE 3. SYSTEMWIDE RIDERSHIP PRODUCTIVITY MEASURES & SERVICE CATEGORY BREAKDOWN

Productivity Measure	FY25 Q2	FY24 Q2	%Δ
Boardings per Vehicle Revenue Hour	15.2	16.9	-10.0%
Frequent	21.4	21.8	-1.9%
Local	11.3	12.3	-7.7%
School-Oriented	57.6	52.2	10.2%
Community	7.4	7.5	-1.8%
Express & Limited	2.6	9.4	-71.8%
Owl	5.8	6.3	-8.9%
Boardings per Vehicle Revenue Mile	1.5	1.7	-8.3%
Frequent	2.2	2.3	-2.9%
Local	1.2	1.3	-2.2%
School-Oriented	4.8	4.3	11.5%
Community	0.7	0.6	5.9%
Express & Limited	0.2	0.5	-56.7%
Owl	0.5	0.5	-6.9%
Boardings per Trip	18.9	21.3	-11.6%
Frequent	32.7	34.2	-4.5%
Local	14.6	15.5	-6.0%
School-Oriented	31.9	28.6	11.4%
Community	6.5	6.3	3.2%
Express & Limited	2.5	14.6	-82.8%
Owl	8.7	9.3	-6.3%

Note: Does not include Route 713 or Dumbarton Express.

Compared to the previous year, Ride Plus service in Quarter 2 this year decreased boardings per revenue hour by 9.5 percent to 1.8 boardings per revenue hour. Boardings per revenue mile decreased by 14.8 percent to 0.3 boarding per revenue mile (**Table 4**).¹¹

¹¹ For Ride Plus on-demand service, similar productivity measures are provided; however, the definitions used are different from fixed-route bus service. For boardings per revenue hour, revenue hour is defined as any time

TABLE 4. RIDE PLUS PRODUCTIVITY MEASURES

Productivity Measure	FY25 Q2	FY24 Q2	%Δ
Boardings per Vehicle Revenue Hour	1.8	1.9	-9.5%
East Palo Alto	1.8	2.0	-11.5%
Half Moon Bay	1.7	1.8	-3.1%
Boardings per Vehicle Revenue Mile	0.29	0.34	-14.8%
East Palo Alto	0.35	0.42	-16.7%
Half Moon Bay	0.20	0.21	-5.5%

Total ridership on Equity Priority Routes¹² was 2,042,071 in FY25 Quarter 2, accounting for 74.1 percent of total ridership (see **Table 5**). Equity Priority Routes are defined as routes where more than one-third of a route’s alignment is operated in an Equity Priority Area. Equity Priority Areas are neighborhoods where residents are more likely to lack access to a car, work low-wage jobs, and/or identify as people of color.

TABLE 5. RIDERSHIP IN EQUITY PRIORITY AREAS

Service Category	FY25 Q2	FY24 Q2	%Δ
Boardings on Equity Priority Routes	2,042,071	1,880,177	8.6%
% of Total Boardings	74.1%	74.4%	-0.3%

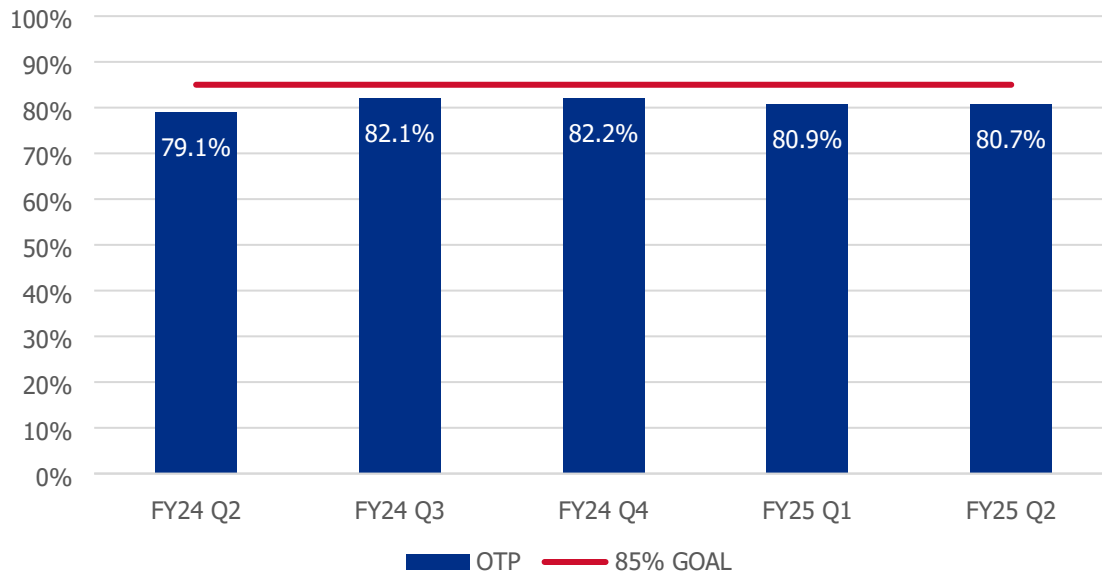
On-Time-Performance

Average systemwide on-time performance (OTP) for FY25 Quarter 2 was below SamTrans’ OTP goal of 85.0 percent at 80.7 percent (**Figure 2**); however, this represents a 2.1 percent increase from the same quarter in the previous year. OTP for the average weekday, average Saturday, and average Sunday were below goal at 80.1 percent, 79.6 percent, and 84.1 percent, respectively. The average holiday OTP was above goal at 90.0 percent. The average scheduled speed was 12.8 miles per hour, which is a 0.3 percent decrease compared to the previous year.

passengers have an opportunity to use the service (total hours minus time to/from the depot). For boardings per revenue mile, revenue miles are defined as distance traveled in the service area (total miles minus miles to/from the depot). Percent pooled trips and load factor show how many passengers are using the service per trip. Percent pooled trips is the share of total trips where multiple trips were taken simultaneously in the same vehicle. 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.

¹² Equity Priority Routes include 24, 25, 29, 30, 35, 37, 41, 46, 49, 62, 68, 79, 81, 120, 121, 122, 130, 138, 141, 142, 260, 270, 276, 280, 281, 294, 296, 296 Owl, ECR, ECR Owl, and SKY.

FIGURE 2. ON-TIME PERFORMANCE BY QUARTER



Broken down by service category¹³, Local routes had the highest average OTP at 81.5 percent. Owl routes had the lowest average OTP of 70.9 percent. Ride Plus had an OTP¹⁴ of 90.3 percent. Details are included in **Table 6** and **Figure 3**.

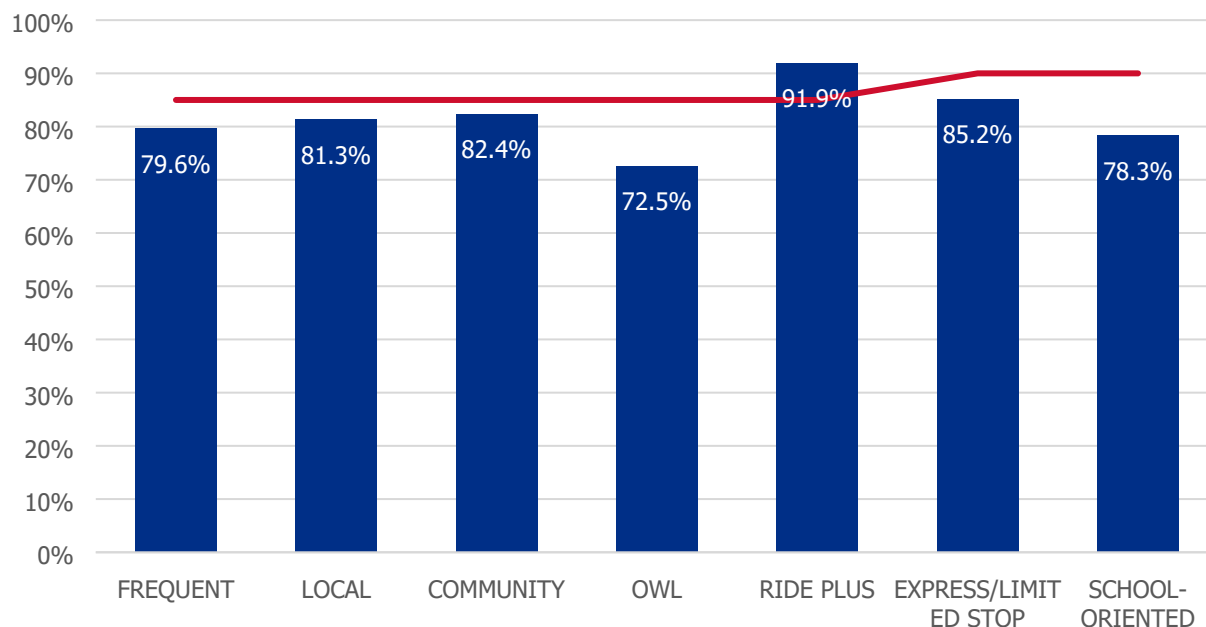
TABLE 6. ON-TIME PERFORMANCE BY SERVICE CATEGORY

Service Category	FY25 Q2	FY24 Q2	%Δ
Frequent	79.6%	79.8%	-0.2%
Local	81.3%	79.1%	2.8%
Community	82.4%	79.2%	4.1%
Owl	72.5%	75.8%	-4.3%
Ride Plus	91.9%	89.1%	3.1%
Express & Limited	85.2%	75.2%	13.3%
School-Oriented	78.3%	77.6%	0.9%

¹³ Based on revenue hours, Frequent routes were 41.3 percent of service, Local routes were 39.5 percent, Community routes were 10.5 percent, Express & Limited routes were 5.1 percent, School-Oriented routes were 1.5 percent, Owl routes were 2.1 percent, and Special routes were 0.1 percent. Special routes only include route 138 for this metric.

¹⁴ Ride Plus is on time if a vehicle arrives up to five minutes from estimated pick-up time.

FIGURE 3. ON-TIME PERFORMANCE BY SERVICE CATEGORY



Note: Express & Limited and School-Oriented routes have a 90 percent OTP goal. The goal for all other categories is 85 percent.

Fares

In FY25 Quarter 2, total fixed route fare revenue was \$3,035,512, a 4.9 percent increase from the previous year. Of the fares collected, 62.1 percent were Adult fares, 20.8 percent were Eligible Discount fares, and 17.1 percent were Youth fares. As for how passengers paid, 9.6 percent used one-way tickets (e.g., cash, free rides), 47.6 percent used Clipper, and 42.8 percent used a pass (e.g., day, month, Youth Unlimited). There is a decline in one-way fares and an increase in Clipper compared to last year due to SamTrans' active promotion of Clipper and Clipper-based programs, like Clipper START. Details are included in **Table 7** and **Table 8**.

TABLE 7. TOTAL FARES COLLECTED BY TYPE

Fare Type	FY25 Q2	FY24 Q2	%Δ
Adult	1,706,944	1,537,451	11.0%
Eligible Discount	571,994	548,916	4.2%
Youth	469,545	437,294	7.4%

TABLE 8. FARES BY PAYMENT METHOD

Payment Method	FY25 Q2	FY24 Q2	%Δ
One-Way Ticket	264,999	308,212	-14.0%
Clipper	1,308,632	1,168,973	11.9%
<i>Clipper START</i>	39,139	24,458	60.0%
Pass	1,177,720	1,048,300	12.3%

Notes: Free fares on Ride Plus were not integrated into the reporting system and therefore not included in this data.

Total operational cost in FY25 Quarter 2 was \$54,521,032, a 37.9 percent increase from the previous year due to the increased number of full-time operators needed to fully implement Reimagine SamTrans, higher wages following from the new Collective Bargaining Agreement (CBA), and increased fringe benefits rates. The cost per passenger was \$18.69, and the subsidy per passenger was \$17.59. Farebox recovery was 5.6 percent of operating costs, a 23.9 percent decrease compared to the previous year. Details are included in **Table 9**.

TABLE 9. OPERATING COSTS AND FAREBOX RECOVERY METRICS

Metric	FY25	FY24	%Δ
Farebox Revenue	\$3,035,512	\$2,893,575	4.9%
Operational Costs	\$54,521,032	\$39,526,780	37.9%
Cost per Passenger	\$18.69	\$14.49	29.0%
Subsidy per Passenger	\$17.59	\$13.34	31.8%
Farebox Recovery Rate	5.6%	7.3%	-23.9%

Notes: Cost figures use both accrual and cash-based accounting methods depending on expenditure.

Operator Count

During FY25 Quarter 2, the District and Contracted Services¹⁵ employed a combined total of 468 total full-time fixed route operators, an 8.8 percent increase compared to the previous year. The number of District operators increased by 4.0 percent. Of the total full-time fixed route operators, 71.4 percent were District operators, 22.9 percent were CUBS operators, and 5.8 percent were Coastside operators. The District’s goal, as part of delivery of Reimagine SamTrans, is to increase District operator head count to 348. In Quarter 2, the District was at 96.0 percent of its goal. For details, see **Table 10**.

TABLE 10. AVERAGE TOTAL OPERATORS

Operators	FY25 Q2	FY24 Q2	%Δ
Total	468	430	8.8%
District	334	321	4.0%
CUBS	107	84	27.4%
Coastside	27	25	8.0%

Note: Quarterly employment statistics were provided by the District’s People & Culture team and MV Transportation for CUBS and Coastside services from the last week of the quarter.

Of the District and Contracted Services operators, 13.9 percent identified as women and 86.1 percent identified as men. That is a 29.3 percent decrease in the number of women

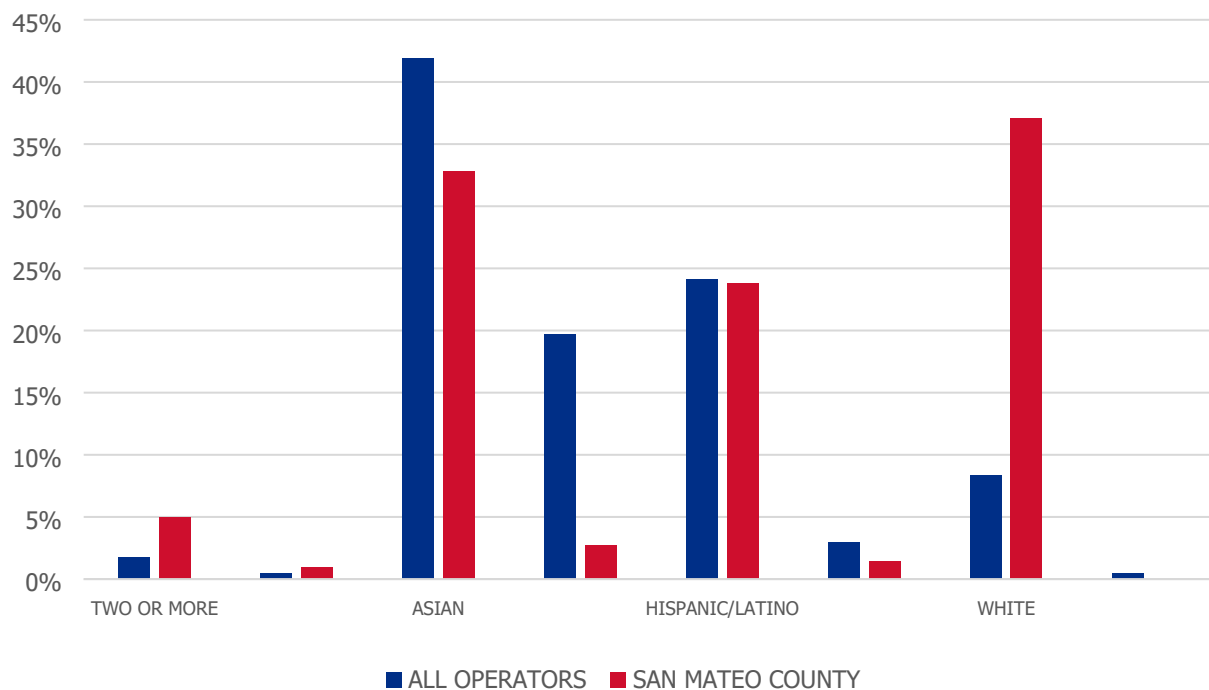
¹⁵ Contracted Urban Bus Service (CUBS) and Coastside

working as full-time operators year over year, and a 7.6 percent decrease in the number of men.

For race and ethnicity, 91.2 percent of operators identify as persons of color and/or Hispanic/Latino. Broken down, 41.9 percent identify as Asian, 24.1 percent identify as Hispanic/Latino, 19.7 percent identify as Black/African American, 1.7 percent identify as Two or More Races, 3.0 percent identify as Native Hawaiian/Pacific Islander, 0.4 percent identify as American Indian/Alaska Native. There were 8.3 percent of operators that identified as White, and 0.4 percent preferred not to specify. See **Figure 4** for details on operator race and ethnicity.

The District monitors this data to see how closely the SamTrans operators' demographics reflect the demographics of San Mateo County. Compared to San Mateo County Census demographics, operators identifying as Asian, Black/African American, or Native Hawaiian/Pacific Islander are overrepresented, while those identifying as White or Two or More Races are underrepresented. Operators identify as Native American/Alaskan Native or Hispanic/Latino are at similar proportions of San Mateo County demographics.

FIGURE 4. OPERATORS BY RACE & ETHNICITY



Note: Demographic statistics may add up to more than 100 percent because people may identify as one race and one ethnicity (e.g., Black/ African American and Hispanic).

Preventable Accidents

In FY25 Quarter 2, there were 45 preventable accidents, a 6.3 percent decrease compared to the previous year. The goal is to have one or fewer preventable accidents per 100,000 miles; this quarter, SamTrans did not meet its goal with 1.8 accidents per 100,000 miles. Preventable

accidents per 100,000 miles decreased 15.6 percent when compared to the previous year. Details are included in **Table 11**.

TABLE 11. PREVENTABLE ACCIDENTS

	FY25 Q2	FY24 Q2	%Δ
Preventable Accidents	45	48	-6.3%
District	33	25	32.0%
Contracted Services	12	23	-47.8%
Accident Frequency Ratio (per 100,000 miles)	1.8	2.1	-15.6%
District	1.8	1.6	11.5%
Contracted Services	1.7	3.2	-45.5%

Note: Of total revenue miles, the District operates approximately 70 percent and MV Transportation provides 30 percent.

Service Calls

SamTrans had 124 service calls in FY25 Quarter 2, a 36.3 percent increase from the previous year. The goal is to have one or fewer service calls per every 25,000 miles. SamTrans did not meet its goal with 1.2 service calls per 25,000 miles. For details, see **Table 12**.

TABLE 12. SERVICE CALLS

	FY25 Q2	FY24 Q2	%Δ
Service Calls	124	91	36.3%
District	66	57	15.8%
Contracted Services	58	34	70.6%
Service Call Frequency Ratio (per 25,000 miles)	1.2	1.0	22.6%
District	0.90	0.92	-2.2%
Contracted Services	2.1	1.2	78.2%

Fleet in Operation

In FY25 Quarter 2, 242 buses were in operation out of North and South Base. Approximately 82.7 percent were diesel buses, 10.3 percent were diesel-hybrid, and 7.0 percent were battery electric. In terms of mileage, 86.6 percent were operated by diesel buses, 8.3 percent were operated by diesel-hybrid, and 5.1 percent were operated by battery electric. For details, see **Table 13**.

TABLE 13. FLEET IN OPERATION

	FY25 Q2	FY24 Q2	%Δ
Total	242	242	0.0%
Diesel	200	207	-3.4%
Diesel-Hybrid	25	25	0.0%
Battery Electric	17	10	70.0%
Hydrogen Fuel Cell	0	0	0.0%

Trips That Did Not Operate

In FY25 Quarter 2 there were 207 trips that did not operate (DNO). The goal is to have 20 or fewer DNOs per every 100,000 trips. This quarter, SamTrans did not meet its goal with 142.2 DNOs per 100,000 trips. The larger than usual DNOs was due to multiple days of unscheduled operator absences, and lack of workforce unavailability. For details, see **Table 14**.

TABLE 14. TRIPS THAT DID NOT OPERATE

	FY25 Q2	FY24 Q2	%Δ
DNOs	207	1	20,600.0%
District	176	0	--
Contracted Services	31	1	3,000.0%
DNOs Frequency Ratio (per 100,000 trips)	142.2	0.8	16,757.9%
District	148.6	0.0	--
Contracted Services	114.2	3.7	3,007.0%

Customer Experience

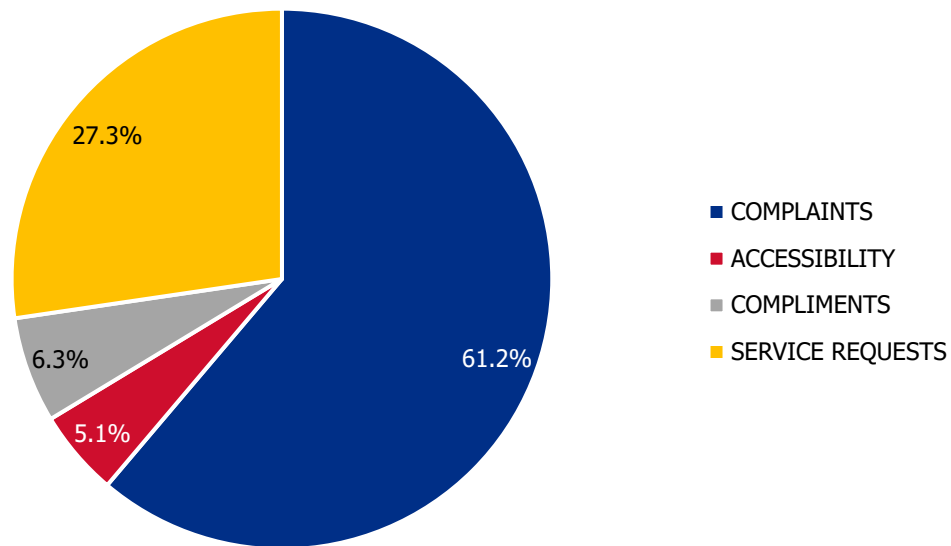
In FY25 Quarter 2, SamTrans Customer Service received 505 public comments, which breaks down to 1.8 comments per 10,000 boardings. This is an 11.4 percent decrease from the same period in the previous year. Details can be seen in **Table 15**.

TABLE 15. CUSTOMER FEEDBACK DETAILS

	FY25 Q2	FY24 Q2	%Δ
Total	505	523	-3.4%
Complaints	309	312	-1.0%
Accessibility	26	33	-21.2%
Compliments	32	54	-40.7%
Service Requests	138	122	13.1%
Others	0	2	-100.0%
Comments per 10,000 boardings	1.8	2.1	-11.4%

Of the public comments in FY25 Quarter 2, 61.3 percent were complaints, 5.1 percent were about accessibility, 6.3 percent were compliments, and 27.3 percent were service requests (see **Figure 5**).

FIGURE 5. CUSTOMER FEEDBACK BY TYPE



Overall, the most common themes of public comments were operator feedback (28.7 percent), pass-up (14.3 percent), and bus stop/shelter (10.7 percent). See **Table 16** for a comparison to the previous year.

TABLE 16. MOST COMMON PUBLIC COMMENT THEMES

FY25 Q2			FY24 Q2		
Category	Comment Type	% of Total Comments	Category	Comment Type	% of Total Comments
Operator	Complaint	28.7%	Operator	Complaint	26.6%
Pass-Up	Complaint	14.3%	Pass-Up	Complaint	14.0%
Bus Stop/ Shelter	Service Request	10.7%	Late	Complaint	8.4%
No Show	Complaint	6.1%	Bus Stop/ Shelter	Service Request	8.0%
Late	Complaint	5.9%	Mechanical	Complaint	3.1%

Most people continue to use phone and email to leave comments. 52.3 percent of comments were received by phone, 46.3 percent by email, 0.2 percent by comment card, 0.2 percent by social media, 0.4 percent by letter, and 0.6 by walk-in. Details are included in **Table 17**.

TABLE 17. REPORTING METHOD

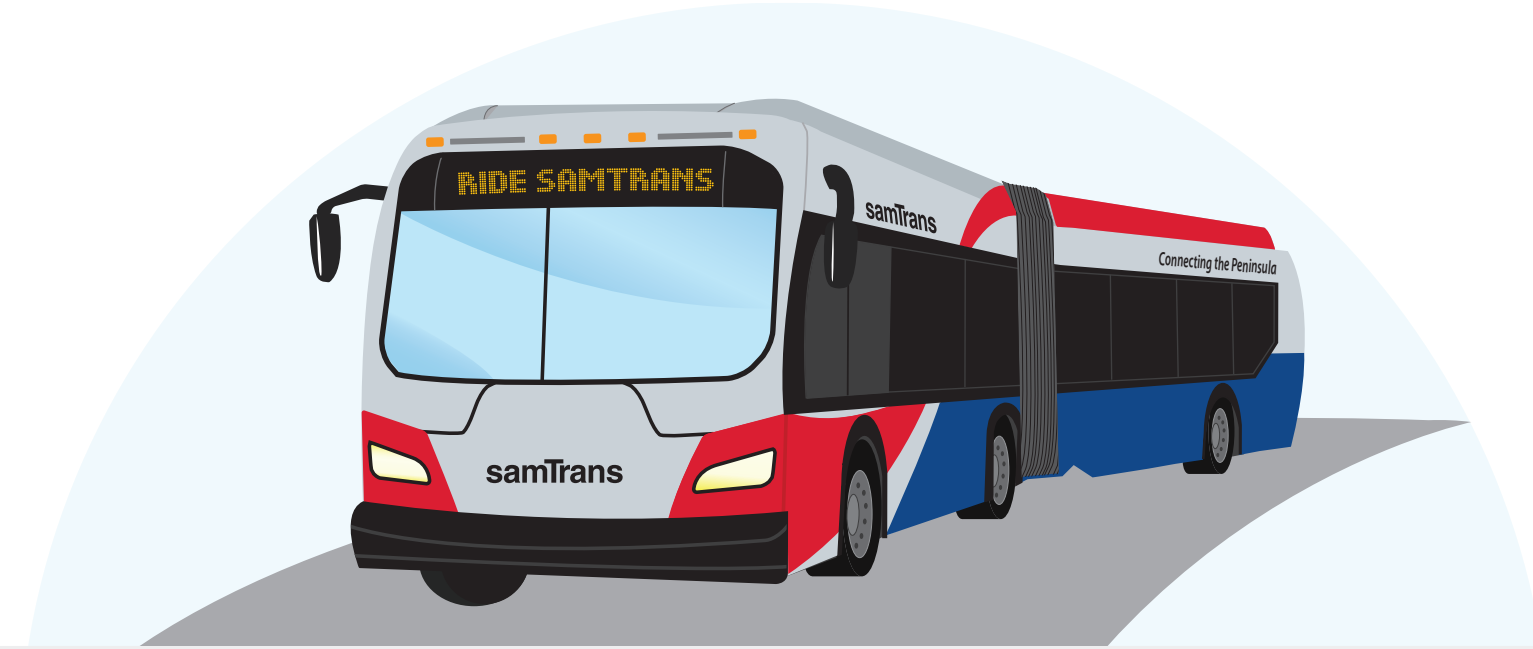
Method	FY25 Q2	FY24 Q2	%Δ
Phone	264	257	2.7%
Email	234	259	-9.7%
Comment Card	1	1	0.0%
Social Media	1	1	0.0%
Letter	2	4	-50.0%
Walk-In	3	1	200.0%

Data shown in this report is current as of February 13, 2025.

Prepared By: Emily Chen Senior Planner, Operations Planning 650-551-6127

QUARTERLY DASHBOARD

October - December 2024 (FY25 Q2)



RIDERSHIP, SERVICE & ON-TIME PERFORMANCE

Systemwide Overview

2,754,457

Boardings (+8.9%¹)

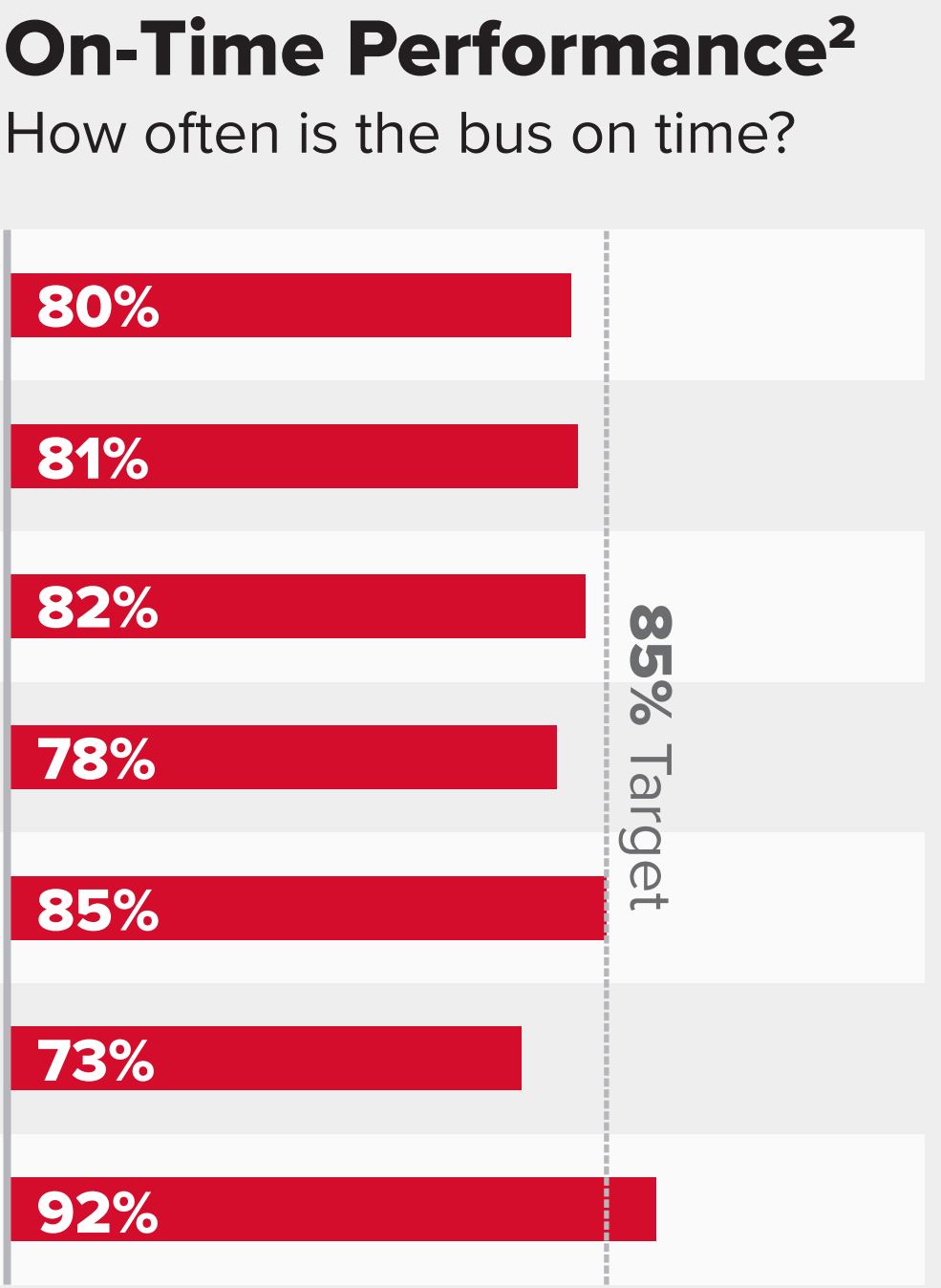
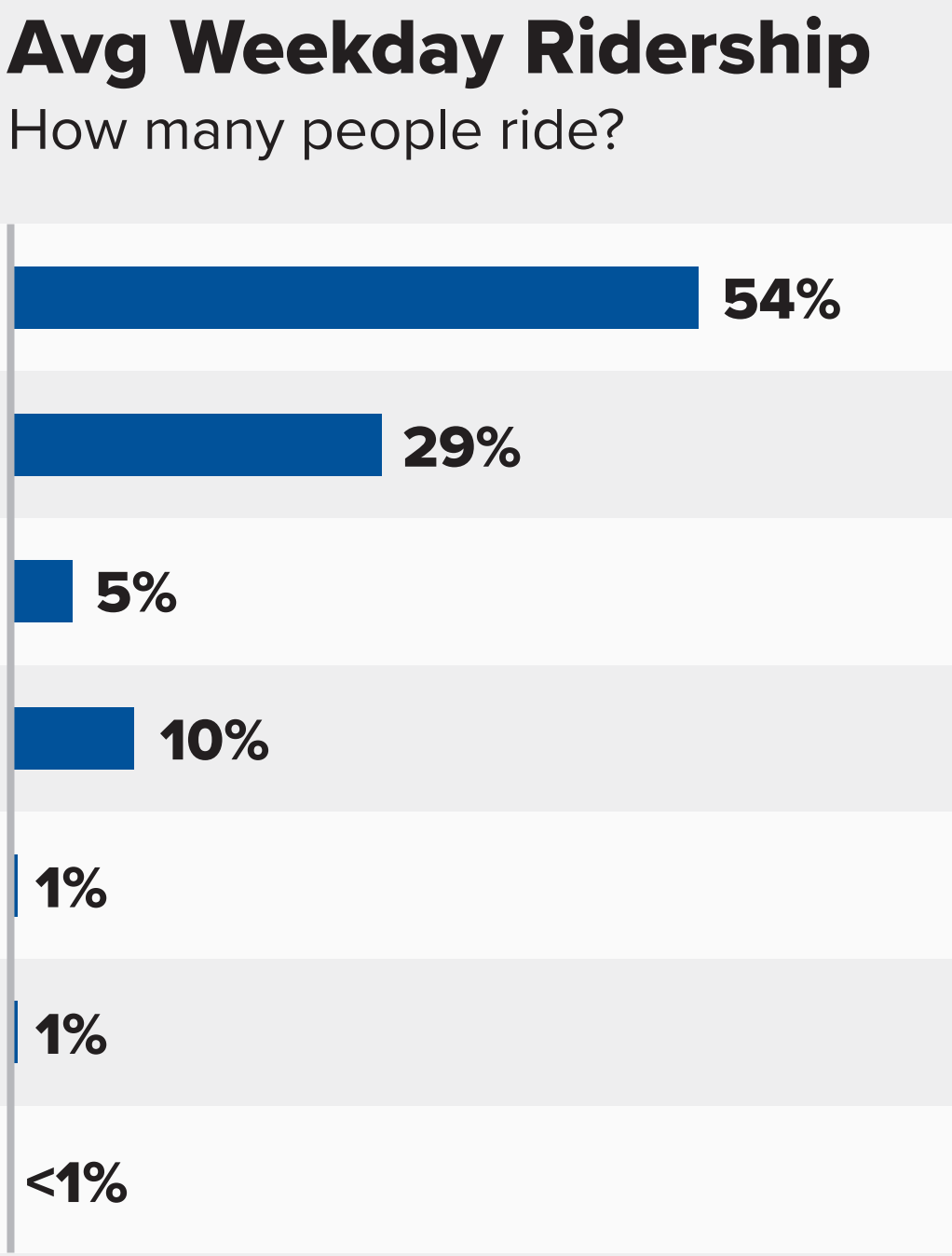
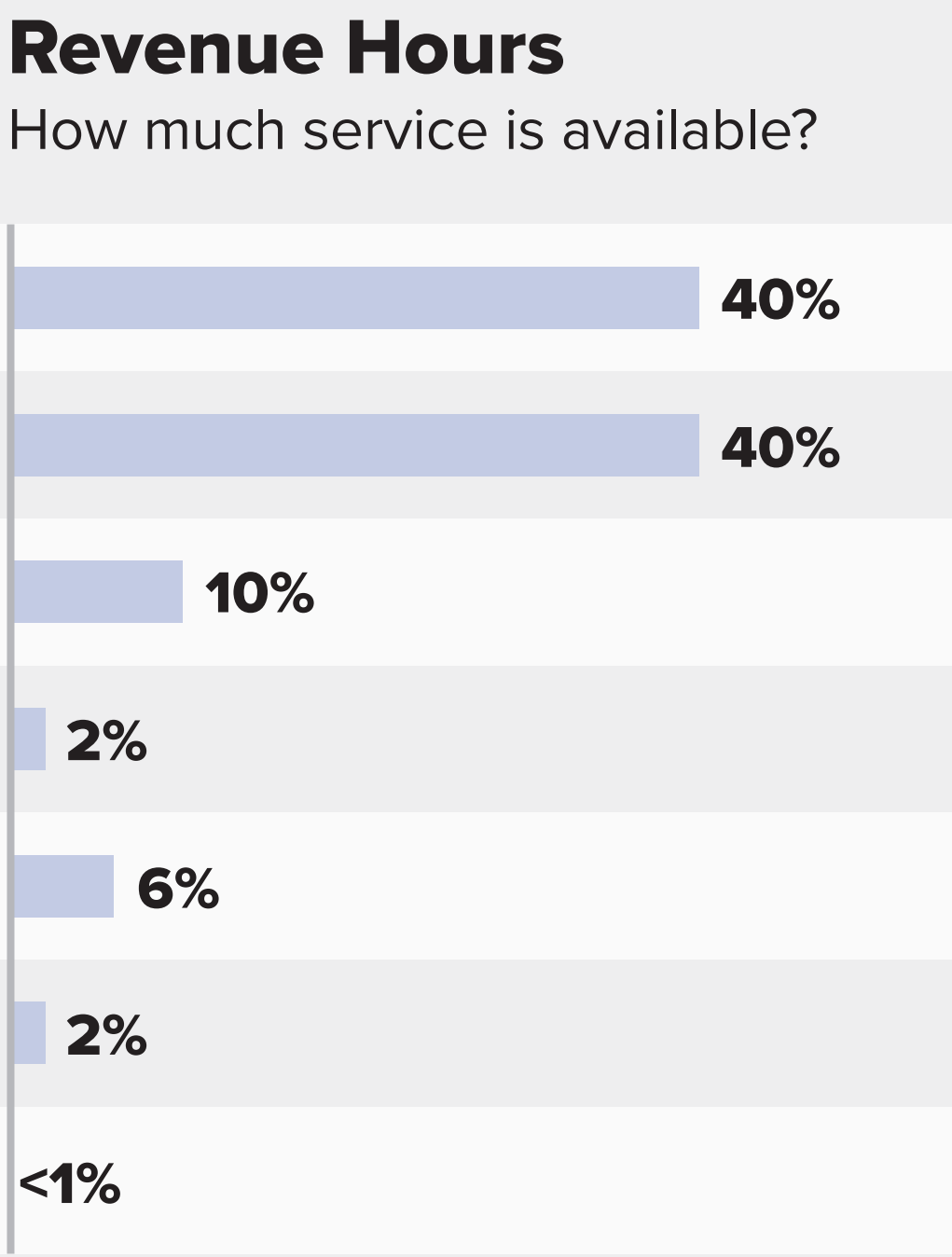
74 Routes

1.8M Revenue Miles

Service Categories

What types of service are available?

15 min	Frequent 15-minute or better frequency, 7 days/week
30 min	Local 30-minute or better frequency, 7 days/week
60 min	Community 60-minute or better frequency, 5-7 days/week
	School-Oriented Routes aligned with school bell times, 5 days/week
	Express & Limited Stop Peak-only routes with few stops, 5 days/week
Night	Owl Overnight routes, 7 days/week
Special	Special Routes Unique purpose routes, 7 days/week



177.2K Total Revenue Hours

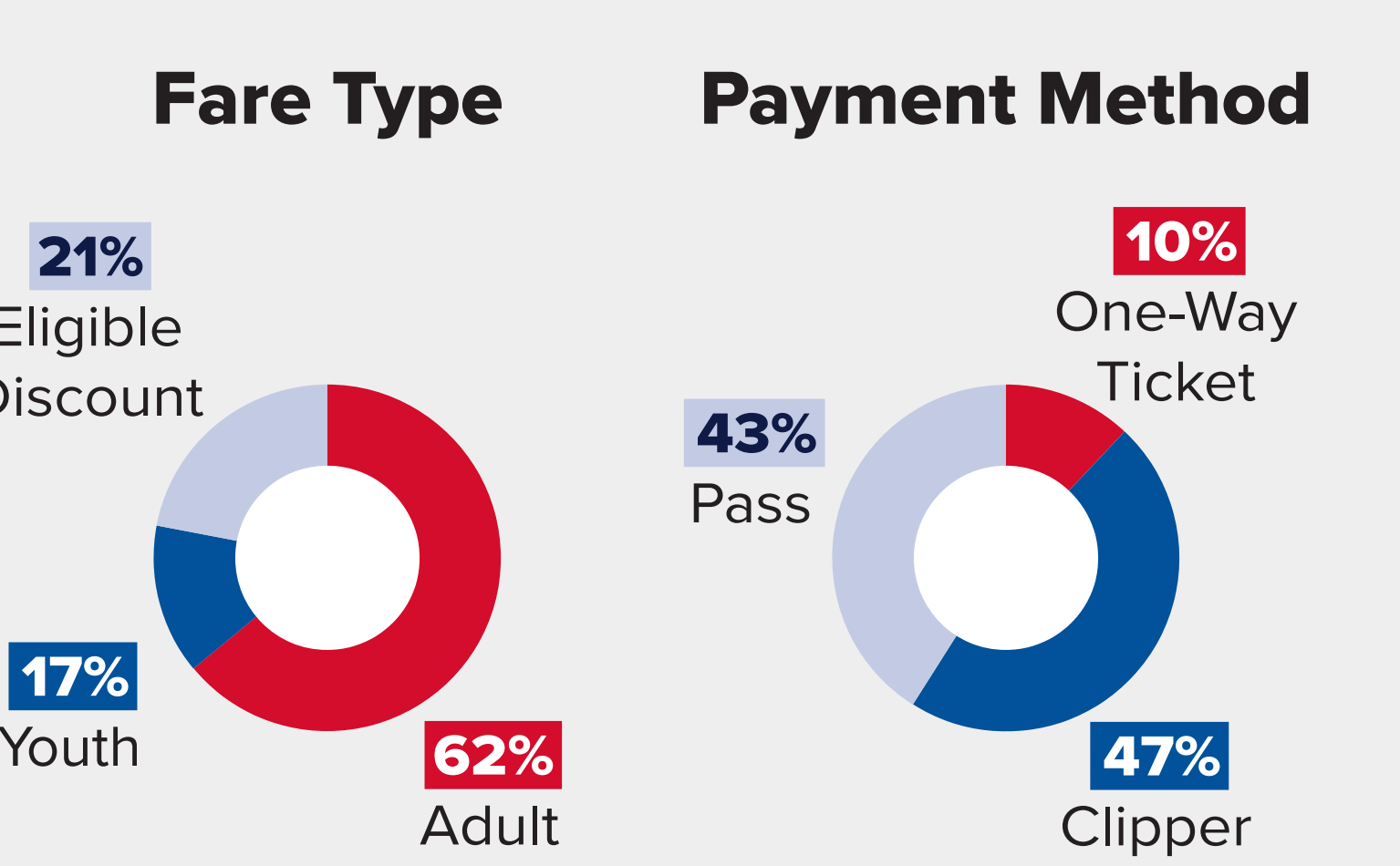
34.8K Systemwide Average

80.7% Systemwide Average

FARES

\$3.0M Fare Revenue

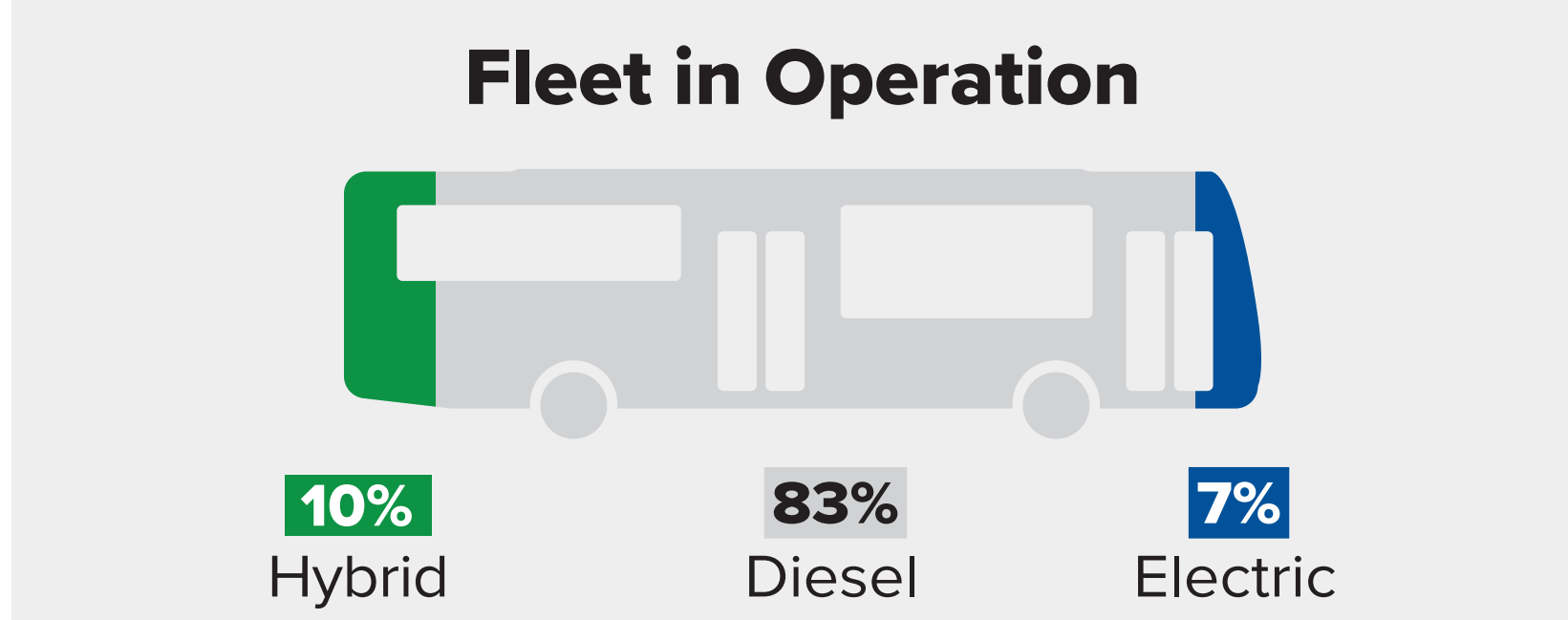
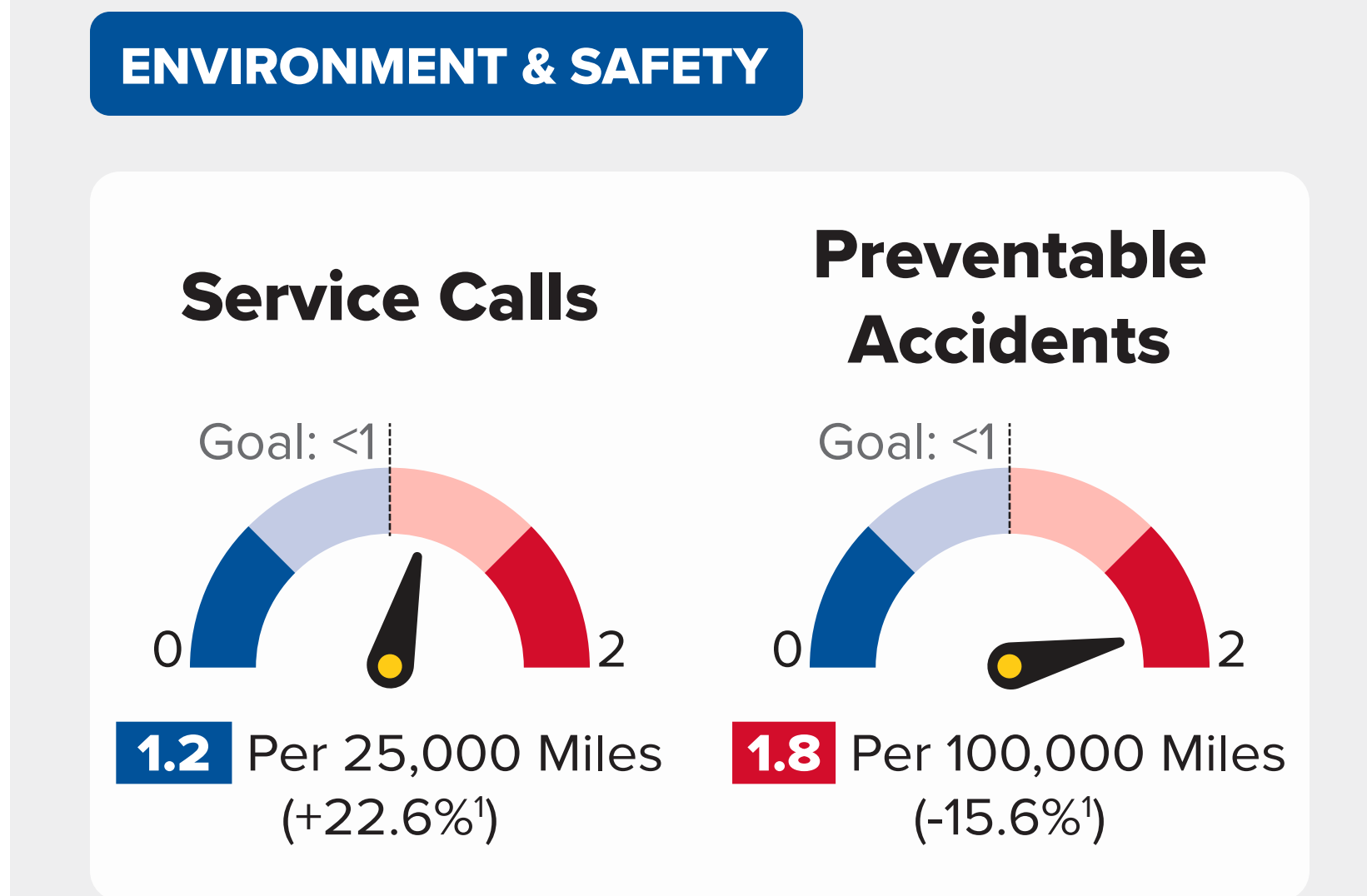
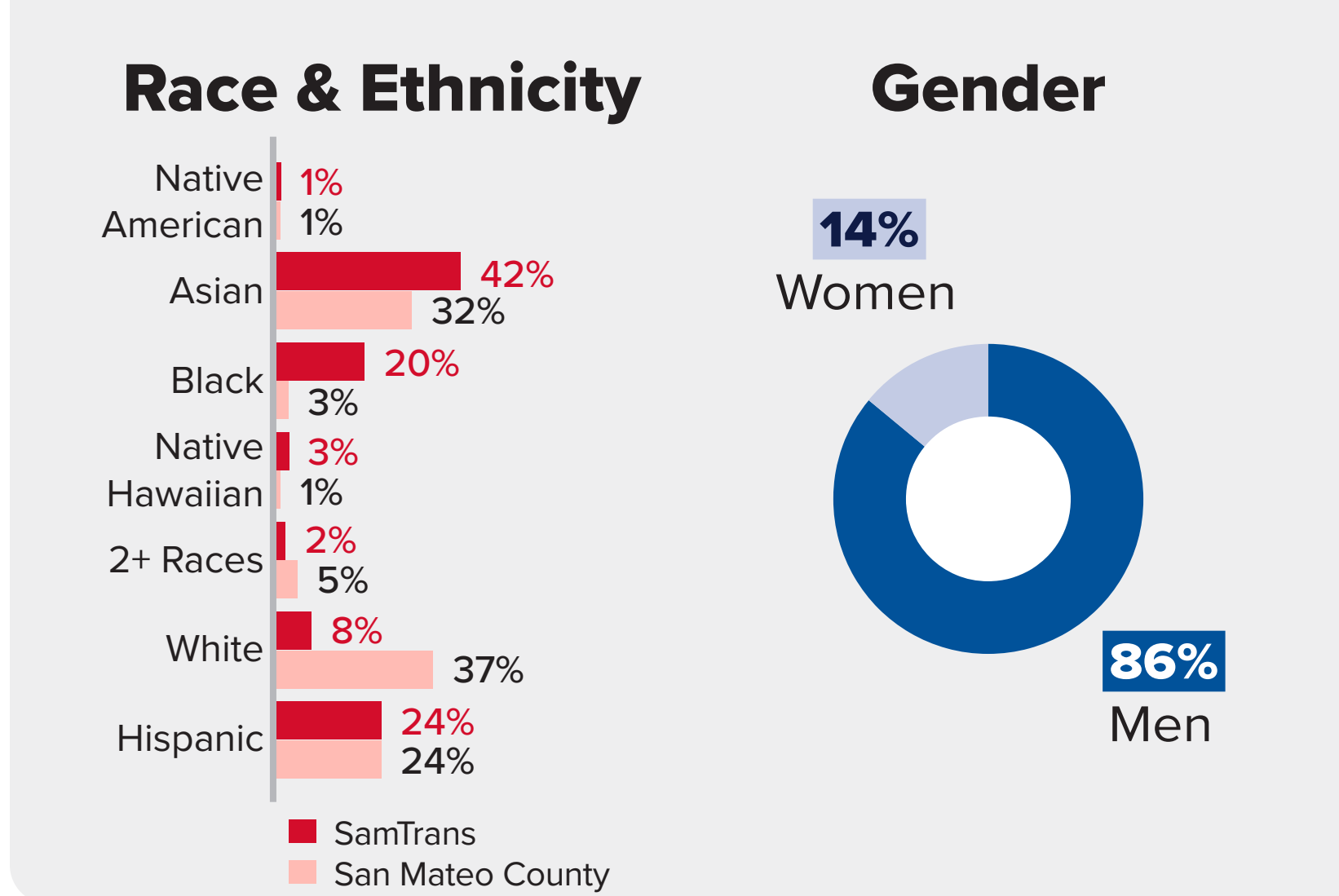
\$18.69 Subsidy Per Passenger



OPERATORS

468 Average Number of Operators

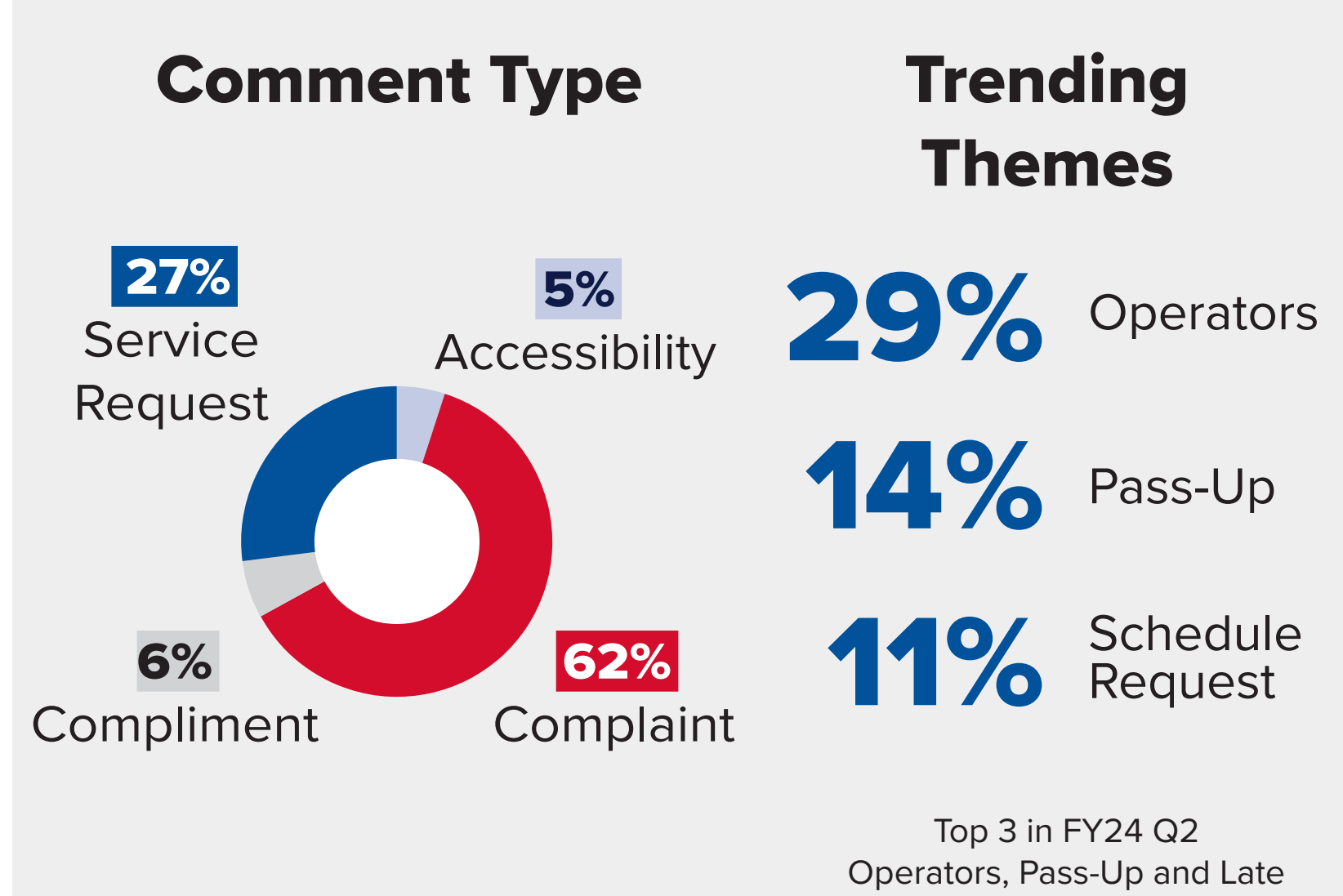
- 344 SamTrans
- 107 CUB
- 27 Coastside



RIDER EXPERIENCE

142.2 Trips Not Operated Per 100,000 Trips (+16,757.9%^{1,3})

1.8 Comments Per 10,000 Boardings (-11.4%¹)



¹ Percent change from the previous year (FY24 Q2).

² Buses are on-time if they depart a timepoint within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

³ There were multiple days of unscheduled operator shift drops and lack of workforce availability.



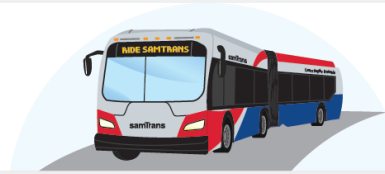
FY25 Quarter 2 State of Service (October-December 2024)

Item #9.a.7.
3/5/2025



Operations Planning | March 5, 2025

QUARTERLY DASHBOARD



October - December 2024 (FY25 Q2)

RIDERSHIP, SERVICE & ON-TIME PERFORMANCE

Systemwide Overview



2,754,457
Boardings (+8.9%)

74
Routes

1.8M
Revenue Miles

Service Categories

What types of service are available?

15 min	Frequent 15-minute or better frequency, 7 days/week	40%
30 min	Local 30-minute or better frequency, 7 days/week	40%
60 min	Community 60-minute or better frequency, 5-7 days/week	10%
School	School-Oriented Routes aligned with school bell times, 5 days/week	2%
Express	Express & Limited Stop Peak-only routes with few stops, 5 days/week	6%
Night	Owl Overnight routes, 7 days/week	2%
Special	Special Routes Unique purpose routes, 7 days/week	<1%

Revenue Hours

How much service is available?

40%
40%
10%
2%
6%
2%
<1%

Avg Weekday Ridership

How many people ride?

54%
29%
5%
10%
1%
1%
<1%

On-Time Performance²

How often is the bus on time?

80%	85% Target
81%	
82%	
78%	
85%	
73%	
92%	

177.2K Total Revenue Hours

34.8K Systemwide Average

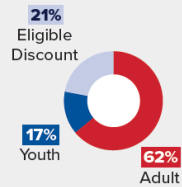
80.7% Systemwide Average

FARES

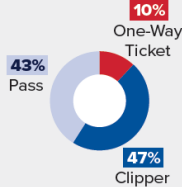
\$3.0M Fare Revenue

\$18.69 Subsidy Per Passenger

Fare Type



Payment Method

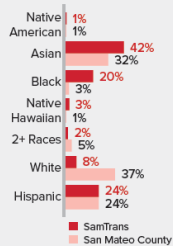


OPERATORS

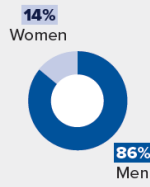
468 Average Number of Operators

344 SamTrans	107 CUB	27 Coastside
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Race & Ethnicity

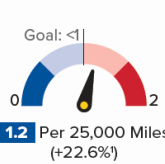


Gender

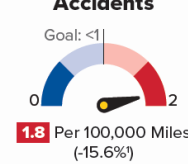


ENVIRONMENT & SAFETY

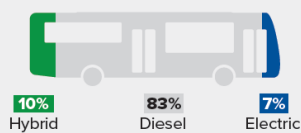
Service Calls



Preventable Accidents



Fleet in Operation

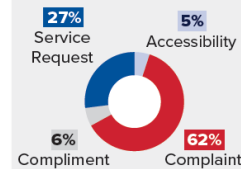


RIDER EXPERIENCE

142.2 Trips Not Operated Per 100,000 Trips (+16,757.9%³)

1.8 Comments Per 10,000 Boardings (-11.4%)

Comment Type



Trending Themes

29% Operators
14% Pass-Up
11% Schedule Request

Top 3 in FY24 Q2 Operators, Pass-Up and Late

¹ Percent change from the previous year (FY24 Q2).

² Buses are on-time if they depart a timepoint within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

³ There were multiple days of unscheduled operator shift drops and lack of workforce availability.

Quarter 2 Dashboard (Oct-Dec) Highlights

RIDERSHIP, SERVICE & ON-TIME PERFORMANCE

Systemwide Overview



2,754,457

Boardings (+8.9%¹)

74
Routes

1.8M
Revenue Miles

Service Categories

What types of service are available?

15 min	Frequent 15-minute or better frequency, 7 days/week
30 min	Local 30-minute or better frequency, 7 days/week
60 min	Community 60-minute or better frequency, 5-7 days/week
	School-Oriented Routes aligned with school bell times, 5 days/week
	Express & Limited Stop Peak-only routes with few stops, 5 days/week
Night	Owl Overnight routes, 7 days/week
Special	Special Routes Unique purpose routes, 7 days/week

Revenue Hours

How much service is available?

Frequent	40%
Local	40%
Community	10%
School-Oriented	2%
Express & Limited Stop	6%
Owl	2%
Special	<1%

177.2K Total Revenue Hours

Avg Weekday Ridership

How many people ride?

Frequent	54%
Local	29%
Community	5%
School-Oriented	10%
Express & Limited Stop	1%
Owl	1%
Special	<1%

34.8K Systemwide Average

On-Time Performance²

How often is the bus on time?

Frequent	80%
Local	81%
Community	82%
School-Oriented	78%
Express & Limited Stop	85%
Owl	73%
Special	92%

85% Target

80.7% Systemwide Average

Ridership increased 8.9% YoY

On-time performance increased 2.1% YoY

¹ Percent change from the previous year (FY24 Q2)

² Buses are on-time if they depart a timepoints within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

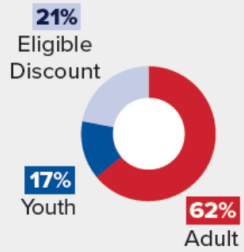
Quarter 2 Dashboard (Oct-Dec) Highlights Continued

FARES

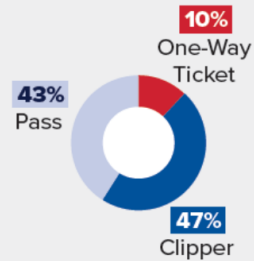
\$3.0M Fare Revenue

\$18.69 Subsidy Per Passenger

Fare Type



Payment Method

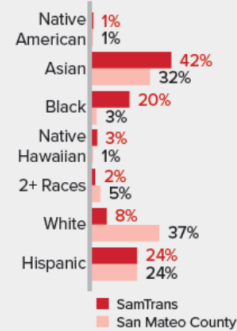


OPERATORS

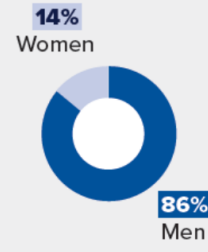
468 Average Number of Operators



Race & Ethnicity



Gender



Percentages include vehicles directly operated by the district. Future reports will include all district owned vehicles.

Preventable accidents frequency decreased 6.3% YoY

ENVIRONMENT & SAFETY

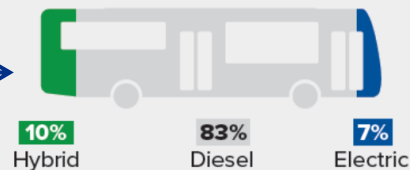
Service Calls



Preventable Accidents



Fleet in Operation



There were multiple days with lack of workforce availability to cover dropped operator shifts.

RIDER EXPERIENCE

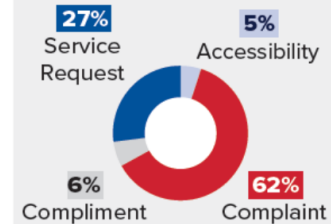
142.2

Trips Not Operated Per 100,000 Trips (+16,757.9%^{1,3})

1.8

Comments Per 10,000 Boardings (-11.4%¹)

Comment Type



Trending Themes

- 29%** Operators
- 14%** Pass-Up
- 11%** Schedule Request

Top 3 in FY24 Q2 Operators, Pass-Up and Late

¹ Percent change from the previous year (FY24 Q2)

² Buses are on-time if they depart a timepoints within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

³ There were multiple days of unscheduled operator shift drops and lack of workforce availability.



Thank You!

BOARD OF DIRECTORS 2025

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

APRIL CHAN
GENERAL MANAGER/CEO



AGENDA

San Mateo County Transit District

Finance Committee Meeting Committee of the Whole

March 5, 2025 – 2:45 pm

or immediately following the Community Relations Committee meeting

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

Committee Members: Brooks Esser (Chair), David J. Canepa, Rico E. Medina

- | | | |
|--------|--|---------------|
| 9.b.1. | Call to Order | |
| 9.b.2. | Approval of Minutes of the Finance Committee Meeting of February 5, 2025 | Motion |
| 9.b.3. | Adopting a District Debarment Policy | Motion |
| 9.b.4. | Receive Quarterly Financial Report Fiscal Year 2025 Quarter 2 Results and Annual Outlook | Informational |
| 9.b.5. | Adjourn | |

Note:

- This Committee meeting may be attended by Board Members who do not serve 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
1250 San Carlos Avenue, San Carlos, California
Finance Committee Meeting / Committee of the Whole
DRAFT Minutes of February 5, 2025

Members Present (In Person): D. Canepa, R. Medina, B. Esser (Chair)

Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Chuang, M. Fraser, J. Gee, J. Powell, P. Ratto, J. Speier

Other Board Members Absent: None

Staff Present: J. Brook, J. Cassman, A. Chan, K. Jordan Steiner, L. Lumina-Hsu, R. Salo (Nixon Peabody LLC), S. van Hoften

10.b.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 3:13 pm.

10.b.2. Approval of Minutes of the Finance Committee Meeting of January 8, 2025

Motion/Second: Medina/Powell

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

Noes: None

Absent: None

10.b.3. Approving 2025 Debt Refinancing and Authorizing Issuance of San Mateo County Transit District Limited Tax Bonds: Approving Forms, Authorizing Execution and Delivery Thereof; Amending and Restating Debt Policy and the Continuing Disclosure Policy, and Completing Associated Disclosure Training

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

- Background of 2015 bonds; approximately \$150 million outstanding
- First opportunity in 2025 to refund the bonds based on reduced interest rates and S&P (Standard and Poor) AAA rating

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

- Restructuring bond improves the District's position
- Current bonds have a fixed rate

The Board received bond disclosure training from Rudy Salo, Partner, Nixon Peabody LLC, who provided further clarification in response to the Board comments and questions regarding disclosure of federal funding and prospective purchase of a building.

Motion/Second: Medina/Powell

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

Noes: None

Absent: None

10.b.4. Adjourn

The meeting adjourned at 3:45 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.

DRAFT

**San Mateo County Transit District
Staff Report**

To: Finance Committee

Through: April Chan, General Manager/CEO

From: David Covarrubias, Deputy Chief Financial Officer

Subject: **Adopting a District Debarment Policy**

Action

Staff proposes the Finance Committee recommend that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Adopt the proposed Debarment Policy (Attachment A to the accompanying Resolution) to establish procedures and standards for review of contractor performance and possible debarment and/or suspension from participation in District procurements and contracts.
2. Authorize the General Manager/CEO or designee to take any actions necessary to implement the Debarment Policy.

Significance

Adopting the proposed Debarment Policy would provide the District with an administrative procedure to ban contractors from applying for, being awarded, or performing work under any District contract for a specified period of time. Debarment is separate and distinct from the process of a responsibility hearing for a single contract or limited group of contracts.

Budget Impact

There is no budget impact associated with adopting this policy.

Background

In recent years, local governments across the Bay Area have adopted or revised their debarment policies in response to issues with contractors, including fraud and corruption. Most notably, the City and County of San Francisco updated its debarment procedures in 2020 in response to a federal law enforcement investigation and subsequent corruption conviction of former Public Works Director Mohammed Nuru and public contractor executives for bribery related to public contracts. One of the companies involved in the scandal, ProVen Management Inc., had several contracts with multiple Bay Area agencies, including the Peninsula Corridor Joint Powers Board (JPB), and in 2023, the City and County of San Francisco was among the local governments that debarred ProVen Management.

Staff and legal counsel prepared this Debarment Policy at the request of the JPB Board of Directors, and are recommending adoption by the JPB, the District and the San Mateo County Transportation Authority to ensure there are consistent, fair procedures and standards for review of contractor performance when debarment may be warranted. Adoption of a

consistent Debarment Policy would reflect that all three agencies take public integrity, their trusted position as stewards of taxpayer moneys, and the use of public funds, very seriously. Having a consistent approach also would allow Contracts and Procurement staff to administer the same policy across all three agencies.

As described in the proposed policy, debarment is an administrative action taken by a government agency to ban contractors from applying for or receiving government contracts, and from performing work under government contracts. The grounds for debarment typically range from conviction, admission, or civil judgment concerning fraud, embezzlement, or similar offences, to serious violations of the terms of government contracts. Debarment may require an administrative hearing before contractors accused of misconduct are prohibited from receiving government funds. Suspension is the temporary exclusion of a contractor, pending the completion of debarment procedures. Overall, the debarment and suspension process is a broader determination of irresponsibility of a contractor for the general purpose of contracting with the agency for a specified period.

The proposed policy provides specific grounds for debarment, including: 1) criminal conviction, civil judgment, or admission of serious offenses related to business integrity and honesty, such as fraud, theft, or bribery; 2) serious violation of terms of government contracts, including a history of failure to perform, a pattern or practice of disregarding terms of contracts; 3) any other serious or compelling cause reflecting an inability to perform honestly or comply with the terms of a contract; and 4) debarment by another government entity.

Additionally, the proposed policy establishes procedures for a fair review of contractors who are alleged to have engaged in misconduct that may warrant debarment. These procedures are designed to afford due process, including notice to the contractor; a hearing before a hearing officer appointed by the General Manager/CEO (except in certain circumstances¹); timelines for the submission of documents or presentations from the contractor and the agency; an appeal process, and reconsideration for changed circumstances process. The proposed policy provides that, while debarment procedures are pending, contractors may be suspended from applying for, being awarded, or performing work on an agency contract.

Under the proposed policy, the District may opt to continue or terminate existing contracts with debarred contractors. In the event of a termination, the contractor may only receive compensation for work completed up to the date of notice of contract cancellation. The District may not extend or renew existing contracts with debarred or suspended contractors unless there is a compelling public interest in doing so. Finally, other contractors are prohibited from knowingly using a debarred contractor as a subcontractor; violation of this provision may

¹ The proposed policy does not require a hearing when debarment is based on a criminal conviction, judgment or admission; in case of debarment by another government entity following due process; or upon a Contractor's admission of the grounds for debarment.

subject the prime contractor to penalties, including debarment proceedings, rejection of a bid or proposal, or nonpayment for work performed by the debarred contractor.

Note that the debarment and suspension process is separate and distinct from a responsibility hearing for a single contract or identifiable group of contracts, through which an agency can determine that a contractor is not sufficiently responsible to work on a specific contract or set of contracts.

Prepared By:	Kevin Yin	Director, Contracts and Procurement	650-622-7860
	Shayna van Hoften	Legal Counsel	415-995-5880

Resolution No. 2025-

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

* * *

Adopting a District Debarment Policy

Whereas, in recent years, local governments across the Bay Area have adopted or revised their debarment policies in response to issues with contractors, including fraud and corruption convictions; and

Whereas, a 2020 federal corruption investigation, and a subsequent criminal conviction, revealed the City and County of San Francisco’s former Public Works Director Mohammed Nuru and public contractor executives engaged in bribery related to public contracts; and

Whereas, one of the companies involved in the scandal, ProVen Management Inc., had several contracts with multiple Bay Area agencies, including the Peninsula Corridor Joint Powers Board (JPB); and

Whereas, the San Mateo County Transit District (District) takes public integrity, its trusted position as a steward of taxpayer moneys, and the use of public funds very seriously; and

Whereas, staff and legal counsel have prepared the attached Debarment Policy to ensure there are fair procedures and standards for review of contractor performance when debarment may be warranted, and have proposed adoption of the same Debarment Policy by the District, the JPB and the San Mateo County Transportation Authority for consistent administration across the agencies; and

Whereas, debarment is an administrative enforcement procedure that authorizes a government agency to ban contractors from applying for, receiving, or performing work under government contracts for a specified period of time; and

Whereas, suspension is a temporary exclusion of a contractor for applying for, receiving, or performing work under government contracts while debarment procedures are pending; and

Whereas, debarment and suspension are separate and distinct from the process of a responsibility hearing for a single contract or specifically identified group of contracts; and

Whereas, the proposed Debarment Policy, included as Attachment A, includes specific grounds for debarment, including: 1) criminal conviction, civil judgment, or admission of serious offenses related to business integrity and honesty; 2) serious violation of terms of government contracts; 3) any other serious or compelling cause reflecting an inability to perform honestly or comply with the terms of a contract; and 4) debarment by another government entity; and

Whereas, the proposed Debarment Policy includes due process procedures to ensure a fair review of contractors who are alleged to have engaged in misconduct that warrants debarment, such as notice to the contractor, a hearing before a hearing officer (with specified exceptions), an appeal process, and reconsideration for changed circumstances process; and

Whereas, the proposed Debarment Policy also would prohibit prime contractors from knowingly using a debarred contractor as a subcontractor.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County

Transit District hereby:

1. Adopts the proposed Debarment Policy as set forth in Attachment A; and
2. Authorizes the General Manager/CEO or designee to take any actions necessary to implement the Debarment Policy.

Regularly passed and adopted this 5th day of March, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

ATTACHMENT A

[PROPOSED] DEBARMENT POLICY

I. PURPOSE

The purpose of this Debarment Policy is to establish procedures and standards for review of Contractor performance and possible debarment and/or suspension from participation in San Mateo County Transit District, Peninsula Corridor Joint Powers Board, and San Mateo County Transportation Agency (singularly referred to as “Agency” and collectively referred to as “Agencies”) procurements and contracts. This Policy is intended to ensure that the Agencies award contracts to responsive and responsible Contractors and preserve and protect the credibility and integrity of the Agencies' procurements and contracting practices.

This Policy does not apply to a determination of non-responsibility for a single contract or identifiable group of contracts, but rather to the broader determination of irresponsibility of a Contractor for the general purpose of contracting with the Agencies for a specified period. Accordingly, this Policy does not preclude the Agencies from rejecting a Contractor for not being responsible based on the requirements of a specific procurement outside of the debarment process set forth in this Policy.

To the extent a source of funding requires its own debarment procedures, those procedures apply.

II. PERSONS AFFECTED

All the Agencies' employees involved in the procurement process, contractors responding to the Agencies' issued solicitations, and their subcontractors.

III. DEFINITIONS

- A. **“Adequate Evidence”** means information sufficient to support the reasonable belief that a particular act or omission has occurred.
- B. **“Affiliate”** means (a) the assignee, successor, subsidiary of, or parent company, of the Contractor; or (b) a controlling stockholder of a Contractor; or (c) a person who has the same or similar management of the debarred Contractor; or (d) a person who directly or indirectly controls, or has the power to control, Contractor, or is directly or indirectly controlled by Contractor. Indicia of control include interlocking management or ownership, identity of interests among relatives, shared facilities and equipment, and common use of employees; or (e) a business entity organized following the debarment, suspension, or proposed debarment of a Contractor which has the same or similar management, ownership or principal employees as the bidder or contractor that was debarred, suspended or proposed for debarment, or the debarred person or the business entity created after the debarment, suspension,

or proposed debarment operates in a manner designed to evade the application of this Policy or to defeat the purpose of this Policy.

- C. **“Contract”** means (a) any written agreement between the Agency and a Contractor for public works, equipment, goods, supplies, services, franchise, or consultant services, or (b) any subcontract entered into in furtherance of a contract for such goods and services.
- D. **“Contractor”** means any individual or any legal entity, including its officers and directors, that submits bids or proposals for, or may reasonably be expected to submit bids or proposals for, or be awarded, an Agency contract. The term Contractor includes a prime contractor/consultant, a subcontractor/subconsultant included in a bid or proposal for an Agency contract, vendor, franchisee, consultant, or any of their respective officers, directors, shareholders, partners, managers, employees, or other individuals acting as an agent or representative of the contractor/consultant, subcontractor/subconsultant, franchisee, consultant, or vendor.
- E. **“Debar or Debarment”** means an action taken by the Agency to exclude a Contractor or Affiliate from any of the following: bidding or proposing on an Agency contract; being awarded an Agency contract; or performing work on an Agency contract for a defined period of time. A Contractor or Affiliate so excluded is "debarred."
- F. **“Debarring Official”** means any official authorized to initiate and pursue an administrative Debarment proceeding on the Agency’s behalf. Each of the following officials may serve as a Debarring Official:
 - (1) The Director of Contracts and Procurement Department;
 - (2) The General Manager/CEO, the Executive Director or designee;
 - (3) Any other official designated by the Board of Directors of the Agency to serve as a Debarring Official.
- G. **“Hearing Officer”** means the individual appointed by the General Manager/CEO or the Executive Director to oversee the debarment hearing, receive evidence and presentations of arguments, and decide on whether to debar a contractor and for how long. The hearing officer must meet the following requirements: 1) the individual was not involved in the procurement or management of the contract; and 2) the individual was not involved in the investigation or decision leading to the recommended debarment. The individuals selected as hearing officers may be Agency employees or individuals who are external to the organization.
- H. **“Preponderance of the Evidence”** means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

- I. **“Suspend or Suspension”** means the action taken by the Agency's Director of Contracts and Procurement to temporarily exclude a Contractor or Affiliate from submitting or proposing on an Agency contract, from being awarded an Agency contract, or performing work on an Agency contract pending the completion of the Debarment Procedures set forth in this Policy.

IV. POLICY

A. Debarment

The Agency may, in the public interest, debar a Contractor for any of the grounds set forth in subsection B (Grounds for Debarment), using the procedures set forth in subsection C (Debarment Procedure). Debarment is the most severe limitation the Agency may impose upon a Contractor. The existence of grounds for debarment, however, will not necessarily require that the Agency debars a Contractor. The Agency will consider the totality of the circumstances, including the seriousness of the Contractor's acts or omissions and any mitigating factors. Staff shall establish internal guidelines to determine whether debarment is warranted and how long a period of debarment should last, and shall have the authority to amend them from time to time, subject to approval of the General Manager/CEO or the Executive Director. Debarment of a Contractor constitutes debarment of all divisions, or other organizational elements of the debarred contractor, unless otherwise specified in the debarment decision. Each individual Agency must make its own debarment decision regarding a Contractor, including a debarment on the basis of another Agency's debarment decision. (See Section IV.B(4) and Section IV.C(2).)

B. Grounds for Debarment

The Agencies may debar a Contractor for one or more of the following:

- (1) Criminal conviction, civil judgement, or admission of:
 - (i) Fraud, collusion, or any criminal offense in connection with obtaining or attempting to obtain or performing a public contract or subcontract.
 - (ii) Embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property or obstruction of justice.
 - (iii) Any other offense indicating a lack of business integrity or of business honesty which offense seriously and directly affects the responsibility of the Contractor, or the Contractor's ability or capacity to honestly perform under or comply with the terms and conditions of any contract issued by one or more of the Agencies.
- (2) Violation of the terms of any government contract or subcontract when the violation is so serious as to justify debarment, including:
 - (i) History of failure to perform or of unsatisfactory performance of one or more contracts.

- (ii) A pattern or practice of repudiating or disregarding the terms or conditions of Agency contract(s) including, without limitation, repeated unexcused delays or poor performance.
 - (iii) Willful failure to perform in accordance with a contract.
- (3) Any other cause that is so serious or compelling that it affects the responsibility of a Contractor, including any conduct relevant to the Contractor's ability or capacity to honestly perform under or comply with the terms and conditions of any contract issued by one or more of the Agencies. (See also Section I.)
- (4) Debarment by a federal, state or local government entity, on grounds consistent with the grounds for debarment set forth in this subsection.

C. Debarment Procedure

(1) Notice

The Debarring Official will initiate debarment proceedings by informing the Contractor, and any known Affiliates, of the debarment recommendation by certified mail, return receipt requested. The mailed notice will include the following information: (1) the Agency is considering debarment of the Contractor and any known Affiliates; (2) the grounds for debarment pursuant to Section IV.B above; (3) the reasons for the proposed debarment in terms sufficient to notify the Contractor of the conduct or transaction upon which debarment is proposed; (4) that the Contractor may submit, within 15 calendar days of the date of the Agency's mailed notice, a written response providing information or argument in opposition to the proposed debarment; (5) a copy of the Agency's Debarment Policy; (6) if applicable, notice of opportunity for a hearing (see subsection (2), Hearing, below); (7) notification that the failure to submit a response or request a hearing will be deemed an admission of the grounds for debarment; (8) effect of debarment; and (9) notice of suspension pending debarment, if applicable.

(2) Hearing

The Agency is not required to hold a hearing in debarment actions based upon a conviction, judgment or admission as set forth in subsection B(1) above; upon debarment by a federal, state or local government entity; or upon admission of the grounds for debarment by the Contractor, such as by failing to timely submit a written response or request a hearing. In such event, the General Manager/CEO or Executive Director may proceed to issue a debarment decision. The General Manager/CEO or the Executive Director will issue the debarment decision within 45 calendar days after the date of the Agency's mailed notice. Such decision is final.

Whenever a proposed debarment action is not based upon a conviction, judgment, admission or debarment by a federal, state or local government entity, and if the Agency finds that the Contractor's response raises a genuine dispute over facts relevant to the proposed debarment, the Agency shall conduct a fact-finding hearing. The General Manager/CEO or the Executive Director shall appoint a hearing officer.

The hearing officer will notify the Contractor and Debarring Official of the scheduled hearing date, time, and place. The hearing officer has sole discretion over setting the hearing date, provided that the date must be within one hundred twenty (120) calendar days from the date the Debarring Official served the notice of proposed debarment. Discovery pursuant to the California Code of Civil Procedure and the formal rules of evidence are not applicable to this administrative procedure. Hearings may occur in person, on an electronic meeting platform if deemed necessary by the hearing officer, or in writing, as set forth below.

At the hearing, the Contractor may submit documents for consideration by the hearing officer and may present arguments. If the hearing officer determines, with the written agreement of each named Contractor and the Debarring Official, that the hearing shall be by written presentation, all final writings shall be due no later than one hundred twenty (120) days of the date the Debarring Official served the notice.

The hearing officer shall have the sole discretion to allow offers of proof, set time limitations, and limit the scope of evidence presented based on relevancy. The hearing officer may ask questions of any party. A transcript of the hearing will be prepared and made available to the Contractor at a reasonable cost, unless the Contractor and the Agency mutually waive the transcript requirement.

(3) Determination

The hearing officer will determine, by a preponderance of the evidence, whether a contractor is to be debarred and for what length of time or whether the debarment will be permanent. The hearing officer's decision will be issued, in writing, within thirty (30) calendar days of the date of the hearing.

(4) Appeal

A Contractor may appeal an adverse decision by the hearing officer to the Agency's General Manager/CEO or the Executive Director based on one or more of the following: (1) abuse of discretion; (2) a change in facts that is material to

the grounds for debarment; or (3) failure to follow the Agency's Debarment Policy. The Contractor must submit its appeal, in writing, within five (5) calendar days after the date of issuance of the debarment decision. The appeal must state the grounds for disputing the decision and must include a copy of the hearing officer's final determination.

The appeal must be sent to:

Board Secretary
San Mateo County Transit District/Peninsula Corridor Joint Powers
Board/San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070
Ref: Debarment Decision Appeal

If a notice of appeal is timely filed, a hearing shall be set before the General Manager/CEO or the Executive Director, and a written notice of the hearing specifying the location, time and date of the hearing, which shall be held no sooner than ten (10) business days from the date of such notice of hearing, shall be served on the Contractor.

The hearing before the General Manager/CEO or the Executive Director shall be a *de novo* hearing. On appeal, the General Manager/CEO or the Executive Director may consider any issue or evidence relevant to the debarment decision, in addition to the specific grounds for the appeal. However, no new evidence may be presented at the hearing before the General Manager/CEO or the Executive Director.

If the Contractor wishes to submit any written argument supporting the appeal, then Contractor shall submit the written argument to the District/Board Secretary seven (7) calendar days before the scheduled hearing. Failure to submit a written argument does not preclude a person from presenting an oral argument at the appeal hearing.

If Contractor or Contractor's representative fail to submit a valid and timely notice of appeal from a decision of the hearing officer, the decision of the hearing officer shall be final and not subject to appeal.

If the Contractor or Contractor's representative fails to appear at a hearing before the General Manager/CEO or the Executive Director, for which notice has

been served, the decision of the hearing officer shall become final, and the period of debarment or suspension shall begin immediately.

D. Suspension Pending Debarment

While debarment proceedings are pending, and/or while legal proceedings of the type described in Section IV.B (Grounds for Debarment) above are pending, the Agency's Director of Contracts and Procurement, with the approval of the General Manager/CEO or the Executive Director, may suspend a Contractor based upon a determination that it is in the public interest and adequate evidence exists to support one or more of the grounds for debarment. The Director of Contracts and Procurement may also order suspension where a Contractor is engaged in pending litigation with any of the Agencies that could impact the ability of the parties to work cooperatively with each other. Upon notice of the suspension, a Contractor may request an informal meeting with the Director of Contracts and Procurement to appeal the suspension. The decision of the Director of Contracts and Procurement regarding any suspension will be final. While debarment proceedings are pending, and/or while legal proceedings of the type described in Section IV.B (Grounds for Debarment) above are pending, the Agency shall have the right, based on a compelling public interest, to enter into an agreement with a vendor in good standing for similar work, until such time that the proceedings have ended.

E. Effect of Debarment or Suspension

Debarred or suspended Contractors and Affiliates are excluded from submitting bids, submitting responses to requests for proposal or qualifications, receiving contract awards, executing contracts, or participating as a subcontractor, employee, agent or representative of another person contracting with the Agency. Any bids, proposals, or quotations submitted in violation of this subsection will not be accepted or evaluated by the Agency and may be considered a false claim as provided in the California Government Code. Except as set forth below, the Agency will not knowingly award, approve the award of a contract, or execute a contract with a debarred or suspended Contractor or under which a debarred or suspended Contractor will participate as a subcontractor.

A Contractor will not employ, subcontract with, or purchase materials or services from a debarred or suspended Contractor. The Agency will maintain a list of all debarred and suspended Contractors. The District/Board Secretary shall submit a semi-annual report to the Director of Contracts & Procurement that includes (1) the Contractors then subject to an Order of Debarment or Suspension and the expiration dates for the respective debarment terms; (2) the status of any pending debarment or suspension matters; and (3) any Order of Debarment or Suspension received by the District/Board Secretary since the date of the last report.

The Agency may continue or terminate contracts or subcontracts it has with a debarred Contractor that are in existence at the time the Contractor is debarred and/or suspended. In the event of such cancellation, the Suspended or Debarred Contractor's recovery under the contract or grant shall be limited to compensation for work satisfactorily completed as of the date of cancellation. The Agency shall not renew or otherwise extend the duration of current contracts, or consent to subcontracts, with debarred and/or suspended Contractors, unless the General Manager/CEO or the Executive Director certifies in writing the compelling public interest for such renewal or extension.

Any Contractor who enters into a contract with the Agency during a period of suspension or debarment, shall be liable to the Agency for increased costs incurred as a result of replacing the debarred or suspended Contractor.

A Contractor may submit a written Request for Reconsideration for Changed Circumstances to the General Manager/CEO or the Executive Director once following a debarment. The Request must be accompanied by supporting documentation and provide the reason that eliminates the need for the debarment or demonstrates that a shorter debarment period will adequately protect the public interest. The General Manager/CEO's or the Executive Director's decision regarding such a request is final. Reasons to modify or lift a debarment include, without limitation, the following:

- (1) Newly discovered material evidence;
- (2) Reversal of the conviction, civil judgment or administrative decision upon which the debarment was based;
- (3) *Bona fide* change in ownership or management; or
- (4) Elimination of other grounds for which the debarment was imposed.

A person seeking a Contract or entering a Contract is prohibited from knowingly using a debarred Contractor. Violation of this provision may, as determined in the sole discretion of the Director of Contracts & Procurement, result in rejection of the bid or proposal, nonpayment by the Agency for work performed by the debarred Contractor, annulment of Contract award or termination of Contract, issuance of a stop work order, initiation of Debarment proceedings, or any other remedy provided by law.

F. Agreement Not to Bid or Submit Proposals in Lieu of Debarment

The Agency may offer a Contractor the opportunity to execute a written agreement not to bid or submit proposals or perform any work on contracts in lieu of the Agency pursuing debarment. Such an agreement does not constitute a debarment.

G. Effect on Executed Contracts

Nothing in this Policy shall be interpreted to limit or preclude the Agency from taking any other administrative or legal action against the Contractor, including enforcing

its rights and remedies under the terms and conditions of any specific contract, including contract terms regarding the Agency's right to suspend or terminate a contract for convenience, default, or breach.

Adopted: SMCTD Resolution No. 2025-XX (March __, 2025), PCJPB Resolution No. 2025-XX (March __, 2025), SMCTA Resolution No. 2025-XX (March __, 2025)

**San Mateo County Transit District
Staff Report**

To: Finance Committee
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Receive Quarterly Financial Report Fiscal Year 2025 Quarter 2 Results and Annual Outlook**

Action

This is an informational item.

Significance

The Board will receive an update on the financial result for Fiscal Year 2025 (FY25) Quarter 2 (Q2) and a forecast for FY25 year-end.

Background

FY25 Second Quarter (FY25 Q2)

As of December 31, 2024, revenues are below budget due to below-budget sales tax receipts, and normal grants receipts delays. Expenses are also below budget, driven by vacancy savings and timing issues. The District is performing better than anticipated, with a year-to-date deficit of (\$4.3 million), which is \$2.2 million improved compared to the budgeted deficit of (\$6.6 million).

Revenues:

At the close of FY25 Q2, revenues were \$177.3 million compared to \$182.4 million of the adopted budget, resulting in an unfavorable variance of \$5.1 million (2.8 percent).

This unfavorable variance was primarily driven by the following:

- Operating Grants: \$0.6 million vs. \$2.1 million budget (-\$1.6 million, -72.9 percent) due to delayed Federal Transit Administration (FTA) and City/County Association of Government of San Mateo County (C/CAG) grant receipts, expected to be received in Q3.
- District Sales Tax: \$59.7 million vs. \$61.1 million budget (-\$1.4 million, -2.3 percent).
- Measure W Sales Tax: \$29.9 million vs. \$30.5 million budget (-\$0.6 million, -1.9 percent).
 - Sales Tax Outlook: Our vendor has adjusted our outlook downward for both Sales Tax sources due to sluggish year-to-date (YTD) receipts. This is further outlined in the forecast section below.

- Due from Peninsula Corridor Joint Powers Board (PCJPB), San Mateo County Transportation Authority (SMCTA), and San Mateo County Transit District (SAMTR) Capital Wages and Benefit (W&B): \$22.7 million vs. \$32.7 million budget (-\$10.1 million, -30.8 percent) due to vacancy savings across agencies, offset by lower expenses, which is offset by corresponding expenses below. This line has no net fiscal impact.*

The unfavorable variances were partially offset by the favorable variances in the following:

- Investment Income: \$13.5 million vs. \$5.6 million budget (+\$7.9 million, +139.2 percent) due to a one-time \$2.7 million asset maturity in November and favorable interest rates.
- Other Interest, Rent & Other Income: \$5.3 million vs. \$4.7 million budget (+\$0.6 million, +13.1 percent) primarily driven by a one-time \$0.4 million CBRE rebate from the Millbrae Headquarter (HQ) transaction.

Expenses:

At the close of FY25Q2, expenses were \$181.6 million as compared to \$188.9 million of the adopted budget, resulting in a favorable variance of \$7.3 million (3.9 percent).

This favorable variance was primarily driven by the following:

- Motor Bus: \$102.2 million vs. \$102.9 million budget (+\$0.7 million, +0.7 percent) due to
 - \$2.7 million above budget in labor to fund unbudgeted labor adjustments approved by the Board in November 2024 following successful bargaining with Amalgamated Transit Union (ATU) and International Brotherhood of Teamsters (IBT). The Board-adopted January 2025 budget adjustment included funding for terms of the ATU and IBT collective bargaining agreements, and will be reflected in following Financial Reports.
 - Offset by \$3.4 million in non-labor savings, largely driven by timing-related savings, mainly in Contracted Urban Bus (CUB) costs, expected to normalize by year-end.
- Due to PCJPB, SMCTA & SAMTR Capital W&B: \$22.7 million vs. \$32.7 million budget (+\$10.1 million, +30.8 percent) due to vacancy savings across agencies. This line is offset by the due from source above, and has no net fiscal impact.*

The savings were partially offset by an increased allocation to reserves:

- Reserves for Future Measure W Capital Allocation: \$11.9 million vs. \$8.3 million budget (+\$3.6 million, +44.1 percent). Due to delays in Measure W operating project expenses, the favorable Measure W balance has been shifted to future Measure W Allocations to retain funds to apply toward future eligible Measure W expenses.

Fiscal Year 2025 Year End Outlook

Annual Forecast: The annual forecast was derived by examining actual revenue and expense trends through December 2024, and then analyzing trends and reviewing details with business unit divisions and cost centers. The District is projected to end the year with a deficit of

\$36.6 million, \$5.9 million (13.8 percent) better-than-budgeted change in net position from the approved budget.

Forecast Revenues: Total Sources of Funds for FY25 are forecasted to be \$2.4 million (0.8 percent) below budget. The unfavorable variance is mainly driven by the following:

- Sales Tax revenues is projected to be \$5.0 million (2.8 percent) unfavorable to budget, driven by higher business operating costs, lower consumer spending, and economic uncertainty.
- Local Transportation Development Act (TDA) and State Transit Assistance (STA) Funds are projected to be \$3.6 million (4.7 percent) below budget, driven by lower consumer spending than what was originally estimated by county auditors and Metropolitan Transportation Commission (MTC).
- Passenger Fares are projected to be below budget by \$0.5 million (4.0 percent) due to ongoing fare collection issues with Brinks. Staff are working with Brinks towards a resolution by the end of FY25.

The above unfavorable revenue decreases are partially offset by:

- Investment Income is projected to be \$5.6 million (39.3 percent) favorable to budget, driven by earnings on higher holdings and higher rates than anticipated.
- Other Interest, Rent & Other Income is projected to be \$1.4 million (15.1 percent) above budget, driven by one-time refund from broker service related to HQ, and unbudgeted rental income.

Forecast Operating Expenses: Total uses of funds for FY25 are forecasted to be \$9.7 million (3.9 percent) below budget, with most of the savings in District Operated Buses.

District Operated Bus: \$6.7 million (3.8 percent) favorable to budget mainly driven by:

- \$9.3 million (8.1 percent) projected labor vacancy cost savings.
- \$1.2 million (3.8 percent) projected services cost savings due to the expiration of the fare collection maintenance contract, and the District's subsequent use of in-house technicians to perform the same work, reducing costs by eliminating the expenses associated with a third-party vendor, and slower start and progress in various projects.
- \$0.4 million (9.4 percent) projected all other savings (mainly Advertising and Postage).

These are partially offset by unfavorable projections in the following:

- \$3.7 million (32.6 percent) Insurance/Claims/Workers Comp due to large losses and increasing cost of Workers Comp claims based on mid-year actuarial report.
- \$0.4 million (3.2 percent) Materials & Supply increases due to in-frame repair on 2009 bus fleet.

Contracted Bus Services (CUB): \$1.3 million (3.3 percent) favorable to budget mainly driven by:

- \$1.5 million (4.7 percent) CUB service savings due to lower incentive payouts.
- \$0.9 million (30.9 percent) Coastside Services savings due to adjustments of the last phase of Re-Imagine not being pursued.
- \$0.3 million (7.4 percent) Microtransit savings due to lower than anticipated ridership and optimized use of vehicles.

These are partially offset by unfavorable projections in the following:

- \$0.9 million (100 percent) CUB Claims Reserves & Payments increases due to potential settlements with MV for ongoing cases in litigation.
- \$0.4 million (85.5 percent) Redi-Coast Non-ADA increases due to higher demand than projected.

ADA Programs: \$0.3 million (1.3 percent) favorable to budget, mainly driven by:

- \$0.7 million (22.6 percent) Coastside ADA savings due to less service than anticipated.
- \$0.2 million (6.2 percent) ADA Related Other Support savings due to greater efficiency in newer fleet (less gasoline) and less needs for parts and maintenance.
- \$0.1 million (4.1 percent) ADA Sedan/Taxi Service savings due to less sedan allocation than expected.

These are partially offset by unfavorable projections in the following:

- \$0.8 million (7.4 percent) Elderly & Disabled / Redi-Wheels increases due to increase in demand response ADA tracking above projections.

Other Multi-Modal Programs: \$1.4 million (17.2 percent) favorable to budget driven by:

- \$1.5 million (20.0 percent) SamTrans Shuttle Service savings due to lost service, missing incentives and fuel surcharge savings
- \$0.2 million (33.8 percent) Maintenance Multi-Modal Facilities savings due to not needing to use generator due to Pacific Gas and Electric (PG&E) power and less than anticipated maintenance at Sequoia Station

These are partially offset by unfavorable projections in the following:

- \$0.3 million (186.7 percent) Dumbarton M.O.W increases due to increase in unhoused encampment clean up and weed abatement at Dumbarton.

Forecast Reserves for Future Measure W Capital Allocation: \$1.4 million (15.6 percent) additional reserves for future capital, as delays in FY25 operating projects funded by Measure W have incurred in-year Measure W savings which will now be held for use to apply against future Measure W eligible expenses.

Forecast Reserves for Future Capital Allocation:

- Operating Reserves contribution is projected to be \$0.1 million (13.5 percent) above budget to include the ATU budget amendment increase
- The \$0.1 million Sales Tax Stabilization Fund contribution for FY25 is not expected to be needed since FY25 projected sales tax is less than the highest actual sales tax, the reserve is 100 percent funded.

Budget Impact

This is an informational item. There is no budget impact.

Prepared By: Kate Jordan Steiner Chief Financial Officer (650) 647-3504



Quarterly Financial Report

Fiscal Year 2025 Quarter 2 Results & Annual Outlook

Item #9.b.4.
3/5/2025



Agenda

1. FY25 Quarter Budget to Actual

- Net Result
- Sources
- Uses

2. FY25 Forecast

3. Next Steps

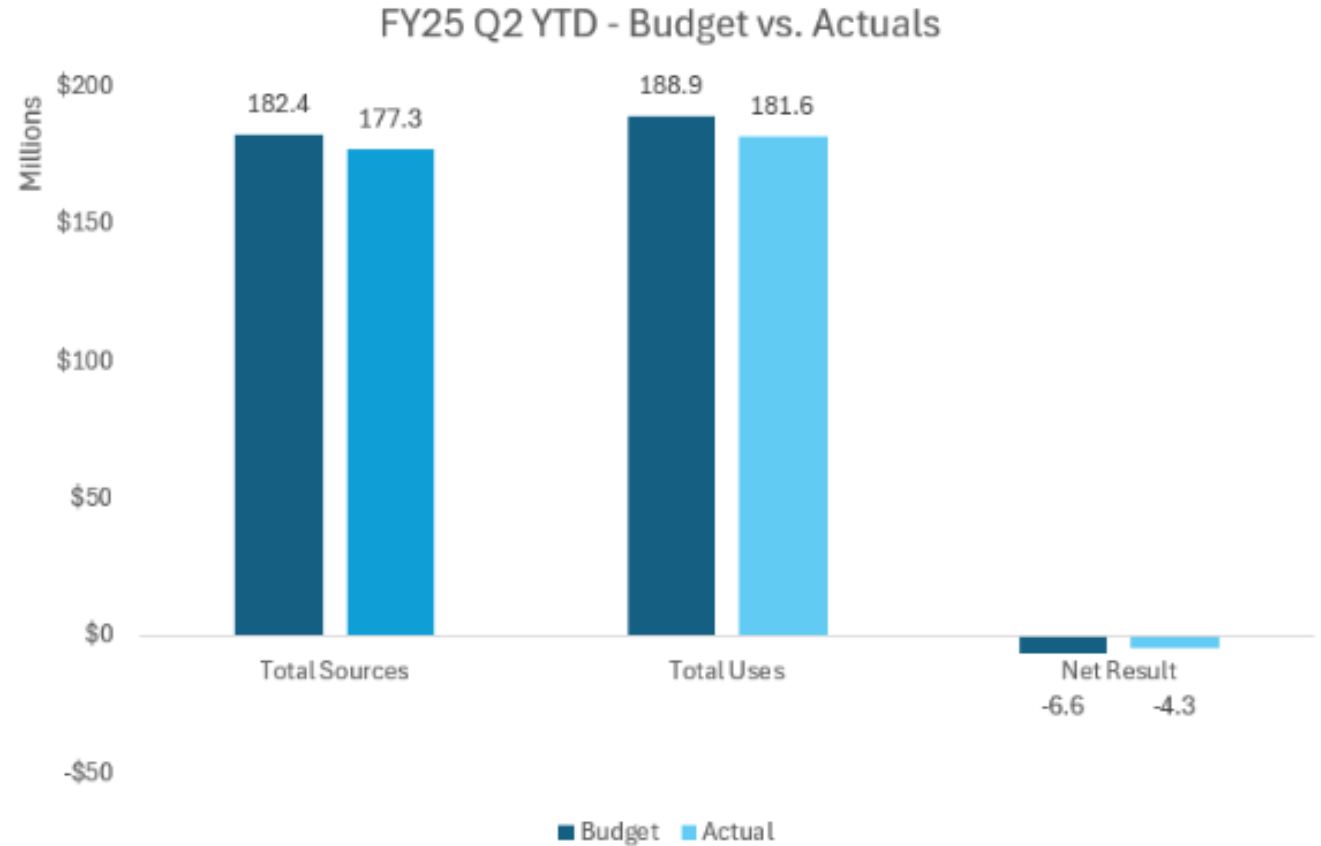
Budget to Actual: FY25 Quarter 2 (Q2)

YTD Deficit: \$2.2M favorable budget

Sources: \$177.3M, (-2.8%) below budget, with strong investment returns offsetting delays in grant receipts and slower than anticipated sales tax receipts.

Uses: \$7.3M (4%) below budget, mostly timing-related.

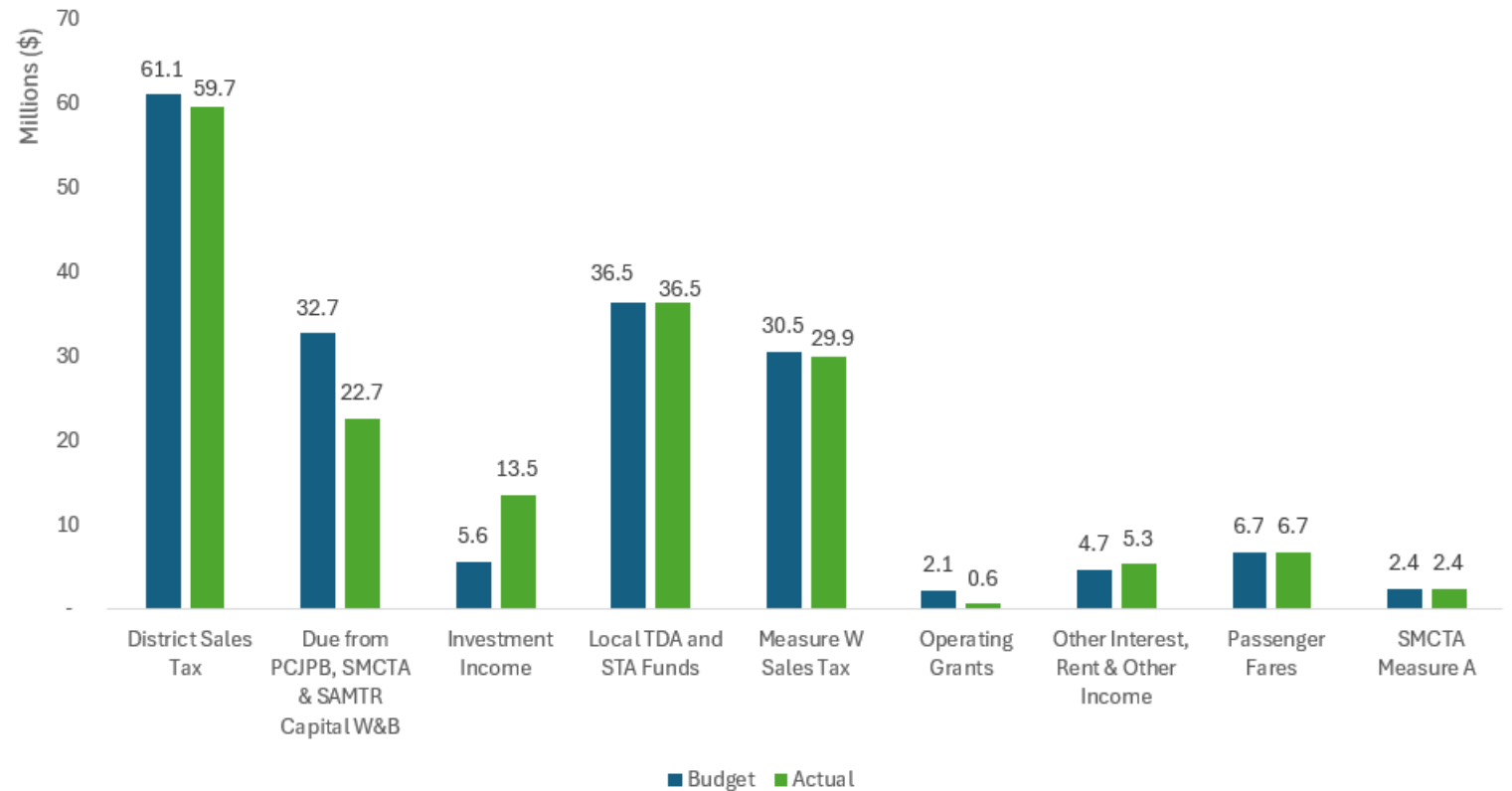
Key Risks: Sales tax underperforming (-2.8% vs. budget projected), claims pressure increasing, uncertain outlook with federal funding, overall expenses continue to increase.



FY25 Q2 YTD Budget to Actual Sources

- **Sales Tax (District & Measure W):** (\$2.0M) unfavorable due to slower-than-expected sales tax receipts, with a slight decline in growth.
- **Operating Grants:** (\$1.6M) unfavorable, driven by delayed grant reimbursements, expect resolution by year-end.
- **Investment Income:** \$7.9M favorable, driven by higher-than-expected returns, with favorability expected to remain throughout fiscal year.

FY25 Q2 YTD Sources - Budget vs. Actual

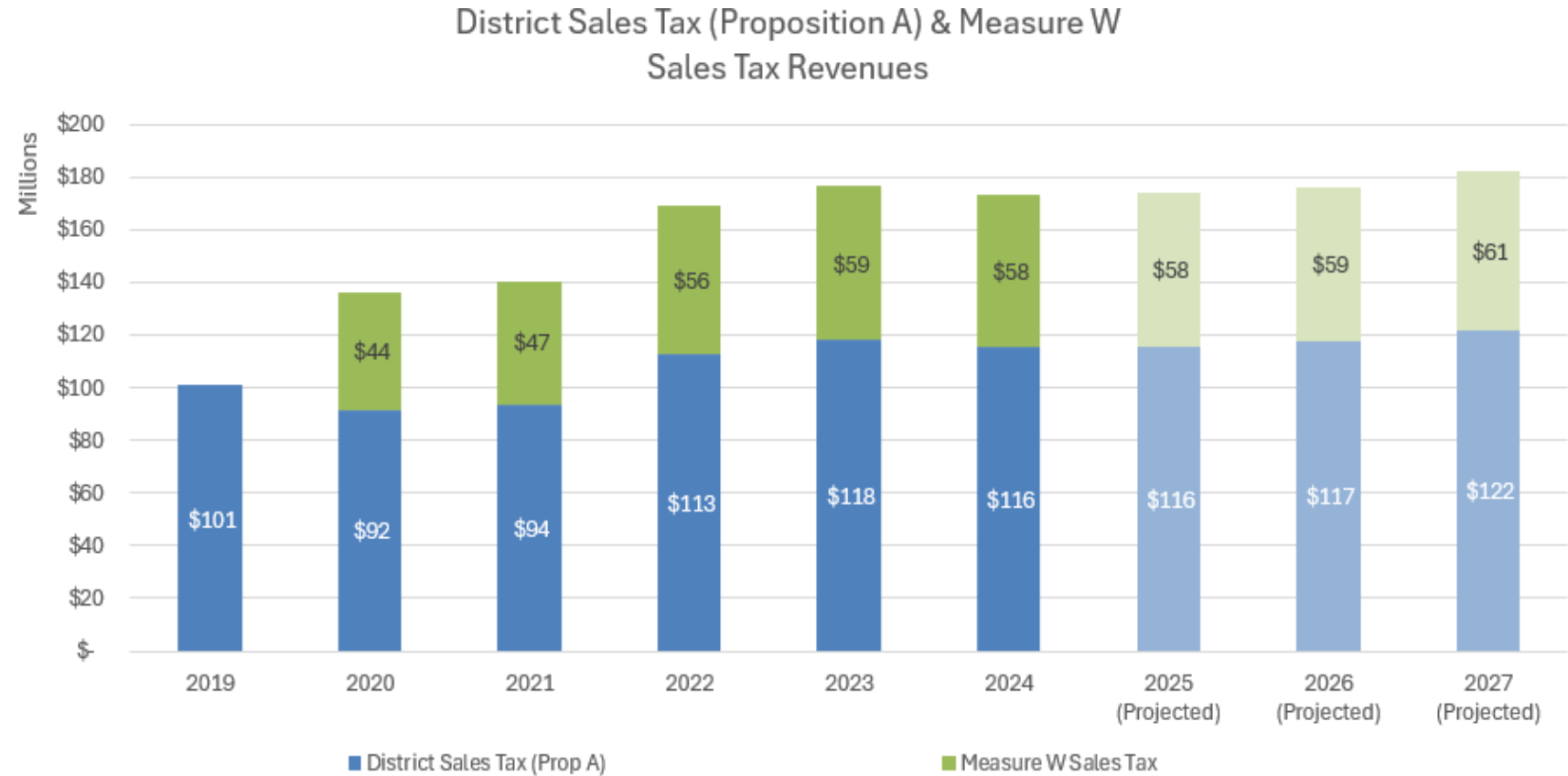


FY25 Q2

Sales Tax Revenue

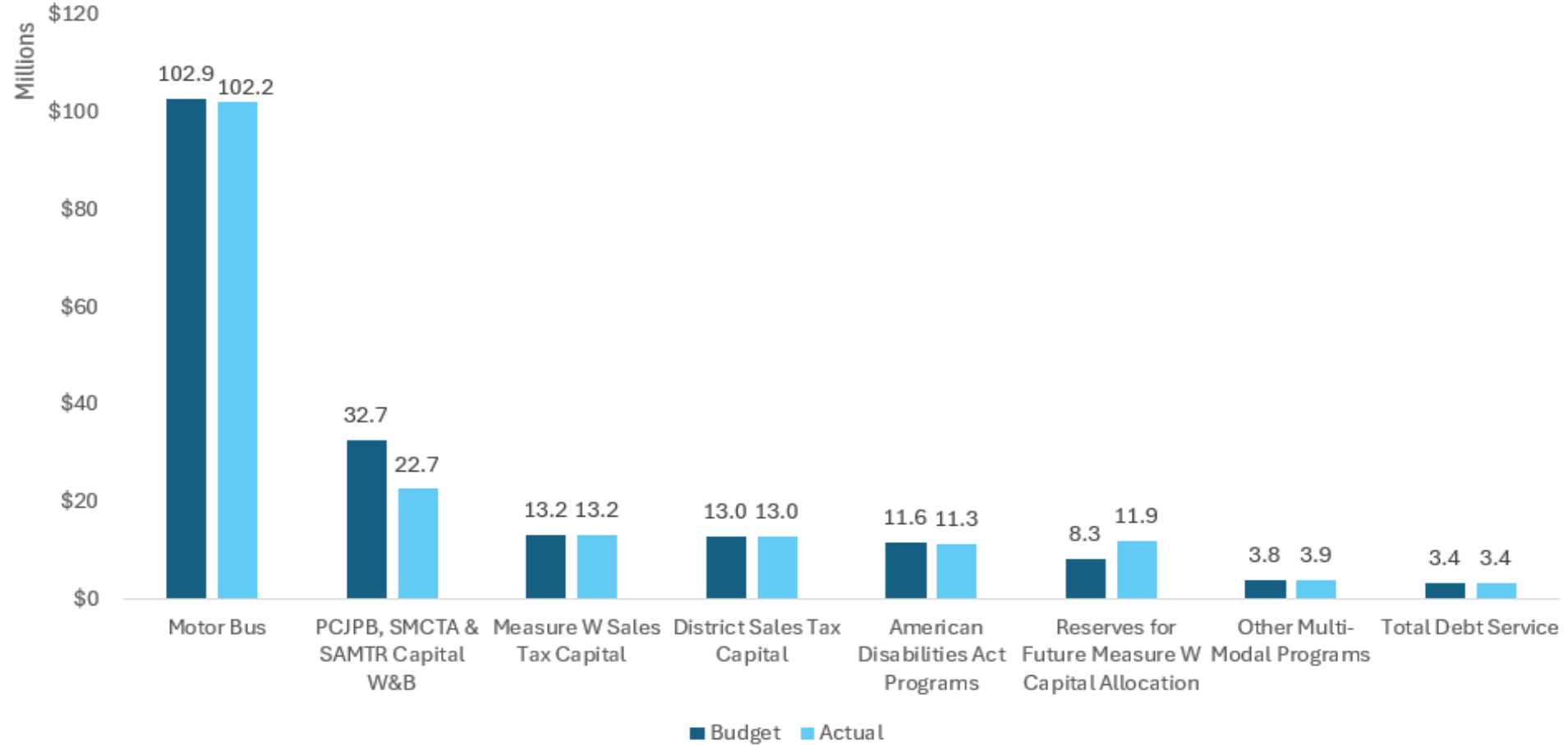
Outlook: Sales tax revenue projected to remain flat in FY25, suggesting economic stabilization.

Moderate growth projected to resume in FY26–FY27.



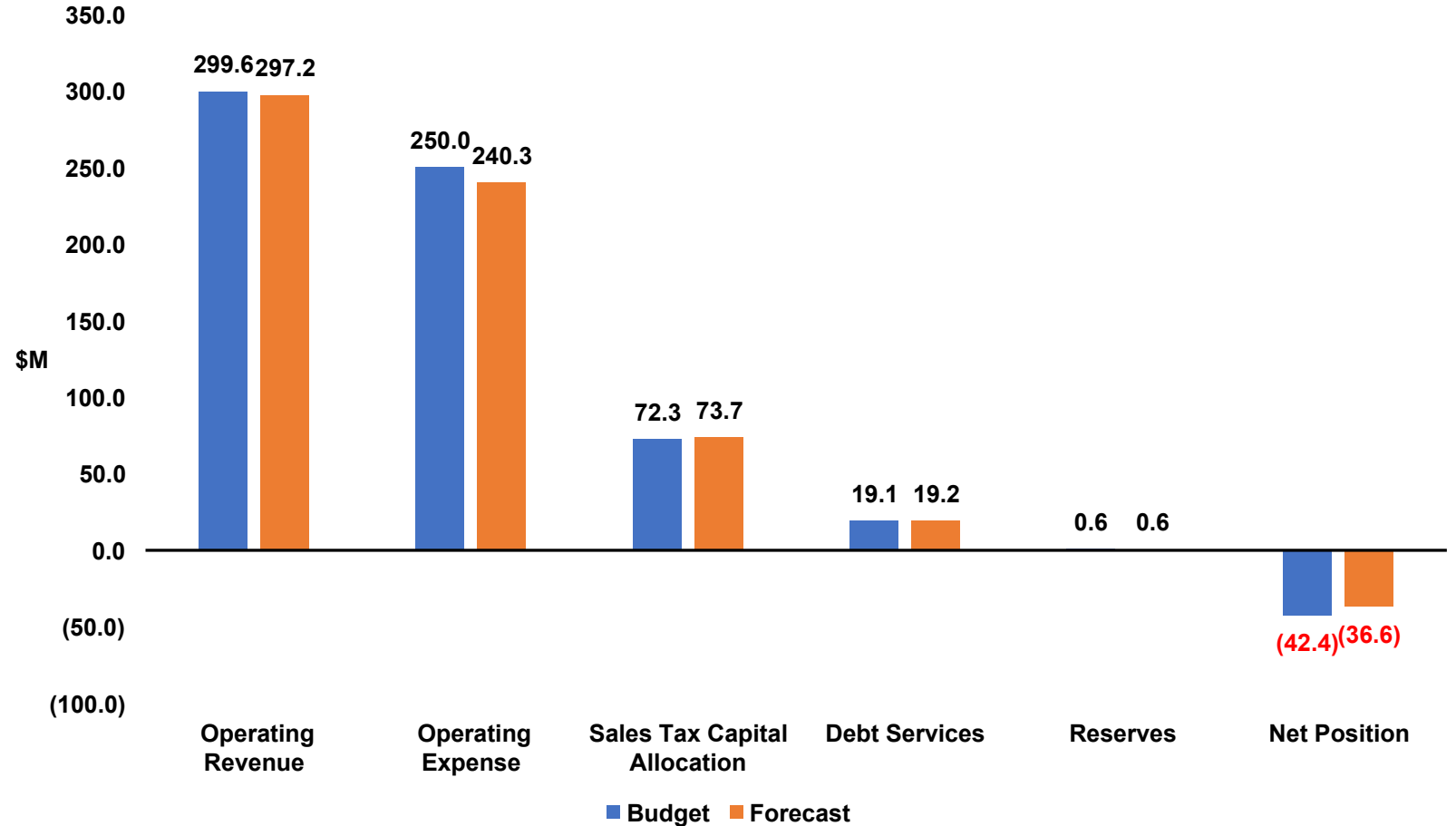
FY25 Q2 Budget to Actual: Uses

FY25 Q2 YTD Uses - Budget vs. Actual



Forecast: FY25 Year End

- **\$2.4M (-0.8%) unfavorable operating revenue**
- **\$9.7M (3.9%) favorable operating expense**
- **\$5.9M projected better-than-budget net position (\$36.6M deficit)**



Key Takeaways

Inflection Point

- Increasing labor, non labor, contracted service costs
- Large scale Capital Needs, including Zero Emission Bus investments and required infrastructure
- Sales Tax stabilization/ slowdown
- Limited impact of farebox recovery

Assess tradeoffs in out-year investments

Next Steps: Board Meetings

April

- Board Workshop - review mid- to long- term financial outlook and proposed Capital Improvement Program

May

- FY26/27 Preliminary Biennial Operating and Capital Budgets
- FY25 Year End Forecast

June

- FY26/27 Adopted Biennial Operating and Capital Budgets



BOARD OF DIRECTORS 2025

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

APRIL CHAN
GENERAL MANAGER/CEO



AGENDA

San Mateo County Transit District

Legislative Committee Meeting Committee of the Whole

March 5, 2025 – 3:00 pm

or immediately following the Finance Committee meeting

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

Committee Members: Josh Powell (Chair), Peter Ratto, Jackie Speier

- | | | |
|--------|---|--------|
| 9.c.1. | Call to Order | |
| 9.c.2. | Approval of Minutes of the Legislative Committee Meeting of February 5, 2025 | Motion |
| 9.c.3. | Legislative Update and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson) | Motion |
| 9.c.4. | Adjourn | |

Note:

- This Committee meeting may be attended by Board Members who do not serve 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
1250 San Carlos Avenue, San Carlos, California
Legislative Committee Meeting / Committee of the Whole
DRAFT Minutes of February 5, 2025

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

Members Absent: None

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

Other Board Members Absent: None

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

11.d.1. Call to Order

Committee Chair Josh Powell called the meeting to order at 4:07 pm.

11.d.2. Approval of Minutes of the Legislative Committee Meeting of January 8, 2025

Motion/Second: Medina/Fraser

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

Noes: None

Absent: None

11.d.3. Legislative Update

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

- Federal updates regarding the uncertainty of funding following recent Executive Orders, included awarded funds not yet executed or undergoing appropriations process, and low or zero-emission bus technology grants
- State updates included the Governor's January 10 release of 2025-2026 budget showing minor surplus with an expected May revise; no funding cuts; review of prospective bills
- Regional updates included MTC (Metropolitan Transportation Commission) regional funding measure and upcoming results from the polling.

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

- District requires contingency planning
 - Contract already in place for buses to be manufactured and delivered
- Risk factors of reduced federal administration focus on green energy

Public Comment

Aleta Dupree commented on risks of losing funding; supported getting hydrogen buses on the road.

Adina Levin commented on regional transit funding and modifications to legislation by MTC.

11.d.4. Adjourn

The meeting adjourned at 4:36 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

**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 and Approve Legislative Proposals: Senate Bill 272 (Becker), Senate Bill 71 (Wiener), and Assembly Bill 394 (Wilson)**

Action

Staff proposes the Committee:

1. Receive the attached federal and state legislative updates.
2. Approve the recommended San Mateo County Transit District positions on those pieces of legislation designated for action on the attached State Legislative Matrix.

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: Ana Vasudeo Government and Community Affairs Manager 650-730-9917

SamTrans Bill Matrix as of 2/18/2025

Bill ID/Topic	Location	Summary	Position
AB 21 DeMaio R Taxpayer Protection Act of 2025.	Pending referral to policy committee.	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 the 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.	Watch
AB 23 DeMaio R The Cost-of-Living Reduction Act of 2025.	Pending referral to policy committee.	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.	Watch
AB 33 Aguiar-Curry D Autonomous vehicles.	Pending referral to policy committee.	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.	Watch

Bill ID/Topic	Location	Summary	Position
AB 35 Alvarez D California Environmental Quality Act: clean hydrogen transportation projects.	Pending referral to policy committee.	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.	Watch
AB 61 Pacheco D Electricity and natural gas: legislation imposing mandated program and requirements: third-party review.	This bill has been referred to the Assembly Utilities & Energy committee.	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.	Watch

Bill ID/Topic	Location	Summary	Position
AB 99 Ta R Electrical corporations: rates.	This bill has been referred to the Assembly Utilities & Energy Committee.	Existing law vests the Public Utilities Commission with regulatory authority over public utilities, including electrical corporations. Existing law authorizes the commission to fix the rates and charges for every public utility and requires that those rates and charges be just and reasonable. This bill would prohibit an electrical corporation from proposing, and the commission from approving, a rate increase above the rate of inflation, unless the rate increase is approved by a majority of the electrical corporation's customers voting in an election conducted according to specified requirements, and except when the commission determines that the costs underlying the rate increase are directly related to safety enhancements and modernization or to higher commodity or fuel costs. This bill contains other related provisions and other existing laws.	Watch
AB 259 Rubio, Blanca D Open meetings: local agencies: teleconferences.	This bill has been referred to the Assembly Local Government Committee.	Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act authorizes the legislative body of a local agency to use teleconferencing, as specified, and requires a legislative body of a local agency that elects to use teleconferencing to comply with specified requirements, including that the local agency post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Existing law requires a member to satisfy specified requirements to participate in a meeting remotely pursuant to these alternative teleconferencing provisions, including that specified circumstances apply. Existing law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. This bill would remove the January 1, 2026, date from those provisions, thereby extending the alternative teleconferencing procedures indefinitely. This bill contains other related provisions and other existing laws.	Watch

Bill ID/Topic	Location	Summary	Position
<p>AB 334 Petrie-Norris D</p> <p>Operators of toll facilities: interoperability programs: vehicle information.</p>	<p>This bill has been referred to the Assembly Transportation Committee and the Assembly Privacy & Consumer Protection Committee.</p>	<p>Existing law requires the Department of Transportation, in cooperation with the Golden Gate Bridge, Highway and Transportation District and all known entities planning to implement a toll facility, to develop and adopt functional specifications and standards for an automatic vehicle identification system in compliance with specified objectives, and generally requires any automatic vehicle identification system purchased or installed after January 1, 1991, to comply with those specifications and standards. Existing law authorizes operators of toll facilities on federal-aid highways engaged in an interoperability program to provide only specified information regarding a vehicle's use of the toll facility. This bill would instead authorize operators of toll facilities on federal-aid highways engaged in an interstate interoperability program to provide only the information regarding a vehicle's use of the toll facility that is intended to implement interstate interoperability.</p>	<p>Watch</p>
<p>AB 339 Ortega D</p> <p>Local public employee organizations: notice requirements.</p>	<p>Pending referral to policy committee.</p>	<p>Existing law, the Meyers-Milias-Brown Act, contains various provisions that govern collective bargaining of local represented employees and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. Existing law requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Existing law requires the governing body of a public agency, and boards and commissions designated by law or by the governing body, to give reasonable written notice, except in cases of emergency, as specified, to each recognized employee organization affected of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the governing body or the designated boards and commissions. This bill would require the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give the recognized employee organization no less than 120 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization. The bill would require the notice to include specified information, including the anticipated duration of the contract. The bill would also require the public agency, if an emergency or other exigent circumstance prevents the public agency from providing the written notice described above, to provide as much advance notice as is practicable under the circumstances. If the recognized employee organization demands to meet and confer within 30 days of receiving the written notice, the bill would require the public agency and recognized employee organization to promptly meet and confer in good faith, as specified. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

Bill ID/Topic	Location	Summary	Position
<p>AB 340 Ahrens D</p> <p>Employer-employee relations: confidential communications.</p>	<p>Pending referral to policy committee.</p>	<p>Existing law that governs the labor relations of public employees and employers, including the Meyers-Milias-Brown Act, the Ralph C. Dills Act, provisions relating to public schools, provisions relating to higher education, and provisions relating to the San Francisco Bay Area Rapid Transit District, prohibits employers from taking certain actions relating to employee organization, including imposing or threatening to impose reprisals on employees, discriminating or threatening to discriminate against employees, or otherwise interfering with, restraining, or coercing employees because of their exercise of their guaranteed rights. Those provisions of existing law further prohibit denying to employee organizations the rights guaranteed to them by existing law. This bill would also prohibit a local public agency employer, a state employer, a public school employer, a higher education employer, or the district from questioning any employee or employee representative regarding communications made in confidence between an employee and an employee representative in connection with representation relating to any matter within the scope of the recognized employee organization's representation.</p>	<p>Watch</p>
<p>AB 370 Carrillo D</p> <p>California Public Records Act: cyberattacks.</p>	<p>Pending referral to policy committee.</p>	<p>The California Public Records Act requires state and local agencies to make their records available for public inspection, except as specified. Existing law requires each agency, within 10 days of a request for a copy of records, to determine whether the request seeks copies of disclosable public records in possession of the agency and to promptly notify the person of the determination and the reasons therefor. Existing law authorizes that time limit to be extended by no more than 14 days under unusual circumstances, and defines "unusual circumstances" to include, among other things, the need to search for, collect, and appropriately examine records during a state of emergency when the state of emergency currently affects the agency's ability to timely respond to requests due to staffing shortages or closure of facilities, as provided. This bill would revise the definition of unusual circumstances as it applies to a state of emergency to require the state of emergency, in addition to currently affecting the agency's ability to timely respond to requests as described above, to also require the state of emergency to directly affect the agency's ability to timely respond to requests as described above. By restricting the time period in which a local agency may respond to requests, thus increasing the duties of local officials, this bill would create a state-mandated local program. This bill would also expand the definition of unusual circumstances to include the inability of the agency, because of a cyberattack, to access its electronic servers or systems in order to search for and obtain a record maintained on the servers or systems in an electronic format that may be responsive to a request. Under the bill, the extension would apply only until the agency regains its ability to access its electronic servers or systems and search for and obtain electronic records that may be responsive to a request. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

Bill ID/Topic	Location	Summary	Position
<p>AB 394 Wilson D</p> <p>Crimes: public transportation providers.</p>	<p>Pending referral to policy committee.</p>	<p>Existing law defines a battery as any willful and unlawful use of force or violence upon the person of another. Existing law provides that when a battery is committed against the person of an operator, driver, or passenger on a bus, taxicab, streetcar, cable car, trackless trolley, or other motor vehicle, as specified, and the person who commits the offense knows or reasonably should know that the victim is engaged in the performance of their duties, the penalty is imprisonment in a county jail not exceeding one year, a fine not exceeding \$10,000, or both the fine and imprisonment. Existing law also provides that if the victim is injured, the offense would be punished by a fine not exceeding \$10,000, by imprisonment in a county jail not exceeding one year or in the state prison for 16 months, 2, or 3 years, or by both that fine and imprisonment. This bill would expand this crime to apply to an employee or contractor of a public transportation provider. The bill would authorize the court, following a conviction, to impose a prohibition order barring reentry to public transit property, as specified. The bill would make a violation of a prohibition order a misdemeanor, as specified. By expanding the scope of an existing crime and creating a new crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Recommend Support</p>
<p>AB 421 Solache D</p> <p>Immigration enforcement: prohibitions on access, sharing information, and law enforcement collaboration.</p>	<p>Pending referral to policy committee.</p>	<p>Existing law, the California Values Act, generally prohibits California law enforcement agencies from investigating, interrogating, detaining, detecting, or arresting persons for immigration enforcement purposes. Existing law provides certain limited exceptions to this prohibition, including transfers of persons pursuant to a judicial warrant and providing certain information to federal authorities regarding serious and violent felons in custody. This bill would prohibit California law enforcement agencies from collaborating with, or providing any information in writing, verbally, or in any other manner to, immigration authorities regarding proposed or currently underway immigration enforcement actions when the actions could be or are taking place within a radius of one mile of any childcare or daycare facility, religious institution, place of worship, hospital, or medical office. To the extent this bill would impose additional duties on local law enforcement agencies or officials, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

Bill ID/Topic	Location	Summary	Position
AB 467 Fong D Open meetings: teleconferences: neighborhood councils.	Pending referral to policy committee.	Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as specified. Existing law, until January 1, 2026, authorizes specified neighborhood city councils to use alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if, among other requirements, the city council has adopted an authorizing resolution and 2/3 of the neighborhood city council votes to use alternate teleconference provisions, as specified. This bill would extend the authorization for specified neighborhood city councils to use the alternate teleconferencing provisions described above until January 1, 2031. This bill contains other related provisions and other existing laws.	Watch
SB 63 Wiener D San Francisco Bay area: local revenue measure: transportation funding.	Pending referral to policy committee.	Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. This bill would state the intent of the Legislature to enact legislation authorizing a revenue measure to invest in transportation in the San Francisco Bay area.	Watch

Bill ID/Topic	Location	Summary	Position
SB 71 Wiener D California Environmental Quality Act: exemptions: transit projects.	This bill has been referred to the Senate Environmental Quality Committee and the Senate Transportation Committee.	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. CEQA, until January 1, 2030, exempts from its requirements active transportation plans, pedestrian plans, or bicycle transportation plans for the restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and the related signage for bicycles, pedestrians, and vehicles. This bill would extend the operation of the above-mentioned exemption indefinitely. The bill would also exempt a transit comprehensive operational analysis, as defined, a transit route readjustment, or other transit agency route addition, elimination, or modification, from the requirements of CEQA. Because a lead agency would be required to determine whether a plan qualifies for this exemption, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.	Recommend Support
SB 79 Wiener D Planning and zoning: housing development: transit-oriented development.	Pending referral to policy committee.	Existing law, the Planning and Zoning Law, requires each city, county, or city and county to prepare and adopt a general plan for its jurisdiction that contains certain mandatory elements, including a housing element. Under existing law, a part of the housing element is an assessment of housing needs, which includes the locality's share of the regional housing need. Under existing law, the appropriate council of local governments, or for cities without a council of governments, the Department of Housing and Community Development, adopts a final regional housing need plan that allocates a share of the regional housing need to each locality in the region. Existing law requires the Board of Directors of the San Francisco Bay Area Rapid Transit District to adopt by ordinance transit-oriented development (TOD) zoning standards for each station that establish minimum zoning requirements for height, density, parking, and floor area ratio that apply to an eligible TOD project, as provided, and authorizes developers of certain eligible TOD projects to submit an application for a development that is subject to a specified streamlined, ministerial approval process, as provided. This bill would declare the intent of the Legislature to enact legislation that would make housing more affordable for California families, reduce greenhouse gas emissions, and enhance public transit systems by, among other things, requiring the upzoning of land near rail stations and rapid bus lines to encourage transit-oriented development. The bill would make related findings and declarations.	Watch

Bill ID/Topic	Location	Summary	Position
<p>SB 239 Arreguín D</p> <p>Open meetings: teleconferencing: subsidiary body.</p>	<p>This bill has been referred to the Senate Local Government Committee and the Senate Judiciary Committee.</p>	<p>Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as specified. Existing law, until January 1, 2026, authorizes specified neighborhood city councils to use alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if, among other requirements, the city council has adopted an authorizing resolution and 2/3 of the neighborhood city council votes to use alternate teleconference provisions, as specified. This bill would authorize a subsidiary body, as defined, to use alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation, as prescribed. The bill would require the subsidiary body to post the agenda at the primary physical meeting location. The bill would require the members of the subsidiary body to visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, as specified. The bill would also require the subsidiary body to list a member of the subsidiary body who participates in a teleconference meeting from a remote location in the minutes of the meeting. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 272 Becker D</p> <p>San Mateo County Transit District: job order contracting: pilot program.</p>	<p>This bill has been referred to the Senate Transportation Committee.</p>	<p>The Local Agency Public Construction Act sets forth procedures that a local agency is required to follow when procuring certain services or work. The act also sets forth specific public contracting requirements for certain transit districts, including the San Mateo County Transit District for construction work contracts. The act authorizes certain local agencies, including school districts and community college districts, to engage in job order contracting, as prescribed. This bill would establish a pilot program to authorize the San Mateo County Transit District to use job order contracting as a procurement method. The bill would impose a \$5,000,000 cap on awards under a single job order contract and a \$1,000,000 cap on any single job order. The bill would limit the term of an initial contract to a maximum of 12 months, with extensions as prescribed. The bill would establish various procedures and requirements for the use of job order contracting under the pilot program. The bill would require the district, on or before January 1, 2030, to submit to the appropriate policy and fiscal committees of the Legislature a report on the use of job order contracting under the bill. The pilot program would be repealed on January 1, 2032. This bill would make legislative findings and declarations as to the necessity of a special statute for the San Mateo County Transit District.</p>	<p>Recommend Support</p>



February 18, 2025

TO: Board of Directors
San Mateo County Transit District

FM: Matt Robinson and Michael Pimentel
Shaw Yoder Antwih Schmelzer & Lange

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

General Update

Legislators have until February 21 to introduce bills for consideration in the first year of the two-year session. As of this writing, there have been approximately 2000 bills introduced. Many bills start out as “spot” bills and will need to be amended before they can be heard in the Legislature’s policy committees. The Assembly requires spot bills to be amended by March 17 and the Senate by March 26. The deadline for policy committees to meet and hear bills with a fiscal impact is May 2 (May 9 for non-fiscal) for bills in the first house. For information about key legislative and budget deadlines, please see the 2025 Legislative Calendar available [here](#).

SamTrans-Sponsored Legislation

SamTrans is sponsoring SB 272 (Becker), which would give SamTrans the authority to use the job-order contract (JOC) method of procurement. JOC is a competitively solicited, fixed-price contracting method used for small maintenance and repair work. JOC results in on-call construction service contracts subject to a project labor agreement under which public agencies issue work orders for specific jobs at pre-determined prices. This contracting method provides accelerated project delivery, reduces administrative costs, and lowers construction costs. The bill has been referred to the Senate Transportation Committee and will likely be heard in late-March or early-April.

Senators Wiener and Arreguin Lead Effort to Secure Additional Funding for Transit

Senators Wiener and Arreguin are leading efforts in the Legislature to secure an additional \$2 billion for the SB 125 programs – inclusive of the formula-based Transit and Intercity Rail Capital Program and Zero-Emission Transit Capital Program – as part of the Fiscal Year 2025-26 budget. The effort is supported by the California Transit Association and numerous stakeholders in the Bay Area and statewide. If successful, this effort would result in additional funding for all regions of the state and help address near-term funding shortfalls as regions prepare to advance self-help measures.

CalSTA Releases Final Guidelines for SB 125 Programs

On January 10, the California State Transportation Agency released the [final guidelines governing the distribution of the second year of SB 125 funding](#) as well as the [final annual reporting template](#). The final guidelines are largely consistent with the final guidelines released by CalSTA for the first year of SB 125 funding but include clarification that this can be used to expand service beyond 2022 baselines, not just maintain service at those baselines. These clarifications do not change the intent of SB 125

funding; rather, they harmonize the guidelines with the statutory intent for this funding and further validate the investments CalSTA has made in service expansion from SB 125 in regions across the state.

California Air Resources Board Withdraws Waiver Requests for Two Zero-Emission Vehicle Regulations

On January 14, the California Air Resources Board (CARB) withdrew its waiver requests for the Advanced Clean Fleet (ACF) and In-Use Locomotive regulations, which were previously submitted to the U.S. Environmental Protection Agency (USEPA). Under the federal Clean Air Act, CARB is required to submit waiver requests to USEPA, and receive an approved waiver from the agency, to enforce regulations that exceed Clean Air Act requirements. The ACF and In-Use Locomotive regulations mandate that private and municipal medium- and heavy-duty fleets and freight and passenger rail locomotives, respectively, transition to zero-emission technologies on set schedules. The ACF specifically impacts medium- and heavy-duty vehicles in the classes 2b-8, except for the vehicle types covered by the Innovative Clean Transit (ICT) regulation. ACF will require that, beginning 2030, transit agencies begin to purchase zero-emission class 2b-8 vehicles. Typically, this would include in transit fleets, buses, cutaways, and service trucks, but due to the ICT, the ACF purchase requirements only apply to your service trucks.

CTC Elects New Leadership

At its January 2025 business meeting, the California Transportation Commission elected Darnell Grisby as its Chair and Clarissa Falcon as its Vice Chair, effective March 1. Appointed to the Commission by Governor Newsom in March 2021, Grisby is a nationally recognized social impact leader who champions upward mobility by advancing policies that promote justice through economic opportunity and environmental stewardship. He currently serves as Senior Fellow at the Beneficial State Foundation, where he leads programs that support economic mobility through transportation and financial justice. He spent the previous nine years as Director of Policy Development and Research at the American Public Transportation Association, where he helped protect public transportation from budget cuts, assisted cities around the nation in pursuing local transit ballot initiatives, and showcased the economic power of transportation investments. Grisby served as a legislative director and senior advisor in the California State Legislature and a government affairs professional before working at Reconnecting America, a think tank devoted to smart growth.

Appointed to the Commission by Senate President pro Tempore Toni Atkins, Clarissa Reyes Falcon is the President and Principal Consultant for Falcon Strategies. She previously worked for the California State Senate as a district director and as a public policy analyst for the San Diego Regional Economic Development Corporation. Falcon is a board member for the University of California, San Diego Chancellor's Community Advisory Board, the San Diego Union Tribune Community Advisory Board, the South County Economic Development Council, Circulate San Diego, and the Asian Business Association Board.

CalSTA Holds Eighth Transit Transformation Task Force Meeting

The California State Transportation Agency's Transit Transformation Task Force met for its eighth time in Riverside on February 5. The meeting included discussion on the process and timeline for completing the Task Force's report to the Legislature by October 30, 2025, and afforded Task Force members the opportunity to review the draft staff report on recommendations for fleet and asset management transit system oversight and reporting and further discuss options for additional transit funding. The planned discussion on reforms to reduce transit capital construction costs and timelines was postponed until the next Task Force meeting.

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 next Task Force meeting will take place on March 11 in Sacramento.

Bills with Recommended Action

SB 71 (Wiener) CEQA Exemptions for Transit Projects – RECOMMEND SUPPORT

Co-Sponsored by the California Transit Association, this bill would extend indefinitely the current January 1, 2030 sunset date established by SB 922 (Wiener, 2022) for statutorily authorized CEQA exemptions for transit and transportation projects, add additional project-types to the list of exemptions (ferry terminals, transit operational analysis, bus stops, bus shelters), and make substantive procedural changes surrounding board actions (i.e. board process for establishing a project's cost estimate). SamTrans previously supported SB 922.

SB 272 (Becker) SamTrans Job Order Contracting – RECOMMEND SUPPORT

As noted above, this bill would give SamTrans the authority to use the job-order contract (JOC) for on-call construction service contracts subject to a project labor agreement. This bill is sponsored by SamTrans and is consistent with its adopted legislative program.

AB 394 (Wilson) Transit Safety – RECOMMEND SUPPORT

Co-Sponsored by the California Transit Association, this bill would enhance the safety and security of California's public transportation systems by strengthening protections for transit operators, employees, and passengers. The bill accomplishes this goal by applying enhanced penalties for assaults to all transit employees, as well as updated provisions for trespass violations on transit systems to ensure a larger set of transit property- and facility-types are covered. Further, AB 394 would empower agencies to seek court-issued prohibition orders against those convicted of assault or trespass. AB 394 promotes safer transit environments for transit riders and employees alike. The Amalgamated Transit Union and the Teamsters, the unions representing SamTrans operators and employees, are co-sponsors of this bill.

Bills of Interest

SB 30 (Cortese) Sale of Diesel-Powered Rail Equipment

This bill would prohibit a public entity that owns diesel-powered on-track equipment – defined to mean any locomotive or any other car, rolling stock, equipment, or other device that, alone or coupled to others, is operated on stationary rails and has a diesel engine – from selling, donating, or otherwise transferring that equipment for continued use after the public entity ceases the service of on-track equipment by replacing it with lower emission on-track equipment. The author of the bill has indicated that this legislation is in response to the recent transfer of Caltrain trainsets to Peru.

SB 239 (Arreguín) Brown Act Teleconferencing Advisory Bodies

This bill would authorize a subsidiary body, as defined in the bill, to use alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation. The bill would require the subsidiary body to post the agenda at the primary physical meeting location and make it open to the public. If elected officials serve on the subsidiary body, they would be required to adhere to the status quo ante for teleconferencing under the Brown Act, meaning they would need to post the meeting location and make it open to the public. This bill is co-sponsored by the League of Cities and State Association of Counties (CSAC).

SamTrans Federal Report March 2025

Administration Update

OMB Issues Federal Funding Freeze Memorandum, Rescinds One Day Later

- On January 27, the Office of Management and Budget (OMB) published a memo announcing a temporary freeze on nearly all federal funding and spending. The memo stated that the purpose of the freeze was to "give agencies time to ensure that financial assistance conforms to the policies set out in [President Trump's] executive orders," many of which outline cuts in areas such as green energy, infrastructure, and diversity, equity and inclusion (DEI) programs.
- On January 28, an OMB memo clarified that "Any program not implicated by the President's Executive Orders is not subject to the pause" and listed seven executive orders specifically covered by OMB guidance. Minutes before the memorandum was to take effect, U.S. District Judge Loren L. AliKhan temporarily blocked the order to maintain the status quo while further litigation plays out.
- On January 31, a second federal judge with the U.S. District Court for the District of Rhode Island issued a temporary restraining order blocking the Trump Administration's efforts to freeze payments for grants and other programs. The order sets the stage for arguments on whether the court should impose a preliminary injunction to block the funding-freeze policies. The judge said a hearing would be set "shortly."

Sean Duffy Confirmed as Secretary of Transportation

- On January 28, the Senate confirmed Sean Duffy as Secretary of Transportation with a 77-22 vote.
- While Duffy was unanimously approved by the Senate Commerce, Science, and Transportation Committee, 22 Senate Democrats protested voting in favor of Duffy following the Trump Administration's attempt to freeze grant funding.
- Immediately following his confirmation, Duffy had to lead the Department of Transportation (DOT)'s response to the multiple plane crashes and accidents across the country in Washington, DC, Philadelphia, and Chicago.

DOT Secretary Announces New Policy for DOT Grants and Other Federal Assistance

- On January 29, Secretary Sean Duffy released [new Department of Transportation \(DOT\) policy](#) outlining how his Department would oversee the implementation of federal loans,

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grants, and other assistance. Duffy claimed that by implementing the new policies, he is following the direction of the President’s various executive orders targeting DEI and the “green new deal.” Below is a list of guidelines Sec. Duffy plans to pursue when considering grant applications:

- Utilize user-pay models;
 - Direct funding to local opportunity zones where permitted;
 - To the extent practicable, relevant, appropriate, and consistent with law, mitigate the unique impacts of DOT programs, policies, and activities on families and family-specific difficulties, such as the accessibility of transportation to families with young children, and give preference to communities with marriage and birth rates higher than the national average (including in administering the Federal Transit Administration's Capital Investment Grant program).
 - Prohibit recipients of DOT support or assistance from imposing vaccine and mask mandates.
 - Require local compliance or cooperation with Federal immigration enforcement and with other goals and objectives specified by the President of the United States or the Secretary.”
- The Secretary also directed the DOT general counsel to investigate how the Department can unilaterally renew existing grant agreements to ensure compatibility with the President’s executive orders. However, the legality of such an action would certainly spark legal action from grant recipients. Therefore, it is unclear whether the Department can implement the changes outlined in the memo, especially those related to immigration and birth rates. Holland & Knight prepared a [separate legal analysis](#) discussing this memo and its legality.

President Trump Announces Former Rep. Molinaro as FTA Administrator Nominee

- On February 4, President Trump announced former Congressman Marc Molinaro (R-NY) as the nominee to lead the Federal Transit Administration (FTA). Molinaro represented the 19th district of New York during the 118th Congress, but lost his reelection bid to Democrat Josh Riley.
- While in Congress, Molinaro served on the House Transportation & Infrastructure, Agriculture, and Small Business Committees. Molinaro co-led the [Transit Emergency Relief Act](#), legislation to improve the FTA’s Emergency Response (ER) Program. The legislation would also create a consistent funding source for FTA emergency response and grant flexibility to FTA in how funds are allocated so that transit emergencies can receive appropriate funding.
- In response to Molinaro’s nomination, the Transport Workers Union of America released a [statement of support](#). The union cited Molinaro’s defense of transit worker protections while in Congress.

Congressional Update

Republicans Continue to Plan for Budget Reconciliation Effort in 119th Congress

- After months of planning, House Republicans held a markup of their budget reconciliation framework, which provides committee-by-committee instructions for House Republicans to begin drafting a new bill. This markup initiates the formal process of drafting a bill that will fund border security, defense, and energy programs, as well as potentially reauthorize the 2017 Tax Cuts and Jobs Act.
- To fund President Trump's immigration and border security agenda, House Republicans have discussed imposing new and expanded work requirements for Medicaid, food aid benefits (i.e. SNAP/TANF), and other aid for low-income families as a means of reducing spending. Republicans have also pondered whether removing or reducing the tax-exempt status of municipal bonds should be included as a revenue generator. Additionally, Republicans could attempt to attach a provision to condition federal assistance on the basis of whether a jurisdiction cooperates with federal immigration enforcement efforts.
- On the Senate side, Budget Committee Chair Lindsey Graham (R-SC) released his committee's plan for a budget reconciliation package addressing border security, immigration, and defense spending, but left out the highly anticipated reauthorization of the 2017 Tax Cuts and Jobs Act. Graham's action has come as House leadership has struggled to release their own plan, as Speaker Mike Johnson navigates a razor-thin majority and the dueling priorities within his conference.
- The House Freedom Caucus, a group of hardline conservatives who traditionally demand deep spending cuts in exchange for their support, has complicated Johnson's path to a reconciliation bill. Caucus members, led by Rep. Chip Roy (R-TX), have demanded that the reconciliation bill include additional cuts to pay for the revenue lost by reauthorizing the 2017 Tax Cuts and Jobs Act.



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March 6, 2025

The Honorable Dave Cortese
Chair, Senate Transportation Committee
State Capitol, Room 405
Sacramento, CA 95814

RE: SB 272 (Becker) Job Order Contracting – SPONSOR

Dear Chair Cortese,

On behalf of the San Mateo County Transit District (District), I am pleased to inform you that the District is the SPONSOR of SB 272 (Becker) which would authorize our agency to use Job Order Contracting (JOC), subject to the same standards applicable to other local transportation agencies using JOC and modeled after the authority established in AB 499 (Rivas, 2023).

JOC is a competitively solicited, fixed price contracting method used for small maintenance and repair work. JOC results in on-call construction service contracts which under public agencies issue work orders for specific jobs at pre-determined prices. SB 272 would require consultation with local building trades and all work performed under JOCs would be subject to a project labor agreement.

The District would use JOC for jobs like painting, bus shelter repairs, concrete/asphalt repairs, fencing repair and installation, lighting repairs, etc. Implementation of JOC would also provide benefits to our local workers, including consistent work, predictable income, and reliable jobs for construction and building trades, including small and emerging contractors.

As a common tool already available to California's counties, community college districts, school districts, Caltrans, and others, JOC would allow the District to accelerate project delivery, reduce administrative costs, and lower direct construction costs, while simultaneously meeting all federal, state, and local procurement requirements.

As transit agencies across the state look for ways to reduce costs, enhance operations, and support our local economy, the District believes the use of JOC would be instrumental in these efforts.

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Avenue
San Carlos, CA 94070 (650) 508-6200

Chair Cortese
March 6, 2025
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We are proud to SPONSOR SB 272 (Becker) and request that you support this bill when it is heard in your committee. Please contact the District's Government and Community Affairs Director Jessica Epstein at epsteinj@samtrans.com if you have any questions or need any additional information.

Sincerely,

April Chan
General Manager/CEO

Cc: San Mateo County Transit District Board of Directors
San Mateo County Transit District State Legislative Delegation

DRAFT

BOARD OF DIRECTORS 2025

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GENERAL MANAGER/CEO



NOTICE OF CANCELLATION

San Mateo County Transit District

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

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

Strategic Planning, Development, and Sustainability
Committee Meeting / Committee of the Whole
for Wednesday, March 5, 2025
is cancelled as there are no business items this month.

The next scheduled meeting is **Wednesday, April 2, 2025.**

Note:

- This Committee meeting may be attended by Board Members who do not serve 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.