

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

**Board of Directors Meeting  
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](mailto:board@samtrans.com).

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

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

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**San Mateo County Transit District**  
**1250 San Carlos Avenue, San Carlos, California**  
**Finance Committee Meeting / Committee of the Whole**  
**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](mailto:board@samtrans.com).

**San Mateo County Transit District**  
**1250 San Carlos Avenue, San Carlos, California**  
**Legislative Committee Meeting / Committee of the Whole**  
**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](mailto:board@samtrans.com).