

**BOARD OF DIRECTORS 2024**

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

APRIL CHAN  
GENERAL MANAGER/CEO



## Agenda

### Board of Directors Meeting

**December 4, 2024, 2:00 pm**

### San Mateo County Transit District

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

Members of the public also may attend the meeting via teleconference at the following location:  
**67 San Min Road, Taichung, Taiwan**

Members of the public may attend in-person or participate remotely via Zoom at: <https://us06web.zoom.us/j/87609824114?pwd=UGhLRjNXb2xWeFM3alBrNUxVbGNmQT09> or by entering Webinar ID: **876 0982 4114**, Passcode: **519746** 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](mailto: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 to use the Raise Hand feature for public

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

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, December 4, 2024**

**2:00 pm**

### 1. Call to Order/Pledge of Allegiance

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

### 2. Roll Call

### 3. Consent Calendar

- |      |  |             |
|------|--|-------------|
| 3.a. | Approval of Minutes of the Regular Board of Directors Meeting of November 6, 2024 and Special Meeting of November 21, 2024   | Motion      |
| 3.b. | Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2024  | Motion      |
| 3.c. | Accept Quarterly Fuel Hedge Update   | Motion      |
| 3.d. | Appoint Members to the Measure W Citizens Oversight Committee  | Motion      |
| 3.e. | Authorizing Filing of Applications for Federal Transit Administration Formula and Surface Transportation Programs Funding, Committing Necessary Local Matching Funds, and Assuring Completion of Projects  | Resolution  |
| 3.f. | Awarding a Sole-source Contract to Giro, Inc. to Provide Hastus Scheduling Software Maintenance and Support Services for a Total Not-to-exceed Amount of \$1,643,706 for a Three-year Base Term Plus Two One-year Option Terms, and 80 Days of As-needed Professional Services | Resolution  |
| 3.g. | Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants   | Resolutions |

4. 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.*

5. Report of the Chair

5.a. 2025 Chair and Vice Chair Nominating Committee Informational

5.b. Resolution of Appreciation for San Mateo County Supervisor Dave Pine Resolution

5.c. Resolution of Appreciation for San Mateo County Supervisor Warren Slocum Resolution

6. Report of the General Manager/CEO Informational

7. Hold Public Hearing on Same-Day Paratransit Fares; Approving Making Same-Day Paratransit Service Permanent, Making Findings Under the California Environmental Quality Act and National Environmental Policy Act, and Amending the Fare Structures to Make Minor Administrative Updates and Include Same-Day Paratransit Fares Resolution

1. Open Public Hearing
2. Present Staff Report
3. Hear Public Comment
4. Close Public Hearing
5. Board Discussion and Action

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

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

9. Board Member Requests/Comments

10. Recess to Committee Meetings

10.a. Community Relations Committee / Committee of the Whole  
*B. Esser (Chair), R. Mueller, P. Ratto*

10.a.1. Call to Order

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

- |   |               |
|---|---------------|
| 10.a.3. Appoint Member Representing the Community to the Citizens Advisory Committee  | Motion        |
| 10.a.4. Accessible Services Update  | Informational |
| 10.a.5. Citizens Advisory Committee Update  | Informational |
| 10.a.6. Paratransit Advisory Council Update   | Informational |
| 10.a.7. Quarterly State of the Service Report   Quarter 1 Fiscal Year 2025  | Informational |
| 10.a.8. Monthly State of the Service Report   October 2024  | Informational |
| 10.a.9. Adjourn   |               |
| 10.b. Finance Committee / Committee of the Whole<br><i>M. Chuang (Chair), D. Canepa, J. Powell</i>  |               |
| 10.b.1. Call to Order   |               |
| 10.b.2. Approval of Minutes of the Finance Committee Meeting of November 6, 2024  | Motion        |
| 10.b.3. Quarterly Financial Report: Fiscal Year 2024 Year End Result  | Informational |
| 10.b.4. Awarding a Single-source Contract to New Flyer of America to Retrofit 72 Buses with Driver Barrier Doors for a Total Not-to-exceed Amount of \$644,291  | Motion        |
| 10.b.5. Adopt Salary Ordinance No. 110, Authorizing Reclassifications, Title Changes, Modification and Addition of Positions on the Tables of Position Classifications, and Reflecting a Previously-Approved 4 Percent Global Wage Increase | Motion        |
| 10.b.6. Amending to Increase the Fiscal Year 2025 Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604  | Motion        |
| 10.b.7. Adjourn   |               |

10.c. Strategic Planning, Development, and Sustainability Committee /  
Committee of the Whole

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

10.c.1. Call to Order

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

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

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

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

10.c.6. Adjourn

10.d. Legislative Committee / Committee of the Whole

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

10.d.1. Call to Order

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

10.d.3. Legislative Update Informational

10.d.4. 2025 Draft Legislative Program Informational

10.d.5. Adjourn

11. Reconvene Board of Directors Meeting

12. Matters for Board Consideration: Community Relations Committee

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

12.b. Accessible Services Update Informational

12.c. Citizens Advisory Committee Update Informational

12.d. Paratransit Advisory Council Update	Informational
12.e. Quarterly State of the Service Report   Quarter 1 Fiscal Year 2025	Informational
12.f. Monthly State of the Service Report   October 2024	Informational
13. Matters for Board Consideration: Finance Committee	
13.a. Quarterly Financial Report: Fiscal Year 2024 Year End Result	Informational
13.b. Awarding a Single-source Contract to New Flyer of America to Retrofit 72 Buses with Driver Barrier Doors for a Total Not-to-exceed Amount of \$644,291	Resolution
13.c. Authorizing Reclassifications, Title Changes, Modifications, and Addition of Positions to the Table of Position Classifications	Ordinance
13.d. Amending to Increase the Fiscal Year 2025 Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604	Resolution
14. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee	
14.a. North Base Building 200 Replacement and North Base Sea Level Rise Protection Project Updates	Informational
14.b. Adopting a Negative Declaration and Approving the Building 200 Replacement Project	Resolution
14.c. Modifying the Footprint of the Zero Emissions Bus Implementation Project at North Base and Adopting an Addendum to the Negative Declaration	Resolution
15. Matters for Board Consideration: Legislative Committee	
15.a. Legislative Update	Informational
15.b. 2025 Draft Legislative Program	Informational
16. Communications to the Board of Directors	Informational

17. Date/Time of Next Regular Meeting - Wednesday, January 8, 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.*

18. General Counsel Report

- 18.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)
- 18.b. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8  
Property: Junipero Serra Blvd & Colma Park N Ride (APNs 008-131-050 and 008-131-060)  
Agency Negotiators: April Chan, District General Manager/CEO and Joan Cassman  
Negotiating Parties: Federal Highway Administration and California Department of Transportation  
Under Negotiation: Price and Terms of Transfer
- 18.c. Closed Session: Public Employee Performance Evaluation under Government Code Sections 54957(b). Title: General Manager/CEO

19. Adjourn

## Information for the Public

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

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

### **Date and Time of Board and Citizens Advisory Committee Meetings**

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

### **Location of Meeting**

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

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

### **Public Comment**

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the District Secretary. Prior to the meeting's call to order, public comments may be submitted to [publiccomment@samtrans.com](mailto: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](mailto:titlevi@samtrans.com); or request by phone at 650-622-7864 or TTY 650-508-6448.

### **Availability of Public Records**

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



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

**Minutes of Board of Directors Meeting  
November 6, 2024**

**Members Present:** M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair), R. Mueller  
**(In Person)** (arrived at 2:04 pm), J. Powell, P. Ratto

**Members Present:** R. Medina  
**(Via Teleconference)**

**Members Absent:** D. Canepa

**Staff Present:** A. Chan, K. Jordan Steiner, D. Santoro, D. Olmeda, J. Cassman,  
S. van Hoften, J. Brook, M. Tseng

**1. Call to Order/Pledge of Allegiance**

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

**2. Roll Call**

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

**3. Report from Closed Sessions at October 9 Board Meeting**

**3.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Claim of Lilian Padua**

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

**Property: 166 N. Rollins Road, Millbrae**

**Agency Negotiator: April Chan, District General Manager/CEO**

**Negotiating Party: Peninsula Corridor Joint Powers Board**

**Under Negotiation: Price and Terms of Lease**

Joan Cassman, Legal Counsel, stated no action was taken on either of the closed sessions.

**4. Consent Calendar**

**4.a. Approval of Minutes of the Board of Directors Meeting of October 9, 2024**

**4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2024**

**4.c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook**

**4.d. Acceptance of Capital Projects Quarterly Status Report for 1<sup>st</sup> Quarter Fiscal Year 2025**

**4.e. Adopting the Amended Conflict of Interest Code – Approved by Resolution No. 2024-35**

Motion/Second: Esser/Gee

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

Noes: None

Absent: Canepa, Mueller

**5. Public Comment for Items Not on the Agenda**

Chair Fraser reduced the public comment time to one minute each.

- Jim Lindsay, International Vice President, ATU, stated workers were paid \$12 per hour behind mechanics at VTA (Santa Clara Valley Transportation Authority) and \$6 per hour behind the operators.
- Seth Thompson, Mechanic, South Base, stated wages fell behind SamTrans' two competitors.
- Bruce Jenson commented on the wage differences for various positions at SamTrans and VTA.
- Olivier Salles, mechanic at South Base, stated he hoped the negotiations would be resolved quickly.
- Chris Dawson, Bus Operator, requested a fair wage comparable to Muni (San Francisco Municipal Transportation Agency) and VTA.
- Tim McDaniel commented on the safety concerns of the bus operators.
- Arnold Balotro, Bus Operator, South Base, expressed concern for the safety of both operators and riders and the need for competitive wages.
- Stacy Monroe expressed concerns for operator safety after the COVID barriers were removed.
- Lukas Hruska, Bus Operator, commented on the cost of living in the Bay Area and the need for increased wages.
- Josue Hernandez, Bus Operator, commented on the cost of living and the safety concerns in his request for fair compensation for operators.
- Rudy Chavez expressed concern a strike would create more traffic, road rage, pollution, and aggravation for cyclists, pedestrians, seniors, children, and people with disabilities.
- Harish Dullabh, Customer Service, stated the Customer Service Department be included in any equity pay adjustment.
- Miguel Navarro Jr., Bus Operator, commented on the importance of operators as frontline workers in the community.
- Yan Wang commented on reinstating stops on Mission Street in San Francisco on Route FCX.
- Charles Ding commented on reinstating stops on Mission Street in San Francisco on Route FCX as the rerouting added one hour and 20 minutes to his commute.
- Geoff S. spoke in support of the transit workers' request for increased wages.

**6. Report of the Chair**

Chair Fraser congratulated Director Rico Medina on his re-election to the San Bruno City Council.

**6.a. Proclamation Honoring National Native American Heritage Month**

Tasha Bartholomew, Manager, Media Relations, summarized the proclamation.

Motion/Second: Gee/Esser

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

Noes: None

Absent: Canepa

**6.b. Declaring the Uncertainty of Compensation for the General Manager/CEO as of November 1, 2024 – Approved by Resolution No. 2024-36**

Ms. Cassman reported the General Manager/CEO Evaluation Ad Hoc Committee convened and the evaluation process has begun. Ms. Cassman explained a consultant was retained to assist in the evaluation. Ms. Cassman stated the purpose of the resolution is to declare uncertainty during the period of the evaluation until the ad hoc committee brings a report to the full Board, likely in January 2025, regarding appropriate adjustments to General Manager/CEO April Chan's salary, if any, and to consider the General Manager/CEO's goals for the coming year.

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Canepa

**7. Report of the General Manager/CEO**

Ms. Chan stated the report was in the packet and provided the following highlights:

- Reflected on the election results and stated the District will continue to work at all levels to advocate for project funding
- Announced the new Day of the Dead bus wrap debuted at the recent celebration in Redwood City
- Announced the relaunch of the Grand Boulevard Initiative to transform El Camino Real to improve multimodal access for all users including transit in the corridor. SamTrans is engaging with stakeholders for the program including 13 San Mateo County cities along El Camino Real, advocacy groups, Caltrans (California Department of Transportation), and MTC (Metropolitan Transportation Commission). MTC recently announced SamTrans will receive a \$2 million grant to support such efforts on El Camino Real.
- Provided a brief update on the regional transportation measure; MTC considering other revenue frameworks; letter sent to MTC Select Committee Chair Jim Spering regarding concerns raised by SamTrans and the Transportation Authority regarding the revenue options currently on the table; and more Board discussions on these proposals will be at the Legislative Committee later in the meeting.

**8. Board Member Requests/Comments**

There were no requests or comments.

## 9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:30 pm.

## 10. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 4:33 pm.

## 11. Matters for Board Consideration: Community Relations Committee

Chair Fraser reported on the following items:

- 11.a. Accessible Services Update
- 11.b. Citizens Advisory Committee Update
- 11.c. Paratransit Advisory Council Update
- 11.d. Annual State of the Service Report | Fiscal Year 2024
- 11.e. Monthly State of the Service Report | September 2024

## 12. Matters for Board Consideration: Finance Committee

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

- 12.a. **Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985 – Approved by Resolution No. 2024-37**
- 12.b. **Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Contract by One Year at an Additional Cost of \$14,524,291 – Approved by Resolution No. 2024-38**
- 12.d. **Amending to Increase the Fiscal Year 2025 Operating Budget by \$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997 – Approved by Resolution No. 2024-39**

Motion/Second: Chuang/Powell

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

Noes: None

Absent: Canepa

Chair Fraser reported on the following item:

- 12.c. **Quarterly Financial Report: Fiscal Year 2025, Quarter 1**

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

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

- 13.a. **Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan – Approved by Resolution No. 2024-40**

Motion/Second: Ratto/Powell

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

Noes: None

Absent: Canepa

#### **14. Matters for Board Consideration: Legislative Committee**

Chair Fraser reported on the following item:

##### **14.a. Legislative Update**

#### **15. Communications to the Board of Directors**

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

#### **16. Date/Time of Next Regular Meeting**

Chair Fraser announced the time and location of the next meeting as Wednesday, December 4, 2024, at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

#### **17. General Counsel Report**

##### **17.a. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6**

**Agency-designated Representatives: Pat Glenn and David Olmeda**

**Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees)**

##### **17.b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): SC Transit Village, LLC, et al. v. San Mateo County Transit District, et al., Superior Court of California, County of San Mateo, Case No. 22-CIV-04642**

##### **17.c. Closed Session: Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4): Initiation of Litigation: One Case**

##### **17.d. Closed Session: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8**

**Property: 166 N. Rollins Road, Millbrae**

**Agency Negotiator: April Chan, District General Manager/CEO**

**Negotiating Party: Peninsula Corridor Joint Powers Board**

**Under Negotiation: Price and Terms of Lease**

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

*The Board adjourned to closed session at 4:36 pm.*

*Director Ray Mueller left the meeting at 5:40 pm.*

*Vice Chair Jeff Gee left the meeting at 6:00 pm.*

*The Board reconvened into open session at 6:00 pm.*

Ms. Cassman provided the following report on the closed sessions:

- 17.a. No action was taken by the Board.

- 17.b. The Board gave authority to staff and General Counsel to settle the case.
- 17.c. The Board gave authority to staff and General Counsel to settle the case.
- 17.d. The Board gave the General Manager/CEO the authority to enter into a lease with Caltrain contingent upon the Caltrain Board's approval of the lease term sheet at their Board meeting on November 7.

## **18. Adjourn**

The meeting adjourned at 6:03 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).

DRAFT

**San Mateo County Transit District (District)  
1250 San Carlos Avenue, San Carlos, California  
Minutes of Board of Directors Special Meeting  
November 21, 2024**

**Members Present:** D. Canepa, M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair),  
**(In Person)** R. Medina, J. Powell (arrived at 2:20 pm), P. Ratto

**Members Absent:** R. Mueller

**Staff Present:** A. Chan, N. Kramer, D. Olmeda, H. Peng, D. Santoro, J. Cassman,  
S. van Hoften, L. Lumina-Hsu, M. Tseng

**1. Call to Order**

Chair Marina Fraser called the meeting to order at 2:00 pm.

**2. Roll Call**

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

*The Board adjourned to closed session at 2:01 pm.*

**3. Closed Session: Conference With Labor Negotiators Pursuant to Government Code Section 54957.6**

**Agency-designated Representatives: Pat Glenn and David Olmeda**

**Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance Employees, and Customer Service Employees)**

*The Board reconvened into open session at 2:33 pm.*

**4. Report from Closed Session**

Joan Cassman, Legal Counsel, stated the Board was ready to consider approval of two Memoranda of Understanding with Amalgamated Transit Union Local 1574 representing two units: the Bus Operators and Maintenance Employees, and the Customer Service Employees. The agreements reached include the following terms:

1. Four-year durations
2. Wage increases over the four years in the following amounts:
  - 4 percent in first year,
  - 3.5 percent in each of the second and third years, and
  - 4 percent in fourth year

3. Equity adjustments to wages in first and second years for positions whose wage rates are currently under market and small equity adjustments in fourth year for all classifications in the two bargaining units
4. \$3,000 signing bonus for all employees in the bargaining units.

Motion/Second: Chuang/Gee

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

Noes: None

Absent: Mueller

## 5. Adjourn

The meeting adjourned at 2:36 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).



**San Mateo County Transit District  
Staff Report**

To: Board of Directors  
Through: April Chan, General Manager/CEO  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Acceptance of Statement of Revenues and Expenses for the Period  
Ending October 31, 2024**

**Action**

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenses for the period ending October 31, 2024, and supplemental information.

This staff report provides a brief discussion of significant items and trends in the attached Statement of Revenues and Expenses through October 31, 2024. The columns have been designed to provide an easy comparison of current year-to-date actuals to information for the year-to-date budget, including dollar and percentage variances.

**Revenues:**

As of October 31, 2024, sources were \$111.2 million (M) compared to \$116.8M of the adopted budget, resulting in an unfavorable variance of \$5.6M (4.8 percent), driven by

- Operating Grants, which was \$0.5M compared to the adopted budget of \$1.2M, resulting in an unfavorable variance of \$0.7M (57.7 percent). The variance of Operating Grants is driven by timing of C/CAG grants. With the funding agreement finalized in early November, reimbursable expenses will begin, increasing grant receipts to better align with the budget as we progress through the remainder of the Fiscal Year.
- District Sales Tax, which was \$37.6M compared to the adopted budget of \$39.2M, resulting in an unfavorable variance of \$1.6M (4.0 percent),
- Measure W Sales Tax, which was \$18.9M compared to the adopted budget of \$19.6M, resulting in an unfavorable variance of \$0.7M (3.8 percent), and

Following receipt of the FY25 Q1 sales tax true-up payment, the unfavorable variance is primarily driven by the month of August within the quarter. We will monitor future months through Q2 to determine whether this was an anomaly in August or part of a more systemic trend. If conditions persist through Q2, it may indicate a broader slowdown in sales tax revenues. An updated sales tax forecast from HDL is expected in January, which will help refine projections.

**Expenses:**

As of October 31, 2024, uses were \$109.4M as compared to \$117.0M of the adopted budget, resulting in a favorable variance of \$7.6M (6.5 percent), driven by Motor Bus, which was

\$64.4M as compared to \$65.3M of the adopted budget, resulting in a favorable variance of \$0.9M (1.3 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 legal services, technical services including security and software, and Contracted Urban Bus (CUB).

**Other Information:**

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

**Budget Impact**

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

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

	YEAR-TO-DATE				ANNUAL
	OCTOBER				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
<b>OPERATING REVENUES</b>					
<b>Operating Revenues</b>					
Passenger Fares	\$ 4,913	\$ 4,200	\$ (712)	(14.5%)	\$ 12,311
Local TDA and STA Funds	23,185	23,185	-	0.0%	69,556
Operating Grants	1,253	531	(722)	(57.7%)	3,759
SMCTA Measure A	1,574	1,574	-	0.0%	4,703
<b>Subtotal - Operating Revenues</b>	<b>30,925</b>	<b>29,490</b>	<b>(1,435)</b>	<b>(4.6%)</b>	<b>90,330</b>
<b>Other Revenue Sources</b>					
District Sales Tax	39,231	37,657	(1,574)	(4.0%)	117,568
Measure W Sales Tax	19,604	18,862	(742)	(3.8%)	58,784
Investment Income	2,744	7,163	4,419	161.0%	8,232
Other Interest, Rent & Other Income	3,332	3,634	302	9.1%	9,757
Due from PCJPB, SMCTA & SAMTR Capital W&B	21,008	14,432	(6,576)	(31.3%)	63,024
<b>Subtotal - Other Revenues</b>	<b>85,919</b>	<b>81,748</b>	<b>(4,171)</b>	<b>(4.9%)</b>	<b>257,364</b>
<b>TOTAL REVENUES</b>	<b>\$ 116,844</b>	<b>\$ 111,239</b>	<b>\$ (5,606)</b>	<b>(4.8%)</b>	<b>\$ 347,694</b>
<b>OPERATING EXPENSES</b>					
PCJPB, SMCTA & SAMTR Capital W&B	21,008	14,432	6,576	31.3%	63,024
Motor Bus	65,339	64,468	871	1.3%	190,393
American Disabilities Act Programs	7,170	7,396	(225)	(3.1%)	21,782
Other Multi-Modal Programs	2,206	2,505	(299)	(13.6%)	6,666
<b>Total Operating Expenses</b>	<b>95,724</b>	<b>88,801</b>	<b>6,922</b>	<b>7.2%</b>	<b>281,865</b>
<b>Sales Tax Allocation - Capital Program</b>					
District Sales Tax Capital	4,932	4,932	-	0.0%	14,796
Measure W Sales Tax Capital	4,672	4,672	-	0.0%	14,016
Reserves for Future Measure W Capital Allocation	9,981	11,025	(1,044)	(10.5%)	29,944
<b>Total Sales Tax Allocation - Capital Program</b>	<b>19,585</b>	<b>20,629</b>	<b>(1,044)</b>	<b>(5.3%)</b>	<b>58,756</b>
<b>Total Debt Service</b>	<b>1,687</b>	<b>-</b>	<b>1,687</b>	<b>100.0%</b>	<b>19,138</b>
<b>TOTAL EXPENSES</b>	<b>\$ 116,996</b>	<b>\$ 109,430</b>	<b>\$ 7,566</b>	<b>6.5%</b>	<b>\$ 359,759</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(152)</b>	<b>1,808</b>	<b>1,960</b>	<b>1,292.6%</b>	<b>(12,066)</b>
<b>Draw from Prior Years' Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,066</b>
<b>ADJUSTED SURPLUS/(DEFICIT)</b>	<b>\$ (152)</b>	<b>\$ 1,808</b>	<b>\$ 1,960</b>	<b>1,292.6%</b>	<b>-</b>

REVENUES	YEAR-TO-DATE OCTOBER				ANNUAL
	BUDGET	ACTUAL	\$	%	BUDGET
			VARIANCE	VARIANCE	
<b>OPERATING REVENUES - MOTOR BUS</b>					
Passenger Fares	\$ 4,703	\$ 4,004	\$ (698)	(14.8%)	\$ 11,770
Local Transportation Development Act (TDA) Transit Fund	18,043	18,043	-	0.0%	54,130
State Transit Assistance (STA)	3,833	3,833	-	0.0%	11,500
Operating Grants	353	92	(261)	(73.9%)	1,059
Sales Tax Revenue	31,278	28,521	(2,757)	(8.8%)	91,130
Measure W Sales Tax	3,565	1,405	(2,160)	(60.6%)	10,353
Investment Interest Income	2,477	6,803	4,326	174.6%	7,432
<b>TOTAL OPERATING REVENUES</b>	<b>64,253</b>	<b>62,702</b>	<b>(1,551)</b>	<b>(2.4%)</b>	<b>187,374</b>
<b>OTHER REVENUE SOURCES:</b>					
Rental Income	629	919	290	46.1%	1,888
Advertising Income	336	255	(81)	(24.2%)	770
Other Income	121	592	471	390.7%	362
<b>TOTAL OTHER REVENUES</b>	<b>1,086</b>	<b>1,766</b>	<b>680</b>	<b>62.6%</b>	<b>3,019</b>
<b>TOTAL REVENUES - MOTOR BUS</b>	<b>\$ 65,339</b>	<b>\$ 64,468</b>	<b>\$ (871)</b>	<b>(1.3%)</b>	<b>\$ 190,393</b>
<b>AMERICAN DISABILITIES ACT:</b>					
Passenger Fares Redi-Wheels	210	196	(14)	(6.7%)	541
Local Transportation Development Act (TDA) 4.5 Redi-Wheels	950	950	-	0.0%	2,849
Local State Transit Assistance (STA) - Paratransit	359	359	-	0.0%	1,077
Operating Grants	900	438	(462)	(51.3%)	2,700
Sales Tax Revenue - American Disabilities Act	1,255	1,760	504	40.1%	3,956
Measure W Sales Tax - American Disabilities Act	1,255	1,760	504	40.1%	3,956
Interest Income - Paratransit Fund	267	360	93	34.9%	800
SMCTA Measure A Redi-Wheels	1,574	1,574	-	0.0%	4,703
Measure M Paratransit	400	-	(400)	(100.0%)	1,200
<b>TOTAL ADA PROGRAMS</b>	<b>\$ 7,170</b>	<b>\$ 7,396</b>	<b>\$ 225</b>	<b>3.1%</b>	<b>\$ 21,782</b>
<b>MULTI-MODAL TRANSIT PROGRAMS:</b>					
Employer SamTrans Shuttle Funds	1,785	1,533	(252)	(14.1%)	5,355
Dumbarton Rental Income	61	114	53	87.5%	182
Sales Tax Revenue - General Operating Assistance	360	858	498	138.0%	1,129
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>\$ 2,206</b>	<b>\$ 2,505</b>	<b>\$ 299</b>	<b>13.6%</b>	<b>\$ 6,666</b>
Unapplied Dumbarton Rental Income for Future Dumbarton Maintenance of Way	-	221	221	100.0%	-
Unapplied District Sales Tax	6,337	6,519	182	2.9%	21,353
Unapplied Measure W Sales Tax	14,783	15,697	914	6.2%	44,476
Due from PCJPB, SMCTA & SAMTR Capital W&B	21,008	14,432	(6,576)	(31.3%)	63,024
<b>TOTAL REVENUES</b>	<b>\$ 116,844</b>	<b>\$ 111,239</b>	<b>\$ (5,606)</b>	<b>(4.8%)</b>	<b>\$ 347,694</b>

EXPENSES	YEAR-TO-DATE				ANNUAL
	OCTOBER				
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	
<b>DISTRICT OPERATED BUSES</b>					
Services:					
Motor Bus Wages & Benefits	\$ 35,830	\$ 36,782	\$ (952)	(2.7%)	\$ 99,517
Board of Directors	46	52	(5)	(11.8%)	142
Contracted Vehicle Maintenance	317	198	120	37.7%	952
Property Maintenance	962	627	335	34.8%	2,887
Professional Services	1,718	1,229	489	28.5%	5,287
Technical Services	3,722	3,334	388	10.4%	12,952
Other Services	1,607	1,313	294	18.3%	4,966
Materials & Supplies:					
Fuel and Electricity*	1,578	1,909	(331)	(20.9%)	4,735
Bus Parts and Materials	1,183	1,424	(241)	(20.4%)	3,601
Uniforms and Driver Expense	226	44	182	80.6%	851
Timetables and Tickets	59	42	16	27.9%	176
Office Supplies / Printing	277	194	83	30.1%	762
Other Materials and Supplies	63	58	5	7.5%	188
Utilities:					
Telephone	256	270	(14)	(5.5%)	767
Other Utilities	638	624	14	2.2%	1,915
Insurance	1,205	1,359	(154)	(12.8%)	3,616
Claims Reserves and Payments	267	1,006	(739)	(277.1%)	800
Workers Compensation	1,278	1,014	264	20.7%	3,835
Taxes and License Fees	142	247	(105)	(74.1%)	426
Leases and Rentals	82	41	41	50.2%	242
Promotional and Legal Advertising	322	63	259	80.3%	948
Training and Business Travel	319	102	217	67.9%	958
Dues and Membership	93	54	40	42.5%	263
Postage and Other	75	12	63	83.7%	219
<b>TOTAL DISTRICT OPERATED BUSES</b>	<b>\$ 52,265</b>	<b>\$ 51,997</b>	<b>\$ 268</b>	<b>0.5%</b>	<b>\$ 151,005</b>
<b>CONTRACTED BUS SERVICES</b>					
Contracted Urban Bus Service	10,035	9,171	864	8.6%	30,104
Coastside Services	682	664	17	2.5%	2,045
Redi Coast Non-American Disabilities Act	69	126	(56)	(81.8%)	207
La Honda - Pescadero	18	12	5	29.6%	53
SamCoast - Pescadero	75	134	(59)	(78.7%)	225
Microtransit	1,107	1,050	56	5.1%	3,436
Contracted Urban Bus (CUB) Related Wages & Benefits	223	220	3	1.5%	726
Contracted Urban Bus (CUB) Related Other Support	63	85	(21)	(33.7%)	182
Contracted Urban Bus (CUB) Insurance	603	609	(6)	(1.0%)	1,810
Contracted Urban Bus (CUB) Claims Reserves & Payments	200	399	(199)	(99.6%)	600
<b>TOTAL CONTRACTED BUS SERVICE</b>	<b>\$ 13,075</b>	<b>\$ 12,471</b>	<b>\$ 604</b>	<b>4.6%</b>	<b>\$ 39,388</b>
<b>TOTAL EXPENSES - MOTOR BUS</b>	<b>\$ 65,339</b>	<b>\$ 64,468</b>	<b>\$ 871</b>	<b>1.3%</b>	<b>\$ 190,393</b>

\*Fuel and Electricity costs were increased by a realized loss of \$103,000 from the fuel hedge program.

EXPENSES	YEAR-TO-DATE OCTOBER				ANNUAL
			\$	%	
	BUDGET	ACTUAL	VARIANCE	VARIANCE	BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>					
Elderly & Disabled/Redi-Wheels	\$ 3,018	\$ 3,515	\$ (497)	(16.5%)	\$ 9,053
American Disabilities Act Sedans / Taxi Service	862	980	(119)	(13.8%)	2,585
American Disabilities Act Coastside	786	827	(41)	(5.3%)	2,358
American Disabilities Act Related Wages & Benefits	1,039	888	152	14.6%	3,378
American Disabilities Act Related Other Support	921	673	248	26.9%	2,776
American Disabilities Act Insurance	478	512	(34)	(7.2%)	1,433
American Disabilities Act Claims Reserves & Payments	67	-	67	100.0%	200
<b>TOTAL AMERICAN DISABILITIES ACT PROGRAMS</b>	<b>\$ 7,170</b>	<b>\$ 7,396</b>	<b>\$ (225)</b>	<b>(3.1%)</b>	<b>\$ 21,782</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>					
SamTrans Shuttle Service	1,977	2,244	(267)	(13.5%)	5,955
Shuttle Related Wages & Benefits	89	60	29	32.2%	290
Dumbarton Maintenance of Way	61	114	(53)	(87.5%)	182
Maintenance Multimodal Facilities	80	87	(7)	(9.3%)	239
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>\$ 2,206</b>	<b>\$ 2,505</b>	<b>\$ (299)</b>	<b>(13.6%)</b>	<b>\$ 6,666</b>
PCJPB, SMCTA & SAMTR Capital W&B	21,008	14,432	6,576	31.3%	63,024
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 95,724</b>	<b>\$ 88,801</b>	<b>\$ 6,922</b>	<b>7.2%</b>	<b>\$ 281,865</b>
<b>Sales Tax Allocation - Capital Program</b>					
District Sales Tax Capital	4,932	4,932	-	0.0%	14,796
Measure W Sales Tax Capital	4,672	4,672	-	0.0%	14,016
Reserves for Future Measure W Capital Allocation	9,981	11,025	(1,044)	(10.5%)	29,944
<b>Total Sales Tax Allocation - Capital Program</b>	<b>\$ 19,585</b>	<b>\$ 20,629</b>	<b>\$ (1,044)</b>	<b>(5.3%)</b>	<b>\$ 58,756</b>
<b>Total Debt Service</b>	<b>1,687</b>	<b>-</b>	<b>1,687</b>	<b>100.0%</b>	<b>19,138</b>
<b>TOTAL EXPENSES</b>	<b>\$ 116,996</b>	<b>\$ 109,430</b>	<b>\$ 7,566</b>	<b>6.5%</b>	<b>\$ 359,759</b>

**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 Quarterly Fuel Hedge Update**

**Action**

Staff proposes the Board to review and receive into the record the report providing an update on the implementation of a fuel hedge strategy for The District.

**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 The District. Going forward direction is being sought as to possible alternative strategies there may be to shifting a portion of this asset to explore possible hedging strategies for hydrogen and electricity as SamTrans moves toward a zero-emission fleet.

Under this Program, the staff will continue to work with Linwood Capital, LLC in order 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 The District's fuel budget against volatile price movements in the diesel fuel market as diesel fuel usage begins to be tempered.

**Budget Impact**

There is no impact on the budget.

**Background**

The Program implemented for The District 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 The District's annual budget.

**FY 2025 History**

- As of September 30, 2024, the fuel hedging program had realized net losses of -\$65,123 for the time period July 2024 through September 2024 – the first quarter of FY 2025. This is approximately \$0.18 per gallon of realized loss for the first quarter of FY 2025. The approximate cost of fuel before taxes and fees and after the effect of the hedge is \$3.12 per gallon for first quarter FY 2025.

- Total dollar budget for fuel for all of FY 2025 is \$4,427,777 based on \$3.21 per gallon budget before tax and fees and budgeted consumption of 1,356,297 gallons.
- Estimated total cost before tax and fees and after hedging for all of FY 2025 is \$4,024,721 or \$2.92 per gallon on 1,379,370 gallons. This renders an approximate budget surplus of \$403,056 for FY 2025 driven by higher-than-expected fuel consumption and higher than expected prices before taxes and fees.

#### **FY 2025 Prospective**

- For the remainder of FY 2025, there is currently an unrealized loss of -\$257,069 which is \$0.25/gallon on all projected gallons for October 2024 through June 2025. This assumes projected consumption of 1,356,297 gallons for FY 2025.
- For the remainder of FY 2025, approximately 87 percent (after tax) of the anticipated fuel usage is hedged. The projected cost for the remainder of FY 2025 excluding taxes and fees and including the hedge is \$2.89 per gallon (\$3.36/gallon with taxes, fees, and hedge) versus a currently planned budget estimate of \$3.21/gallon, excluding taxes and fees.
- Total dollar budget for fuel for FY 2025 is \$4,427,777 based on \$3.21 per gallon before tax and fees and estimated total consumption of 1,356,297 gallons. The estimated total cost before tax and fees and after hedging for FY 2025 as of 9/30/24 is \$4,068,057 or \$2.95 per gallon. This yields an expected budget surplus for all of FY 2025 of \$359,720.

#### **Hedge Asset Information as of 9/30/24:**

- Total futures account value as of 9/30/24 was \$1,976,143.
- Total futures account value as of 6/30/24 was \$2,089,783. The account value decreased by \$113,640 during first quarter of FY 2025.
- This current futures account value consists of:
  - \$1,873,836 in realized net gains (decreased fuel cost) since inception in May 2020. Realized net gains decreased by \$65,123 during first quarter of FY 2025. This realized net loss was applied to fuel cost resulting in a higher fuel cost for the first quarter of FY 2025 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 first quarter FY 2025.
  - Net interest income since inception of \$159,377. Net interest income during first quarter of FY 2025 was \$26,059 based on Treasury securities transactions during the quarter, fees, and securities market values as of 6/30/24 and 9/30/24.
  - \$257,069 in unrealized loss (contingent future increased fuel cost). The unrealized gain as of 6/30/24 was \$103,194. Unrealized gain decreased by \$360,263 during the year.



- Currently, \$1,791,815 of the value of the account is in the form of treasury securities with maturities of 90 days or less.

Prepared By:           Adela Alicic                           Senior Financial Analyst           650-508-7981

                          Kevin Beltz                           Manager, Debt and Investments   650-508-6405

**San Mateo County Transit District  
Staff Report**

To: Board of Directors  
Through: April Chan, General Manager/CEO  
From: Emily Beach, Chief Communications Officer  
Subject: **Appoint Members to the Measure W Citizens Oversight Committee**

**Action**

Staff proposes that the Board of Directors (Board) make the following appointments to the San Mateo County Transit District (District) Measure W Citizens Oversight Committee (COC) for a three-year term running January 1, 2025 through December 31, 2027:

- Rich Hedges: Representing Organized Labor
- Michael Wooley-Ousdahl: Representing the Private Sector
- Ben Mangiafico: Representing Youth and Youth Transit Riders
- Seema Patel: Resident of County Supervisorial District 2

**Significance**

The District's voter-approved Measure W sales tax calls upon a 15-member Citizen's Oversight Committee to "ensure tax proceeds are invested in a way that is consistent with the Congestion Relief Plan." The COC currently has four positions with terms that will expire at the end of 2024:

- Representing Organized Labor
- Representing the Private Sector
- Resident of County Supervisorial District 1
- Resident of County Supervisorial District 2

In addition, the COC currently has two vacant positions:

- Representing Youth and Youth Transit Riders
- Representing People with Disabilities (effective 11/22/2024)

Board action today will fill three of the four expiring seats as well as one of the two vacancies. The COC's bylaws enable it to conduct full business without the final seat filled. Staff will work to fill the remaining vacancy in the coming months.

**Budget Impact**

There is no impact on the budget.

## **Background**

As specified in Measure W, the COC includes one member each:

- From the District's Citizens Advisory Committee (SamTrans CAC)
- From the San Mateo County Transportation Authority's Community Advisory Committee (TA CAC)
- From the Caltrain Citizens Advisory Committee (JPB CAC) (representing San Mateo County)
- From the City/County Association of Governments of San Mateo County (C/CAG) Bicycle and Pedestrian Advisory Committee (BPAC)
- Representing Private-Sector employers
- Representing Organized Labor
- Representing an Environmental or Sustainability Related Organization
- Representing People with Disabilities
- Representing Youth and Youth Transit Riders
- Representing the Senior Community
- From each of the County's five Supervisorial Districts

The Board adopted a COC appointment process pursuant to Resolution 2020-02 and appointed the first set of 15 COC members on December 2, 2020, with initial terms of one, two, or three years. Due to the staggered nature of member terms, the COC has three positions with terms that will expire December 31, 2024.

## **Application Process**

A month-long application process conducted in accordance with Resolution No. 2020-02 officially opened on September 30, 2024. The proposed COC appointees are recommended by District staff and Executive Team members following an open, online application process facilitated via the SamTrans website. A mail-in option was available for applicants wishing to submit printed copies, and applications were available in English, Spanish and Simplified Chinese.

Applicants specified which of the five open seats they were applying for and their qualifications for the position. Applicants were encouraged to apply for any/all seats they were eligible to fill, ranking their choices if multiple seats were identified. Current COC members were eligible to re-apply for their own seats and/or other open seats.

## **Outreach and Promotion**

On September 30, a press release was issued to promote involvement in the COC and recruit new applicants. Promotion efforts also included multiple posts on SamTrans social media pages including Facebook and LinkedIn, as well as direct outreach to current COC members, county staff and other stakeholders.

Six applicants – two which currently serve on the COC – applied for the five open positions. After the conclusion of the recruitment process, Alex Madrid resigned from his position representing People with Disabilities effective November 22, 2024. Staff will work with incoming County Supervisor Jackie Speier to fill the County Supervisorial District 1 vacancy as well as community groups to fill the People with Disabilities seat in the coming months.

Prepared By: Charlsie Chang

Government And Community Affairs  
Officer

650-551-6172

**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: **Authorizing Filing of Applications for Federal Transit Administration Formula and Surface Transportation Programs Funding, Committing Necessary Local Matching Funds, and Assuring Completion of Projects**

**Action**

Staff recommends the Board of Directors (Board) adopt a resolution to:

1. Authorize the General Manager/CEO, or designee, to execute and file Federal Transit Administration (FTA) Formula Program funds programming applications with the Metropolitan Transportation Commission (MTC) for up to \$171,535,152 for ADA paratransit operating support and assistance, replacement of 40' diesel buses with fuel cell buses, and replacement of paratransit vehicles with zero emission vehicles; and
2. Commit up to \$42,883,788 in local matching funds; and
3. Authorize the General Manager/CEO, or designee, to take all other actions as may be necessary to give effect to the resolution, including executing any agreements, certifications and assurances, or other documentation required in order to receive the FTA funds.

**Significance**

Staff is proposing to submit fund programming applications to the MTC for Fiscal Years (FY) 2025-2029 FTA Formula funds to support the projects listed in Table 1. The selection of projects was based on the San Mateo County Transit District's (District's) Zero Emission Transition Innovative Clean Transit (ICT) plan, approved by the District's Board in December 2023. The amount of funding programming available to the District is determined by MTC based on funding availability and the District's state of good repair needs. The exact funding amounts for each fiscal year will be determined by annual congressional appropriations and FTA's subsequent formal apportionment of those funds to the region.

**Table 1:**

<b>Project</b>	<b>Federal Funds</b>	<b>Local Funds</b>	<b>Total</b>
ADA Paratransit Assistance	\$20,093,392	\$5,023,348	\$25,116,739
Replace Diesel Buses with 40' Fuel Cell Buses	\$143,133,920	\$35,783,480	\$178,917,400
Replace Paratransit Vehicles with Zero Emission Vehicles	\$8,307,840	\$2,076,960	\$10,384,800

**Budget Impact**

For FY 2025, FTA funding and local match amounts are included in the current Capital Budget. Funds programmed to the District for FYs 2026-2029 will be included during future budget development processes.

**Background**

MTC solicited transit projects from eligible federal grantees for programming and regional apportionments for Transit Capital Priorities (TCP) in FYs 2025-2029. The programming covers federal, state, and local funding sources including:

- FTA Section 5307 Urbanized Area Formula
- FTA Section 5337 State of Good Repair
- FTA Section 5339 Bus & Bus Facilities
- Bridge tolls and other regional revenues dedicated to transit capital projects by the Core Capacity Challenge Grant Program
- Federal Highway Administration (FHWA) Surface Transportation Program (STP)
- Congestion Mitigation and Air Quality (CMAQ) funds dedicated to Transit Capital Rehabilitation and Transit Priorities projects by the One Bay Area Grant Program.

MTC's TCP process ensures that available federal funding has the biggest impact on Bay Area residents. It creates a coordinated, regional approach to transit capital planning and funding allocation by providing a framework for prioritizing projects across multiple agencies and jurisdictions. By participating in MTC's TCP process, the District ensures that its capital investments and ADA operational assistance aligns with broader regional transportation goals and requirements.

Prepared By: Heather Salem      Manager, Grants and Fund Programming      650-730-8099  
                          Evelyn Ng                      Director, Grants and Fund Management      650-399-5869

**Resolution No. 2024-**

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

\* \* \*

**Authorizing Filing of Applications for Federal Transit Administration Formula and Surface Transportation Programs Funding, Committing Necessary Local Matching Funds, and Assuring Completion of Projects**

**Whereas**, the Infrastructure Investment and Jobs Act, or the Bipartisan Infrastructure Law (BIL, Public Law 117-58) continues and establishes new Federal Transit Administration (FTA) formula programs (23 U.S.C. § 53) and continues the Surface Transportation Program (STP) (23 U.S.C. § 133); and

**Whereas**, pursuant to the BIL, and the regulations promulgated thereunder, eligible project sponsors wishing to receive FTA Section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants, or STP grants for a project must first submit an application with the appropriate metropolitan planning organization (MPO) for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**Whereas**, the Metropolitan Transportation Commission (MTC) is the MPO for the San Francisco Bay region; and

**Whereas**, San Mateo County Transit District (District) is an eligible project sponsor for FTA Formula Program or STP funds; and

**Whereas**, the District wishes to submit a grant application to MTC for program funds from the Fiscal Years 2025-2029 FTA Formula Programs and STP, for the following projects:

	<b>Federal Funds</b>	<b>Local Funds</b>	<b>Total</b>
ADA Paratransit Assistance	\$20,093,392	\$5,023,348	\$25,116,739
Replace 40' Diesel Buses with 40' Fuel Cell Buses	\$143,133,920	\$35,783,480	\$178,917,400
Replace Paratransit Vehicles with Zero Emission Vehicles	\$8,307,840	\$2,076,960	\$10,384,800

**Whereas,** MTC requires, as part of the application, a resolution stating the following:

1. The commitment of necessary local matching funds (18-50 percent for FTA Formula Program funds, depending on project type, and 11.47 percent for STP funds); and
2. That the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and
3. The assurance of the sponsor to complete the project as described in the application, and if approved, as the programmed in MTC's TIP; and
4. That the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by January 31 of the year that the project is programmed for in the TIP, or the project may be removed from the program.



**Now, Therefore, Be It Resolved** by the Board of Directors that the San Mateo County Transit District is authorized to execute and file an application for funding under the Federal Transit Administration Formula Program and/or Surface Transportation Program in the amount of \$171,535,152 for ADA paratransit assistance, replacement of 40' diesel buses with 40' fuel cell buses, and replacement of paratransit vehicles with zero emission vehicles; and

**Be It Further Resolved** that the Board of Directors by adopting this resolution does hereby state that:

1. The District will provide \$42,883,788 in local matching funds for the funded projects; and
2. The District understands that the FTA Formula Program and STP funding for the projects is fixed at \$171,535,152, and that any cost increases must be funded by the District from local matching funds, and that the District does not expect any cost increases to be funded with FTA Formula Program and STP funds; and
3. ADA paratransit assistance, replacement of 40' diesel buses with 40' fuel cell buses, and replacement of paratransit vehicles with zero emission vehicles will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission Transportation Improvement Program with obligation occurring within the timeframe established below; and
4. The program funds are expected to be obligated by January 31 of the year the projects are programmed for in the TIP; and
5. The District will comply with FTA requirements and all other applicable federal, state and local laws and regulations with respect to the proposed projects; and

**Be It Further Resolved**, that the District is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

**Be It Further Resolved**, that the District is authorized to submit an application for FTA Formula Program and STP funds for ADA paratransit assistance, replacement of 40' diesel buses with 40' fuel cell buses, and replacement of paratransit vehicles with zero emission vehicles; and

**Be It Further Resolved**, that there is no legal impediment to the District making applications for FTA Formula Program and STP funds; and

**Be It Further Resolved**, that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of the District to deliver such projects; and

**Be It Further Resolved**, that the District agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**Be It Further Resolved** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program STP funded projects in the TIP; and

**Be It Further Resolved** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

**Be It Further Resolved** that the General Manager/CEO, or designee, may take all other actions as may be necessary to give effect to this resolution, including executing any agreements, certifications and assurances, or other documentation required in order to receive the FTA funds.

Regularly passed and adopted this 4th day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, San Mateo County Transit District

Attest:

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Acting District Secretary

**San Mateo County Transit District  
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: Dave Covarrubias, Deputy Chief                      Mehul Kumar, Chief Information and  
Financial Officer    Technology Officer

Subject: **Awarding a Sole-source Contract to Giro, Inc. to Provide Hastus Scheduling Software Maintenance and Support Services for a Total Not-to-exceed Amount of \$1,643,706 for a Three-year Base Term Plus Two One-year Option Terms, and 80 Days of As-needed Professional Services**

**Action**

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

1. Award a sole-source contract to Giro, Inc. of Montreal, Canada (Giro) to provide Hastus Scheduling Software (Hastus Software) maintenance and support services (Services) for a total not-to-exceed amount of \$1,643,706 for a three-year base term plus two one-year option terms, and 80 days of as-needed professional services.
2. Authorize the General Manager/CEO or designee to execute a contract with Giro in full conformity with the terms and conditions of the agreement, and in a form approved by legal counsel.
3. Authorize the General Manager/CEO or designee to exercise the two one-year option terms, if in the best interest of the District.

**Significance**

The award of this contract will provide the District and the Peninsula Corridor Joint Powers Board (JPB) with continued maintenance and support for the Hastus bus and rail scheduling software. The JPB will reimburse the District for its portion of the Hastus maintenance and support services, estimated to be about \$250,000. The breakdown of the \$1,643,706:

1. \$815,413 for the three-year base term for the Services,
2. \$678,053 for the two one-year option terms, and
3. \$150,240 for the 80 days of as-needed professional services.

The 80 days of as-needed professional services will allow the District and JPB to request training and additional professional services from Giro related to the Hastus Software, on an as-needed basis, during the base and/or option terms.

**Budget Impact**

Funds to support this contract are included in the District and JPB’s Fiscal Year 2025 adopted and revised operating budgets and will be included in future operating budgets.

**Background**

The District purchased Giro’s Hastus Software in 1998 for bus and operator scheduling. Giro is the developer and owner of the Hastus Software and is also the exclusive provider of the Services for the Hastus Software. The Hastus Software is one of the District’s crucial legacy software systems for bus operations. The JPB started using the Hastus Software for Caltrain rail scheduling and planning services in June 2024.

On January 29, 2021, the District and Giro entered into an agreement for Services for Hastus Software (Reference number: 430-5) for a three-year term through January 28, 2024. On April 12, 2024, the District and Giro entered into Amendment No. 1 to the agreement to extend the term by one year through January 28, 2025. The proposed Services contract with Giro will provide the District and the JPB with ongoing functional support for software usage, technical support for bugs and errors, functional and technical support for updates, and no-cost software enhancements associated with new releases.

Prepared By:	Linda Tamtum	Contract Administrator	650-508-7933
	Mehul Kumar	Chief Information and Technology Officer	650-508-6278

**Resolution No. 2024-**

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

\* \* \*

**Awarding a Sole-Source Contract to Giro, Inc. to Provide Hastus Scheduling Software Maintenance and Support Services for a Total Not-to-exceed Amount of \$1,643,706 for a Three-year Base Term Plus Two One-year Option Terms, and 80 Days of As-needed Professional Services**

**Whereas**, the San Mateo County Transit District (District) purchased Hastus Scheduling Software (Hastus Software) in 1998 for bus and operator scheduling; and

**Whereas**, the Hastus Software is one of the District's crucial legacy software systems for bus operations, and the Peninsula Corridor Joint Powers Board (JPB) started using the Hastus Software for Caltrain rail scheduling and planning services under the District's contract in June 2024; and

**Whereas**, Giro, Inc. of Montreal, Canada (Giro) is the developer and owner of the Hastus Software; and

**Whereas**, Giro provides exclusive maintenance and support services (Services) for the Hastus Software; and

**Whereas**, on January 29, 2021, the District and Giro entered into an agreement for Services for Hastus Software (Reference number: 430-5) for a three-year term through January 28, 2024; and

**Whereas**, on April 12, 2024, the District and Giro entered into Amendment No. 1 to the agreement to extend the term by one year through January 28, 2025; and

**Whereas**, staff requested a proposal from Giro to provide continued Services for Hastus Software; and

**Whereas**, staff evaluated Giro's submitted price proposal and determined that the negotiated prices are fair and reasonable; and

**Whereas**, qualified staff from the Information Technology Department determined that Giro possesses the requisite depth of experience and required qualifications to continue to provide the Services for Hastus Software; and

**Whereas**, staff recommends that the Board of Directors (Board) award a sole-source contract to Giro to provide the Services for a total not-to-exceed amount of \$1,643,706 for a three-year base term plus two one-year option terms, and 80 days of as-needed professional services; the 80 days of as-needed professional services will allow the District and JPB to request training and additional professional services from Giro related to the Hastus Software, on an as-needed basis, during the base and/or option terms.

**Now, Therefore, Be It Resolved** that the Board of Directors of the San Mateo County Transit District hereby awards a sole-source contract to Giro, Inc. to provide Hastus Scheduling Software Maintenance and Support Services for a total not-to-exceed amount of \$1,643,706 for a three-year base term plus two one-year option terms, and 80 days of as-needed professional services; and

**Be It Further Resolved** that the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with Giro in full conformity with the terms and conditions set forth in the agreement, and in a form approved by legal counsel; and

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

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, San Mateo County Transit District

Attest:

---

Acting District Secretary



**San Mateo County Transit District  
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: Nathaniel Kramer, Chief People Officer      Kate Jordan Steiner, Chief Financial Officer

Subject: **Amending the Employer’s CalPERS Contribution to the Employees’, Retirees’, and Board Members’ Monthly Medical Premiums**

**Action**

Staff proposes that the Board of Directors (Board) adopt 11 updated resolutions reflecting the San Mateo County Transit District’s (District) contributions to medical premiums for active employees and retirees receiving health insurance through CalPERS and the Public Employees’ Medical and Hospital Care Act (PEMHCA). Each resolution addresses a different group of employees and retirees, including a total of eight resolutions for members of bargaining units represented by the Amalgamated Transit Union (ATU) Local 1574 and International Brotherhood of Teamsters (IBT) Local 856, two resolutions for unrepresented administrative staff, and one resolution for members of the Board.

**Significance**

There is no proposed change to the District’s contribution rates. The current set of similar resolutions lists all non-Kaiser Permanente plans on their own lines (e.g., separate lines for Anthem, Blue Shield, HealthNet, etc.), despite the contribution rates being the same on each line. Updates are required because one of the listed health plans is no longer offered. The new form of resolution lists all non-Kaiser plans together, as follows:

HEALTH PLAN	MONTHLY EMPLOYER HEALTH CONTRIBUTION		
	SELF	SELF+1	SELF+ FAMILY
KAISER PERMANENTE	\$432.06	\$864.11	\$1123.34
ALL OTHER HEALTH PLANS	\$476.48	\$952.97	\$1238.86

**Budget Impact**

There is no budget impact associated with this action as contribution rates are not changing. Funds for the CalPERS Employer contributions were included in the Fiscal Year 2024-2025 Operating Budget, and funds for future year contributions will be included in future operating budgets.

**Background**

The District has established a cafeteria employee benefit for all active union members, as well as unrepresented employees, that covers the difference between the fixed District contribution and

full plan premiums. When an employee chooses a plan with a premium amount that exceeds District's employer contribution, the employee can use a pre-tax employee deduction to cover the difference between the District's contribution and the full plan premium.

Prepared By: Juliet Nogales-DeGuzman, Director, Human Resources 650-508-6236

**RESOLUTION NO. 44  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 001 Administrative Employees; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 45  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 002 Local 1574 Regular; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 46  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 003 Local 1574 Special; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary



**RESOLUTION NO. 47  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 701 ATU 2 Regular; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 48  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 702 ATU Special; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 49  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 703 IBT Group 1; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 50  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 704 IBT Group 2; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary



**RESOLUTION NO. 51  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 705 Admin Group-Special; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 52  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 706 IBT Group 3; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 53  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 707 IBT Group 4; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

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	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary

**RESOLUTION NO. 54  
FIXING THE EMPLOYER CONTRIBUTION  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Transit District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of 700 Non-CalPERS Board of Directors; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Kaiser Permanente	\$432.06	\$864.11	\$1123.34
All Other Health Plans	\$476.48	\$952.97	\$1238.86

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Transit District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Transit District If it is determined that San Mateo County Transit District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director, Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Transit District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a regular meeting of the San Mateo County Transit District at San Carlos, CA, this 4th day of December, 2024.

Signed: \_\_\_\_\_  
Chair, San Mateo County Transit District

Attest: \_\_\_\_\_  
Acting District Secretary



**Resolution No. 2024-**  
**Board of Directors, San Mateo County Transit District**  
**State of California**  
**Resolution of Appreciation for**  
**San Mateo County Supervisor**

**Dave Pine**

**Whereas, Supervisor Dave Pine** began his tenure on the San Mateo County Transit District (District) Board of Directors in 2017 as a representative of the San Mateo County Board of Supervisors; and

**Whereas, Supervisor Pine** was an advocate for important transportation issues and improvements, bringing a strong sense of initiative to the Board and furthering the District's goal of providing quality transportation service to improve the quality of life for the communities we serve throughout San Mateo County; and

**Whereas, Supervisor Pine** served on numerous District Board standing and ad hoc subcommittees, including the Finance Committee, Strategic Planning, Development & Sustainability Committee, and the Dumbarton Rail Corridor and Get Us Moving San Mateo County ad hoc committees; and

**Whereas, Supervisor Pine** supported the adoption of Reimagine SamTrans in 2022, an overhaul of the bus network system designed to improve service and respond to ridership and travel patterns throughout San Mateo County; and

**Whereas, Supervisor Pine** supported the SamTrans Youth Unlimited Pass Program, in partnership with the San Mateo County Office of Education, that permanently gives low-income students free rides on all SamTrans buses; and

**Whereas, Supervisor Pine** was vital to the passage of Measure W, providing the District with a much-needed revenue source that allows for new and innovative approaches to providing transit services to those who need them; and

**Whereas, Supervisor Pine** was a significant part of the District’s decision-making process related to the coronavirus (COVID-19) pandemic, including the endorsement of the Bay Area Healthy Transit Plan; and

**Whereas, Supervisor Pine was** a strong advocate for the District in his role on the Peninsula Corridor Joint Powers Board (Caltrain), pushing for a fair and equitable agreement that ensured that the District was fairly compensated for its initial investment in the Caltrain corridor; and

**Now, Therefore, Be It Resolved** that the San Mateo County Transit District Board of Directors hereby commends and expresses its sincere appreciation to **Dave Pine** for his outstanding service to the District, for his collaborative leadership on matters of public transit, and wish him good fortunes in his future endeavors.

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024.



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Chair, San Mateo County Transit District

**Resolution No. 2024-**

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

**State of California**

**Resolution of Appreciation for**

**San Mateo County Supervisor**

**Warren Slocum**

**Whereas, Board of Supervisors President Warren Slocum** began his term as supervisor in San Mateo County in January 2013; and

**Whereas, Supervisor Slocum** represented District 4, which includes the cities of Redwood City, East Palo Alto, the three areas within the city of Menlo Park east of El Camino Real and including Belle Haven, and the unincorporated community of North Fair Oaks; and

**Whereas, Supervisor Slocum**, along with the late Supervisor Don Horsley convinced the Board of Supervisors to put up \$300,000 in Measure K funds which was matched by the San Mateo County Transit District Board of Directors and provided the funds to educate the people of San Mateo County on vital transportation needs in 2017. This early effort has been cited by many as playing a critical role in the ultimate success of Measure W, approved by the voters in November 2018; and

**Whereas, Supervisor Slocum** was appointed to the Metropolitan Transportation Commission (MTC), the transportation planning agency for the nine Bay Area Counties, serving from 2017-2022. Living in the fifth largest transportation region in the country, Slocum focused on the creation of an integrated Bay Area transit system, livable communities and the intersection between transportation investments and land use decisions; and

**Whereas, Supervisor Slocum** worked with the MTC to explore shorter term projects, including improving the bus service on the Dumbarton Corridor which reduced travel time for commuters and residents. He also worked to develop a plan for future innovative fixed guideway technology to meet the projected needs on the corridor; and

**Whereas, Supervisor Slocum** worked tirelessly to help form a public-private partnership to give the Dumbarton Corridor Project momentum. As a result of public funding from the passage of the regional bridge toll measure (Regional Measure 3, June 2018) and San Mateo County's November 2018 sales tax Measure W, critical dollars were available to jumpstart the project. Unfortunately, the pandemic hit, and the project was tabled as remote work for the next several years took commuters off the highways.

**Now, Therefore, Be It Resolved** that the San Mateo County Transit District Board of Directors hereby commends and expresses its sincere appreciation to **Warren Slocum** for his outstanding service to San Mateo County and wish him good fortunes in his future endeavors.

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024.



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Chair, San Mateo County Transit District

**BOARD OF DIRECTORS 2024**

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

APRIL CHAN  
GENERAL MANAGER/CEO



**Memorandum**

**Date:** November 27, 2024  
**To:** SamTrans Board of Directors  
**From:** April Chan, General Manager/CEO  
**Subject:** General Manager/CEO Report

**SamTrans fixed-route bus** ridership achieved a 95.9 percent recovery rate for the three months ending September 2024 compared to the three months ending September 2019. This is above the national bus recovery rate of 82.1 percent comparing pre- and post-COVID ridership figures. The local rail ridership recovery continues to be slow. SamTrans is the only agency with a ridership recovery rate better than the vehicle revenue miles recovery rate.

	3 Months Ended September 2019	3 Months Ended September 2024	Ridership Recovery Rate	Vehicle Revenue Miles Recovery Rate
<b>SamTrans</b>	2,768,820	2,653,946	<b>95.9%</b>	<b>95.7%</b>
<b>AC Transit</b>	13,854,264	10,140,794	73.2%	86.2%
<b>SFMTA</b>	52,576,538	41,772,783	79.5%	95.0%
<b>VTA</b>	6,901,521	6,128,184	88.8%	100.5%
<b>Dallas</b>	9,614,853	7,623,823	79.3%	89.1%
<b>Seattle - King</b>	30,490,984	21,206,846	69.6%	86.6%
<b>Chicago</b>	60,702,308	47,002,574	77.4%	95.6%
<b>Atlanta</b>	12,994,162	9,041,113	69.6%	86.6%
<b>New York MTA</b>	180,754,546	157,386,982	87.1%	96.6%
<b>National Bus</b>	1,145,492,925	940,745,937	82.1%	92.8%
<b>Caltrain</b>	4,987,520	2,352,611	47.2%	101.8%
<b>BART Extension</b>	3,521,570	1,591,461	45.2%	na
<b>BART System</b>	32,873,881	14,707,349	44.7%	89.1%
<b>National Rail</b>	1,230,428,068	845,106,797	68.7%	97.7%
<b>Total NTD Trips</b>	2,509,844,205	1,885,937,536	75.1%	94.0%

**Holiday Service**



- SamTrans will take part in the annual Hometown Holidays Parade in Redwood City on Saturday, December 7, 2024.
- Reduced holiday schedule on December 25, 2024 and January 1, 2025.
- Free fares for New Year’s Eve on fixed-route bus service and ADA Paratransit service. Micro transit will not have free fares due to hours of operations.

**Bus Operator Staffing**

	<b>Approved FTEs</b>	<b>Trainees</b>	<b>No. Bus Operators*</b>
Bus Operators	348	8	348

\* This number excludes the 8 Bus Operator Trainees.

**Miles Between Preventable Accidents**

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

	<b>Total Miles</b>	<b>Preventable Accidents</b>	<b>Miles Between Preventable Accidents</b>
North Base	383,958	5	76,792
South Base	259,789	6	43,298
CUB	<u>232,961</u>	<u>6</u>	<u>38,827</u>
Fixed Route Total	876,708	17	51,571
ADA	223,359	5	50,672
Micro Transit	15,232	1	15,232

### **Safety Campaign**

The Safety Campaign focuses on “Drowsy Driving” awareness and prevention. The change in season and daylight savings time can disrupt internal clocks and increase drowsiness. Driving while drowsy is known to have the same effects as driving while impaired which decreases attention, increases the risk of an accident, and could impact reaction time, judgement, and vision. To prevent drowsy driving, Bus Operators are reminded to get seven to nine hours of sleep each night, stay hydrated to maintain energy levels, recognize the signs of drowsiness, and monitor their allowable drive time and do not exceed 10 hours for extra board operators and 8 hours for regular run operators.

### **Regional/MTC Matters**

The MTC Legislation Committee discussed the Transportation Revenue Measure Select Committee’s recommendations at their November 8 meeting. This was an informational item with no action. There will be a special meeting on December 9 where the full Commission will determine the enabling legislation’s key components and take action on whether or not to sponsor a bill.

### **Clipper START Quarterly Ridership Update (July – September 2024)**

Clipper START is a fare-discount pilot program for eligible low-income residents in the Bay Area, offering discounts on single-ride fares and transfers. The program launched in July of 2020 and SamTrans joined in January 2021, providing a 50 percent discount for Clipper START customers. In the first quarter of FY 2025 (July through September 2024), Clipper START ridership on SamTrans increased by 4.31 percent compared to the previous quarter, with a total of 37,290 trips. August 2024 saw the highest total ridership with 12,827 trips. July and September 2024 recorded ridership levels of 11,987 and 12,427 trips, respectively. Data indicates that Clipper START continues to contribute to positive ridership gains at SamTrans. Staff will continue to monitor the program and provide regular updates to the Board of Directors.

### **Update on Next Generation Clipper System (C2)**

During the November 18, 2024 Clipper Executive Board Meeting, MTC staff provided an informational update on key developments related to the implementation of the Next Generation Clipper System (C2).

In the next 30 days MTC and Cubic plan to complete system testing, resolve remaining production issues, complete pilot installations, and begin software installation for some ticket vending machines.

A report to the Clipper Executive Board in December will provide an update on progress to reduce the schedule risks and set a new target date for the Customer Transition and launch of Clipper 2.0, which is currently scheduled to start in April 2025.

### **No-Cost and Reduced Cost Interagency Transfer Policy Pilot MOU**

The regional Clipper No-Cost and Reduced Cost Interagency Transfer Pilot Program will provide a transfer discount equivalent to the single-ride Clipper fare for amounts up to the region’s highest local bus/light rail transit fare, currently \$2.50. For example, when making a trip on fixed-route transit that requires transferring between participating operators, riders will pay

the full fare on the first operator used. Any transfer to another operator within two hours of the first boarding is discounted up to \$2.50.

As previously discussed and approved by the Board, SamTrans will be participating in this Pilot program. The Pilot Program is funded with \$22 million set aside by the MTC through the Transit Transformation Action Plan. Participating transit operators will be reimbursed for the additional cost of the customer transit discount for eligible trips as defined in the Task Force-adopted policy framework. The Pilot Program is expected to last 18- to 24-months and will launch concurrently with the launch of the Next Generation Clipper System (C2). Launch of C2 is now scheduled for Spring/Summer 2025.

The Board previously authorized SamTrans' participation in this Pilot Program through the fare structure changes adopted at the December 6, 2023 meeting, authorizing the GM/CEO to sign the agreement/MOU on behalf of the San Mateo County Transit District.

#### **Employee of the Month (EOM) Recognitions, October 2024**

Bus Operator EOM for North Base is **Howard Lee**. This is Trinidad's first EOM Award during his 9 years of service with the District.

Bus Operator EOM for South Base is **Ahmad Khatib**. This is Albert's second EOM Award during his 9 years of service with the District.

Bus Maintenance EOM for North Base is **Mechanic A Uilou Vaka**. This is Uilou's third EOM Award during his 7+ years of service with the District.

Bus Maintenance EOM for South Base **Utility Lead Bernard Miranda**. This is Bernard's first EOM Award during his 14 months of service with the District.



**San Mateo County Transit District  
Staff Report**

To: Board of Directors  
Through: April Chan, General Manager/CEO  
From: David Olmeda, Chief Operating Officer, Kate Jordan Steiner, Chief Financial  
Bus Officer  
Subject: **Hold Public Hearing on Same-Day Paratransit Fares; Approving Making Same-Day Paratransit Service Permanent, Making Findings Under the California Environmental Quality Act and National Environmental Policy Act, and Amending the Fare Structures to Make Minor Administrative Updates and Include Same-Day Paratransit Fares**

**Action**

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

1. Hold a public hearing on fares for Same-Day Paratransit
2. Approve making Same-Day Paratransit a permanent part of the District's paratransit service offerings
3. Amend the current and "Post-Clipper Next Generation" Fare Structures to (i) make minor administrative updates for group paratransit trips, and (ii) add Same-Day Paratransit with the following fares:
  - a. \$10.00 standard fare, and
  - b. \$8.00 for customers that have been certified as eligible for fare assistance
4. Make findings that the above actions are exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption because there is no possibility that they will have a significant effect on the environment, and that they comply with all applicable requirements under the National Environmental Policy Act (NEPA) and applicable regulations promulgated thereunder.

**Significance**

The Board approved a Same-Day Paratransit service pilot program that started on December 18, 2023. Staff monitored the program, analyzed associated ridership and cost data and proposed pilot program changes (adopted by the Board on August 7, 2024) to improve rider convenience. Staff now recommends that the Board make the program permanent.

In addition, staff recommends that the Board hold a public hearing and update the Fare Structures to include Same-day Paratransit.

### Title VI Equity Analysis

No Title VI Fare Equity Analysis is required for the proposed fare changes.

### Public Outreach

A public notice regarding this public hearing has been placed on the paratransit vehicles, on the SamTrans website, and published in the newspaper. Notices were translated into Spanish and Chinese. Presentations were made to the San Mateo County Paratransit Advisory Council (PAC) on November 12, 2024, and the SamTrans Citizens Advisory Committee on October 30, 2024. Overall, positive feedback was received about the same-day paratransit service.

### Budget Impact

Adding Same-Day Paratransit to the District's service offerings, and amending the Fare Structures accordingly, are not expected to have significant budget impacts. Staff anticipate that Same-Day Paratransit trips will make more efficient use of available paratransit capacity, though there will be some minor cost increases due to additional trips.

### Background

The District introduced the Same-Day Paratransit pilot program in response to community requests for additional transportation options. Under the program, Redi-Wheels customers can request a same-day paratransit trip on a space-available basis. The program meets community needs and makes better use of existing resources. Staff has received positive feedback on this new service offering.

Prepared by:	Tina Dubost	Manager, Accessible Transit Services	650-508-6247
Project Manager:	Kelley Shanks	Manager, Bus Contracts	650-508-6324
	Bruce Thompson	Manager, Fare Program Operations	650-551-6106

**Resolution No. 2024-**

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

\* \* \*

**Approving Making Same-Day Paratransit Service Permanent, Making Findings Under the California Environmental Quality Act and National Environmental Policy Act, and Amending the Fare Structures to Make Minor Administrative Updates and Include Same-Day Paratransit Fares**

**Whereas**, pursuant to Resolution No. 1982-27, dated April 28, 1982, the Board of Directors (Board) of the San Mateo County Transit District (District) adopted a Codified Tariff (currently known as the "Fare Structure") to outline the classifications, costs and regulations of SamTrans services and fare media; and

**Whereas**, the Board has the authority to modify the Fare Structure in order to change fares and implement policy or administrative changes to SamTrans service; and

**Whereas**, pursuant to Resolution No. 2019-4, the Board adopted the SamTrans Fare Policy (Fare Policy), which establishes high-level guidelines for staff and the Board to consider when modifying fares; and

**Whereas**, the District last took action to modify the Fare Structure on December 23, 2023 to authorize participation in the regional free fare program and to approve a "Pre-Clipper Next Generation Fare Structure" and a "Post-Clipper Next Generation Fare Structure"; and

**Whereas**, the District began a Same-Day Paratransit pilot service in December 2023, which improves paratransit system efficiency and has proven popular with passengers by providing access to available system capacity without requiring reservations to be made one or more days in advance; and

**Whereas**, the Board desires to make Same-Day Paratransit a permanent part of the District's service offerings; and

**Whereas**, continuing Same-Day Paratransit service beyond the pilot period requires the Board to amend the Fare Structures accordingly; and

**Whereas**, as Same-Day Paratransit is a premium paratransit service, staff recommends the Board amend the fare structures to include a \$10.00 standard Same-Day Paratransit fare and \$8.00 fare for paratransit riders who have qualified for the Lifeline discount, as shown in Attachments A and B; and

**Whereas**, staff has determined that the proposed revisions to the Fare Structure are consistent with the District's Fare Policy; and

**Whereas**, the Board has held a public hearing at this December 4, 2024 meeting on the proposed changes to the fare structures; and

**Whereas**, staff further recommends that the Board of Directors find that all actions detailed in this Resolution are exempt from review under the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) pursuant to the "common sense" exemption (14 Cal. Code of Regulations § 15061(b)(3)) because there is no possibility that the Resolution will have a significant effect on the environment, and that they comply with all applicable requirements of the National Environmental Policy Act, (42 U.S.C, Section 4-1 *et seq.*) and the applicable regulations promulgated thereunder.

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

1. Finds that the recitals stated above are true and correct;

2. Approves the indefinite continuation of the Same-Day Paratransit service;
3. Approves the updated Fare Structures, attached as Attachments A and B, and incorporated herein by this reference; and
4. Finds that all actions detailed in this Resolution are exempt from review under the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) pursuant to the "common sense" exemption (14 Cal. Code of Regulations § 15061(b)(3)) because there is no possibility that the Resolution will have a significant effect on the environment, and that they comply with all applicable requirements of the National Environmental Policy Act, (42 U.S.C, Section 4-1 *et seq.*) and the applicable regulations promulgated thereunder.

Regularly passed and adopted this 4th day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

---

Chair, San Mateo County Transit District

Attest:

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Acting District Secretary

Adopted – May 26, 1976  
 Last Revised – December 6, 2023  
 Proposed for Revision – December 4, 2024  
 Proposed to be Effective – January 1, 2025

**San Mateo County Transit District**  
**State of California**  
 \* \* \*  
**Fare Structure**

**I. FARE PRICES**

**Fixed-route Service**

Product	Payment Options	Category	Current
Local & Express One-way (2-hour transfer on Clipper and SamTrans Mobile app)	Cash, SamTrans Mobile app, Ticket	Adult	\$2.25
		Youth/Eligible Discount	\$1.10
	Clipper	Adult	\$2.05
		Youth/Eligible Discount/ Clipper START	\$1.00
	Transfers from Other Agencies (Clipper)^	Adult/Youth/ Eligible Discount/ Clipper START	One free transfer
Local & Express Day Pass	Cash, SamTrans Mobile app	Adult	\$4.50
		Youth/Eligible Discount	\$2.00
Local & Express Monthly Pass	Clipper	Adult	\$65.60
		Youth/Eligible Discount	\$27.00

^ Accepted Inter-agency transfers on Clipper: Caltrain Monthly Pass (2 or more zones), VTA Monthly Pass, Dumbarton Express 31-day Pass and AC Transit 31-day Pass

**Other Products**

Product	Payment Options	Category	Current
Local & Express 31-Day Ticket	Pursuant to agreement with SamTrans Administrative Office	Adult	\$65.60
		Youth/Eligible Discount	\$27.00
Local & Express One-way 10-Ticket	SamTrans Sales Outlets, SamTrans Administrative Office	Adult	\$22.50
		Youth/Eligible Discount	\$11.00
Youth Unlimited Pass	Pursuant to agreement with SamTrans Administrative Office	Socio-Economically Disadvantaged Youth	Free
Summer Youth Pass	SamTrans Mobile app, <a href="http://www.samtrans.com">www.samtrans.com</a> , SamTrans Administrative Office	Youth	\$40.00

Way2Go Pass	Pursuant to agreement with SamTrans Administrative Office	Educational Institution	\$35 per semester / \$70 per year (\$2,500 annual minimum)
		Employer	\$75 per year (\$2,500 annual minimum)
		Residential Complex	\$40 per year (\$2,500 annual minimum)

**Demand Response Services**

Product	Payment Options	Category	Current
<u>Scheduled</u> Paratransit Redi-Wheels/RediCoast One-way (ADA)	Cash, SamTrans Mobile app	Regular	\$4.25
		Lifeline	\$1.75
	10-Ticket Sheet available at SamTrans Administrative Office	Regular	\$42.50
		Lifeline	\$17.50
	Agency-sponsored Group Trips through SamTrans Administrative Office	Regular	\$5.00 per rider
		Lifeline	\$2.25 per rider
<u>Same-Day Paratransit Redi-Wheels/RediCoast One-way (ADA)</u>	<u>Cash</u>	<u>Regular</u>	<u>\$10 per rider</u>
		<u>Lifeline</u>	<u>\$8 per rider</u>
Paratransit 5311 Coastside On-demand One-way (non-ADA)	Cash, SamTrans Mobile app	Regular	\$4.25
		Lifeline	\$1.75
	Agency-sponsored Group Trips through SamTrans Administrative Office	Regular	\$4.50 per rider
		Lifeline	\$1.75 per rider
Microtransit	Same as Local & Express fixed-route	Adult/Youth/Eligible Discount/Clipper START	Local & Express fixed-route Fare Structure applies

**Parking**

Daily Parking at Colma Park and Ride	Cash, credit/debit card	\$3.00
Monthly Parking at Colma Park and Ride	www.samtrans.com, SamTrans Administrative Office	\$63.00

**II. FIXED-ROUTE SERVICE FARE TYPES & CATEGORIES**

**A. Fare Types:**

- Local and Express One-way (with Transfers).** Available through Clipper<sup>®</sup>, the SamTrans mobile app, cash or Ticket. Valid on Local and Express service. For customers using Clipper or SamTrans mobile app: includes free transfers on SamTrans Local and Express service for 120 minutes.

2. **Local and Express Day Pass.** Available through the SamTrans mobile app or cash. When purchased on-board, bus operator issues through the farebox. Valid on Local and Express service from the time of activation at the farebox until 2:00 a.m. the next day.
3. **Local and Express Monthly Pass.** Available through Clipper. Valid on Local and Express service from 12:01 a.m. on the first day of the month for which issued until 2:00 a.m. on the first day of the following month.
4. **Summer Youth Pass.** Available through the SamTrans mobile app, [www.samtrans.com](http://www.samtrans.com) or advance purchase at SamTrans Administrative Office. Valid on Local service from 12:01 a.m. on June 1 until 2:00 a.m. on September 1.
5. **Local and Express 31-Day Ticket.** Available for pre-purchase through qualified schools and social service agencies pursuant to agreement with the SamTrans Administrative Office. Ticket is valid on Local and Express service from the time of activation at the farebox until 2 a.m. on the 32nd day after activation.
6. **Youth Unlimited Pass.** No cost unlimited-ride pass available to youth who are Socioeconomically Disadvantaged (SED) students, as defined by the California Department of Education. Distributed by the SamTrans administrative offices to participating school districts and schools.
7. **Way2Go Pass.** Unlimited-ride pass available to educational institutions, employers, and residential complexes (“Organizations”) for use on all SamTrans service within the calendar year or semester issued. Organizations must purchase for all eligible participants, defined as:
  - a. Educational Institutions: all full-time students, or other eligible sub-groups subject to SamTrans approval (e.g., designated low-income student groups)
  - b. Employers: all full-time employees, or other eligible sub-groups subject to SamTrans approval (e.g., employees who live in San Mateo County)
  - c. Residential complexes: all residents age 5 years or older
8. **Regional All-Agency Pass Pilot.** Available to passengers who are selected to participate in Regional Fare Coordination and Integration Study administered by the Bay Area Fare Integration Task Force, managed by the Metropolitan Transportation Commission and Bay Area Rapid Transit.

**B. Fare Categories:**

1. **Adult.** Applies to passengers aged nineteen (19) through sixty-four (64).
2. **Eligible Discount.** Available to passengers aged sixty-five (65) or older, or who possess a Regional Transit Connection (RTC) Discount Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles, or a valid



transit discount card issued by another California transit agency which is equivalent to the RTC Discount Card. Passengers carrying an RTC Discount Card marked with an attendant symbol may have a personal care attendant travel with them at the Eligible Discount fare.

3. **Youth.** Available to passengers who are eighteen (18) years old or younger. Up to two children aged four (4) years or younger may travel free with each Adult or Eligible Discount fare-paying passenger. Additional children are subject to the Youth fare.
4. **Clipper START Program.** SamTrans' participation in the Regional Means-Based Fare Program, administered by the Metropolitan Transportation Commission, provides discounted SamTrans fares for eligible participants who meet income thresholds as defined by MTC. For information on program details, eligibility criteria, or to apply, visit [www.clipperstartcard.com](http://www.clipperstartcard.com).

### C. **Waived Fares.**

Local and Express Bus fares are waived for the following categories of passengers with proper identification or fare media (Visit [www.samtrans.com/fares/fare-types](http://www.samtrans.com/fares/fare-types) for more info):

1. **Peace Officers.** Uniformed and non-uniformed, sworn and non-sworn peace officers.
2. **Military Personnel.** Active military personnel.
3. **Employees/Retirees.** San Mateo County Transit District employees, qualified retirees, spouses, domestic partners and dependent children under the age of eighteen (18).
4. **Board of Directors and Citizens Advisory Committee Members.** Board of Directors and Citizens Advisory Committee members.
5. **ADA Paratransit-eligible Passengers.** Passengers certified for Redi-Wheels and RediCoast (ADA) paratransit, and their personal care attendants, except as specified for "Ride Plus Microtransit Service" under Section V.
6. **School Field Trips Passengers.** Passengers who are traveling from public schools located within the San Mateo County for the purpose of a school-sponsored field trip and whose field trip group has pre-arranged fare waivers with the San Mateo County Transit District.

### III. **ADA AND NON-ADA PARATRANSIT FARE TYPES & CATEGORIES**

ADA Paratransit Redi-Wheels and RediCoast, and non-ADA Paratransit 5311 Coastside Demand Response services require advanced reservations; service area restrictions apply.

#### A. **ADA Paratransit: Redi-Wheels and RediCoast**

1. **Regular Scheduled Redi-Wheels and RediCoast.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, ~~and~~ (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are taking trips scheduled at least one day in advance. Available through the SamTrans mobile app, cash or ticket. Tickets are sold in sheets with 10 rides at SamTrans Administrative Office and via mail/fax.

2. **Lifeline Scheduled Redi-Wheels and RediCoast.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, ~~and~~ (iii) are certified by the District as receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal, and (iv) are taking trips scheduled at least one day in advance. Available through the SamTrans mobile app, cash or ticket. Tickets are sold in sheets with 10 rides at SamTrans Administrative Office or via mail/fax.
  
3. **Service Agency-sponsored Group Trips.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are participating in group trips sponsored by eligible agencies. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal. Eligible agencies are: ~~Poplar Recare,~~ Rosener House, San Carlos Adult Day Care, ~~Senior Focus,~~ Senior ~~Day Care~~ Behavioral Health, South San Francisco Adult Day Care and Coastside Adult Day Health Care. Sponsor is billed by the District after the trip.
  
4. **Regular Same-Day Paratransit.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are taking trips scheduled the same day. Cash payment only.
  
5. **Lifeline Same-Day Paratransit.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, (iii) are certified by the District as receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal, and (iv) are taking trips scheduled the same day. Cash payment only.

**B. Non-ADA Paratransit: 5311 Coastside Demand Response**

1. **Regular and Lifeline 5311 Coastside Demand Response.** For passengers living in the 5311 Coastside Service Area. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance or Medi-Cal. Pay with cash or the SamTrans mobile app.
  
2. **Agency-sponsored Group Trips.** For passengers living in the 5311 Coastside Service Area who are participating in group trips sponsored by Senior Coastsiders. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance or Medi- Cal. Sponsor is billed by the District after the trip.

**IV. FARE PAYMENT**

- A. Cash Payment.** Cash payments are made by feeding bills or coins into the farebox. Bills up to

\$20 (twenty dollars) and coins of one cent, five cents, 10 cents and 25 cents are accepted. No change is provided in case of overpayment.

- B. **Local and Express One-way Ticket.** Tickets are sold only in packages of 10. Ticket packages are available for Adult, Youth and Eligible Discount fare categories. Each Ticket is valid for one Local or Express ride.
  
- C. **Clipper®.** Clipper is available via Clipper card and Clipper mobile app. Use of Clipper requires customers to “tap” the card or the mobile device at the validator on-board buses. The Clipper system is a transit fare payment platform issued and administered by the Metropolitan Transportation Commission (MTC) that is valid for use on all major public transit services throughout the San Francisco Bay Area. There may be fees associated with the use of a Clipper card or Clipper mobile app. Such fees, if any, will be set by the MTC. Clipper customers will have an approximate 10 percent discount over One-way cash fares.
  
- D. **Mobile Ticketing Application Program.** Customers may purchase via the SamTrans Mobile App: (i) Local and Express One-way; (ii) Local and Express Day Pass; (iii) Paratransit Redi-Wheels/RediCoast One-way (ADA); (iv) Paratransit 5311 Coastside Demand Responsive One-way (non-ADA); and (v) Summer Youth Pass. Credit and debit cards are accepted.
  
- E. **Inter-agency Transfers.** Transfers from certain transit systems to SamTrans will receive one Local and Express fare credit; available only on Clipper.

AC Transit 31-day Ticket	Local and Express Fare Credit within two hours of tapping Clipper on home system
Caltrain Monthly Pass, two or more zones	Local and Express Fare Credit
DB (Dumbarton Express) 31-day Ticket	Local and Express Fare Credit within two hours of tapping Clipper on home system
Santa Clara Valley Transportation Authority	Local and Express Fare Credit within two hours of tapping Clipper on home system

- F. **Institutional Agreements.** The General Manager/CEO may enter into agreements with public and private institutions (including other public transit agencies) through which SamTrans is reimbursed for bus trips taken by defined groups of riders, provided the reimbursement rate is an existing price in the SamTrans Fare Structure.
  
- G. **Special Promotional Fares.** From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

**H. Rules and Regulations.** All Passes and Tickets are subject to District regulations as may be adopted from time to time. Misuse of a Pass or Ticket or violation of the laws governing behavior on transit vehicles makes such Pass or Ticket subject to revocation. Passes must be kept in the possession of the rider at all times. Assigned Passes may not be transferred to another individual.

Passes and Tickets are not subject to refund or replacement.

-Fixed-route fare media are not valid on Paratransit service. District staff is empowered to add means of fare media distribution (e.g. website) without amendment of this document.

## **V. SERVICE CLASSIFICATIONS**

### **A. Local Service**

Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets are classified as Local service. Local routes provide service at each established bus stop.

### **B. Express Service**

Express service includes specialized routes of an inter-community nature that operate a significant portion of the route length along freeways without intermediate stops.

### **C. ADA and non-ADA Paratransit Service**

1. **ADA Paratransit.** Service known as Redi-Wheels and RediCoast operates for certified passengers with disabilities traveling in the San Mateo County Transit District service area. ~~Advance~~<sup>R</sup>Reservations are required, and certain qualifying and service area restrictions apply.

- a. The Redi-Wheels service area includes the bayside of San Mateo County, portions of the City of Palo Alto north of Embarcadero Road, and the City of San Francisco in the Stonestown area and the Bayshore Corridor.
- b. The RediCoast service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside, San Francisco and Palo Alto.
- c. Redi-Wheels and RediCoast customers are able to transfer to other paratransit providers in San Mateo County, San Francisco, Santa Clara County, and the East Bay at specified locations.

2. **Non-ADA Paratransit.** Service known as 5311 Coastside Demand Responsive service is available to customers living in Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside of San Mateo County, portions of San Francisco and Palo Alto. Advance reservations

are required, and certain qualifying and service area restrictions apply.

**D. Ride Plus Microtransit Service**

SamTrans' microtransit service, known as Ride Plus, is a demand-responsive service model offering flexible routing of transit vehicles to serve one or multiple trip requests within a defined service area. Passengers wishing to use Ride Plus may request a ride using a mobile app or by phone. Adult and Youth/Eligible Discount fares apply. Passengers certified for Redi-Wheels and RediCoast (ADA) paratransit, and their personal care attendants, pay Eligible Discount fares.

**VI. PARKING**

**A. Fees**

Parking is provided for a fee at the Colma Park and Ride lot on a per-day or monthly basis. Daily parking fees are payable at the parking payment machine. Monthly parking passes can be purchased at the SamTrans Administrative Offices or via [www.samtrans.com](http://www.samtrans.com). The General Manager/CEO may authorize the sale of "reserved" parking permits for a fee of up to \$105.00 per month.

**B. Restrictions**

The use of San Mateo County Transit District parking facilities shall be in accordance with District's Vehicle Parking Regulations and other rules.

Adopted – May 26, 1976  
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 Proposed to be Effective upon activation of Clipper® Next Generation

**San Mateo County Transit District**  
**State of California**  
 \* \* \*  
**Fare Structure**

**I. FARE PRICES**

**Fixed-route Service**

<b>Product</b>	<b>Payment Options</b>	<b>Category</b>	<b>Current</b>
Local & Express One-way (2-hour transfer on Clipper, SamTrans Mobile app* and Open Payment)	Cash, SamTrans Mobile app*, Ticket	Adult	\$2.25
		Youth/Eligible Discount	\$1.10
	Clipper/Open Payment	Adult	\$2.05
	Clipper	Youth/Eligible Discount/Clipper START	\$1.00
	Transfers from Other Agencies (Clipper & Open Payment)^	Adult/Youth/Eligible Discount/Clipper START	One free transfer
Local & Express Day Pass	Cash, SamTrans Mobile app*	Adult	\$4.50
		Youth/Eligible Discount	\$2.00
	Clipper Mobile app**	Adult	\$4.10
		Youth/Eligible Discount	\$2.00
Local & Express Monthly Pass	Clipper	Adult	\$65.60
		Youth/Eligible Discount	\$27.00
Day Pass Accumulator	Clipper/Open Payment	Adult	\$4.10
	Clipper	Youth/Eligible Discount/Clipper START	\$2.00
Monthly Pass Accumulator	Clipper/Open Payment	Adult	\$65.60
	Clipper	Youth/Eligible Discount/Clipper START	\$27.00

^ Accepted Inter-agency transfers on Clipper: Caltrain Monthly Pass (2 or more zones), VTA Monthly Pass, Dumbarton Express 31-day Pass and AC Transit 31-day Pass

\* The SamTrans Mobile app will run in conjunction with the Clipper mobile application for approximately 6 months, after which Local and Express One-way and Local and Express Day Pass will only be available on the Clipper mobile app

\*\* Clipper Mobile app is the only Clipper fare media that sells Local and Express Day Pass. The Clipper mobile Local and Express Day Pass is used as a flash pass and can be used for group travel

**Other Products**

Product	Payment Options	Category	Current
Local & Express 31-Day Ticket	Pursuant to agreement with SamTrans Administrative Office	Adult	\$65.60
		Youth/Eligible Discount	\$27.00
Local & Express One-way 10-Ticket	SamTrans Sales Outlets, SamTrans Administrative Office	Adult	\$22.50
		Youth/Eligible Discount	\$11.00
Youth Unlimited Pass	Pursuant to agreement with SamTrans Administrative Office	Socio-Economically Disadvantaged Youth	Free
Summer Youth Pass	SamTrans Mobile app, www.samtrans.com, SamTrans Administrative Office	Youth	\$40.00
Way2Go Pass	Pursuant to agreement with SamTrans Administrative Office	Educational Institution	\$35 per semester / \$70 per year (\$2,500 annual minimum)
		Employer	\$75 per year (\$2,500 annual minimum)
		Residential Complex	\$40 per year (\$2,500 annual minimum)

**Demand Response Services**

Product	Payment Options	Category	Current
<u>Scheduled</u> Paratransit Redi-Wheels/RediCoast One-way (ADA)	Cash, SamTrans Mobile app	Regular	\$4.25
		Lifeline	\$1.75
	10-Ticket Sheet available at SamTrans Administrative Office	Regular	\$42.50
		Lifeline	\$17.50
	Agency-sponsored Group Trips through SamTrans Administrative Office	Regular	\$5.00 per rider
		Lifeline	\$2.25 per rider
<u>Same-Day Paratransit Redi-Wheels/RediCoast One-way (ADA)</u>	<u>Cash</u>	<u>Regular</u>	<u>\$10 per rider</u>
		<u>Lifeline</u>	<u>\$8 per rider</u>
Paratransit 5311 Coastside On-demand One-way (non-ADA)	Cash, SamTrans Mobile app	Regular	\$4.25
		Lifeline	\$1.75
	Agency-sponsored Group Trips through SamTrans Administrative Office	Regular	\$4.50 per rider
		Lifeline	\$1.75 per rider
Microtransit	Same as Local & Express fixed-route	Adult/Youth/Eligible Discount/Clipper START	Local & Express fixed-route Fare Structure applies

**Parking**

Daily Parking at Colma Park and Ride	Cash, credit/debit card	\$3.00
Monthly Parking at Colma Park and Ride	www.samtrans.com, SamTrans Administrative Office	\$63.00

## II. FIXED-ROUTE SERVICE FARE TYPES & CATEGORIES

### A. Fare Types:

1. **Local and Express One-way (with Transfers).** Available through Clipper<sup>®</sup>, the SamTrans mobile app, cash or Ticket. Valid on Local and Express service. For customers using Clipper or SamTrans mobile app: includes free transfers on SamTrans Local and Express service for 120 minutes.
2. **Local and Express Day Pass.** Available through the SamTrans mobile app or cash. When purchased on-board, bus operator issues through the farebox. Valid on Local and Express service from the time of activation at the farebox until 2:00 a.m. the next day.
3. **Local and Express Monthly Pass.** Available through Clipper. Valid on Local and Express service from 12:01 a.m. on the first day of the month for which issued until 2:00 a.m. on the first day of the following month.
4. **Summer Youth Pass.** Available through the SamTrans mobile app, [www.samtrans.com](http://www.samtrans.com) or advance purchase at SamTrans Administrative Office. Valid on Local service from 12:01 a.m. on June 1 until 2:00 a.m. on September 1.
5. **Local and Express 31-Day Ticket.** Available for pre-purchase through qualified schools and social service agencies pursuant to agreement with the SamTrans Administrative Office. Ticket is valid on Local and Express service from the time of activation at the farebox until 2 a.m. on the 32nd day after activation.
6. **Youth Unlimited Pass.** No cost unlimited-ride pass available to youth who are Socioeconomically Disadvantaged (SED) students, as defined by the California Department of Education. Distributed by the SamTrans administrative offices to participating school districts and schools.
7. **Way2Go Pass.** Unlimited-ride pass available to educational institutions, employers, and residential complexes (“Organizations”) for use on all SamTrans services within the calendar year or semester issued. Organizations must purchase for all eligible participants, defined as:
  - a. Educational Institutions: all full-time students, or other eligible sub-groups subject to SamTrans approval (e.g., designated low-income student groups)
  - b. Employers: all full-time employees, or other eligible sub-groups subject to SamTrans approval (e.g., employees who live in San Mateo County)



- c. Residential complexes: all residents age 5 years or older
8. **Regional All-Agency Pass Pilot.** Available to passengers who are selected to participate in Regional Fare Coordination and Integration Study administered by the Bay Area Fare Integration Task Force, managed by the Metropolitan Transportation Commission and Bay Area Rapid Transit.

**B. Fare Categories:**

1. **Adult.** Applies to passengers aged nineteen (19) through sixty-four (64).
2. **Eligible Discount.** Available to passengers aged sixty-five (65) or older, or who possess a Regional Transit Connection (RTC) Discount Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles, or a valid transit discount card issued by another California transit agency which is equivalent to the RTC Discount Card. Passengers carrying an RTC Discount Card marked with an attendant symbol may have a personal care attendant travel with them at the Eligible Discount fare.
3. **Youth.** Available to passengers who are eighteen (18) years old or younger. Up to two children aged four (4) years or younger may travel free with each Adult or Eligible Discount fare-paying passenger. Additional children are subject to the Youth fare.
4. **Clipper START Program.** SamTrans' participation in the Regional Means-Based Fare Program, administered by the Metropolitan Transportation Commission, provides discounted SamTrans fares for eligible participants who meet income thresholds as defined by MTC. For information on program details, eligibility criteria, or to apply, visit [www.clipperstartcard.com](http://www.clipperstartcard.com).

**C. Waived Fares.**

Local and Express Bus fares are waived for the following categories of passengers with proper identification or fare media (Visit [www.samtrans.com/fares/fare-types](http://www.samtrans.com/fares/fare-types) for more info):

1. **Peace Officers.** Uniformed and non-uniformed, sworn and non-sworn peace officers.
2. **Military Personnel.** Active military personnel.
3. **Employees/Retirees.** San Mateo County Transit District employees, qualified retirees, spouses, domestic partners and dependent children under the age of eighteen (18).
4. **Board of Directors and Citizens Advisory Committee Members.** Board of Directors and Citizens Advisory Committee members.
5. **ADA Paratransit-eligible Passengers.** Passengers certified for Redi-Wheels and RediCoast (ADA) paratransit, and their personal care attendants, except as specified for "Ride Plus Microtransit Service" under Section V.
6. **School Field Trips Passengers.** Passengers who are traveling from public schools located within the San Mateo County for the purpose of a school-sponsored field trip and whose field trip group has pre-arranged fare waivers with the San Mateo County Transit District.

### III. ADA AND NON-ADA PARATRANSIT FARE TYPES & CATEGORIES

ADA Paratransit Redi-Wheels and RediCoast, and non-ADA Paratransit 5311 Coastside Demand Response services require advanced reservations; service area restrictions apply.

#### A. ADA Paratransit: Redi-Wheels and RediCoast

1. **Regular Scheduled Redi-Wheels and RediCoast.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, ~~and~~ (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are taking trips scheduled at least one day in advance. Available through the SamTrans mobile app, cash or ticket. Tickets are sold in sheets with 10 rides at SamTrans Administrative Office and via mail/fax.
2. **Lifeline Scheduled Redi-Wheels and RediCoast.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, ~~and~~ (iii) are certified by the District as receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal, and (iv) are taking trips scheduled at least one day in advance. Available through the SamTrans mobile app, cash or ticket. Tickets are sold in sheets with 10 rides at SamTrans Administrative Office or via mail/fax.
3. **Service Agency-sponsored Group Trips.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are participating in group trips sponsored by eligible agencies. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal. Eligible agencies are: ~~Poplar Recare,~~ Rosener House, San Carlos Adult Day Care, ~~Senior Focus,~~ Senior ~~Day Care~~ Behavioral Health, South San Francisco Adult Day Care and Coastside Adult Day Health Care. Sponsor is billed by the District after the trip.
4. **Regular Same-Day Paratransit.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, and (iii) are taking trips scheduled the same day. Cash payment only.
- 3-5. **Lifeline Same-Day Paratransit.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, (ii) possess a valid Redi-Wheels or RediCoast card, (iii) are certified by the District as receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal, and (iv) are taking trips scheduled the same day. Cash payment only.

#### B. Non-ADA Paratransit: 5311 Coastside Demand Response

1. **Regular and Lifeline 5311 Coastside Demand Response.** For passengers living in the 5311 Coastside Service Area. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance or Medi-Cal. Pay

with cash or the SamTrans mobile app.

2. **Agency-sponsored Group Trips.** For passengers living in the 5311 Coastside Service Area who are participating in group trips sponsored by Senior Coastsiders. Lifeline fares apply to such passengers who also receive Supplemental Security Income, San Mateo County General Assistance or Medi- Cal. Sponsor is billed by the District after the trip.

#### IV. FARE PAYMENT

- A. **Cash Payment.** Cash payments are made by feeding bills or coins into the farebox. Bills up to \$20 (twenty dollars) and coins of one cent, five cents, 10 cents and 25 cents are accepted. No change is provided in case of overpayment.
- B. **Local and Express One-way Ticket.** Tickets are sold only in packages of 10. Ticket packages are available for Adult, Youth and Eligible Discount fare categories. Each Ticket is valid for one Local or Express ride.
- C. **Clipper®.** Clipper is available via Clipper card and Clipper mobile app. Use of Clipper requires customers to “tap” the card or the mobile device at the validator on-board buses. The Clipper system is a transit fare payment platform issued and administered by the Metropolitan Transportation Commission (MTC) that is valid for use on all major public transit services throughout the San Francisco Bay Area. There may be fees associated with the use of a Clipper card or Clipper mobile app. Such fees, if any, will be set by the MTC. Clipper customers will have an approximate 10 percent discount over One-way cash fares.
- D. **Mobile Ticketing Application Program.** Customers may purchase via the SamTrans Mobile App: (i) Local-and Express One-way; (ii) Local and Express Day Pass; (iii) Paratransit Redi-Wheels/RediCoast One-way (ADA); (iv) Paratransit 5311 Coastside Demand Responsive One-way (non-ADA); and (v) Summer Youth Pass. Credit and debit cards are accepted. SamTrans mobile ticketing will run in conjunction with the Clipper mobile application for approximately 6 months, after which Local-and Express One-way and Local and Express Day Passes will no longer be sold on the SamTrans Mobile App, and will only be available on the Clipper mobile application.
- E. **Open Payment**  
Open payment allows accepted contactless debit and credit cards to be tapped at Clipper validators onboard SamTrans buses to pay for Local & Express One-Way fares, Day Pass Accumulators and Monthly Pass Accumulators. Open payment functionality is only applicable to the Adult fare category.

**F. Inter-agency Transfers**

Transfers from certain transit systems to SamTrans will receive one Local and Express One-Way fare credit; available only on Clipper.

AC Transit 31-day Ticket	Local and Express One-Way Fare Credit within two hours of tapping Clipper on home system
Caltrain Monthly Pass, two or more zones	Local and Express One-Way Fare Credit
DB (Dumbarton Express) 31-day Ticket	Local and Express One-Way Fare Credit within two hours of tapping Clipper on home system
Santa Clara Valley Transportation Authority Monthly Pass	Local and Express One-Way Fare Credit within two hours of tapping Clipper on home system

**G. Free or Reduced Cost Transfers-Regional Transit Pilot Program**

The Free or Reduced Cost Transfers Regional Transit Pilot Program is part of the Regional Fare Coordination and Integration Study. It is managed by MTC and BART in close coordination with regional transit operators and SamTrans. The Pilot Program will provide a transfer discount up to the region’s highest local transit fare to riders using Clipper (excluding pass products), or open payment, when transferring to SamTrans within two hours of the first boarding.

**H. Institutional Agreements.** The General Manager/CEO may enter into agreements with public and private institutions (including other public transit agencies) through which SamTrans is reimbursed for bus trips taken by defined groups of riders, provided the reimbursement rate is an existing price in the SamTrans Fare Structure.

**I. Special Promotional Fares.** From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

**J. Rules and Regulations.** All Passes and Tickets are subject to District regulations as may be adopted from time to time. Misuse of a Pass or Ticket or violation of the laws governing behavior on transit vehicles makes such Pass or Ticket subject to revocation. Passes must be kept in the possession of the rider at all times. Assigned Passes may not be transferred to another individual.

Passes and Tickets are not subject to refund or replacement.

Fixed-route fare media are not valid on Paratransit service. District staff is empowered to add means of fare media distribution (e.g. website) without amendment of this document.

## V. SERVICE CLASSIFICATIONS

### A. Local Service

Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets are classified as Local service. Local routes provide service at each established bus stop.

### B. Express Service

Express service includes specialized routes of an inter-community nature that operate a significant portion of the route length along freeways without intermediate stops.

### C. ADA and non-ADA Paratransit Service

1. **ADA Paratransit.** Service known as Redi-Wheels and RediCoast operates for certified passengers with disabilities traveling in the San Mateo County Transit District service area. ~~R~~Advance reservations are required, and certain qualifying and service area restrictions apply.
  - a. The Redi-Wheels service area includes the bayside of San Mateo County, portions of the City of Palo Alto north of Embarcadero Road, and the City of San Francisco in the Stonestown area and the Bayshore Corridor.
  - b. The RediCoast service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside, San Francisco and Palo Alto.
  - c. Redi-Wheels and RediCoast customers are able to transfer to other paratransit providers in San Mateo County, San Francisco, Santa Clara County, and the East Bay at specified locations.
2. **Non-ADA Paratransit.** Service known as 5311 Coastside Demand Responsive service is available to customers living in Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside of San Mateo County, portions of San Francisco and Palo Alto. Advance reservations are required, and certain qualifying and service area restrictions apply.

### D. Ride Plus Microtransit Service

SamTrans' microtransit service, known as Ride Plus, is a demand-responsive service model offering flexible routing of transit vehicles to serve one or multiple trip requests within a defined service area. Passengers wishing to use Ride Plus may request a ride using a mobile app or by phone. Adult and Youth/Eligible Discount fares apply. Passengers certified for Redi-Wheels and RediCoast (ADA) paratransit, and their personal care attendants, pay Eligible Discount fares.

## **VI. PARKING**

### **A. Fees**

Parking is provided for a fee at the Colma Park and Ride lot on a per-day or monthly basis. Daily parking fees are payable at the parking payment machine. Monthly parking passes can be purchased at the SamTrans Administrative Offices or via [www.samtrans.com](http://www.samtrans.com). The General Manager/CEO may authorize the sale of “reserved” parking permits for a fee of up to \$105.00 per month.

### **B. Restrictions**

The use of San Mateo County Transit District parking facilities shall be in accordance with District's Vehicle Parking Regulations and other rules.





# Same-Day Paratransit Service Pilot

- Program description
- Timeline
- Performance and ridership overview
- Service Trends
- Customer Feedback
- Request for Board approval to make program permanent



# Same day paratransit service pilot program description

- Goal - Provide paratransit riders the opportunity to have same day service, in response to long-standing requests from the community
- Goal - Program to be within current paratransit budget and to make better use of existing system capacity
- This program surpasses ADA requirements
- Trips scheduled for registered Redi-Wheels customers using available system capacity
- Premium service with higher fares (\$10 standard fare, \$8 fare assistance)
- Lower cost of transportation for the customers. Comparable taxi trip costs \$21 vs. same-day fare \$10 standard or \$8 with fare assistance
- Customers can still reserve regular paratransit trips at regular price, if same-day paratransit isn't the right option

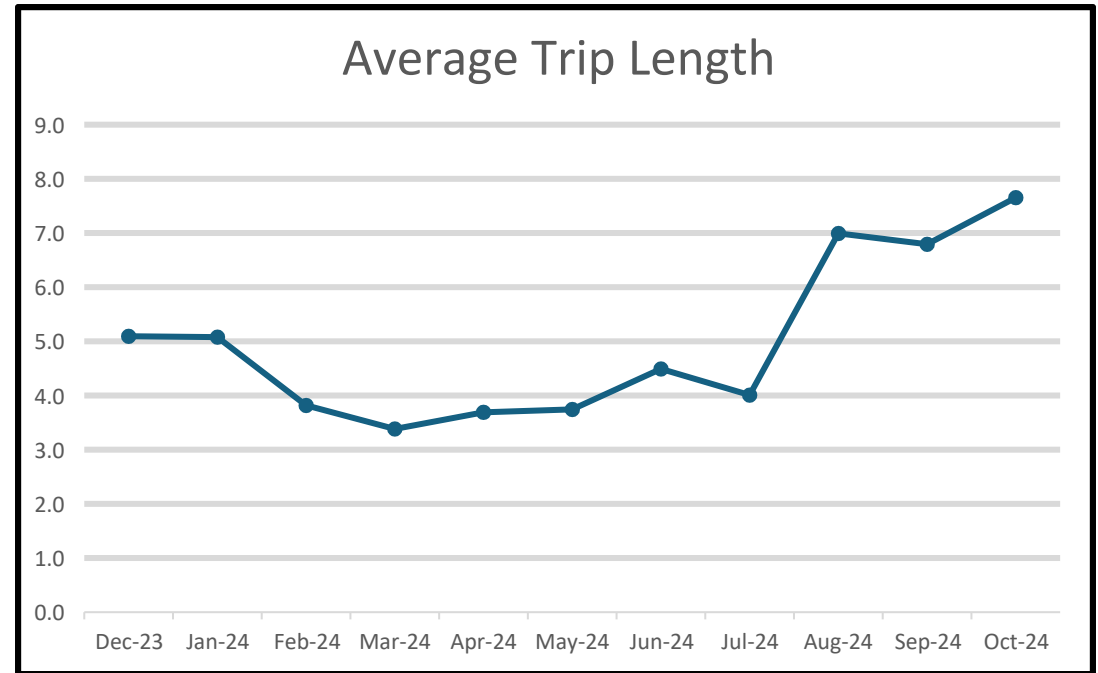
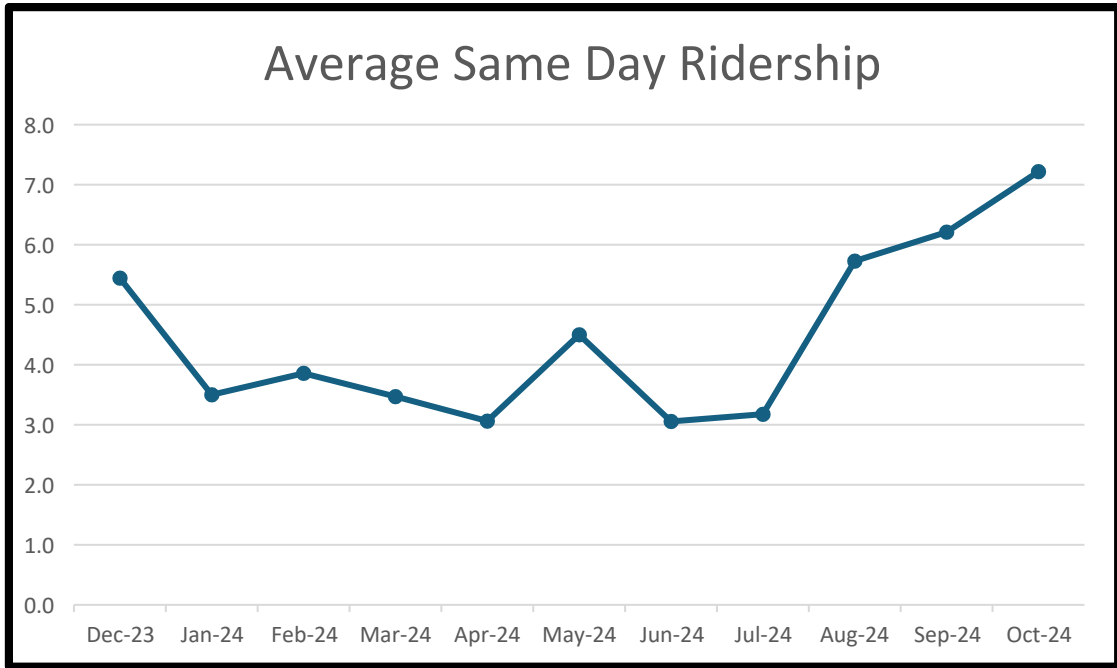
# Same Day Paratransit Timeline

- 12/18/2023 Service began with limited hours
- 8/12/2024 6-month assessment and service improvements
- Changes communicated to riders through mailing to customers, take-ones, presentation at CAC and announcements at PAC, COA, COD
- 12/4/2024 Request Board approval to make the program permanent
- 12/4/2024 Public hearing to add same-day fares to fare policy
- 12/17/2024 One year pilot ends
- 12/18/2024 Program becomes permanent
- Spring 2025 Survey of same-day paratransit riders

# Performance and ridership overview

- Ridership as of November 25: 987 trips
- Approximately 7.1 trips per day in most recent month (Ridership increased 65% since program changes in August)
- 331 individuals used the same-day service
- No negative impact to mandated ADA paratransit service
- Trip length increased from 4.3 miles to 7.3 miles (70%)

# Changes after August



# Service Trends

- Non-ambulatory trips are 22% of same-day rides, which is similar to regular Redi-Wheels trips in October 2024
- 31% use fare assistance (low-income) compared to 37% of regular Redi-Wheels users
- Few Same-Day trips are cancelled by the customer or denied.
- All evaluation metrics meet or exceed the program's goals
- Multiple trip purposes: medical, social, errands
- Average trip distance: 7.3 miles
- Average trip time: 29 minutes

# Customer Feedback

- Essential service – 26% surveyed riders said they would not be able to make the trip without this type of service
- Same-day service is beneficial to customers with unanticipated trip needs
- Positive customers feedback. Ben McMullan said,  
**“As chair of the PAC, I am supportive of same-day paratransit trips as I believe it will allow for more flexibility to users of the service to make same day trips.”**

# Staff proposal – permanent program

- Staff proposes to make the Redi-Wheels Same-Day Paratransit Pilot a permanent part of Redi-Wheels service.
- If the Board approves, there will be a public hearing later in the meeting to add same-day service to the fare policy.



# Thank You



Please email [RivasA@samtrans.com](mailto:RivasA@samtrans.com) with any questions.

**San Mateo County Transit District  
Staff Report**

To: Board of Directors  
Through: April Chan, General Manager/CEO  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024**

**Action**

Staff proposes the Board accept the San Mateo County Transit District's (District) Fiscal Year (FY) 2024 Annual Comprehensive Financial Report (ACFR). On November 15, 2024, the SamTrans Audit Committee met and voted to recommend acceptance of the ACFR to the SamTrans Board.

The Fiscal Year 2024 ACFR is attached and will also be available online at:

<https://www.samtrans.com/about-samtrans/finance/annual-comprehensive-financial-reports>

**Significance**

Annually, staff is responsible for preparation of an annual report on the financial position and financial results of the District. The District contracts with an independent auditor, Eide Bailly LLP, to conduct yearly audits of the Financial Statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The independent auditor has provided an unmodified, or "clean," opinion on the Financial Statements.

The District presents these audited financial statements, along with the auditor's opinion thereupon, in a comprehensive document called the Annual Comprehensive Financial Report (ACFR). The ACFR serves as the District's primary source of disclosure to the public and to the financial community regarding the status of the District's financial position.

**Budget Impact**

There is no impact on the Budget.

**Background**

The ACFR is prepared in accordance with the guidelines set forth by the Government Accounting Standards Board and is organized into three sections – Introductory, Financial, and Statistical Sections.

- The **Introductory** Section includes a Transmittal Letter and provides general information on the District's structure, personnel, economic outlook and finances.

- The **Financial** Section includes audited financial statements which provide detailed financial information as well as comparative financial data. The Management Discussion & Analysis (MD&A) is also found in the Financial Section. Along with the Transmittal Letter, the MD&A is of most interest to those looking for a narrative annual review of the District's finances.
- The **Statistical** Section provides a broad range of data covering key financial trends including revenue and debt capacity, economic and demographic data and operating information.

The introductory section and the statistical section presented in the ACFR are not required by California Government Code to be reported as part of the audited financial statements of the District. These sections are required when producing an ACFR which the District chooses to do in order to provide detailed information about the financial condition of the District in a form that is understandable to our customers and constituents.

Together, all sections of the ACFR provide the detail as well as the perspective with which to assess the District's financial condition.

The ACFR is prepared and presented to the Government Finance Officers Association (GFOA) for their review, evaluation and to apply for the Certificate of Achievement for Excellence in Financial Reporting. The District has received an award for every year that the report was submitted.

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

# San Mateo County Transit District

San Carlos, California



# Annual Comprehensive Financial Report

Fiscal Years Ended June 30, 2024 and 2023



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*San Mateo County*  
**TRANSIT DISTRICT**

**San Carlos, California**

***Annual Comprehensive Financial Report***

**Fiscal Years Ended June 30, 2024 and 2023**

**Prepared by the Finance Division**

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San Mateo County Transit District

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**Introductory**

Letter of Transmittal

GFOA Certificate of Achievement

Board of Directors

Executive Management

Organization Chart

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Table of Credits

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**MMDDYY**

**To the Board of Directors of the San Mateo  
County Transit District and the Citizens of San  
Mateo County  
San Carlos, California**

**Annual Comprehensive Financial Report  
Fiscal Year Ending June 30, 2024 (FY24)**

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of the San Mateo County Transit District (District) for the Fiscal Year ended June 30, 2024 (FY24). This transmittal letter provides a summary of the District's finances, services, achievements, and economic prospects for readers without a technical background in accounting or finance. Readers desiring a more detailed discussion of the District's financial results may refer to the Management's Discussion and Analysis in the Financial Section.

Management assumes sole responsibility for all the information contained in this report, including its presentation and the adequacy of its disclosures. To the best of our knowledge, we believe this report to be complete and reliable in all material respects. To provide a reasonable basis for making this representation, we have established a comprehensive system of internal controls designed to protect the District's assets from loss, identify and record transactions accurately, and compile the information necessary to produce financial statements in conformity with Generally Accepted Accounting Principles (GAAP). Because the cost of internal controls should not exceed the likely benefits, the District's internal control system intends to provide reasonable (but not absolute) assurance that the financial statements are free from material misstatement.

To test the performance of the internal control system, the District contracted for independent auditing services from Eide Bailly LLP, a certified public accounting firm licensed to practice in the State of California. The auditor expressed an opinion that the District's financial statements are fairly stated in all material respects and in compliance with accounting principles generally accepted in the United States of America. This conclusion is the most favorable kind and is commonly known as an "unmodified" or "clean" opinion.

## **SECTION 1: PROFILE OF THE ORGANIZATION**

### ***Basic Information***

The District is an independent political subdivision of the State of California, formed by the California State Legislature on August 14, 1974 and approved by San Mateo County voters in the general election that followed. San Mateo County is located on the peninsula south of the City and County of San Francisco, bordered on the west by the Pacific Ocean, on the east by the San Francisco Bay and on the south by the counties of Santa Clara and Santa Cruz.

The overall purpose of the District is to plan, develop, finance, and operate a modern, coordinated system of transportation that meets local mobility demands and promotes sound growth and economic development for the region. The District provides bus transit services throughout San Mateo County, north into downtown San Francisco, and south to Palo Alto in Santa Clara County. The District also operates paratransit and shuttle services, connecting rail stations to employment centers in San Mateo County. And the District is a partner in a three-agency joint powers authority that owns and operates Caltrain, a commuter rail service between San Francisco and Silicon Valley. In addition, the District collaborates with other transportation and transit agencies in the San Francisco Bay Area to coordinate transit connections and services. No other organization within San Mateo County has a similar scope of responsibility for public transportation.

### ***History***

On January 1, 1975, the District began consolidating 11 separate municipal bus systems in San Mateo County and initiated local bus service where none existed. By July 1976, the District had established a viable network of local bus service throughout a 446 square mile service area in the county. In 1977, the District added mainline service between Palo Alto and downtown San Francisco through a contract with Greyhound Lines, Inc. and inaugurated its Redi-Wheels demand response service for the mobility impaired. During its history of operations, the District has provided transportation to special events such as the Democratic National Convention, the Major League Baseball World Series and All-Star Games, the National Football League Super Bowl, World Cup Soccer and the American Public Transportation Association's Commuter Rail Conference.

The District has fought throughout its history to preserve passenger rail service along the San Francisco Peninsula and led a successful campaign in 1978 to avoid an impending decision by the Southern Pacific Transportation Company to discontinue the commuter rail service. Two years later, the California Department of Transportation negotiated a purchase of service agreement with the Southern Pacific to continue to operate the commuter rail service under the name "Caltrain" while the local counties determined if they could assume control of the corridor. As a result, the Peninsula Corridor Joint Powers Board (JPB) was formed with the three member agencies: City and County of San Francisco, San Mateo County Transit District, and Santa Clara Valley Transportation Authority. The Southern Pacific right-of-way from San Francisco to San Jose was purchased using California grants and District funds. District funds covered the local share of the purchase price (about \$82 million) on behalf of the three member agencies. The District was then selected as the Managing Agency for the locally controlled and operated Caltrain passenger service in 1992. Amtrak served as the JPB's operator until May 2012. After that, the contract to operate the rail passenger service was awarded by the JPB Board to Transit America Services Incorporated (TASI) after a competitive procurement process.

### ***Governance***

A nine-member Board of Directors governs the District. The publicly elected County Board of Supervisors appoints two of its own members and a public transportation expert to the District Board. The City Selection Committee appoints three elected city councilmembers that represent three different judicial districts within the county, bringing the District Board membership to six. These six members then select the remaining three board members from the general public, one of which must be a coastal resident, due to a geographical diversity policy in place for public members. The Board of Directors meets once a month to determine overall policy for the District. In addition, the Board has created a 15-member Citizens Advisory Committee (CAC) with the principal objective of articulating the interests and needs of current and future customers.

### ***Administration***

In addition to providing policy direction and administration of SamTrans, the District is also the managing agency for Caltrain and the San Mateo County Transportation Authority. And the District provides staffing to the San Mateo County Express Lanes Joint Powers Authority (Express Lanes JPA). The District's current organizational structure includes changes made through a 2022 Memorandum of Understanding (MOU) on Caltrain governance between the JPB and its three member agencies, including the District. As a result of that MOU, the District remains the Managing Agency for the JPB. However, a new Caltrain Executive Director (ED) position was created that reports directly to the JPB's Board of Directors (rather than the District's Board of Directors or General Manager/CEO). Additionally, the Rail Division, and some new positions that were created in pursuant to the MOU, including a Chief of Staff and other directors, report to the Caltrain Executive Director. Those positions are shown in the Caltrain organization structure (which is shown separately in the Peninsula Corridor Joint Powers Board FY24 ACFR).

The *Bus Division* is responsible for SamTrans fixed-route bus service, paratransit services, microtransit services, shuttle service contracts, contracted urban bus services (CUB), quality assurance, non-revenue vehicles and facilities maintenance, intelligent transportation systems (ITS), and bus stops, all in full accord with the requirements of the Americans with Disabilities Act (ADA).

The *Communications Division*, a shared service that also supports Caltrain, TA, and the Express Lanes JPA, is responsible for customer service, marketing, sales, advertising, distribution services, public information, media relations, legislative activities, customer experience, and community outreach.

The *Executive Office* is responsible for directing and overseeing all activities and for providing support to the Board of Directors. This office also includes the Safety and Security, as well as the Board Secretary functions.

The *Finance Division*, also a shared service, is responsible for financial accounting and reporting, capital and operating budgeting, payroll and vendor disbursements, investments and cash management, debt management, revenue control, purchasing, contract administration, grant administration, financial planning and analysis, and risk management.

The *Division of Innovation and Technology (DoIT)*, another shared service Division, is tasked with overseeing and managing the District's innovation and technology functions. This includes critical areas such as Cybersecurity, Technology Infrastructure, Data Center Management IT Applications and Software,

Database Administration, Network Administration, and Systems Administration.

The *People and Culture Division*, also a shared service, is responsible for Office of Civil Rights (OCR), Employee and Labor Relations (ER), and Human Resources (HR) Services. OCR consists of Civil Rights and EEO; Diversity, Equity, Inclusion & Belonging (DEIB); Disadvantage and Small Business Enterprise (DBE/SBE) Administration; Contract (Labor) Compliance; and Title VI. ER consists of Employee and Labor Relations, Drug-free and Pull Notice Programs, Training and Development, and Employee Engagement. Human Resources consists of Benefits, Classification and Compensation, Employee Services (Day-to-Day Administration), Human Capital Management System (HCM), HR Policies, Leave of Absences (LOA), Retirement, Talent Acquisition (Recruitment), HR Strategies, and HR/Rail Shared Services.

The *Planning and Development Division* is responsible for the operations and strategic planning functions of the SamTrans system, as well as for the District's sustainability efforts which extends to Caltrain as well. In addition, the Division also oversees real estate leases and acquisition and disposal of properties for both SamTrans and Caltrain.

The *Transportation Authority Division* is responsible for operations of the San Mateo County Transportation Authority (the "TA"), which is governed by its own independent Board of Directors, and for implementation and oversight of voter-approved Transportation Expenditure Plans adopted as Measure A in 1988 and renewed in 2004, as well as a portion of the Congestion Relief Plan adopted as part of the District's Measure W in 2018.

### **Component Units**

The District is a legally separate and financially independent entity that is not a component unit of San Mateo County or any other organization. The District administers various activities for SamTrans, as well as for other agencies:

1. The Peninsula Corridor Joint Powers Board (JPB), which operates Caltrain.
2. The San Mateo County Transportation Authority (TA), which administers the Expenditure Plan funded by a half-cent transportation sales tax approved by San Mateo County voters in 2004 which will continue in effect until 2034, in addition to 50% of Measure W which was approved by voters in November 2018.
3. The San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

These agencies have their own separate corporate identities and governance, and they are not component units of the District. Therefore, this ACFR and the financial statements contained within represent solely the activities, transactions and status of the District.

### **Budget**

In FY23, after over four decades of annual budgets, the District moved to its first biennial budget cycle. The biennial budget cycle began with adoption of operating and capital budgets for FY24 and FY25. Instituting a biennial budget allows the District to focus on increasing access and mobility, reducing congestion, and promoting economic vitality in San Mateo County. Staff presented the first biennial budget to the Board of Directors in spring 2023, based on established agency goals, objectives, and performance measures. The Board of Directors monitors budget-to-actual performance through monthly staff reports. The Financial

Section of this report includes a supplemental schedule that compares actual results on a budgetary basis of accounting to the final adopted budgets.

Once adopted, the Board of Directors has the authority to amend the budget. While the legal level of budgetary control is at the entity level, the District maintains stricter control at division, departmental and line-item levels to serve various needs. Cost center managers monitor budget-to-actual performance on a monthly basis. The Board has delegated the authority to transfer budget amounts between divisions and departments to the General Manager/CEO or their designee. However, any increase to the expenditure budget as a whole requires the approval of the Board. In addition, the District uses the encumbrance system to reduce budget balances by issuing purchase orders to avoid over-commitment of resources.

The District employs the same basis of controls and accounting principles for both budgeted and actual revenues and expenditures. Proceeds from the sale of capital assets, unrealized investment gains and losses, and inter-fund transfers are not included in the budget. Pursuant to procedures established in its enabling legislation, the District establishes an appropriation limit for each annual budget cycle. The appropriation limit for Fiscal Year 2024 was \$264.4 million.

## **SECTION 2: FINANCIAL OUTLOOK & INITIATIVES**

### ***Financial Stability and Strategic Planning***

From 1991 to 2003 the District funded into the BART system and agreed to fund a portion of the extension of BART into San Mateo County, taking on significant debt to do so. The District continually looks at ways in which to responsibly administer the debt it has assumed, and in 2015 issued bonds in the amount of \$211 million, which enabled the District to make payments to conclude the agreement for funding the extension of BART south to San Francisco International Airport (SFO), by refunding multiple prior issuances and restructuring them at lower rates.

In November 2018, voters in San Mateo County approved the Measure W half-cent sales tax. Starting in July 2019, the District began administering 50% of the funds received from Measure W, providing a supplemental resource to improve transit services and reduce travel times, and to fund a number of crucial capital projects, including the transition of the diesel to a zero-emission fleet. Measure W should materially improve the District's financial condition for years to come. The remaining 50% of Measure W is to be administered by the San Mateo County Transportation Authority.

Thanks to funding made available through Measure W, the District completed a Comprehensive Operational Analysis in March 2022, "Reimagine SamTrans," which included adoption of a new fixed-route bus network and associated service plan to be operationalized over the next several years. The first three phases of implementation for "Reimagine SamTrans" took place in August 2022 and June 2023, and February 2024. The final phase of implementation will take place in August 2024, culminating a multi-year effort to bring new routes and services to more places, at more times, and with more convenience to transit riders throughout San Mateo County.

The District launched a 10-year Strategic Plan project in May 2023 to cover the horizon planning years between 2025 through 2035. This planning effort will establish updated agency-wide goals, values and priority initiatives for the next 10 years, and will include a Measure W Budget Framework to guide specific



investments made with Measure W funds as well as an updated Capital Improvement Program (CIP) developed based on the strategic plan's goals, values and priorities within a financially constrained scenario. The 2025-2035 Strategic Plan, including budget framework and CIP, is expected to be complete by early 2025. More details on the Strategic Plan are provided in the Major Initiatives section below.

### **Local Economy**

The Bay Area continues to rebound from the pandemic. Pricing pressures caused by inflation are still a concern. According to the U.S. Bureau of Labor Statistics' June 2024 report, inflation in the San Francisco Bay Area sits at 3.2 percent, above the United States at 3.0. Current Consumer Price Index (CPI) trends show optimism in the future for the economy, but the Federal Reserve continues to hold a hawkish stance, with commitment to easing inflationary pressures in the United States.

The Bay Area shows an overall decline in total jobs across most industries in the first half of calendar year 2024 (CY24) driven by losses in technology, professional and business services industries. Looking forward to the second half of 2024, factors such as the Federal Reserve's rate stance, the growth rate of the labor market, and challenges within the commercial real estate and residential housing markets across San Francisco, San Mateo, and Santa Clara counties could potentially stagger economic growth across all Bay Area industries.

According to the California Employment Development Department's (EDD) June report, the total jobs in the San Francisco-Redwood City-South San Francisco metropolitan division decreased by 0.6 percent, a total of 6,700 jobs lost year-over-year. The greatest job losses in the region occurred in information technology, losing 10,100 jobs, and professional and business services losing 7,400 jobs, reflecting layoffs observed throughout 2023 and 2024. These job losses were offset by year-over-year growth of 4,600 jobs in private education and health services and 3,600 jobs in leisure and hospitality.

As per the California EDD in June of 2024, unemployment rates in San Francisco, San Mateo, and Santa Clara counties were 3.6 percent, 3.5 percent, and 4.1 percent respectively. The total civilian labor force in San Francisco and San Mateo counties is down 1.8 percent, 17,800 jobs, from June 2023 to May 2024, and the unemployment rate has grown 0.3 percent from 3.2 percent in the same period.

SamTrans' transition to zero-emission buses continues to move forward in 2024. The California Transportation Commission (CTC) and the California State Transportation Agency (CalSTA) recently approved and allocated \$15 million dollars from the Transit and Intercity Rail Capital Program (TIRCP) to help SamTrans fund the continued acquisition of new zero-emission buses. As of June 2024, there are 17 battery-electric buses operating in service, and 20 more are preparing to be in operation by the end of the year. The agency is also preparing 10 hydrogen fuel cell electric buses to be rolled out in the coming months moving into the second half of 2024.

SamTrans total fixed-route ridership continues to recover from the pandemic. SamTrans bus routes have seen an average weekday ridership growth from the second half of 2023 into the first half of 2024, starting at an average of 25,808 weekday riders in July of 2023, to an average of 30,322 weekday riders in June of 2024. Post-pandemic SamTrans total fixed-route bus ridership recovery in June 2024 reached 90.7 percent of the pre-pandemic total bus ridership in June 2019.

Housing affordability in the entire Bay Area remains a constant concern moving forward into the second half of 2024. Concerning the housing market for existing single-family housing, according to the California Association of Realtors, the year-to-year percent change of single-family homes being sold in California was down 6 percent, while San Francisco County, San Mateo County, and Santa Clara County were up 20.4 percent, 13.4 percent, and 13.7 percent respectively. Single-family home prices in all three counties continue to rise year-to-year. As of May 2024, Santa Clara County is leading the percent price increase in the Bay Area with a year-to-year gain of 17.4 percent, followed by San Mateo County at 15.7 percent, and San Francisco County at an increase of 2.2 percent. As inflationary pressures, high interest rates, and a limited number of new buildings permitted within the Bay Area, people interested in owning a home are seeking housing outside the Bay Area.

San Mateo County's population has declined 4.73 percent since the 10-year peak in 2019 at 774,231 residents, to 737,644 residents in 2023. Given the previous population outlook of the San Mateo County, and the greater Bay Area, the population is still projected to decline in the next three years into 2027.

San Mateo, San Francisco, and Santa Clara counties per capita personal income continue to outpace the rest of California, seeing consecutive growth in income over the past three years. As per the San Mateo County 2023 annual comprehensive financial report, San Mateo County continues to be held as one of the most affluent regions in California, with the highest per capita income estimated at \$165,300 in 2022, which is a 3 percent increase from the counties' per capita income of \$160,485 in 2021.

### ***Major Initiatives***

The District plans to continue providing coordinated transit services including bus, paratransit, microtransit, shuttle services and supporting rail services. The Association of Bay Area Governments (ABAG) projections assume there will be intensified population growth along the El Camino Real Corridor, parallel to the Caltrain line. These projections also assume that there will be higher density development in all cities along this corridor, which will increase demand for transportation services. As a result, the District will focus on improving service and transit priority infrastructure on the El Camino Real corridor through the implementation of near-term, quick build transit priority treatments and the addition of more service on weekends on SamTrans' trunk route ECR, which operates countywide north-south on El Camino Real. The District will also be resuming the Grand Boulevard Initiative to take a leadership role in the creation of a true multi-modal El Camino Real corridor, with faster, more reliable bus service as a cornerstone of the available transportation options.

The District recently completed a Bus Stop Improvement Plan (BSIP) which calls for a major investment in amenities and customer experience improvements at bus stops throughout the SamTrans bus network. This plan was approved by the SamTrans Board of Directors in May 2024 and will move into implementation, seeking to deliver the first phase of priority bus stop improvements within 3-5 years. District staff have compiled a master listing of improvements along with their corresponding priorities to seven defined criteria. The lifecycle plan will include 330 new shelters, 650 shade structures and 580 benches across 1800+ bus stop locations. District's "Phase 1" efforts will focus on 225 designated sites which carry the highest priority ratings. Staff have already completed six bench installations (Phase 0) from existing materials within the initial 60 days. District has since engaged a design firm to provide detailed construction plans to internal/external stakeholders. Such plans are currently in process with a

tentative design completion in December 2024; bidding/award of contract by August 2025 and Phase 1 construction completed by January 2026. Subsequent phases will proceed sequentially through June 2029.

The District awarded MV Transportation a five-year contract in early 2024 to operate just under a third of the agency's fixed-route bus service. The contract, which provides Contracted Urban Bus (CUB) Service, runs from calendar year 2024 to 2029 and restricts expenses during those five years to \$151.2 million. Award of the contract provides SamTrans with an experienced firm responsible for operating, dispatching, managing, and maintaining the district-provided buses for CUB Services in a safe, timely and professional manner. Additionally, the contractor will provide appropriate vehicle storage and maintenance facilities.

The District plans to design, procure, and construct permanent or semi-permanent operator restrooms. An \$11.3M project from FY24 to FY32 for 20-40 sites. Benefits of these plans will include providing the District the ability to meet operators' need to have a safe, clean facility to use while on the job, support talent acquisition by providing a desired amenity that is properly maintained, achieve parity with other services and departments that provide staff amenities, support overall efficiency of transit operations and related operational needs. District's "Bus Operator Restrooms Phase 1" efforts are focused on four designated 'pilot sites' which were collaboratively selected by stakeholder departments. District has since retained a design firm to assess pilot sites and to guide District staff in weighing options which vary across 20-40 locations. Staff/designers have jointly completed site visits and stakeholders will review preliminary plans by early August 2024. Once plans/options are defined at the conceptual level, then construction details will begin in earnest. District will further engage property owners and public utilities to gain easements and Right-of-Way agreements critical to installing and maintaining these restroom facilities. Tentative plans for the four pilot sites have design completion in January 2025; bidding/award of contract by August 2025 and construction of the pilot sites completed by July 2026. The knowledge and experience gained by these pilot sites should greatly improve District's turnaround time and quality factors for all subsequent Bus Operator Restrooms.

In summer 2023, the District started a strategic planning process to develop an updated mission, vision, core values and goals that will guide the District for the next 10 years, through 2035. The strategic plan will provide direction for the District both organizationally and programmatically; align the District's plans, services, and programs around a common vision and goals; account for changing travel patterns and workforce trends; and guide the development of 10-year capital and Measure W investment plans. In FY24, staff conducted extensive internal engagement with all levels of District staff, conducted workshops with the Board of Directors and Executive Team, and sought input from external stakeholders and the community. As of August 2024, the draft strategic plan is nearly completed, and the plan will be presented to the Board for adoption in late 2024. Following adoption of the Strategic Plan, staff will begin working on an implementation process, which will outline how the District intends to accomplish the initiatives outlined in the strategic plan, including how progress will be measured and tracked. As part of the strategic planning process, the District is also developing two 10-year plans – a Capital Improvement Plan and a Measure W Budget Framework – to align spending priorities with the strategic plan and, in the case of Measure W, maintain consistency with the Measure W Guiding Principles. In FY24, District staff developed an unconstrained prioritized project list of capital projects and eligible Measure W projects for FY26-35. Currently, staff is developing a 10-year funding forecast to understand the level of funding that may be available (and external funding that will need to be secured) to deliver the priority projects under these two programs. The final Capital Improvement Program and Measure W Budget Framework are expected for board approval in early 2025.

The District has committed significant resources to supporting regional transportation options. These include sustainable transportation and interconnectivity over the next several years as local agencies are encouraged to implement Transportation Systems Management plans designed to reduce highway congestion and improve air quality. Continuing a long history of serving San Mateo County residents with mobility impairments, the District will also manage the demand for paratransit services.

The District has been investing in zero-emission bus technology to advance California's climate change and energy policy goals. In late FY22, the District purchased 37 battery electric buses (BEB's) and 10 fuel cell electric buses (FCEBs). Per the California Air Resource Board's (CARB) Innovative Clean Transit (ICT) regulation, The District submitted the SamTrans ICT Plan in May 2021. The plan, which was approved by CARB, reflects the District's commitment to accelerate compliance with the State's regulation by replacing its entire fleet with zero-emission technology and providing zero emission transportation in advance of the State's 2040 deadline. An updated ICT Plan was approved by the Board in December 2023 to adjust the types of technology the District will be investing, as well as the timing, in order to achieve the zero emission goals. In late FY23, the first of (17) battery electric buses entered revenue service. In late FY24, the District issued a contract to purchase 108 FCEBs to replace diesel buses. These buses are anticipated to be delivered by late 2027, which will make a significant impact towards reducing greenhouse gases in SamTrans's service area.

The District has implemented three of four phases of "Reimagine SamTrans" providing fixed route bus service changes consistent with the plan's recommendations. In 2023, the District launched a microtransit service called "SamTrans Ride Plus" in two areas of San Mateo County. "Reimagine SamTrans" called for increased frequency and off-peak services, new limited stop routes, consolidated routes, and the new microtransit service. More information on "Reimagine SamTrans" can be found at <https://www.samtrans.com/planning/reimaginesamtrans>.

The District also began work to repair, modify, and/or replace its major facilities. The following work is underway:

1. North Base Bus Transportation Building 200: Field investigations and independent evaluations completed in 2010 and 2019 for North Base's Building 200 and the surrounding area have determined that extensive settlement has occurred and will likely continue. The resulting building assessment recommends the removal and replacement of the existing structure to ensure the safety, functionality, sustainability, durability, and cost-effectiveness for SamTrans bus operations, employees, and visitors. During the next two years, the District will complete engineering design studies and conduct the procurement process to provide temporary accommodation for building occupants, demolish Building 200, and begin construction of a new building.
2. North Base and South Base: A project is underway to assess the North Base and South Base structures and facilities to develop recommendations to repair, modify and/or replace the buildings. The project will also fund work by an architectural and engineering firm to conduct a systematic field survey of both the facilities, establish reliable baseline civil data, and develop computer-aided design and drafting (CADD) files to allow effective planning and execution of construction projection.

3. West Base Colma Training Facility: In support of the Innovative Clean Transit (ICT) capital projects taking place at the North Base and South Base, as well as adding bus operator training capacity to support Re-Imagine, the District invested \$550K to establish a new temporary training facility at the Colma-BART Park-n-Ride lot. The temporary trailers provide additional training capacity that enabled the District to execute monthly classes that included classroom instruction and behind the wheel training.
4. Additionally, the District's Adaptation and Resilience Plan identifies the District's vulnerability to sea level rise, floods and heat-related climate change impacts and provides potential action alternatives to improve resilience, a particular concern for the North Base and South Base operations and maintenance facilities, which are located near the San Francisco Bay. In the next two years the District will develop conceptual design plans and obtain the required environmental clearances for the associated project(s).
5. District Headquarters Building (San Carlos): The District headquarters building was constructed in the mid-1970s to serve as the headquarters of Eureka Federal Savings and Loan. The District purchased the current facility in May 1990. Since the early 2000s, the District has been addressing the efficiency and functionality of the headquarters building. In 2019 the Board began to seriously evaluate options for the potential rehabilitation or reconstruction of the building on its current site. More recently, based on current real estate market dynamics, a third option, to acquire an office building in San Mateo County, became more feasible. In August 2023 the Board directed staff to pursue acquisition of a new headquarters building in the County, subject to certain parameters. In December 2023 the Board authorized the General Manager to enter into a lease-to-purchase agreement for an approximately 180,000-square-foot office building located at the Gateway at Millbrae Station, adjacent to a transit center serving SamTrans, Caltrain, BART, and commuter shuttles. Gateway at Millbrae Station is part of a transit-oriented development constructed by Republic Urban Properties in conjunction with The Core Companies, on a ground lease from BART. The development brings together market rate, veteran and affordable housing, modern offices and walkable retail, dining, services, a hotel and ample outdoor space. SamTrans staff has been working closely with the new owner of the building, Swift Real Estate Partners which purchased the office building from Republic Urban Properties in mid-2024, to complete the warm-up of the shell and as well as tenant improvements by the end of 2025. SamTrans staff is in the process of working with an ad-hoc committee and the full Board to develop a Transit-oriented Development and Property Disposition Policy, which will incorporate Board direction on the future of the current headquarters building in San Carlos.
6. The Division of Innovation and Technology has established three fundamental focus areas, each indispensable to technology metamorphosis:
  - I. Technology Modernization: Embracing cutting-edge technologies and leveraging cloud-based solutions, it will fortify our technology infrastructure, ensuring its agility, robustness, and adaptability for the challenges ahead. A few major initiatives include implementing a new Enterprise Asset Management, Enterprise Resource Planning modernization and Enterprise Content Management Systems.
  - II. Cybersecurity Program: Recognizing the sanctity of our organization's data and assets, IT will implement comprehensive security measures, including advanced threat

detection, meticulous security audits, and employee awareness training, to reinforce our cybersecurity defenses.

- III. Data-Driven Decision Making: Utilizing data analytics and insights, Data and Analytics program will be implemented that will allow strategic decision making that will propel our organization towards a brighter future, fostering a culture of unceasing growth and improvement.

Each of these focus areas have objectives and priorities assigned that will be converted to actionable projects over the next 3 to 5 years.

7. Pension Liability Management: On May 3, 2023, the Board of Directors established a California Employers' Pension Prefunding Trust (CEPPT) Account for the District with the California Public Employees' Retirement System (CalPERS) and directed the staff to open and fund the trust account over FY23 and FY24 with a \$21 million pension prepayment reserve fund contribution that was included in the District's FY23 Operating Budget. As of June 30, 2024, the full \$21 million is held by CalPERS and had a market value of \$22 million as of June 30, 2024.

### ***Motor Bus Operations***

The District designs its bus services to meet the needs of San Mateo County residents, workers, and visitors. Bus service is offered throughout San Mateo County and into select areas of San Francisco and Palo Alto. Many bus routes make connections to Caltrain, BART, and the SFO. Each bus has a bicycle rack, allowing for multimodal use. Starting in 2019, all fixed route buses provide on board Wi-Fi, and new buses will arrive with USB charging stations. SamTrans provides transportation services from early morning until just past midnight. Fixed-route bus ridership peaked in San Mateo County at 20.9 million in 1982, but later declined to 12.4 million in 2013. The implementation of the SamTrans Service Plan, adopted in May that same year, resulted in an initial increase in ridership, which grew 3.0 percent in FY14 and another 2.9 percent in FY15. However, ridership declined again by 2.8 percent in FY16, and the drop persisted through FY19. SamTrans started to see an increase in ridership beginning in August 2019 with the launch of its new Foster City-San Francisco Commuter Express Bus service (Route FCX). The COVID-19 pandemic had significant negative impact on ridership. Over the past three years, SamTrans ridership has continued to recover, reaching 10.0 million trips in FY24 (90% of FY19 (pre-COVID-19) levels) compared to 4.5 million trips in FY21.

### ***Paratransit Services***

The District provides accessible transportation services throughout San Mateo County with fixed-route, Redi-Wheels and RediCoast services. The entire fleet of fixed-route buses is equipped with wheelchair ramps and a kneeling feature. Redi-Wheels and RediCoast members and their Personal Care Attendants are allowed to ride all fixed-route SamTrans buses for free at all times. For persons with disabilities who cannot use fixed-route buses, the District provides Redi-Wheels and RediCoast as alternatives. The COVID-19 pandemic had significant ridership implications for the paratransit riders and ridership recovered to 66% of FY19 (pre-COVID-19) levels in FY24.

***District's role as a Managing Agency: Caltrain***

Since 1992, the District has served as the managing agency of Caltrain providing shared services staff, to support the operation of commuter rail service on the 77-mile corridor between San Francisco and Gilroy. In September 2024, Caltrain completed a \$2.44 billion dollar Peninsula Corridor Electrification Project (PCEP), which includes the installation of electric infrastructure and the procurement of new, high-performance zero emission trains. The new electrified Caltrain service is expected to increase the ridership capacity of the system, decrease travel times, and enhance the overall customer experience. Electrified Caltrain mainline service began in September 2024.

As referenced above, in August 2022, a Memorandum of Understanding was signed between Caltrain Board of Directors, Santa Clara Valley Transportation Authority (VTA), the District, and the City and County of San Francisco (CCSF). The MOU affirmed that the District would remain the Managing Agency for Caltrain, with some modifications laid out in the MOU. It also outlined the repayment of the outstanding balance of funds owed to the District by Metropolitan Transportation Commission (MTC), CCSF and VTA for funds put forth by the District to purchase and preserve the Peninsula rail corridor in 1991. Furthermore, the parties to the MOU agreed to establish a new Caltrain Executive Director position that will report to the JPB Board of Directors, and to have certain functions within the Rail Division report directly to the Caltrain Executive Director. Those functions include Rail Operations and Maintenance, Rail Planning, Rail Contracts and Budgets, Rail Development, and the Peninsula Corridor Electrification Project (PCEP). Five new positions were also created by the MOU to report to the Caltrain Executive Director: Chief of Staff, Director of Government and Community Affairs, Director of Budgets and Financial Analysis, Director of Real Estate, and Director of Grants and Fund Management. The MOU also provides for repayment of the District's initial investment in the Caltrain Right of Way; upon repayment, the District is required to reconvey its tenancy in common interest in the Right of Way to the JPB. The repayment was completed in FY24, and the District is in the process of reconveying its interest to the JPB.

District staff produce a separate ACFR for the JPB, which can be viewed online:

<https://www.caltrain.com/about-caltrain/statistics-reports/annual-comprehensive-financial-reports>

***District's role as a Managing Agency: San Mateo County Transportation Authority (TA)***

The District also provides staff and administrative support for the TA, which programs and appropriates funds from a two half-cent county sales taxes. The voters first authorized Measure A in 1988 and then approved its reauthorization in November 2004. The current Measure A runs through December 2033.

The TA programs and allocates sales tax revenues to designated project sponsors that are responsible for delivering a broad spectrum of transportation projects and programs pursuant to a Transportation Expenditure Plan (TEP). The TEP includes these six program categories: Transit, Highways, Local Streets/Transportation, Grade Separations, Pedestrian and Bicycle, and Alternative Congestion Relief Programs. The TA is also a member of the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) formed to own, manage, operate, and maintain Express Lanes along the US101 corridor in San Mateo County. The District and its JPA partner, the City/County Association of Governments of San Mateo County (C/CAG), both provide staff and administrative support for the SMCEL-JPA.

In November 2018, San Mateo County voters approved Measure W, another sales tax measure that provides an additional half-cent sales tax for 30 years to fund countywide transportation and traffic congestion solutions in San Mateo County. The District imposes the tax and administers the investments in the County Public Transportation Systems Program Category in the associated Measure W Congestion Relief Plan, which represents 50% of the proceeds. Pursuant to Measure W, the District has designated the TA to administer the remaining 50 percent of Measure W sales tax proceeds in the following five categories:

1. Countywide Highway Congestion Improvements
2. Local Safety, Pothole and Congestion Relief Improvements
3. Grade Separations
4. Bicycle and Pedestrian Improvements
5. Regional Transit Connections

The TA programs and allocates the sales tax revenues to designated project sponsors that are responsible for delivering a broad spectrum of transportation projects and programs. The TA also provides technical assistance to project sponsors, sponsors projects of countywide significance, and engages in planning efforts to help projects come to completion pursuant to a Transportation Expenditure Plan (TEP). The TEP includes these six program categories: Transit, Highways, Local Streets/Transportation, Grade Separations, Pedestrian and Bicycle, and Alternative Congestion Relief Programs.

The TA is a co-sponsor of the San Mateo County 101 Express Lane Project and a member of the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) formed to own, manage, operate, and maintain Express Lanes along the 101 Highway corridor in San Mateo. The District and its JPA partner, the City/County Association of Governments of San Mateo County (C/CAG), both provide staff and administrative support for the SMCEL-JPA.

In total, the TA programs and appropriates funds for a combined  $\frac{3}{4}$ -cent sales tax, including  $\frac{1}{2}$ -cent from the sales tax measure reauthorized in 2004, and  $\frac{1}{4}$ -cent from the Measure W sales tax enacted in 2018.

District staff produce a separate ACFR for the Transportation Authority, which can be viewed online: <https://www.smcta.com/resources/finance/annual-comprehensive-financial-reports>

### **ACKNOWLEDGMENTS AND AWARDS**

The District staff bring an effective combination of skill, experience, and dedication in carrying out the District's mission. Together, they plan, develop, and finance the creation of a modern, coordinated multimodal transportation system offering convenient access to the many attributes of the Bay Area and beyond.

The Government Finance Officers Association (GFOA) recognized the District's FY23 Annual Comprehensive Financial Report for excellence in financial reporting and the Certificate of Achievement appears immediately following this transmittal letter. To be awarded a certificate, a report must be easy to read and efficiently organized, while satisfying both generally accepted accounting principles and applicable legal requirements. We believe our Fiscal Year 2024 ACFR also meets the requirements for a



Certificate of Achievement, and we will submit it to the GFOA for evaluation. We would like to thank our independent audit firm, Eide Bailly LLP, for its timely and expert guidance in this matter.

An ACFR requires the dedicated effort of many individuals working together as a team. We extend our grateful recognition to all the individuals who assisted in both the preparation of this report and the processing of financial transactions throughout the Fiscal Year. Finally, we wish to thank the Board of Directors for their interest and support in the maintenance and development of a reliable financial management and reporting system.

Respectfully,

April Chan  
General Manager/CEO

Kate Jordan Steiner  
Chief Financial Officer

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San Mateo County Transit District  
Government Finance Officers Association (GFOA) Certificate of Achievement  
June 30, 2024

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Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**San Mateo County Transit District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2023

*Christopher P. Morill*

Executive Director/CEO

**MARINA FRASER, Chair**

**JEFF GEE, Vice Chair**

**DAVID J. CANEPA**

**MARIE CHUANG**

**BROOKS ESSER**

**RICO E. MEDINA**

**RAY MUELLER**

**JOSH POWELL**

**PETER RATTO**

San Mateo County Transit District  
Executive Management  
June 30, 2024

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**GENERAL MANAGER/CEO**

April Chan

**DEPUTY GENERAL MANAGER/CEO**

David Santoro

**EXECUTIVE OFFICERS**

Emily Beach - Chief Communications Officer

Nate Kramer - Chief People & Culture Officer

Mehul Kumar - Chief Information & Technology Officer

Josh Mello - Executive Officer, Planning & Development

David Olmeda - Chief Operating Officer, Bus

Margaret Tseng - Executive Officer, Acting District Secretary

Peter Skinner - Executive Officer, Transportation Authority

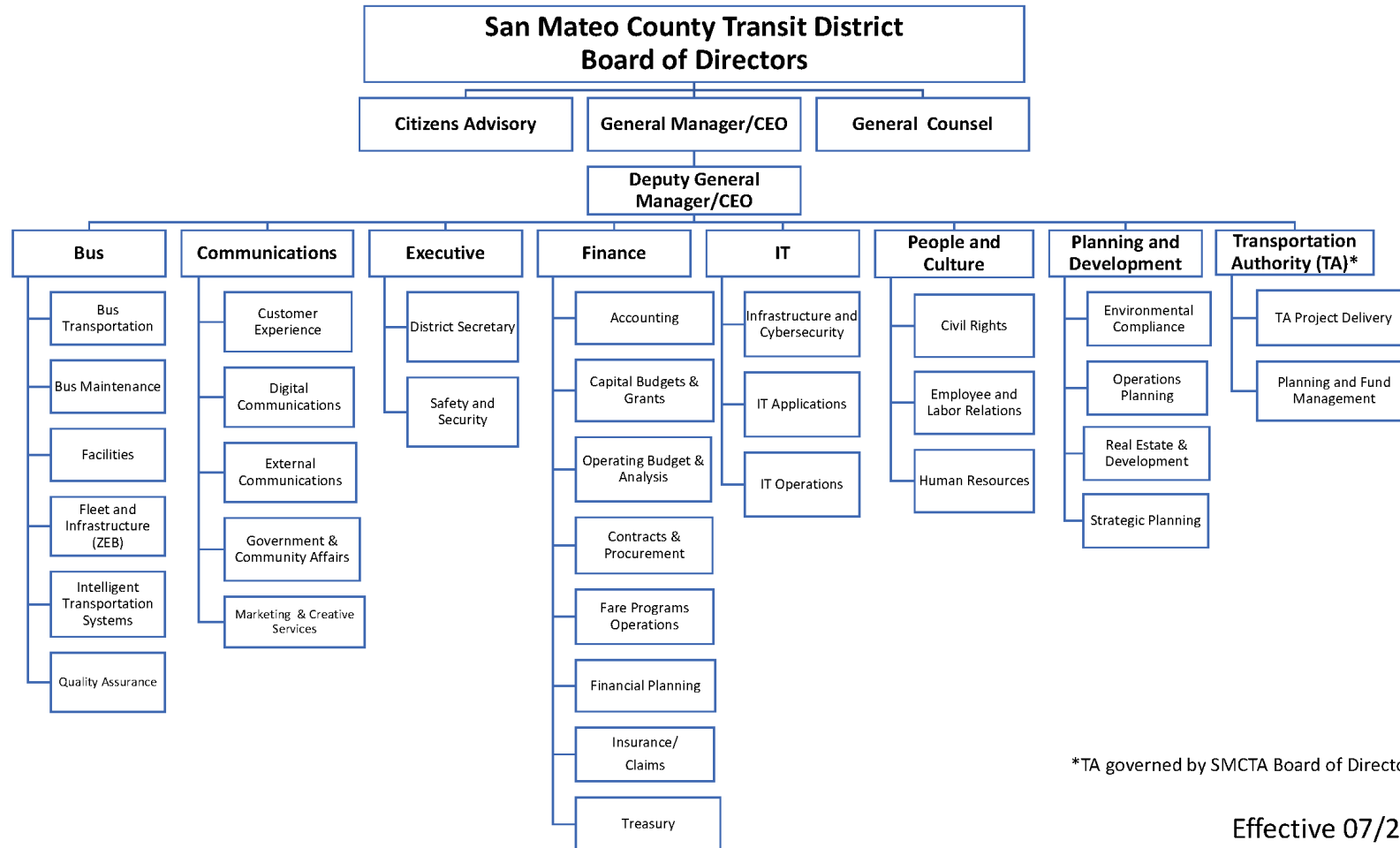
Kate Jordan Steiner - Chief Financial Officer

**GENERAL COUNSEL**

Hanson Bridgett LLP

Joan Cassman, Esq.

San Mateo County Transit District  
Organization Chart  
June 30, 2024



\*TA governed by SMCTA Board of Directors

Effective 07/2024

## SAN MATEO COUNTY, CALIFORNIA





San Mateo County Transit District

Table of Credits

June 30, 2024

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The following individuals contributed to the production of the Fiscal Year 2024 Annual Comprehensive Financial Report:

**Finance**

Chief Financial Officer  
Director, Accounting  
Manager, Financial Reporting  
Acting Manager, Accounting  
Manager, Treasury Debt & Investment

Kate Jordan Steiner  
Annie To  
Danny Susantin  
Kyle Huie  
Kevin Beltz

**Audit Firm**

Partner  
Senior Manager

Ahmad Gharaibeh, CPA  
Joe Escobar, CPA, CGFM

DRAFT



**Financial**

Independent Auditor’s Report

Management’s Discussion and Analysis

Basic Financial Statements:

- Statement of Net Position
- Statement of Revenue, Expenses, and Changes in Net Position
- Statement of Cash Flows
- Notes to the Financial Statements

Required Supplementary Information

- Schedule of Changes in Net OPEB Liability and Related Ratios
- Schedule of OPEB Contributions
- Schedule of Changes in Net Pension Liability and Related Ratios
- Schedule of Pension Contributions

Supplementary Information

- Schedule of Revenues, Expenses, Capital Outlay and Long-Term Debt Payment Comparison of Budget to Actual (Budgetary Basis)

Notes to Supplementary Information

## Independent Auditor's Report

To the Board of Directors of the  
San Mateo County Transit District  
San Carlos, California

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the financial statements of the business-type activities of the San Mateo County Transit District (District) as of and for the years ended June 30, 2024 and June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2024 and June 30, 2023, and the respective changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of changes in net OPEB liability and related ratios, schedule of OPEB contributions, schedule of changes in the net pension liability and related ratios and the schedule of pension contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The budgetary comparison schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections, as listed in the table of contents, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated [REPORT DATE] on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Draft

Menlo Park, California

Report Date

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Management's Discussion and Analysis  
June 30, 2024

## San Mateo County Transit District

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San Mateo County Transit District  
Management's Discussion and Analysis  
June 30, 2024 and June 30, 2023

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## Management's Discussion and Analysis

This discussion and analysis of the San Mateo County Transit District's (District) financial performance provides an overview of the District's activities for Fiscal Years ended June 30, 2024 and June 30, 2023, with comparisons to the prior two Fiscal Years. We encourage readers to consider the information presented here in conjunction with the transmittal letter contained in the Introductory Section and with the statements and related notes contained in the Financial Section.

## Financial Highlights

- On June 30, 2024, the assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources by \$567.1 million (*net position*). Of this amount, a surplus net position of \$366.7 million represents the unrestricted net position. On June 30, 2023, the assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources by \$456.7 million. Of this amount, a surplus net position of \$278.3 million represents the unrestricted net position.
- The District's total net position increased by \$110.5 million in Fiscal Year 2024 and increased by \$105.4 million in Fiscal Year 2023. The increase in Fiscal Year 2024 was mainly due to the operating assistance (including transaction and use tax) exceeding the operating expenses, depreciation and amortization by \$35.3 million, increases of \$20 million from capital contributions, and increases of \$15 million in investment income. The increase in Fiscal Year 2023 was mainly due to the operating assistance (including transaction and use tax) exceeding the operating expenses, depreciation and amortization by \$80.4 million and increases of \$19.9 million in investment income.

## Overview of the Financial Statements

The Financial Section of this report presents the District's financial statements as two components: basic financial statements and notes to the financial statements. It also includes other supplemental information in addition to the basic financial statements intended to furnish additional detail to support the basic financial statements themselves.

## Basic Financial Statements

The *Statement of Net Position* presents information about assets, deferred outflows and liabilities and deferred inflows with the difference between the four reported as *net position*. The change in net position over time is an indicator of whether the financial position of the District is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Net Position* reports how net position has changed during the year and presents a comparison between operating revenues and operating expenses. Operating revenues and expenses are related to the District's principal business of providing bus transit services. Operating expenses include the cost of direct services to passengers, administrative expenses, contracted services, and depreciation on capital assets. All other revenues and expenses not included in these categories are reported as nonoperating.

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The *Statement of Cash Flows* reports inflows and outflows of cash and is classified into four major components:

- *Cash flows from operating activities* which includes transactions and events reported as components of operating income in the statement of revenues, expenses, and changes in net position.
- *Cash flows from non-capital financing activities* which includes operating grant proceeds as well as operating subsidy payments from third parties and other nonoperating items.
- *Cash flows from capital and related financing activities* which arise from the borrowing and repayment (principal and interest) of capital-related debt, the acquisition and construction of capital assets and the proceeds of capital grants and contributions.
- *Cash flows from investing activities* which includes the proceeds from the sale of investments and receipt of interest. Outflows in this category include the purchase of investments.

#### **Notes to the Financial Statements**

Various notes provide additional information that is essential to a full understanding of the information provided in the basic financial statements and are found immediately following the financial statements to which they refer.

#### **Other Information**

This report also presents certain required supplementary information in accordance with the requirements of generally accepted accounting principles providing information about the status of the District's pension liability for its public employee retirement system and information about its other post-employment benefits unfunded liability. Additional supplementary information and associated notes concerning compliance with the District's annual budget appear immediately following the required supplementary information.

#### **Analysis of Basic Financial Statements**

In Fiscal Year 2024, total assets and deferred outflows were \$992.7 million, an increase of \$100.1 million or 11.2% compared to June 30, 2023. In Fiscal Year 2023, total assets and deferred outflows were \$892.7 million, an increase of \$143.5 million or 19.2% compared to June 30, 2022. Total current assets increased by \$5.0 million or 1.1% to \$458.2 million on June 30, 2024, from \$453.1 million on June 30, 2023, and increased by \$136.2 million or 43.0% on June 30, 2023 compared to June 30, 2022. Capital assets net of accumulated depreciation and amortization increased by \$21.5 million or 14.0% to \$175.1 million on June 30, 2024, compared to 2023 and decreased by \$7.5 million or 4.7% in 2023 compared to 2022. Land, buses, and related equipment and building and related improvements comprise most of the District's capital assets.



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**Condensed Statements of Net Position  
(in thousands)**

	<u>2024</u>	<u>2023</u>	<u>2022</u>
<b>Assets</b>			
Current assets	\$ 458,187	\$ 453,143	\$ 316,921
Capital assets, net of depreciation and amortization	175,065	153,562	161,066
Other noncurrent assets	<u>306,679</u>	<u>229,373</u>	<u>244,236</u>
<b>Total Assets</b>	<u>939,931</u>	<u>836,078</u>	<u>722,223</u>
<b>Deferred Outflows of Resources</b>	<u>52,805</u>	<u>56,584</u>	<u>26,950</u>
<b>Liabilities</b>			
Current liabilities	76,608	66,264	49,510
Long-term debt	145,322	159,621	173,582
Other noncurrent liabilities	<u>119,975</u>	<u>125,930</u>	<u>56,993</u>
<b>Total Liabilities</b>	<u>341,905</u>	<u>351,815</u>	<u>280,085</u>
<b>Deferred Inflows of Resources</b>	<u>83,713</u>	<u>84,181</u>	<u>117,791</u>
<b>Net Position</b>			
Net investment in capital assets	173,842	151,793	159,345
Restricted	26,602	26,601	26,599
Unrestricted	<u>366,674</u>	<u>278,272</u>	<u>165,353</u>
<b>Total Net Position</b>	<u>\$ 567,118</u>	<u>\$ 456,666</u>	<u>\$ 351,297</u>

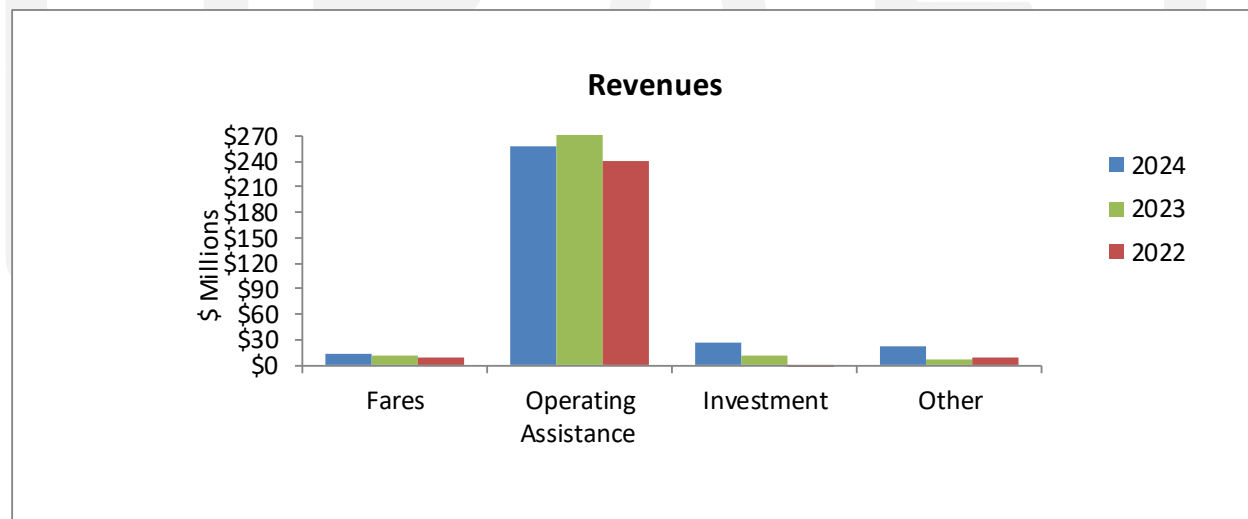
In Fiscal Year 2024, total liabilities and deferred inflows of resources were \$425.6 million, a decrease of \$10.4 million or 2.4% compared to Fiscal Year 2023. In Fiscal Year 2023, total liabilities and deferred inflows of resources were \$436.0 million, an increase of \$38.1 million or 9.6% compared to 2022. The decrease for 2024 was mostly due to decreases of \$3.4 million in other noncurrent liabilities, \$9.3 million in Net Other Post-Employment Benefits (OPEB) liability, and \$1.9 million in Deferred inflows related to pension, partially offset by increases in Accounts payable, accrued expenses and Deferred inflows related to OPEB. The increase for 2023 was mostly due to increases of \$3.1 million in self-insurance liabilities, \$9.2 million in Unearned revenue, \$2.9 million in Net Other Post-Employment Benefits (OPEB) liability, and \$22.1 million in Net pension Liability, partially offset by increases in Deferred inflows related to OPEB, Deferred inflows related to pension.

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- On June 30, 2024, net position was \$567.1 million, an increase of \$110.5 million or 24.2% compared to \$456.7 million on June 30, 2023. On June 30, 2023, net position increase was \$105.4 million or 30.0% higher than June 30, 2022. The net investment in capital assets was \$173.8 million on June 30, 2024. Total restricted net position on June 30, 2024 was \$26.6 million. The remaining \$366.7 million of total net position on June 30, 2024, was unrestricted net position. The District reported a positive unrestricted net position, mainly due to the operating assistance (including transaction and use tax) exceeding the operating expenses, depreciation and amortization by \$35.3 million, increases of \$20 million from capital contribution, and increases of \$15 million in investment income.

**Revenue Highlights**

Operating revenues generated from passenger fares of \$12.7 million increased by \$1.5 million or 13.3% during Fiscal Year 2024 compared to Fiscal Year 2023 and increased by \$2.3 million or 26.0% in Fiscal Year 2023 compared to Fiscal Year 2022. The increase for Fiscal Year 2024 was a result of strong fixed route ridership recovery and the increase for Fiscal Year 2023 was a result of a continued increase in ridership from the impact of COVID-19 pandemic.

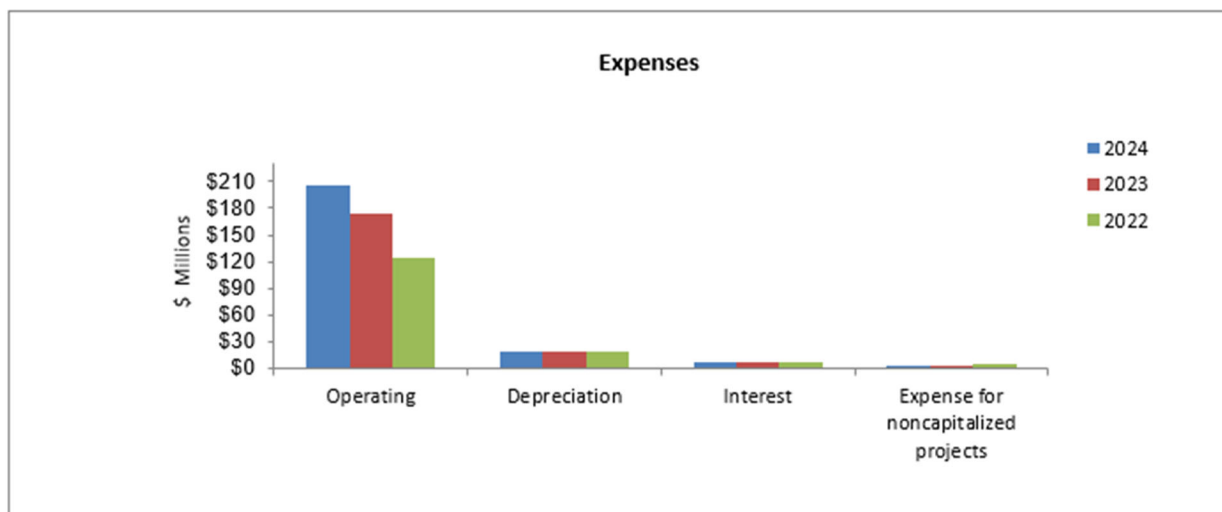


In Fiscal Year 2024, nonoperating revenues increased by \$15.5 million or 5.3% to \$306.0 million. The increase was mainly due to increase in investment income and other income. Operating assistance of \$258.5 million accounted for the majority of Fiscal Year 2024 nonoperating revenues. This amount consisted of 67.0% from transaction and use tax, 21.9% from local transportation funds, and 11.1% from others. In Fiscal Year 2023, nonoperating revenues increased by \$49.3 million or 20.4% to \$290.5 million. The increase was mainly due to operating assistance, other income, and investment income. Operating assistance of \$272.5 million accounted for the majority of Fiscal Year 2023 nonoperating revenues. nonoperating revenues. This amount consisted of 64.8% from transaction and use tax, 20.6% from local transportation funds, and 14.6% from others.

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**Expense Highlights**

In Fiscal Year 2024, total operating expenses (excluding depreciation) were \$205.7 million, an increase of \$31.9 million or 18.4% compared to Fiscal Year 2023. The increase was driven by increases in salaries and benefits, contract operations and maintenance services, and provisions for claims and claims adjustment. The increases in salaries and benefits were mainly due to a reduction in employee vacancies and adjustments related to GASB 68 pension reporting requirements. Additionally, the increases in contract operations and maintenance services were a result of higher service miles and adjustments to contracted rates. In Fiscal Year 2023, total operating expenses (excluding depreciation) were \$173.8 million, an increase of \$49.0 million or 39.3% compared to Fiscal Year 2022. The increase was due to an increase in salaries and benefits, contract operations and maintenance services, materials and supplies, and provisions for claims and claims adjustment. The increase in salaries and benefits were mainly due to a rise in the fringe benefits rate and adjustments related to GASB 68 pension reporting requirements. Depreciation and amortization expenses were \$17.5 million and \$18.4 million for Fiscal Year 2024 and Fiscal Year 2023 respectively, a \$0.9 million or 4.8% decrease in Fiscal Year 2024 compared to Fiscal Year 2023 and \$0.3 million or 1.7% decrease in Fiscal Year 2023 compared to Fiscal Year 2022.



- In Fiscal Year 2024, nonoperating expenses were \$9.1 million, an increase of \$0.8 million or 9.6% compared to Fiscal Year 2023. The increase was due to higher expense for noncapitalized projects. In Fiscal Year 2023, nonoperating expenses were \$8.3 million, a decrease of \$2.9 million or 26.1% compared to Fiscal Year 2022. The decrease was due to less expense for noncapitalized projects.

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**Condensed Statements of Changes in Net Position**  
**(in thousands)**

	<b>2024</b>	<b>2023</b>	<b>2022</b>
Operating revenues-passenger fares	\$ 12,719	\$ 11,226	\$ 8,913
Operating expenses-transit services	205,664	173,746	124,707
Operating loss before depreciation and amortization	(192,945)	(162,520)	(115,794)
Depreciation and amortization	(17,514)	(18,394)	(18,711)
Operating loss	(210,459)	(180,914)	(134,505)
Nonoperating revenues			
Operating assistance	258,451	272,494	241,629
Investment income	26,587	11,671	(8,188)
Other income, net	20,934	6,321	7,755
Total Nonoperating revenues	305,972	290,486	241,196
Nonoperating expenses			
Interest expense	(6,289)	(6,644)	(7,045)
Expense for noncapitalized projects	(2,788)	(1,635)	(4,155)
Total Nonoperating expenses	(9,077)	(8,279)	(11,200)
Net gain before capital contributions	86,436	101,293	95,491
Capital contributions	24,016	4,076	3,124
Change in net position	110,452	105,369	98,615
Net position - beginning of year, as previously stated	456,666	351,297	252,537
GASB87 & 96 restatements	-	-	145
Net position - beginning of year, as restated	456,666	351,297	252,682
<b>Net Position - end of year</b>	<b>\$ 567,118</b>	<b>\$ 456,666</b>	<b>\$ 351,297</b>

**Capital Program**

The District received capital contributions of \$24.0 million in Fiscal Year 2024 and \$4.1 million in Fiscal Year 2023, which was an increase of \$19.9 million or 489.2% in Fiscal Year 2024 compared to Fiscal Year 2023 and an increase of \$1.0 million or 30.5% in Fiscal Year 2023 compared to Fiscal Year 2022.

The following is a summary of the District's major capital expenditures for Fiscal Year 2024.

- Purchase of revenue vehicles (\$26.8 million).
- Maintenance and administrative facilities and equipment (\$5.7 million).
- Communication information system (\$1.2 million).
- Replacement of bus parts in accordance with FTA guidelines (\$0.5 million).
- Capital project development, and others (\$5.7 million).

Additional information concerning the District's Capital Assets can be found in *Note #5 - Capital Assets* in the Notes to the Financial Statements.

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## Debt

On June 30, 2024, the District had \$157.7 million in limited tax bonds outstanding, a decrease of \$13.7 million or 8.0%, compared to \$171.4 million in limited tax bonds outstanding on June 30, 2023. This decrease resulted from retirement of principal in scheduled debt service payments. The District pledges sales tax revenues to secure the 2015 Series A Bonds and the 2015 Series B Bonds. Interest payments on the 2015 Series A Bonds are due on June 1 and December 1 of each year. Principal payments on the 2015 Series A Bonds began on June 1, 2019. The final maturity date for the 2015 Series A Bonds is June 1, 2034. Interest rates on the 2015 Series A Bonds range from 3.0 percent to 5.0 percent. More information on the District's long-term debt activity appears in *Note #8 - Long-term Debt* in the *Notes to the Financial Statements*.

## Economic Factors and Next Year's Budget

The District's Board adopted the Fiscal Year 2025 Operating and Capital Budget on June 1<sup>st</sup>, 2023. As in past years, District staff has taken steps to manage costs and undertake efficiencies while continuing to enhance service and revenues. The District continues to work with its funding partners and employees to pursue its goals of excellent service. The Capital Budget contains projects necessary and essential to sustain the District's existing service and infrastructure network, without compromising the vision set forth in the adopted Strategic Plan.

The Fiscal Year 2025 Operating Budget consists of \$347.7 million and \$273.3 million in revenues and expenditures, respectively. Passenger fares for both Motor Bus and ADA services are projected to be \$12.3 million. Local, State, and Federal funds are projected to decrease to \$78.0 million due to ARPA Funds. The District's half-cent sales tax receipts are projected to be \$117.6 million. Measure W sales tax receipts are projected to be \$58.8 million. Out of the \$273.3 million projected operating costs, \$181.8 million are budgeted for the Motor Bus program, \$21.8 million for the A.D.A. program, and \$6.7 million for the Multi-Modal program.

The \$67.1 million Capital Budget contains projects that were reviewed and prioritized consistent with District policy directives and key Strategic Plan Initiatives. Major projects being undertaken in Fiscal Year 2025 includes replacing (12) 2017-2018 Paratransit Cutaway buses (\$3.1 million), continuing the construction procurement process for the North Base Transportation Building replacement (\$29.0 million), award construction services contract to a selected Construction Manager General Contractor and procure long lead battery electric bus (BEB) infrastructure equipment at South Base (\$14.0 million), developing a cost estimate for the required facility modification to determine the cost for the remainder of the permanent hydrogen fueling station at North Base (\$11.1 million), Develop a conceptual design and obtain the required environmental clearance for the North Base Sea Level Rise and Erosion Mitigation project (\$1.3 million), redesign the enterprise network to enhance security and reliability on the District's outdated infrastructure (\$3.9 million), and implementing the capital improvement plan recommendations of the El Camino Real Bus Speed & Reliability Study (\$1.1 million).

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**Requests for Information**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to demonstrate accountability for the funds the District receives. If you have questions about this report or need additional financial information, please contact the San Mateo County Transit District, attention: Chief Financial Officer, 1250 San Carlos Ave., P.O. Box 3006, San Carlos, California 94070-1306.

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San Mateo County Transit District  
Statements of Net Position  
June 30, 2024 and June 30, 2023 (in thousands)

	<u>2024</u>	<u>2023</u>
Assets		
Current Assets		
Cash and cash equivalents (Note 1E)	\$ 338,573	\$ 301,517
Restricted cash (Note 1G)	16,042	17,347
Subtotal, cash and cash equivalents (Note 2)	354,615	318,864
Investments (Notes 1F & 2)	17,921	58,629
Restricted investments (Notes 1G & 2)	1,602	6,346
Receivables		
Transaction and use tax	29,748	30,390
Receivable from Peninsula Corridor Joint Powers Board (Note 6)	5,816	5,596
Receivable from San Mateo County Transportation Authority (Note 6)	1,102	290
Federal grants (Note 4)	8,695	3,357
State and local grants	21,296	7,098
Leases receivable (Note 7)	1,071	1,077
Interest	1,536	1,569
Other	9,152	15,814
Allowance for doubtful accounts	(161)	(161)
Total Receivables - Net	78,255	65,030
Inventories (Note 1I)	2,253	2,054
Current prepaid items	3,541	2,220
Total Current Assets	<u>458,187</u>	<u>453,143</u>
Noncurrent Assets		
Noncurrent investments (Notes 1F & 2)	181,203	130,984
Restricted investments (Notes 1G & 2)	50,219	21,798
Noncurrent prepaid items	286	549
Leases receivables	74,950	76,021
Capital assets (Notes 1J & 5)		
Buses and bus equipment	216,482	200,080
Buildings and building improvements	77,434	76,803
Maintenance and other equipment	35,330	35,133
Furniture and fixtures	30,720	30,692
Shelters and bus stop signs	11,878	11,878
Right-to-use subscription asset	3,543	3,335
Other vehicles	3,034	2,524
Total capital assets	378,421	360,445
Less accumulated depreciation and amortization	(292,417)	(274,903)
Land (Note 5)	56,915	56,915
Construction in progress (Note 1K)	32,146	11,105
Capital assets - Net (Note 5)	175,065	153,562
Other assets	21	21
Total noncurrent assets	<u>481,744</u>	<u>382,935</u>
Total Assets	<u>939,931</u>	<u>836,078</u>

San Mateo County Transit District  
Statements of Net Position (Continued)  
June 30, 2024 and June 30, 2023 (in thousands)

	<b>2024</b>	<b>2023</b>
Deferred Outflows of Resources		
Deferred outflows related to hedging derivatives instruments (Note 14)	-	281
Deferred charges on refunding	3,193	3,893
Deferred outflows related to OPEB (Note 10)	11,906	12,761
Deferred outflows related to pension (Note 9)	37,706	39,649
Total Deferred Outflows of Resources	<u>52,805</u>	<u>56,584</u>
Liabilities		
Current Liabilities		
Accounts payable and accrued expenses	23,966	17,852
Current portion of compensated absences (Note 10)	10,710	8,820
Current portion of self-insurance liabilities (Note 11)	7,207	4,838
Accrued interest	546	593
Unearned revenues	21,052	21,637
Subscription liability (Note 8)	737	699
Current portion of long-term debt (Note 8)	12,390	11,825
Total current liabilities	<u>76,608</u>	<u>66,264</u>
Noncurrent Liabilities		
Self-insurance liabilities, less current portion (Note 11)	11,422	7,433
Other noncurrent liabilities	89	3,530
Noncurrent derivative instruments - fair value (Note 14)	-	281
Compensated absences, less current portion (Note 10)	4,423	4,999
Subscription liability, less current portion (Note 8)	486	1,070
Long-term debt, less current portion (Note 8)	145,322	159,621
Net OPEB liability (Note 10)	8,994	18,320
Net pension liability (Note 9)	94,561	90,297
Total noncurrent liabilities	<u>265,297</u>	<u>285,551</u>
Total liabilities	<u>341,905</u>	<u>351,815</u>
Deferred Inflows of Resources		
Deferred inflows related to hedging derivatives instruments (Note 14)	103	-
Deferred inflows related to OPEB (Note 10)	6,879	4,066
Deferred inflows related to pension (Note 9)	2,318	4,168
Deferred inflows related to leases (Note 7)	74,413	75,947
Total Deferred Inflows of Resources	<u>83,713</u>	<u>84,181</u>
Net Position		
Net investment in capital assets	173,842	151,793
Restricted for:		
Debt service	1,602	1,601
Paratransit fund (Note 1D)	25,000	25,000
Unrestricted	366,674	278,272
Total Net Position	<u><b>\$ 567,118</b></u>	<u><b>\$ 456,666</b></u>



**San Mateo County Transit District**  
Statements of Revenue, Expenses, and Changes in Net Position  
Years Ended June 30, 2024 and June 30, 2023 (in thousands)

	<u>2024</u>	<u>2023</u>
Operating Revenues		
Passenger fares	\$ 12,719	\$ 11,226
Total Operating Revenues	<u>12,719</u>	<u>11,226</u>
Operating Expenses		
Salaries and benefits	97,642	83,740
Contract operations and maintenance services	52,198	41,632
Other services	13,715	11,234
Materials and supplies	12,100	11,418
Depreciation and amortization	17,514	18,394
Provisions for claims and claims adjustments	17,245	13,134
Miscellaneous	12,764	12,588
Total operating expenses	<u>223,178</u>	<u>192,140</u>
Operating loss	<u>(210,459)</u>	<u>(180,914)</u>
Nonoperating Revenues (Expenses)		
Operating assistance (Note 3)	258,451	272,494
Investment income (loss)	26,587	11,671
Interest expense	(6,289)	(6,644)
Expense for noncapitalized projects	(2,788)	(1,635)
Other income, net	20,934	6,321
Total Nonoperating Revenues (Expenses)	<u>296,895</u>	<u>282,207</u>
Net income (loss) before capital contributions	<u>86,436</u>	<u>101,293</u>
Capital grants (Note 1P)	24,016	4,076
Change in net position	<u>110,452</u>	<u>105,369</u>
Net Position		
Beginning of year, as previously reported	456,666	351,297
Cumulative effect on accounting change	-	-
Beginning of year, as restated	<u>456,666</u>	<u>351,297</u>
Net Position - end of year	<u><u>\$ 567,118</u></u>	<u><u>\$ 456,666</u></u>

San Mateo County Transit District

Statements of Cash Flows

Years Ended June 30, 2024 and June 30, 2023 (in thousands)

	2024	2023
Cash Flows from Operating Activities		
Cash received from customers	\$ 12,262	\$ 10,807
Payments to vendors for goods and services	(102,847)	(76,384)
Payments to employees	(98,441)	(85,415)
Net cash (used for) operating activities	<u>(189,026)</u>	<u>(150,992)</u>
Cash Flows From Noncapital Financing Activities		
Expense for noncapitalized projects	(2,788)	(1,635)
Operating assistance received	286,689	282,380
Net cash provided by non-capital financing activities	<u>283,901</u>	<u>280,745</u>
Cash Flows From Capital and Related Financing Activities		
Acquisition and construction of capital assets	(39,017)	(10,887)
Capital contributions from grants	6,377	4,464
Leases and SBITAs principal paid	(546)	48
Bond principal paid	(12,579)	(12,524)
Interest paid on capital debt	(6,791)	(6,807)
Net cash (used for) capital and related financing activities	<u>(52,556)</u>	<u>(25,706)</u>
Cash Flows From Investing Activities		
Proceeds from sale of investment securities	70,878	56,252
Purchases of investment securities	(126,508)	(91,127)
Investment income received (loss)	49,062	56,369
Net cash provided by (used for) investing activities	<u>(6,568)</u>	<u>21,494</u>
Net change in cash and cash equivalents	35,751	125,541
Cash and cash equivalents, beginning of year	<u>318,864</u>	<u>193,323</u>
Cash and Cash Equivalents, end of year	<u><u>\$ 354,615</u></u>	<u><u>\$ 318,864</u></u>

San Mateo County Transit District  
Statements of Cash Flows (Continued)  
Years Ended June 30, 2024 and 2023 (in thousands)

	2024	2023
Reconciliation of Operating Loss to Net Cash Used for Operating Activities		
Operating loss	\$ (210,459)	\$ (180,914)
Adjustments to reconcile operating (loss) to net cash (used in) operating activities:		
Depreciation and amortization expense	17,514	18,394
OPEB expense	(5,658)	(4,867)
Pension expense	4,357	(303)
Effect of changes in:		
Accounts receivable	(1,032)	(850)
Inventories	(199)	73
Prepaid items	(1,602)	798
Other assets	647	(117)
Accounts payable and accrued liabilities	1,262	8,512
Leases receivable	6	(377)
Deferred inflows of resources from leases	(1,534)	3,794
Compensated Absences	1,313	1,761
Self-insurance liabilities	6,358	3,104
	<b>\$ (189,026)</b>	<b>\$ (150,992)</b>
Noncash Capital, Investing, and Financing Activities		
Capital contributions (payments)	\$ 17,639	\$ (388)
Change in fair value of investments	(6,225)	426
Change in the fair value of derivatives	(103)	281

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

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**Note 1 - Operations and Summary of Significant Accounting Policies**

**A. Operations**

The San Mateo County Transit District (District) was formed by the California State Legislature and approved by the electorate in 1974 to meet the public transit needs of San Mateo County. The District operates buses throughout San Mateo County and also provides, through purchased service with independent contractors, demand-response transportation services and certain other fixed route bus service. The District also shares in the costs of operating the Caltrain rail service. The District paid a "buy in" sum and provided the project costs incurred that were not covered by a federal grant, of extending the San Francisco Bay Area Rapid Transit District (BART) rail system into San Mateo County and once the extension opened, the District covered the net costs to operate the extension. On April 27, 2007, the District and BART entered into a Settlement Agreement and Release of Claims pursuant to which BART receives 2% of the revenue generated annually from the Measure A half-cent sales tax administered by the Transportation Authority, consistent with the Transportation Expenditure Plan adopted by the San Mateo County voters in 2004, as full and final settlement of the District's obligations to cover San Mateo County's share of BART's past and future operating and capital costs.

**B. Financial Reporting Entity**

The District's reporting entity includes only the San Mateo County Transit District.

**C. Basis of Accounting**

The District is a single enterprise fund and maintains its records using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**D. Net Position**

Net position is reported on the statement of net position in the following categories:

**Investment in capital assets** - This category includes all capital assets, net of accumulated depreciation, reduced by related debt.

**Restricted net position** - This category represents net position restricted by parties outside (such as creditors, grantors, contributors, and laws and regulations of other governments) and includes unspent proceeds of bonds issued to acquire or construct capital assets. Additionally, the District utilizes earnings on \$25 million corpus of paratransit trust funds as a component of restricted net position. The funds are to continue in perpetuity from Measure A sales tax revenues.

**Unrestricted net position** - This category represents net position of the District that is not restricted for any project or other purpose.

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**E. Cash and Cash Equivalents**

For purpose of the statement of cash flows, the District considers all highly liquid investments with an initial maturity of 90 days or less when purchased to be cash equivalents. Cash and equivalents also include amounts invested in the LAIF pool.

**F. Investments**

Current investments represent securities which mature within the next 12 months. Noncurrent investments represent the portion of the District's investment portfolio that is not expected to be liquidated during the next 12 months. Investments in nonparticipating interest-earning investment contracts (guaranteed investment contracts) are reported at cost. Investment in money market accounts are also reported at net asset value. All other investments are at fair value. The fair value of investments is determined annually and is based on current market prices permitted. Investments are regulated by state statutes and could be further restricted by the grantors or enabling legislation.

**G. Restricted Cash and Investments**

Restricted cash and investments represent unused bond proceeds, bond reserves and other funds designated for financing the District's capital projects and related debt service. These funds are held as liquid investments or have been invested in U.S. Treasury notes, mutual funds or guaranteed investment contracts. The District also maintains restricted cash and investment accounts in the amount of \$25,000,000 for Paratransit operations.

**H. Restricted and Unrestricted Resources**

When both restricted and unrestricted resources are available for the same purpose (e.g. a construction project), the District's policy is to use all available restricted resources first before unrestricted resources are utilized.

**I. Inventories**

Inventories consist primarily of bus replacement parts and fuel and are stated at average cost which approximates market. Inventories are charged to expense at the time that individual items are withdrawn from inventory.

**J. Lessee and Subscription-Based Information Technology Arrangements (SBITA)**

At the commencement of a lease/SBITA, the District initially measures the liability at the present value of payments expected to be made during the term. Subsequently, the liability is reduced by the principal portion of payments made. The lease/SBITA asset is initially measured as the initial amount of the liability, adjusted for payments made at or before the commencement date, plus certain initial direct costs. Subsequently, the lease/SBITA is amortized on a straight-line basis over its useful life. The lease/SBITA term includes the noncancellable period of the lease. Payments included in the measurement of the liability are composed of fixed payments and purchase option price that the District is reasonably certain to exercise.

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**K. Capital Assets**

Capital assets are stated at historical cost. Donated capital assets are recorded at estimated acquisition value at the date of donation plus ancillary charges, if any. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets, as follows:

Buses and bus equipment	2 to 12 Years
Other vehicles, shelters and bus stops, maintenance and other equipment, and furniture and fixtures	3 to 20 Years
Right-to-use ground leases	3 to 20 Years
Right-to-use subscriptions	3 to 10 Years
Building	30 Years
Building improvements	2 to 5 Years

The District's policy is to capitalize all capital assets with a cost greater than \$5,000 and a useful life of more than one year.

**L. Construction in Progress**

Construction in progress consists of the following projects at June 30 (in thousands):

	<u>2024</u>	<u>2023</u>
Maintenance facility improvements	\$ 15,613	\$ 5,603
Bus fleet improvements	12,874	3,954
Shelter, fencing and bus stop improvements	365	174
Other	3,294	1,374
<b>Total Construction in Progress</b>	<b><u>\$ 32,146</u></b>	<b><u>\$ 11,105</u></b>

**M. State and Local Operating Assistance**

State and local operating assistance is recorded as revenue upon approval by the granting agencies. The District serves as the cash conduit for State Transit Assistance received on behalf of the Peninsula Corridor Joint Powers Board (see Note 6) and does not recognize revenues or expenses associated with this agency function.

**N. Bond Issuance Costs**

Bond issuance costs are expensed upon the issuance of related debt except for bond prepaid insurance. Bond discounts, prepaid insurance and premiums are amortized over the life of the bonds.

**O. Arbitrage**

Arbitrage is reviewed on an annual basis and the corresponding liability is accrued accordingly.

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**P. Compensated Absences**

Employees accrue compensated absence time by reason of tenure at annual rates ranging from 169 to 344.5 hours per year. Employees are allowed to accumulate from 800 hours up to 1,440 hours of compensated absence time, depending upon the number of years of service.

The changes in compensated absences were as follows for Fiscal Year ended June 30 (in thousands):

	<u>2024</u>	<u>2023</u>
Beginning Balance	\$ 13,819	\$ 12,058
Additions	10,631	9,998
Payments	(9,317)	(8,237)
Ending Balance	<u>15,133</u>	<u>13,819</u>
Current Portion	<u>10,710</u>	<u>8,820</u>
Non-current Portion	<u>\$ 4,423</u>	<u>\$ 4,999</u>

**Q. Capital Grants**

The District receives grants from the Federal Transit Administration (FTA), State, and local transportation funds for the acquisition of buses and other equipment and improvements. Capital contributions are recorded as revenues and the cost of the related assets are generally included as additions to property and equipment. Depreciation of assets acquired with capital grant funds is included in the depreciation expense in the statement of revenues, expenses, and changes in net position.

Capital contributions for the years ended June 30 were as follows (in thousands):

	<u>2024</u>	<u>2023</u>
Federal grants	\$ 12,888	\$ 1,829
State grant (Prop 1B)	8,660	1,910
Local assistance	<u>2,468</u>	<u>337</u>
<b>Total</b>	<u>\$ 24,016</u>	<u>\$ 4,076</u>

**R. Operating and Nonoperating Revenues and Expenses**

The District distinguishes operating revenues and expenses from nonoperating revenues and expenses. Operating revenues and expenses generally result from directly providing services in connection with the District's principal operations of bus transit services. These revenues are primarily passenger fares. Operating expenses include cost of sales and services, administrative expenses, contracted services and depreciation on capital assets. All other revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.



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**S. Leases, as a lessor**

At the commencement of a lease, the District initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of the lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

**T. Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**U. Other Post-Employment Benefits (OPEB)**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

**V. Use of Estimates**

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures at the date of the financial statements.

**W. Deferred Outflows of Resources and Deferred Inflows of Resources**

In addition to assets, the statement of net position also reports deferred outflows of resources. This separate element represents a consumption of net assets that applies to a future period and so will not be recognized as an expense until then. The District reports deferred outflows of resources from pension, OPEB activities and bond refunding.

In addition to liabilities, the statement of net position also reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources from pension, OPEB, hedging activities, and leases.

San Mateo County Transit District  
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**X. Fair Value Measurement**

Generally Accepted Accounting Principles provide guidance for determining a fair value measurement for reporting purposes, applying fair value to investments, and disclosures related to a hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs include inputs that are directly observable for the investment including quoted price for similar investments and inputs that are not directly observable but are derived from observable market data through correlation; Level 3 inputs are significant unobservable inputs.

**Y. New Accounting Pronouncements**

**Effective this Fiscal Year**

GASB Statement No. 100 – In June 2022, GASB Issued Statement No. 100, *Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62*. The objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent and comparable information for making decisions or assessing accountability. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023 and all reporting periods thereafter. The implementation of this statement on the financial statements was not material as of June 30, 2024.

**Effective in Future Fiscal Years**

GASB Statement No. 101 – In June 2022, GASB Issued Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of the financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. The District is evaluating the impact of this Statement on the financial statements.

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**Note 2 - Cash and Investments**

**Policies**

The District's investments are generally carried at fair value, as required by generally accepted accounting principles. The District adjusts the carrying value of its investments to reflect their fair value at each Fiscal Year end and includes the effects of these adjustments as a component of interest and investment income for that fiscal year. The District is in compliance with the Board approved Investment Policy and California Government Code requirements.

**Classification**

The District's cash and investments as of June 30 are classified in the statement of net position as follows (in thousands):

	<u>2024</u>	<u>2023</u>
Cash and cash equivalents	\$ 354,615	\$ 318,864
Current investments	17,921	58,629
Current restricted investments	1,602	6,346
Noncurrent investments	181,203	130,984
Noncurrent restricted investments	50,219	21,798
<b>Total</b>	<b><u>\$ 605,560</u></b>	<b><u>\$ 536,621</u></b>

The District's cash and investments consist of the following on June 30 (in thousands):

	<u>2024</u>	<u>2023</u>
Cash on hand	\$ 22	\$ 22
Deposits with financial institutions	163,234	136,305
Investments	442,304	400,294
<b>Total</b>	<b><u>\$ 605,560</u></b>	<b><u>\$ 536,621</u></b>

San Mateo County Transit District

Notes to the Financial Statements  
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**Investments Authorized by the California Government Code and the District’s Investment Policy**

The table below identifies the investment types that are authorized for the District by the California Government Code or the District’s investment policy, whichever is more restrictive, that addresses interest rate risk and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the District’s investment policy.

Authorized Investment Type	Minimum Credit Rating	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	None	15 years	100%	N/A
U.S. Agency Securities	None	15 years	100%	N/A
Banker's Acceptances	None	180 days	40%	30%
Commercial Paper (\$500 Mil. Min. Assets)	A1/P1/F1	270 days	40%	10%
Negotiable Certificates of Deposit	None	5 years	30%	N/A
Repurchase Agreements	None	1 year	100%	N/A
Reverse Repurchase Agreements	None	92 days	20%	N/A
Medium-term Notes	A	5 years	30%	10%
Shares of beneficial interest issued by diversified management companies	Highest rating by two NRSROs	N/A	20%	10%
Local Government Investment Pools	None	N/A	100%	N/A
Asset-backed and Mortgage-backed securities	AA	5 years	20%	N/A
Municipal Obligations	None	10 years	100%	N/A
Supranational Obligations	AA	5 years	30%	N/A
Local Agency Investment Fund (LAIF)	None		Up to the current state limit	
San Mateo County Investment Pool	None		Up to the current state limit	

For the District’s investment in California Employers’ Pension Prefunding Trust (CEPPT), the investment policy is consistent with the CalPERS for the CEPPT authorized investments in global equities, fixed income, treasury inflation-protected securities, real estate investment trusts, and liquidity assets.

**Investments Authorized by Debt Agreements**

Investment of debt proceeds held by bond trustees are governed by provisions of the debt covenants, rather than the general provisions of the California Government Code or the District’s investment policy. These provisions allow for the acquisition of investment agreements, repurchase agreements and U.S. Treasury Securities with maturities of up to 30 years.

**Interest Rate Risk**

Interest rate risk is the risk incurred when market interest rates adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of short-term and long-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

San Mateo County Transit District

Notes to the Financial Statements  
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The District's weighted average maturity of its investment portfolio at June 30, 2024 was as follows:

Investment Type	Amount (in thousands)	Weighted Average Maturity (in years)
U.S. Agency Securities	\$ 54,585	3.31
Asset Backed Securities	26,069	1.69
U.S. Government Securities	59,233	2.72
Corporate Notes	51,585	2.18
Commercial Paper	6,137	0.19
Certificates of Deposit	3,319	1.33
Municipal Debt Securities	6,304	0.73
Supranationals	1,991	2.96
Money Market Mutual Funds	17,435	-
Local Agency Investment Fund (LAIF)	5,625	0.60
Hedge Treasury Bills	2,087	-
California Asset Management Program (CAMP)	185,735	-
California Employers' Prefunding Pension Trust	22,199	-
<b>Total</b>	<b>\$ 442,304</b>	
Portfolio Weighted Average Maturity		1.17

The District's weighted average maturity of its investment portfolio at June 30, 2023 was as follows:

Investment Type	Amount (in thousands)	Weighted Average Maturity (in years)
U.S. Agency Securities	\$ 77,274	2.98
U.S. Government Securities	63,562	2.13
Corporate Notes	48,507	2.41
Commercial Paper	1,952	0.42
Certificates of Deposit	3,312	2.33
Municipal Debt Securities	6,955	1.71
Supranationals	1,975	3.96
Money Market Mutual Funds	12,866	-
Local Agency Investment Fund (LAIF)	5,112	0.71
Hedge Treasury Bills	1,353	-
California Asset Management Program (CAMP)	177,426	-
<b>Total</b>	<b>\$ 400,294</b>	
Portfolio Weighted Average Maturity		1.28

San Mateo County Transit District

Notes to the Financial Statements  
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**Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the actual rating as of June 30 for each investment type.

Investment Type	Amount (in thousands)	Rating as of June 30, 2024				Not Rated
		AAA	AA	A	BBB+*	
U.S. Agency Securities	\$ 54,585	\$ 54,585	\$ -	\$ -	\$ -	\$ -
Asset Backed Securities	26,069	-	-	-	-	26,069
U.S. Government Securities	59,233	59,233	-	-	-	-
Corporate Notes	51,585	2,871	17,809	29,758	1,147	-
Commercial Paper	6,137	-	-	6,137	-	-
Certificates of Deposit	3,319	-	3,319	-	-	-
Municipal Debt Securities	6,304	1,214	2,913	361	-	1,816
Supranationals	1,991	1,991	-	-	-	-
Money Market Mutual Funds	17,435	16,363	-	-	-	1,072
LAIF	5,625	-	-	-	-	5,625
Hedge Treasury Bills	2,087	-	-	-	-	2,087
CAMP	185,735	-	-	-	-	185,735
CEPPT	22,199	-	-	-	-	22,199
<b>Total</b>	<b>\$ 442,304</b>	<b>\$ 136,257</b>	<b>\$ 24,041</b>	<b>\$ 36,256</b>	<b>\$ 1,147</b>	<b>\$ 244,603</b>

\* securities were acquired as A rated and adjusted later to BBB+ during fiscal year 2022.

San Mateo County Transit District

Notes to the Financial Statements

June 30, 2024 and June 30, 2023

Investment Type	Amount (in thousands)	Rating as of June 30, 2023				Not Rated
		AAA	AA	A	BBB+*	
U.S. Agency Securities	\$ 77,274	\$ 16,990	\$ 60,284	\$ -	\$ -	\$ -
U.S. Government Securities	63,562	-	63,562	-	-	-
Corporate Notes	48,507	-	16,063	31,317	1,127	-
Commercial Paper	1,952	-	-	1,952	-	-
Certificates of Deposit	3,312	-	3,312	-	-	-
Municipal Debt Securities	6,955	1,159	3,400	348	-	2,048
Supranationals	1,975	1,975	-	-	-	-
Money Market Mutual Funds	12,866	-	-	-	-	12,866
LAIF	5,112	-	-	-	-	5,112
Hedge Treasury Bills	1,353	-	-	-	-	1,353
CAMP	177,426	-	-	-	-	177,426
<b>Total</b>	<b>\$ 400,294</b>	<b>\$ 20,124</b>	<b>\$ 146,621</b>	<b>\$ 33,617</b>	<b>\$ 1,127</b>	<b>\$ 198,805</b>

\* securities were acquired as A rated and adjusted later to BBB+ during fiscal year 2022.

**Concentration of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the relative size of an investment in a single issuer. GASB Statement No. 40 requires disclosure of certain investments in any one issue that represents 5% or more of total investments. Investments issued or explicitly guaranteed by the U.S. Government, investments in mutual funds, external investment pools, and other pooled investments are exempt. As of June 30, 2024, the District exceeded the 5% limit of total investments in issuers with investment in Federal Home Loan Mortgage Corporation, U.S. Agency Bonds and FHLMC. One issuer exceeded 5% of the District's total investment portfolio for the year ended June 30, 2024.

Issuer (in thousands)	Investment Type	2024	Concentration
Federal Home Loan Mortgage Corporation	U.S. Agency Securities	\$ 36,759	8.31%
<b>Total</b>		<b>\$ 36,759</b>	

There were two issuer that exceeded 5% of the District's total investment portfolio for the year ended June 30, 2023.

Issuer (in thousands)	Investment Type	2023	Concentration
Federal Home Loan Mortgage Corporation	U.S. Agency Securities	\$ 37,152	9.28%
Federal National Mortgage Association	U.S. Agency Securities	21,347	5.33%
<b>Total</b>		<b>\$ 58,499</b>	

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**Fair Value Measurements**

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs.

The District has the following recurring fair value measurements as of June 30, 2024:

- Debt classified as Level 2 inputs are valued using price data obtained from observed transactions and market price quotations from broker dealers and/or pricing vendors.
- Certificates of deposit classified as Level 2 inputs are valued using quoted price for directly observable inputs.

Investments in the State Local Agency Investment Fund are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The following is the District's fair value hierarchy table as of June 30, 2024:

<b>Investment Type</b>	<b>Total</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Uncategorized</b>
U.S. Agency Securities	\$ 54,585	\$ -	\$ 54,585	\$ -
Asset Backed Securities	26,069	26,069	-	-
U.S. Government Securities	59,233	59,233	-	-
Corporate Notes	51,585	-	51,585	-
Commercial Paper	6,137	-	6,137	-
Certificates of Deposit	3,319	-	3,319	-
Municipal Debt Securities	6,304	-	6,304	-
Supranationals	1,991	-	1,991	-
Money Market Mutual Funds	17,435	-	-	17,435
LAIF	5,625	-	-	5,625
Hedge Treasury Bills	2,087	-	-	2,087
CAMP	185,735	-	-	185,735
CEPPT	22,199	-	-	22,199
<b>Total investments by fair value type</b>	<b>\$ 442,304</b>	<b>\$ 85,302</b>	<b>\$ 123,921</b>	<b>\$ 233,081</b>



San Mateo County Transit District

Notes to the Financial Statements

June 30, 2024 and June 30, 2023

The following is the District's fair value hierarchy table as of June 30, 2023

<u>Investment Type</u>	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Uncategorized</u>
U.S. Agency Securities	\$ 77,274	\$ -	\$ 77,274	\$ -
U.S. Government Securities	63,562	63,562	-	-
Corporate Notes	48,507	-	48,507	-
Commercial Paper	1,952	-	1,952	-
Certificates of Deposit	3,312	-	3,312	-
Municipal Debt Securities	6,955	-	6,955	-
Supranationals	1,975	-	1,975	-
Money Market Mutual Funds	12,866	-	-	12,866
LAIF	5,112	-	-	5,112
Hedge Treasury Bills	1,353	-	-	1,353
CAMP	177,426	-	-	177,426
<b>Total investments by fair value type</b>	<b>\$ 400,294</b>	<b>\$ 63,562</b>	<b>\$ 139,975</b>	<b>\$ 196,757</b>

**Custodial Credit Risk**

The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that in the event of the failure of the counter party (e.g. broker-dealer) to a transaction, the District will not be able to recover the value of its investment or collateral securities that are in possession of another party.

California Law requires banks and savings and loan institutions to pledge government securities with a fair value of 110 percent of the District's cash on deposit, or first trust deed mortgage notes with a fair value of 150 percent of the deposit, as collateral for these deposits. Under California law, this collateral is held in a separate investment pool by another institution in the pool's name and places the pool, which includes the District's deposits, ahead of general creditors of the institution.

The District invests in individual investments and in investment pools. Individual investments are evidenced by specific identifiable *securities instruments*, or by an electronic entry registering the owner in the records of the institution issuing the security, called the *book entry* system. In order to increase security, the District employs the Trust Department of a bank or trustee as the custodian of certain District managed investments, regardless of their form.

As of June 30, 2024 and 2023, the District had \$163,234,000 and \$136,305,000, respectively, in deposits with financial institutions recorded on the financial statements. Additionally, the District is required to hold certain capital fund amounts in interest bearing accounts. These balances are in excess of the federal depository insurance limits and are collateralized with securities held by the pledging financial institution. The amount of deposits exposed to custodial credit risk at June 30, 2024 and June 30, 2023 was \$101,268,000 and \$136,054,000, respectively. However, due to California State Law, the excess balances are collateralized with pledged securities by the financial institutions holding the District's deposits.

San Mateo County Transit District  
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**Investment in State Investment Pool**

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. LAIF is not registered with the Securities and Exchange Commission. As of June 30, 2024 and June 30, 2023, the District had a contractual withdrawal value in LAIF of \$5,646,000 and \$5,191,000, respectively. Investments in LAIF are not categorized because deposits and withdrawals are made on the basis of \$1 and not fair value.

**California Asset Management Program (CAMP):** The District holds an investment in CAMP that is subject to "fair value" adjustments. The District had a contractual withdrawal value of \$185,735,000 (which is reported using the amortized cost) after the adjustment for unrealized gains/losses for fiscal year 2024. The District had a contractual withdrawal value of \$177,426,000 in CAMP as of June 30, 2023. CAMP is a governmental investment pool managed and directed by the CAMP Treasurer and is not registered with the Securities and Exchange Commission.

**Note 3 - Operating Assistance**

The District receives operating assistance from various federal, state, and local sources. The District receives funds from two San Mateo County sales tax: a permanent half-cent transaction and use tax levied on all taxable sales in San Mateo County and a half-cent sales tax which will be levied through June 30, 2049 (and half of which is administered by the San Mateo County Transportation Authority (Transportation Authority), both of which are collected and administered by the California Department of Tax and Fee Administration. Transportation Development Act funds are received from San Mateo County to meet, in part, operating and capital requirements based on annual claims filed by the District and approved by the Metropolitan Transportation Commission (MTC). Federal funds are distributed to the District by the Federal Transportation Administration (FTA) after approval by MTC. The District also receives Transportation Authority funds as a result of the approval and re-authorization of 2004 Measure A (half-cent county sales tax) for funding of certain transportation projects and programs.

Operating assistance is summarized as follows for the years ended June 30 (in thousands):

	<b>2024</b>	<b>2023</b>
Transaction and use tax	\$ 173,258	\$ 176,626
Local transportation funds	56,677	56,212
Federal operating and planning assistance	9,914	3,008
Federal Emergency Management Agency (FEMA)	22	139
Federal ARP Act	-	11,883
State transit assistance	12,729	18,622
Measure A funds - local	4,651	4,690
Measure W funds - local	1,200	1,314
<b>Total</b>	<b>\$ 258,451</b>	<b>\$ 272,494</b>

San Mateo County Transit District

Notes to the Financial Statements

June 30, 2024 and June 30, 2023

**Note 4 - Federal Capital Grants**

The District has a number of grant contracts with the FTA that provide federal funds for the acquisition of buses and other equipment and improvements. Capital additions on June 30, 2024 and 2023 applicable to these projects are \$39,988,000 and \$11,580,000, respectively. The related federal participation is \$11,481,000 and \$1,390,000 respectively.

The District has recorded receivables of \$513,000 and \$2,679,000, at June 30, 2024 and 2023, respectively, for qualifying capital project expenditures under FTA grant contracts in excess of reimbursements. The remaining federal receivable balance is related to federal operating grants.

Under the terms of the grants, contributions for equipment sold or retired during its useful life are refundable to the federal government in proportion to the related capital grant funds received, unless the net book value or proceeds from sale is under grant-prescribed limits.

**Note 5 - Capital Assets**

Capital asset activity for the Fiscal Year ended June 30, 2024, was as follows (in thousands):

	<b>Balance at July 1, 2023</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance at June 30, 2024</b>
<b>Capital Assets at Cost</b>				
Buses and bus equipment	\$ 200,080	\$ 16,402	\$ -	\$ 216,482
Buildings and building improvements	76,803	631	-	77,434
Maintenance and other equipment	35,133	197	-	35,330
Furniture and fixtures	30,692	28	-	30,720
Shelters, fencing and bus stop signs	11,878	-	-	11,878
Right-to-use subscriptions	3,335	208	-	3,543
Other vehicles	2,524	551	(41)	3,034
<b>Total Capital Assets at Cost</b>	<b>360,445</b>	<b>18,017</b>	<b>(41)</b>	<b>378,421</b>
<b>Less Accumulated Depreciation/Amortization for</b>				
Buses and bus equipment	(138,787)	(12,942)	-	(151,729)
Buildings and building improvements	(66,346)	(1,410)	-	(67,756)
Maintenance and other equipment	(30,397)	(944)	-	(31,341)
Furniture and fixtures	(30,055)	(104)	-	(30,159)
Shelters, fencing and bus stop signs	(6,026)	(1,055)	-	(7,081)
Right-to-use subscriptions	(1,374)	(845)	-	(2,219)
Other vehicles	(1,918)	(255)	41	(2,132)
<b>Total Accumulated Depreciation and Amortization</b>	<b>(274,903)</b>	<b>(17,555)</b>	<b>41</b>	<b>(292,417)</b>
<b>Nondepreciable Capital Assets</b>				
Land	56,915	-	-	56,915
Construction in progress	11,105	38,850	(17,809)	32,146
<b>Total Nondepreciable Capital Assets</b>	<b>68,020</b>	<b>38,850</b>	<b>(17,809)</b>	<b>89,061</b>
<b>Capital Assets, Net</b>	<b>\$ 153,562</b>	<b>\$ 39,312</b>	<b>\$ (17,809)</b>	<b>\$ 175,065</b>

San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

Capital asset activity for the Fiscal Year ended June 30, 2023, was as follows (in thousands):

	Balance at July 1, 2022	Additions	Deletions	Balance at June 30, 2023
<b>Capital Assets at Cost</b>				
Buses and bus equipment	\$ 200,000	\$ 2,127	\$ (2,047)	\$ 200,080
Buildings and building improvements	75,517	1,641	(355)	76,803
Maintenance and other equipment	32,907	2,226	-	35,133
Furniture and fixtures	29,981	712	(1)	30,692
Shelters, fencing and bus stop signs	11,878	-	-	11,878
Right-to-use subscriptions	2,332	1,003	-	3,335
Right-to-use ground leases	102	-	(102)	-
Other vehicles	2,483	41	-	2,524
<b>Total Capital Assets at Cost</b>	<b>355,200</b>	<b>7,750</b>	<b>(2,505)</b>	<b>360,445</b>
<b>Less Accumulated Depreciation/Amortization for</b>				
Buses and bus equipment	(127,678)	(13,156)	2,047	(138,787)
Buildings and building improvements	(64,659)	(2,042)	355	(66,346)
Maintenance and other equipment	(29,438)	(959)	-	(30,397)
Furniture and fixtures	(29,944)	(112)	1	(30,055)
Shelters, fencing and bus stop signs	(4,938)	(1,088)	-	(6,026)
Right-to-use subscriptions	(545)	(829)	-	(1,374)
Right-to-use ground leases	(23)	(20)	43	-
Other vehicles	(1,694)	(224)	-	(1,918)
<b>Total Accumulated Depreciation and Amortization</b>	<b>(258,919)</b>	<b>(18,430)</b>	<b>2,446</b>	<b>(274,903)</b>
<b>Nondepreciable Capital Assets</b>				
Land	56,915	-	-	56,915
Construction in progress	7,870	9,981	(6,746)	11,105
<b>Total Nondepreciable Capital Assets</b>	<b>64,785</b>	<b>9,981</b>	<b>(6,746)</b>	<b>68,020</b>
<b>Capital Assets, Net</b>	<b>\$ 161,066</b>	<b>\$ (699)</b>	<b>\$ (6,805)</b>	<b>\$ 153,562</b>

**Note 6 - Related Parties**

**Peninsula Corridor Joint Powers Board (JPB)**

The District is a member in the Peninsula Corridor Joint Powers Board (JPB) along with the Santa Clara Valley Transportation Authority (VTA) and the City and County of San Francisco (CCSF). The JPB is governed by a separate board comprised of nine members – three appointed by each member agency. On October 31, 2008, all three of the JPB member agencies together with the Metropolitan Transportation Commission (MTC) signed a restated “Real Property Ownership Agreement” (RPOA) to fully resolve all then-outstanding financial issues related to the acquisition of the Caltrain right of way, the local share of which was funded initially by the District. Both the CCSF and VTA agreed to reimburse the District using gasoline “spillover” funds. The population based “spillover” funds were to be paid directly to the District from the MTC, and revenue based “spillover” funds were to be paid to the District from the San Francisco Municipal Transportation Agency (SFMTA) and VTA.

## San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

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In consideration for the District's reduction in the interest rate applied to the District's advance of funds to purchase the right-of-way, the October 31, 2008 RPOA provided that the District would be designated as the Managing Agency of the JPB and would serve in that capacity "unless and until it no longer chooses to do so". As of June 30, 2024, the District has received full reimbursement for a total of \$53.3 million from "spillover" and Federal Transportation Improvement Program funds as well as local VTA and SFMTA funds.

In August 2022, the District, JPB, CCSF, and VTA entered a binding MOU designed to balance the competing concerns relating to governance and reimbursement for the District's advance of funds required for purchase of the right-of-way. To account for the delay in payment of the amount owed under the 2008 Agreement and in exchange for the District's agreement to assign certain rights as Managing Agency to JPB, the CCSF and VTA agreed to pay \$15.2 million to the District. Upon repayment, the District is required to reconvey its tenancy in common interest in the Right of Way to the JPB. The repayment was completed in FY24, and the District is in the process of reconveying its interest to the JPB.

Separate from cost reimbursement related to the purchase of the Caltrain right-of-way, The District also receives payment for service it provides to the JPB as the Managing Agency. The District had total receivables from the JPB of \$5,816,000 at June 30, 2024, up from \$5,596,000 at June 30, 2023, for advances of staff support and operating costs. Complete financial statements for the JPB can be obtained from the Peninsula Corridor Joint Powers Board at 1250 San Carlos Ave., San Carlos, California 94070.

### **San Mateo County Transportation Authority (Transportation Authority)**

The Transportation Authority was formed in June 1988 as a result of the approval of Measure A (half-cent county sales tax and Transportation Expenditure Plan) by the voters of San Mateo County pursuant to the Bay Area County Traffic and Transportation Funding Act. The Transportation Authority was to be responsible for the administration of funds to be used for transportation projects collected over a period of 20 years by the half-cent county sales tax. The Transportation Authority designated the District as the entity responsible for overall management of the Transportation Authority. In November 2004, the voters reauthorized the sales tax to be collected for an additional 25 years (through 2033) and administered by the Transportation Authority in accordance with a new publicly-developed Expenditure Plan.

In addition, the District's Measure W sales tax ordinance authorizes the District to transfer one half of the revenues from that half cent sales tax to the Transportation Authority for administration. Accordingly, the Transportation Authority now administers the Measure W Congestion Relief Program elements related to highways, roadways, bicycle/pedestrian projects, and regional transportation connections.

Without further voter approval, the Transportation Authority is expected to exist for so long as it continues to administer and/or implement programs/projects funded by Measure A.

## San Mateo County Transit District

Notes to the Financial Statements

June 30, 2024 and June 30, 2023

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The District provides administrative personnel and facilities to the Transportation Authority. The Transportation Authority has funded various real estate acquisitions, which are necessary for transportation projects. In most cases, the Transportation Authority has chosen not to hold title to some of the real estate assets it has acquired as a result of its financial support of transportation projects in its Expenditure Plan. Accordingly, the Transportation Authority has transferred title to the District for some of the properties. The District has accepted ownership of these properties both as an accommodation to Transportation Authority as well as for use in providing transit. The District has recorded these parcels as capital assets.

In November 1994, the Transportation Authority purchased and subsequently transferred the Dumbarton rail bridge right-of-way and associated land to the District. The basis of this property is \$7,134,000. In December 2001, the Transportation Authority purchased and subsequently transferred the Redwood City Wye land and right of way, adjacent to the Dumbarton parcels, to the District. The basis of this property is \$7,103,000.

In July 2007, the District acquired four acres of property located in San Carlos along the Caltrain right of way from the Transportation Authority for a promissory note of \$4,343,000. The fair market value for the land, accounting for the risk associated with hazardous materials, is \$7,739,000. The District recognized the difference of the fair market value and the promissory note as a local grant contribution from the Transportation Authority. Originally, the property had been acquired by the Transportation Authority for the purpose of constructing a railroad grade separation project at Holly Street. At the conclusion of that grade separation project, the Transportation Authority Board of Directors agreed to sell the excess property not needed once the grade separation was complete to the District. The District fully repaid the note of \$4,343,000 as of June 30, 2022.

As the Managing Agency, the District has total receivables from the Transportation Authority of \$1,102,000 and \$290,000 at June 30, 2024 and 2023 respectively, for advances of staff support and operating costs and reimbursement of the Caltrain subsidy. Complete financial statements for the Transportation Authority can be found at <https://www.smcta.com/resources/finance/annual-comprehensive-financial-reports>.

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

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**San Mateo County Express Lanes Joint Powers Authority (SMCELJPA)**

In May of 2019, the Transportation Authority and City/County Association of Governments of San Mateo County ("C/CAG") formed the San Mateo County Express Lanes Joint Powers Authority ("SMCELJPA") through a Joint Exercise of Powers Agreement to exercise their shared rights to own, administer and manage the San Mateo County U.S. 101 Express Lanes Project. Under that agreement, the District (as Managing Agency for the Transportation Authority) and C/CAG both provide staff support to the SMCELJPA. The District's staff supports the JPA's financial activities (e.g., budgeting, accounting, audits and treasury), marketing (including marketing use of the lanes and promoting the broader benefits of the lanes), and communications (including media and community relations, and the SMCELJPA's website). The Transportation Authority compensates the District for staff time spent in support of the SMCELJPA; the SMCELJPA, in turn, reimburses the Transportation Authority such costs.

The District has total receivables from the SMCELJPA of \$34,000 and \$722,000 at June 30, 2024 and 2023 respectively, for advances of staff support and operating costs. Complete financial statements for the Transportation Authority can be obtained from the Transportation Authority at 1250 San Carlos Ave., San Carlos, California, 94070.

**Note 7 - Leases****Lease Receivable**

As the Lessor, the District entered into lease agreements for mainly commercial, rental, and parking transactions. The lease terms expire between 2024 and 2116, with some leases containing options to renew. The District, as lessor, has accrued receivables for mainly ground/commercial leases. Currently, there are four ground leases and five commercial leases, the leases receivable as of June 30, 2024 and June 30, 2023 were \$76,021,000 and \$77,098,000, respectively. Deferred inflows of resources related to leases were \$74,413,000 and \$75,947,000 as of June 30, 2024 and June 30, 2023, respectively. Lease revenue recognized on the leases were \$1,077,000 in fiscal year June 30, 2024 and \$1,019,000 in fiscal year June 30, 2023. Interest revenue recognized on the leases were \$1,112,000 in the fiscal year ended June 30, 2024 and \$1,045,000 in fiscal year ended June 30, 2023. Final receipts for commercial leases are through the current fiscal year, and through the fiscal year 2116 for ground leases.

The District's variable payments are calculated using the annual consumer price index (CPI), a specific % increase or a specific dollar amount. If the CPI is not specified in the contract, the Applicable Federal Rate (AFR) is used. The District has no residual value grantees included in the measurement of lease assets, liabilities, or deferred inflows of resources and lease receivable for the year ended June 30, 2024. The District had no remeasurement during the fiscal year.

San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

**Note 8 - Long-Term Debt**

**Composition and Changes**

The District generally incurs long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt. The District's debt issues and transactions are summarized below and discussed in detail thereafter.

Long-term debt activity for the year ended June 30, 2024 is as follows (in thousands):

	Original Issue Amount	Balance at July 1, 2023	Additions	Deletions	Balance at June 30, 2024	Current Balance at June 30, 2024
Limited Tax Bonds						
2015 Series A Refunding Bonds 3.00%-5.00%, due 6/1/2034	\$ 210,280	\$ 160,830	\$ -	\$ (11,825)	\$ 149,005	\$ 12,390
Subscription liability		1,769	208	(754)	1,223	737
Total debt		162,599	208	(12,579)	150,228	<u>\$ 13,127</u>
Unamortized bond premium		10,616	-	(1,909)	8,707	
<b>Total debt payable</b>		<u>\$ 173,215</u>	<u>\$ 208</u>	<u>\$ (14,488)</u>	<u>\$ 158,935</u>	

Long-term debt activity for the year ended June 30, 2023 is as follows (in thousands):

	Original Issue Amount	Balance at July 1, 2022	Additions	Deletions	Balance at June 30, 2023	Current Balance at June 30, 2023
Limited Tax Bonds						
2015 Series A Refunding Bonds 3.00%-5.00%, due 6/1/2034	\$ 210,280	\$ 172,120	\$ -	\$ (11,290)	\$ 160,830	\$ 11,825
Subscription liability		1,642	1,003	(876)	1,769	699
Total debt		173,762	1,003	(12,166)	162,599	<u>\$ 12,524</u>
Unamortized bond premium		12,752	-	(2,136)	10,616	
<b>Total debt payable</b>		<u>\$ 186,514</u>	<u>\$ 1,003</u>	<u>\$ (14,302)</u>	<u>\$ 173,215</u>	

**Description of the District's Long-Term Debt Issues**

**2015 Series A and Series B Refunding Bonds** – In Fiscal Year 2015, the District issued \$210,280,000 of the Limited Tax Bonds, Refunding 2015 Series A (the 2015 Series A Bonds) and \$39,965,000 of the Limited Tax Bonds, Refunding 2015 Series B (Federally Taxable) (the 2015 Series B Bonds, and, together with the 2015 Series A Bonds, the 2015 Series Bonds) to advance refund the 1993 Series A Bonds, the 2005 Series A Bonds, and the 2009 Series A Bonds, all of which were issued to assist in the financing or refinancing of facilities necessary or convenient for the provision of transit services.



San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

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The 2015 Series Bonds were issued pursuant to an Indenture, dated as of April 1, 2015, as supplemented and amended from time to time pursuant to its terms (the Indenture), between the District and U.S. Bank National Association, as trustee (the Trustee).

The District issued the 2015 Series Bonds in order to advance refund all of its prior debt secured by the Sales Tax, comprised of \$56,420,000 aggregate principal amount of the 1993 Series A Bonds, \$218,990,000 aggregate principal amount of the 2005 Series A Bonds and \$10,505,000 aggregate principal amount of the 2009 Series A Bonds. The proceeds of the 2015 Series Bonds, together with funds held on deposit under the 1990 Indenture, to refund and legally defease all of the 1993 Series A Bonds, the 2005 Series A Bonds and the 2009 Series A Bonds (hereinafter collectively referred to as the Prior Bonds). In connection with the refunding and defeasance of the Prior Bonds, the District entered into an Escrow Agreement, dated as of April 1, 2015 (the Escrow Agreement), with U.S. Bank National Association, as trustee and escrow agent (the Escrow Agent), pursuant to which the Escrow Agent established escrow funds (each, an Escrow Fund) to provide for the payment of the principal of and interest on the Prior Bonds to their date of redemption or maturity, as applicable. Amounts deposited in each Escrow Fund are expected to be invested in direct obligations of, or obligations which are unconditionally guaranteed by, the United States of America (the Escrow Securities), the principal of and interest on which, together with any cash held uninvested in such Escrow Fund, will be sufficient to pay the principal of and interest on the Prior Bonds secured by such Escrow Fund to the date of their redemption or maturity, as applicable. Amounts deposited in each Escrow Fund are pledged to the payment of the Prior Bonds secured by such Escrow Fund and will not be available for the payment of any bonds other than the Prior Bonds secured by such Escrow Fund.

Interest on the 2015 Series Bonds is payable semiannually on June 1 and December 1 of each year. The 2015 Series Bonds are subject to optional redemption prior to their respective stated maturities. Principal on the 2015 Series A is payable on June 1, 2019, and annually thereafter on June 1 of each year through 2034.

The 2015 Series Bonds are special obligations of the District payable from the receipts of a sales tax to assist in the financing or refinancing of facilities necessary or convenient for the provision of transit services. The amount and terms of pledged revenue is the outstanding secured debt service as noted on the debt service requirement schedule in the following paragraph. The amount of pledged revenues recognized for the secured debt was \$173.3 million and the amount required for the debt service was \$19.1 million during Fiscal Year 2024. The pledged revenue coverage was 9.05 percent.

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

**Debt Service Requirements to Maturity**

Future Debt Service requirements are as follows (in thousands):

Fiscal Year Ending June 30,	2015 Series A		
	Principal	Interest	Total
2025	\$ 12,390	\$ 6,799	\$ 19,189
2026	13,010	6,180	19,190
2027	13,660	5,529	19,189
2028	14,340	4,848	19,188
2029	15,065	4,129	19,194
2030-2034	80,540	9,320	89,860
<b>Total debt service</b>	<b>\$ 149,005</b>	<b>\$ 36,805</b>	<b>\$ 185,810</b>

**Subscription Liabilities**

The District has entered into seven subscription arrangements as subscriber primarily for software as a service (SaaS) and platform as a service (PaaS). Most subscriptions have initial terms of up to three years. The District is required to make \$33,000 in interest payments through June 30, 2027. As the interest rate implicit in the District's subscriptions are not readily determinable, the District utilizes the Applicable Federal Rate (AFR) to discount the subscription payments.

During the Fiscal year, the District recorded \$845,000 in amortization expense and \$36,000 in interest expense for the right to use subscription software.

Future Subscription liability requirements are as follows (in thousands):

Fiscal year Ending June 30,	Principal	Interest
2025	737	22
2026	421	9
2027	65	2
<b>Total</b>	<b>\$ 1,223</b>	<b>\$ 33</b>

San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

**Note 9 - Pension Plan**

**Plan Description**

**General Information About the Pension Plans**

**Plan Descriptions** – All qualified permanent and probationary employees, including those assigned to work for the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (Transportation Authority), are eligible to participate in the District’s defined benefit pension plan, an agent multiple-employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefits are established by contract with CalPERS in accordance with the provisions of the Public Employees’ Retirement Law. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Benefits Provided** – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of CalPERS credited service are eligible to retire at age 50 with statutorily reduced benefits. Effective January 1, 2013, new CalPERS members are subject to the Public Employees’ Pension Reform Act (PEPRA); to be eligible for retirement, a PEPRA employee must be at least 52 years of age. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees’ Retirement Law.

The plan provisions and benefits in effect at June 30, 2024, are summarized as follows:

Hire date	<u>Prior to June 1, 2012</u>	<u>June 1, 2012 through December 31, 2012</u>	<u>On or after January 1, 2013</u>
Benefit formula	2.0% at 55	2.0% at 60	2.0% at 62
Minimum years of service to vest	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Earliest retirement age	50	50	52
Required employee contribution rates	8.000%	8.000%	8.000%
Required employer contribution rates*	9.470%	9.470%	9.470%

\*Excluding an additional UAL payment in the amount of \$6,018,269

San Mateo County Transit District

Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

**Employees Covered** – At June 30, 2024, the following employees were covered by the plan:

Inactive employees (or their beneficiaries) currently receiving benefits	719
Inactive employees entitled to but not yet receiving benefits	251
Active employees	<u>734</u>
<b>Total number of employees covered by the benefit terms</b>	<b><u><u>1,704</u></u></b>

**Employees Covered** – At June 30, 2023, the following employees were covered by the plan:

Inactive employees (or their beneficiaries) currently receiving benefits	692
Inactive employees entitled to but not yet receiving benefits	241
Active employees	<u>703</u>
<b>Total number of employees covered by the benefit terms</b>	<b><u><u>1,636</u></u></b>

**Contributions** – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers to be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Annually, in addition to funding the “normal cost” of the pension plan, the District is required to amortize a portion of the unfunded accrued liability through a payment into the plan. A portion of this cost is attributed to the JPB and the Transportation Authority. In Fiscal Year 2024, the JPB’s portion of this payment was \$976,000, and the Transportation Authority’s portion of this payment was \$124,000; In Fiscal Year 2023, the JPB’s portion of this payment was \$1,090,000, and the Transportation Authority’s portion of this payment was \$139,000.

On May 3, 2023, the District’s Board of Directors approved establishment of a California Employers’ Pension Prefunding Trust (CEPPT) Account for the District with the California Public Employees’ Retirement System (CalPERS) and directed the staff to open and fund the trust account over FY23 and FY24 with a \$21 million pension prepayment reserve fund contribution that was included in the District’s 2023 Operating Budget. The CalPERS CEPPT trust fund program allows state and local public employers to prefund their future pension costs through an investment vehicle designed to accumulate assets over time. By establishing a CEPPT trust fund account, the District can proactively manage its long-term pension costs and liabilities by using assets in the trust to manage growing pension liabilities, including future normal costs and Unfunded Accrued Liability (UAL) payments. The assets in the trust can be used to stabilize pension rates and offset unexpected contribution rate increases, as well as to act as a rainy-day fund to ensure resources are available for pension obligations when revenues are impaired, based on economic or other conditions. As of June 30, 2024, the District has contributed the entire \$21 million reserve in the Account.

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

**Net Pension Liability**

The District’s net pension liability for Fiscal Year 2024 is measured as the total pension liability, less the pension plan’s fiduciary net position. The net pension liability for Fiscal Year 2024 is measured as of June 30, 2023, using an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. The District’s net pension liability for Fiscal Year 2023 is measured as the total pension liability, less the pension plan’s fiduciary net position. The net pension liability for Fiscal Year 2023 is measured as of June 30, 2022, using an annual actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. Net pension liability includes all employees assigned to work for the JPB and the Transportation Authority. A summary of principal assumptions and methods used in the latest actuarial valuation to determine the net pension liability follows.

**Actuarial Assumptions** – The total pension liabilities in the June 30, 2023 and June 30, 2024 actuarial valuations were determined using the following actuarial assumptions:

	<b>2023</b>	<b>2024</b>
Valuation Date	June 30, 2021	June 30, 2022
Measurement Date	June 30, 2022	June 30, 2023
Actuarial Cost Method	Entry-Age Normal Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions		
Discount Rate	6.90%	6.90%
Inflation	2.50%	2.50%
Payroll Growth	2.75%	2.75%
Projected Salary Increase	Varies by Entry-Age and Service	Varies by Entry-Age and Service
Investment Rate of Return	7.00% (1)	7.00% (1)
Mortality	(2)	(2)

- (1) Net of pension plan investment and administrative expenses, including inflation.
- (2) The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Further details regarding the experience study can be found on the CalPERS website.

San Mateo County Transit District

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June 30, 2024 and June 30, 2023

**Discount Rate** – The discount rate used to measure the total pension liability was 6.9 (7.15 in 2022) percent for each Plan for both Fiscal Years ended June 30, 2024 and 2023. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that the District’s contributions will be made at rates equal to the difference between actuarially determined contributions rates and the employee rate. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected 6.9% rate of return on pension plan investments, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds’ asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class <sup>1</sup>	New Strategic Allocation	Real Returns <sup>1,2</sup>
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
<b>Total</b>	<b>100%</b>	

(1) An expected inflation of 2.30% used for this period.

(2) Figures are based on the 2022 Asset Liability Management study.

Source: CalPERS 2023 Annual Comprehensive Financial Report.

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**Changes in the Net Pension Liability**

The changes in the net pension liability recognized over the measurement period ended June 30, 2023 (Fiscal Year ended June 30, 2024) is as follow (in thousands):

	Increase (Decrease)		
	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
Balance at June 30, 2023	\$ 433,260	\$ 342,963	\$ 90,297
Changes recognized for the measurement period			
Service cost	11,456	-	11,456
Interest on the total pension liability	29,756	-	29,756
Changes of benefit terms	499	-	499
Difference between expected and actual experience	2,157	-	2,157
Contributions from the employer	-	13,146	(13,146)
Contributions from employees	-	5,348	(5,348)
Net investment income	-	21,362	(21,362)
Benefit Payments, including refunds	(20,805)	(20,805)	-
Administrative Expense	-	(252)	252
Net changes	<u>23,063</u>	<u>18,799</u>	<u>4,264</u>
<b>Balance at June 30, 2024</b>	<b><u>\$ 456,323</u></b>	<b><u>\$ 361,762</u></b>	<b><u>\$ 94,561</u></b>

The changes in the Net Pension Liability recognized over the measurement period ended June 30, 2022 (Fiscal Year ended June 30, 2023) is as follow (in thousands):

	Increase (Decrease)		
	Total Pension Liability	Fiduciary Net Position	Net Pension Liability
Balance at June 30, 2022	\$ 405,661	\$ 374,025	\$ 31,636
Changes recognized for the measurement period			
Service cost	10,516	-	10,516
Interest on the total pension liability	28,240	-	28,240
Changes of assumptions	12,758	-	12,758
Difference between expected and actual experience	(4,875)	-	(4,875)
Contributions from the employer	-	11,844	(11,844)
Contributions from employees	-	4,636	(4,636)
Net investment income	-	(28,268)	28,268
Benefit Payments, including refunds	(19,040)	(19,040)	-
Administrative Expense	-	(234)	234
Net changes	<u>27,599</u>	<u>(31,062)</u>	<u>58,661</u>
<b>Balance at June 30, 2023</b>	<b><u>\$ 433,260</u></b>	<b><u>\$ 342,963</u></b>	<b><u>\$ 90,297</u></b>

San Mateo County Transit District  
Notes to the Financial Statements  
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**Sensitivity of the Net Pension Liability to Changes in the Discount Rate** – The following presents the net pension liability for the measurement period ended June 30, 2023 (Fiscal Year ended June 30, 2024) calculated using the plan discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate (in thousands):

	<u>1% Decrease</u>	<u>Current</u>	<u>1% Increase</u>
Discount Rate	5.90%	6.90%	7.90%
Net Pension Liability	\$ 151,812	\$ 94,561	\$ 46,796

The following presents the net pension liability for the measurement period ended June 30, 2022 (Fiscal Year ended June 30, 2023) calculated using the plan discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate (in thousands):

	<u>1% Decrease</u>	<u>Current</u>	<u>1% Increase</u>
Discount Rate	5.90%	6.90%	7.90%
Net Pension Liability	\$ 145,206	\$ 90,297	\$ 44,521

**Pension Plan Fiduciary Net Position** – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions** – For the year ended June 30, 2024, the District recognized pension expense of \$18,735,000. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources (in thousands):

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 14,379	\$ -
Changes of assumptions	5,468	-
Differences between expected and actual experiences	1,522	(2,318)
Net differences between projected and actual earnings on plan investments	16,337	-
<b>Total</b>	<b>\$ 37,706</b>	<b>\$ (2,318)</b>



San Mateo County Transit District

Notes to the Financial Statements

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**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions** – For the year ended June 30, 2023, the District recognized pension expense of \$12,844,000. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources (in thousands):

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 13,147	\$ -
Changes of assumptions	9,113	-
Differences between expected and actual experiences	14	(4,168)
Net differences between projected and actual earnings on plan investments	17,375	-
<b>Total</b>	<b><u>\$ 39,649</u></b>	<b><u>\$ (4,168)</u></b>

Deferred outflows of resources related to contributions subsequent to the measurement date is \$13,147,000, which will be recognized as a reduction of the net pension liability in the next fiscal year. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as a reduction to pension expense as follows (in thousands):

<u>Year Ended June 30</u>	
2025	\$ 5,609
2026	3,468
2027	11,490
2028	442
<b>Total</b>	<b><u>\$ 21,009</u></b>

**Note 10 - Post-Retirement Health Care Benefits**

**Plan Description and Benefits Provided**

In August 1993, the District's Board of Directors adopted the San Mateo County Transit District Retiree Healthcare Plan (Plan). The Plan provides lifetime post-retirement CalPERS medical care insurance benefits to qualified retirees, those who have attained at least 50 years of age and have at least five years of service and who retire under CalPERS within 120 days of separation from District employment, and their eligible dependents and surviving spouses. Benefit allowance provisions are established, and may be amended, through agreements and memorandums of understanding (MOUs) between the District, its management employees and unions representing District employees. In April 2008, the District's Board of Directors adopted an Other Post Employment Benefit (OPEB) funding plan (Plan) and in April 2009, as authorized by that plan, adopted the California Employers' Retiree Benefit Trust (CERBT), a tax-exempt Internal Revenue Code section 115 trust administered by CalPERS.

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Notes to the Financial Statements  
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The Plan provides qualified retirees for life with a cash subsidy in the form of a fixed-dollar District contribution directly to CalPERS for monthly medical insurance premiums of up to \$476 for employee-only coverage, \$953 for employee-plus-one coverage, or \$1,239 for employee-plus-two coverage. However, for Kaiser plans specifically, the rate is \$432 for employee coverage, \$864 for employee-plus-one coverage, or \$1,123 for employee-plus-family coverage. Retirees can select from various health plans offered by the District through CalPERS such as Blue Shield, Kaiser, Health Net, Anthem, and United Healthcare. If a qualified retiree waives coverage, the retiree will not receive the District's contribution.

The District contributes to the CERBT, an agent multiple employer defined benefit other postemployment benefits plan that is an irrevocable trust established to fund postemployment healthcare benefits. This trust is not considered a component unit of the District and is excluded from these financial statements. The CERBT issues a publicly available annual financial report, which may be obtained from the CalPERS website. At the June 30, 2022 and June 30, 2023 measurement dates, the numbers of active and retired District employees covered by the Plan were as follows:

	<u>2023</u>	<u>2022</u>
Retired employees receiving benefits	436	421
Retired employees entitled to but not receiving benefits	136	137
Active plan members	<u>794</u>	<u>762</u>
<b>Total</b>	<b><u>1,366</u></b>	<b><u>1,320</u></b>

**Funding Policy and Contribution**

The Plan also called for increasing amounts to be funded into the trust each year until the full Annual Determined Contribution (ADC) can be funded on an annual basis. The District contributes an amount that is actuarially determined that represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

In Fiscal Year ended June 30, 2024, the District contributed \$4,000,000 to the established trust fund through CERBT. In addition, the District contributed \$3,506,000 in pay-as-you-go amounts for the year ended June 30, 2024. Additional contributions were in the form of an implicit subsidy in the amount of \$717,000 were made.

In Fiscal Year ended June 30, 2023, the District contributed \$4,000,000 to the established trust fund through CERBT. In addition, the District contributed \$2,803,000 in pay-as-you-go amounts for the year ended June 30, 2023. Additional contributions in the form of an implicit subsidy in the amount of \$635,000 were made.

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Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

Annually, in addition to funding the “normal cost” of the OPEB plan, the District is required to amortize a portion of the unfunded accrued liability through a payment into the plan. A portion of this cost is attributed to the JPB and the Transportation Authority. In Fiscal Year 2024, the JPB’s portion of this payment was \$456,000, and the Transportation Authority’s portion of this payment was \$32,000; In Fiscal Year 2023, the JPB’s portion of this payment was \$456,000, and the Transportation Authority’s portion of this payment was \$32,000.

**Net OPEB Liability**

The District’s net OPEB liability includes all employees assigned to work for the JPB and the Transportation Authority. It was measured as of June 30, 2023 for the Fiscal Year ended on June 30, 2024 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2023 that was based on the following actuarial methods and assumptions:

Valuation Date	June 30, 2023
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal, Level Percentage of Payroll
Discount Rate	6.25%
Inflation	2.50%
Investment Rate of Return	6.25%
Mortality	Projected fully generational with Scale MP-2021
Healthcare Trend Rate	Non-Medicare – 8.50% for 2025, decreasing to an ultimate rate of 3.45% in 2076 Medicare – 6.25% for 2025, decreasing to an ultimate rate of 3.45% in 2076

The District’s net OPEB liability was measured as of June 30, 2022 for the Fiscal Year ended on June 30, 2023 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2021, that was based on the following actuarial methods and assumptions:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal, Level Percentage of Payroll
Discount Rate	6.25%
Inflation	2.50%
Investment Rate of Return	6.25%
Mortality	Projected fully generational with Scale MP-2020
Healthcare Trend Rate	Non-Medicare – 6.50% for 2023, decreasing to an ultimate rate of 3.75% in 2076 Medicare – 4.60% for 2023, decreasing to an ultimate rate of 3.75% in 2076

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The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation <sup>(1)</sup></u>	<u>Long-Term Expected Real Rate of Return <sup>(2)</sup></u>
Global Equity	49.00%	4.56%
Fixed Income	23.00%	1.56%
TIPS	5.00%	-0.08%
Commodities	3.00%	1.22%
REITs	20.00%	4.06%
	<u>100.00%</u>	

(1) The long-term expected real rates of return are presented as geometric means.

(2) Includes 2.5% inflation.

**Discount Rate**

The discount rate used to measure the total OPEB liability was 6.25 percent for the measurement date as of June 30, 2023 and 6.25 percent for the measurement date as of June 30, 2022. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

San Mateo County Transit District

Notes to the Financial Statements

June 30, 2024 and June 30, 2023

**Change in Net OPEB Liability**

The changes in the net OPEB liability for the District’s plan over the measurement period ended June 30, 2023 (Fiscal Year ended June 30, 2024) are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2023	\$ 54,461	\$ 36,141	\$ 18,320
Changes for the year:			
Service cost	1,734	-	1,734
Interest	3,405	-	3,405
Differences between actual and expected experience	(3,424)	-	(3,424)
Changes in assumptions	(1,203)	-	(1,203)
Contribution - employer	-	7,438	(7,438)
Net investment income	-	2,422	(2,422)
Benefit payments and refunds	(3,427)	(3,427)	-
Administrative expenses	-	(22)	22
Net changes	(2,915)	6,411	(9,326)
<b>Balance at June 30, 2024</b>	<b>\$ 51,546</b>	<b>\$ 42,552</b>	<b>\$ 8,994</b>

The changes in the net OPEB liability for the District’s plan over the measurement period ended June 30, 2022 (Fiscal Year ended June 30, 2023) are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2022	\$ 52,926	\$ 37,515	\$ 15,411
Changes for the year:			
Service cost	1,688	-	1,688
Interest	3,306	-	3,306
Changes in assumptions	-	-	-
Contribution - employer	-	7,467	(7,467)
Net investment income	-	(5,364)	5,364
Benefit payments and refunds	(3,459)	(3,459)	-
Administrative expenses	-	(18)	18
Net changes	1,535	(1,374)	2,909
<b>Balance at June 30, 2023</b>	<b>\$ 54,461</b>	<b>\$ 36,141</b>	<b>\$ 18,320</b>

San Mateo County Transit District

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**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for the year ended June 30, 2024 and 2023:

<b>Net OPEB Liability for the Fiscal Year Ended on June 30, 2024</b>		
Discount Rate - 1%	Current Discount Rate	Discount Rate + 1%
(5.25%)	(6.25%)	(7.25%)
\$ 13,879	\$ 8,994	\$ 4,778

<b>Net OPEB Liability for the Fiscal Year Ended on June 30, 2024</b>		
Trend Rate - 1%	Current Trend	Trend Rate + 1%
\$ 7,806	\$ 8,994	\$ 10,580

**Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates**

The following presents the net OPEB liability of the District if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for the year ended June 30, 2024 and 2023:

<b>Net OPEB Liability for the Fiscal Year Ended on June 30, 2023</b>		
Discount Rate - 1%	Current Discount Rate	Discount Rate + 1%
(5.25%)	(6.25%)	(7.25%)
\$ 23,670	\$ 18,320	\$ 13,733

<b>Net OPEB Liability for the Fiscal Year Ended on June 30, 2023</b>		
Trend Rate - 1%	Current Trend	Trend Rate + 1%
\$ 16,733	\$ 18,320	\$ 20,471

**OPEB Plan Fiduciary Net Position**

CalPERS issues a publicly available financial report that may be obtained from CalPERS website at <http://www.calpers.ca.gov>.

San Mateo County Transit District  
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**OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the Fiscal Year ended June 30, 2024, the District recognized an OPEB expense in the amount of \$2,107,000. As of Fiscal Year ended June 30, 2024, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions subsequent to measurement date	\$ 7,765	\$ -
Changes of Assumptions	1,655	(1,455)
Differences between Expected and Actual Experiences	-	(5,424)
Net differences between projected and actual earnings on plan investments	<u>2,486</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 11,906</u></b>	<b><u>\$ (6,879)</u></b>

For the Fiscal Year ended June 30, 2023, the District recognized an OPEB expense in the amount of \$2,572,000. As of Fiscal Year ended June 30, 2023, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
OPEB contributions subsequent to measurement date	\$ 7,438	\$ -
Changes of Assumptions	2,142	(628)
Differences between Expected and Actual Experiences	-	(3,438)
Net differences between projected and actual earnings on plan investments	<u>3,181</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 12,761</u></b>	<b><u>\$ (4,066)</u></b>

San Mateo County Transit District  
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**Recognition of Deferred Outflows and Deferred Inflows of Resources**

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The recognition period differs depending on the source of the gain or loss. The contributions made subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the next fiscal year. The other deferrals are amortized over the remaining 6 years from 2023 to 2029 and thereafter as follows:

<b>Year Ended June 30</b>		
2025	\$	(757)
2026		(738)
2027		644
2028		(765)
2029		(701)
Thereafter		(421)
<b>Total</b>	<b>\$</b>	<b>(2,738)</b>

**Note 11 - Insurance Programs**

The District is exposed to various risks of loss including but not limited to those related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees, and natural disasters. The District is self-insured for a portion of its public liability, property damage and workers' compensation liability. As of June 30, 2024, coverage provided by self-insurance and excess coverage (purchased by the District) is generally summarized as follows:

<b>Type of coverage</b>	<b>Self-Insured Retention (in thousands)</b>	<b>Excess Insurance (in thousands)</b>
General Liability and Auto Liability	\$3,000 per occurrence	\$99,000 per occurrence/ annual aggregate
Workers' Compensation Employment Practices	\$1,000 per occurrence \$500 per claim	\$10,000 per occurrence \$5,000 aggregate
Bus Physical Damage	\$50 maximum per vehicle / \$150 maximum per occurrence	\$25,000 per occurrence \$164,066 Total Insurable Values (TIV)
Real and Personal Property Environmental Liability	\$25 per occurrence \$50 per occurrence	\$153,987 Total Insurable Values (TIV) \$5,000 per occurrence/ annual aggregate
Fiduciary Liability Cyber Liability	\$10 per occurrence \$100 per occurrence	\$2,000 aggregate \$5,000 aggregate
Crime Insurance/Employee Dishonesty Kidnap & Ransom	\$50 per occurrence except for computer fraud and funds transfer \$0	\$5,000 per loss \$1,000 aggregate



San Mateo County Transit District  
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With the exception of the older, 2009 Gillig buses insured at actual cash value (ACV), all rolling stock is insured at full replacement value for total insurable values (TIV) of \$164,066,000. Real and Personal Property is insured for total insurable values (TIV) of \$153,987,000 and is inclusive of \$25,000,000 in state and federally mandated flood insurance. General Liability is inclusive of Public Officials Liability up to \$50,000,000. Coverage extends to the Transportation Authority in excess of the Authority's own \$11,000,000 in general liability coverage and \$3,000,000 public officials liability policy. Terrorism coverage applies to Liability and Property. Earthquake coverage remains cost prohibitive to procure. To date there have been no significant reductions in any of the District's insurance coverage. Settlements have not exceeded excess coverages for each of the past three Fiscal Years.

The unpaid claims liabilities are based on the results of actuarial studies and include amounts for claims incurred but not reported and incremental claim expenses. Allocated and unallocated claims adjustment expenses are included in the claims liability balances. Claims liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors.

Annual expense is charged using various allocation methods that include actual costs, trends in claims experience, and number of participants. It is the District's practice to obtain full actuarial studies annually.

Changes in the balances of claims liabilities for the three years ended June 30 for public liability, property damage and workers' compensation are as follows (in thousands):

	2024	2023	2022
Self-insurance liabilities, beginning of year	\$ 12,271	\$ 9,167	\$ 13,333
Incurred claims and changes in estimates	11,259	6,917	(771)
Claim payments and related costs	(4,901)	(3,813)	(3,395)
Total Self-insurance claims liabilities	18,629	12,271	9,167
Less current portion	7,207	4,838	5,576
<b>Noncurrent portion</b>	<b>\$ 11,422</b>	<b>\$ 7,433</b>	<b>\$ 3,591</b>

**Note 12 - Commitment and Contingent Liabilities**

**Legal**

The District is directly and indirectly involved in various litigation matters relating principally to claims alleging personal injury and property damage arising from incidents related to the provision of its transit service. In the opinion of District management and legal counsel, as of June 30, 2024, the ultimate resolution of these matters will not materially affect the District's financial position.

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

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**Grants**

The District's grants are subject to review and audit. Such audits could lead to requests for reimbursement for expenditures disallowed under the terms of the grants. In the opinion of District management, such allowances, if any, will not materially affect the District's financial position.

**Note 13 - PTMISEA Grants**

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as Proposition 1B on November 7, 2006, includes a program of funding in the amount of \$4 billion to be deposited in the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). The PTMISEA grant funding awarded to the District were fully expended as of June 30, 2023.

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San Mateo County Transit District  
Notes to the Financial Statements  
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**Note 14 - Hedge Program**

In order to create more certain future diesel fuel costs and to manage the budget risk caused by uncertain future diesel fuel prices, the District established a diesel fuel hedging program. The hedging instruments used are New York Harbor Ultra Low Sulfur Diesel (NYHRBRULSD) futures contracts with a notional amount of 42,000 gallons each as listed on the New York Mercantile Exchange Clearinghouse (NYMEX).

As of June 30, 2024, the District had 31 futures contracts. As of June 30, 2024, the aggregate fuel hedge contracts covered a period from July 2024 through June 2025. As of June 30, 2023, The District had 35 futures contracts. As of June 30, 2023, the aggregate fuel hedge contracts covered a period from July 2023 through June 2024.

The District enters into futures contracts to hedge its price exposures to diesel fuel which is used in District vehicles to provide transportation. These contracts are derivative instruments. The effectiveness of the hedge is determined according to GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, which require a statistically strong relationship between the price of the futures contracts and the District's cost of diesel fuel from suppliers in order to ensure that the futures contracts effectively hedge the expected cash flows associated with diesel fuel purchases/exposures. The District applies hedge accounting for derivatives that are deemed effective hedges. Under hedge accounting, the increase (decrease) in the fair value of a hedge is reported as a deferred cash flow on the statement of net position. For the reporting period, all of the District's derivatives meet the effectiveness tests. Net gains/losses from completed hedges become an element of diesel fuel cost.

For diesel fuel futures contracts, the fair values are determined according to exchange settlement prices and the prices at which the futures contracts were purchased where each contract has a volume of 42,000 gallons. The following is a summary of the fair values and notional amounts of derivative instruments (diesel futures contracts) outstanding as of June 30, 2024 (in thousands):

(in thousands)	2024 Change in Fair Value		Fair Value, June 30, 2024		Notional
	Classification	Amount	Classification	Amount	
Effective Cash Flow Hedges					
Futures contracts	Deferred Inflow	\$ (384)	Derivative Instruments	\$ (103)	1,302 Gallons

San Mateo County Transit District  
Notes to the Financial Statements  
June 30, 2024 and June 30, 2023

For diesel fuel futures contracts, the fair values are determined according to exchange settlement prices and the prices at which the futures contracts were purchased where each contract has a volume of 42,000 gallons. The following is a summary of the fair values and notional amounts of derivative instruments (diesel futures contracts) outstanding as of June 30, 2023 (in thousands):

(in thousands)	2023 Change in Fair Value		Fair Value, June 30, 2023		Notional
	Classification	Amount	Classification	Amount	
Effective Cash Flow Hedges					
Futures contracts	Deferred Outflow	\$ 1,081	Derivative Instruments	\$ 281	1,470 Gallons

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Required Supplementary Information  
June 30, 2024

## San Mateo County Transit District

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**San Mateo County Transit District**  
**Schedule of Changes in the Net OPEB Liability and Related Ratios**

(Amounts in thousands)	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018*
<b>Total OPEB Liability</b>							
Service cost	\$ 1,734	\$ 1,688	\$ 1,588	\$ 1,623	\$ 1,638	\$ 1,659	\$ 1,611
Interest on Total OPEB Liability	3,405	3,306	3,497	3,446	3,486	3,367	3,247
Changes of Assumptions	(1,203)	-	3,116	(931)	(330)	-	-
Difference Between Expected and Actual Experience	(3,424)	-	(3,838)	-	(2,076)	-	-
Benefit Payments, Including Refunds of Employee Contributions	(3,427)	(3,459)	(3,340)	(3,318)	(3,281)	(3,199)	(3,032)
Net Change in Total OPEB Liability	(2,915)	1,535	1,023	820	(563)	1,827	1,826
Total OPEB Liability - Beginning	54,461	52,926	51,903	51,083	51,646	49,819	47,993
Total OPEB Liability - Ending	<u>\$ 51,546</u>	<u>\$ 54,461</u>	<u>\$ 52,926</u>	<u>\$ 51,903</u>	<u>\$ 51,083</u>	<u>\$ 51,646</u>	<u>\$ 49,819</u>
<b>Fiduciary Net Position</b>							
Contributions - Employer	\$ 7,438	\$ 7,467	\$ 6,586	\$ 6,565	\$ 6,327	\$ 6,746	\$ 5,032
Net Investment Income	2,422	(5,364)	7,469	725	1,219	1,143	1,174
Benefit Payments, Including Refunds of Employee Contributions	(3,427)	(3,459)	(3,340)	(3,318)	(3,281)	(3,199)	(3,032)
Administrative Expense	(22)	(18)	(18)	(20)	(12)	(36)	(6)
Net Change in Fiduciary Net Position	6,411	(1,374)	10,697	3,952	4,253	4,654	3,168
Plan Fiduciary Net Position - Beginning	36,141	37,515	26,818	22,866	18,613	13,959	10,791
Plan Fiduciary Net Position - Ending	<u>\$ 42,552</u>	<u>\$ 36,141</u>	<u>\$ 37,515</u>	<u>\$ 26,818</u>	<u>\$ 22,866</u>	<u>\$ 18,613</u>	<u>\$ 13,959</u>
<b>Net OPEB Liability - Ending</b>	<u>\$ 8,994</u>	<u>\$ 18,320</u>	<u>\$ 15,411</u>	<u>\$ 25,085</u>	<u>\$ 28,217</u>	<u>\$ 33,033</u>	<u>\$ 35,860</u>
<b>Fiduciary Net Position as a Percentage of the</b>							
Total OPEB Liability	82.55%	66.36%	70.88%	51.67%	44.76%	36.04%	28.02%
Covered Payroll	\$ 87,771	\$ 80,473	\$ 71,296	\$ 74,287	\$ 70,978	\$ 64,378	\$ 49,777
Net OPEB Liability as a Percentage of Covered Payroll	10.25%	22.77%	21.62%	33.77%	39.75%	51.31%	72.04%
Measurement date	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017

\*Historical information is not available prior to the implementation of the OPEB standards.

San Mateo County Transit District  
Schedule of OPEB Contributions

(Amounts in thousands)	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018*
Actuarially Determined Contribution	\$ 7,765	\$ 7,438	\$ 7,467	\$ 6,585	\$ 6,565	\$ 6,326	\$ 6,080
Benefit Payments, Including Refunds of Employee Contributions	(7,765)	(7,438)	(7,467)	(6,585)	(6,565)	(6,326)	(6,080)
<b>Contribution Deficiency (Excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Covered Payroll	103,063	87,771	80,473	71,296	74,287	70,978	64,378
Contributions as a Percentage of Covered Payroll	7.53%	8.47%	9.28%	9.24%	8.84%	8.91%	10.83%
Actuarial Valuation Date	6/30/2023	6/30/2021	6/30/2021	6/30/2019	6/30/2019	6/30/2017	6/30/2017

\* Historical information is not available prior to the implementation of the OPEB standards.

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San Mateo County Transit District  
Schedule of Changes in the District's Net Pension Liability and Related Ratios

(Amounts in thousands)	2024	2023 <sup>(3)</sup>	2022	2021	2020	2019	2018	2017 <sup>(2)</sup>	2016	2015 <sup>(1)</sup>
<b>Total pension liability</b>										
Service cost	\$ 11,456	\$ 10,516	\$ 9,837	\$ 9,524	\$ 8,706	\$ 8,511	\$ 8,145	\$ 7,020	\$ 6,831	\$ 7,062
Interest on the total pension liability	29,756	28,240	27,333	26,145	24,887	23,524	22,342	21,338	20,157	-
Changes of assumptions	499	12,758	-	-	-	(2,738)	18,030	-	(4,780)	-
Difference between expected and actual experience	2,157	(4,875)	(1,601)	87	1,785	2,022	(1,390)	(903)	(894)	18,965
Benefit payments, including refunds of employee contributions	(20,805)	(19,040)	(17,746)	(17,477)	(15,487)	(14,227)	(12,618)	(11,410)	(10,095)	(9,115)
Net change in total pension liability	23,063	27,599	17,823	18,279	19,891	17,092	34,509	16,045	11,219	16,912
Total pension liability - beginning of year	433,260	405,661	387,838	369,559	349,668	332,576	298,067	282,023	270,804	253,892
Total pension liability - end of year	<u>\$ 456,323</u>	<u>\$ 433,260</u>	<u>\$ 405,661</u>	<u>\$ 387,838</u>	<u>\$ 369,559</u>	<u>\$ 349,668</u>	<u>\$ 332,576</u>	<u>\$ 298,068</u>	<u>\$ 282,023</u>	<u>\$ 270,804</u>
<b>Fiduciary net position</b>										
Net plan to plan resource movement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1)	\$ -	\$ -	\$ -	\$ -
Contributions from the employer	13,146	11,844	10,714	9,633	8,159	6,603	5,961	5,014	4,192	4,023
Contributions from employees	5,348	4,636	4,379	4,434	4,157	3,703	3,489	3,428	3,199	3,312
Net investment income	21,362	(28,268)	69,515	14,835	18,503	22,310	26,892	1,287	5,413	35,934
Benefit payments, including refunds of employee contributions	(20,805)	(19,040)	(17,746)	(17,477)	(15,487)	(14,227)	(12,618)	(11,410)	(10,095)	(9,115)
Administrative expense	(252)	(234)	(307)	(418)	(201)	(412)	(355)	(148)	(273)	-
Other miscellaneous income/(expense)	-	-	-	-	1	(782)	-	-	-	-
Net change in fiduciary net position	18,799	(31,062)	66,555	11,007	15,132	17,194	23,369	(1,829)	2,436	34,154
Fiduciary net position - beginning of year	342,963	374,025	307,470	296,463	281,331	264,137	240,768	242,596	240,160	206,006
Fiduciary net position - end of year	<u>\$ 361,762</u>	<u>\$ 342,963</u>	<u>\$ 374,025</u>	<u>\$ 307,470</u>	<u>\$ 296,463</u>	<u>\$ 281,331</u>	<u>\$ 264,137</u>	<u>\$ 240,767</u>	<u>\$ 242,596</u>	<u>\$ 240,160</u>
<b>Net pension liability</b>	<u>\$ 94,561</u>	<u>\$ 90,297</u>	<u>\$ 31,636</u>	<u>\$ 80,368</u>	<u>\$ 73,096</u>	<u>\$ 68,337</u>	<u>\$ 68,439</u>	<u>\$ 57,301</u>	<u>\$ 39,427</u>	<u>\$ 30,644</u>
<b>Fiduciary net position as a percentage of the total pension liability</b>	79.28%	79.16%	79.28%	79.28%	80.22%	80.46%	79.42%	80.78%	86.02%	88.68%
Covered payroll	\$ 63,387	\$ 64,630	\$ 64,932	\$ 64,630	\$ 64,498	\$ 61,004	\$ 56,133	\$ 49,777	\$ 47,112	\$ 45,795
Net pension liability as percentage	149.18%	139.06%	124.61%	124.61%	119.82%	121.74%	137.49%	121.63%	83.59%	66.92%
Measurement date	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014

<sup>(1)</sup> Ten year information is not available before the implementation of the pension standards.

<sup>(2)</sup> In 2017 the discount rate was changed to 7.15 percent from 7.65 percent.

<sup>(3)</sup> In 2023 the discount rate was changed to 6.90 percent from 7.15 percent.

San Mateo County Transit District  
Schedule of District's Pension Contributions

(Amounts in thousands)	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 14,379	\$ 13,147	\$ 11,842	\$ 10,714	\$ 9,633	\$ 8,158	\$ 6,603	\$ 5,943	\$ 5,014	\$ 4,192
Contributions in relation to the actuarially determined contributions	(14,379)	(13,147)	(11,842)	(10,714)	(9,633)	(8,158)	(6,603)	(5,943)	(5,014)	(4,192)
<b>Contribution deficiency (excess)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 68,805	\$ 63,387	\$ 64,932	\$ 64,630	\$ 64,498	\$ 61,004	\$ 56,133	\$ 49,777	\$ 47,112	\$ 47,169
Contributions as a percentage of covered payroll	20.90%	20.74%	18.24%	16.58%	14.94%	13.37%	11.76%	11.94%	10.64%	8.53%
Actuarial Valuation Date	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014	6/30/2013	6/30/2012

San Mateo County Transit District  
Notes to Required Supplementary Information  
June 30, 2024

**Note 1 – OPEB Methods and Assumptions used to Determine Contributions**

**Methods and assumptions used to determine contributions:**

Actuarial Cost Method	Entry-Age Normal Cost Method
Asset Valuation Method	Fair Value of Assets
Amortization Method	Level Percent of Payroll
Actuarial Assumptions	
Discount Rate	6.25%
Inflation	2.50%
Aggregate Payroll Increase	2.75%
Salary Merit and Longevity Increases	CalPERS 2000-2019 Experience Study

**Note 2 – Pension Methods and Assumptions used to Determine Contributions**

Actuarial Cost Method	Entry-Age Normal Cost Method									
Asset Valuation Method	Fair Value of Assets									
Actuarial Assumptions										
Actuarial Valuation Date	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014	6/30/2013	6/30/2012
Discount Rate	7.000%	7.000%	7.000%	7.250%	7.250%	7.375%	7.500%	7.500%	7.500%	7.500%
Inflation	2.500%	2.500%	2.500%	2.625%	2.625%	2.750%	2.750%	2.750%	2.750%	2.750%
Payroll Growth	2.750%	2.750%	2.750%	2.875%	2.875%	3.000%	3.000%	3.000%	3.000%	3.000%
Projected Salary Increase	Varies by Entry-Age and Service									
Mortality	Rates Vary by Age, Type of Retirement and Gender									

Supplementary Information  
June 30, 2024

## San Mateo County Transit District

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San Mateo County Transit District

Schedule of Revenues, Expenses, Capital Outlay, and Long-Term Debt Payment Comparison of Budget to  
Actual (Budgetary Basis)  
Year Ended June 30, 2024

(Amounts in thousands)

	<b>Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
<b>Operating Revenues - Passenger Fares</b>	<u>\$ 11,506</u>	<u>\$ 12,719</u>	<u>\$ 1,213</u>
<b>Operating Expenses:</b>			
Salaries and benefits	102,267	98,944	3,323
Contract operations and maintenance services	54,378	52,198	2,180
Other services	15,046	13,715	1,331
Materials and supplies	12,138	12,100	38
Insurance	11,708	17,245	(5,537)
Miscellaneous	16,502	12,764	3,738
Total operating expenses	<u>212,039</u>	<u>206,966</u>	<u>5,073</u>
Operating loss	<u>(200,533)</u>	<u>(194,247)</u>	<u>6,286</u>
<b>Nonoperating Revenues (Expenses)</b>			
Operating assistance	253,415	258,451	5,036
Investment income	8,099	18,562	10,463
Interest expense	8,241	(5,589)	(13,830)
Other income, net	3,679	20,934	17,255
Total nonoperating income (expenses)	<u>273,434</u>	<u>292,358</u>	<u>18,924</u>
Income (loss) before capital outlay and long-term debt principal payments	<u>72,901</u>	<u>98,111</u>	<u>25,210</u>
<b>Capital Outlay</b>			
Capital assistance	18,926	24,016	5,090
Capital expenditures	<u>(18,926)</u>	<u>(24,016)</u>	<u>(5,090)</u>
Net capital outlay	-	-	-
Long-term debt principal or interest payment	<u>(12,579)</u>	<u>(12,579)</u>	<u>-</u>
<b>Excess (Deficiency) Of Revenues and Nonoperating Income Over Expenses, Capital Outlay and Debt Principal Payments</b>	<u><u>\$ 60,322</u></u>	<u><u>\$ 85,532</u></u>	<u><u>\$ 25,210</u></u>

San Mateo County Transit District  
Notes to Supplementary Information  
June 30, 2024

**Note 1 - Budgetary Basis of Accounting**

The District prepares its budget on a basis of accounting that differs from Generally Accepted Accounting Principles (GAAP). The actual results of operations are presented in the supplemental schedule on the budgetary basis to provide a meaningful comparison of actual results with budget. In addition, certain budget amounts have been reclassified to conform to the presentation of actual amounts in the supplemental schedule. Budgeted amounts presented are the final adopted budget. The primary difference between the budgetary basis of accounting and GAAP concerns capital assets. Depreciation and amortization expense per GAAP is not budgeted and budgeted capital expenditures are not recorded as an expense per GAAP. In addition, unrealized gains and losses under GASB Statement No. 31 are not recognized as well as some long-term expenses such as OPEB and bond related payments.

**Note 2 - Reconciliation of Budgetary Basis to GAAP Basis**

A reconciliation of the budgetary basis of accounting to GAAP is as follows (in thousands):

Excess of revenues and non-operating income over expenses, capital outlay and debt principal payment		\$ 85,532
Capital expenditures	\$ 24,016	
Depreciation and amortization	(17,514)	
Postemployment benefits accrual	5,658	
Pension Expense - GASB 68	(4,356)	
Long-term debt principal payments	12,579	
GASB 31 unrealized gain/loss	6,225	
Expense for noncapitalized projects	(2,788)	
Capital gain (losses) on investment	(315)	
Bond refunding costs amortization expense	(700)	
Interest Income Invest Premium/Discount	206	
Bond premium amortization	1,909	
Sub-total reconciling items		<u>24,920</u>
<b>Change in net position, GAAP basis</b>		<u><b>\$ 110,452</b></u>

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Statistical  
June 30, 2024

## San Mateo County Transit District

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## Statistical

### Financial Trends

- Net Position and Change in Net Position

### Revenue Capacity

- Revenue Base and Revenue Rate
- Overlapping Revenue
- Principal Revenue Payers

### Debt Capacity

- Ratio of Outstanding Bonds
- Bonded Debt
- Direct and Overlapping Debt and Limitations
- Pledged Revenue Coverage

### Demographics and Economic Information

- Population, Income, and Unemployment Rates
- Principal Employers

### Operating Information

- Ridership and Fares
- Farebox Recovery and Miles
- Employees (Full-time Equivalents)
- Capital Assets



## **Statistical Section**

The Statistical Section of the District's Annual Comprehensive Financial Report presents detailed information as a context for understanding the information in the financial statement, notes disclosure, required supplementary information and other supplementary information for assessing the District's economic condition.

### **Financial Trends**

These schedules contain trend information to assist readers in understanding and assessing how the District's financial position has changed over time.

### **Revenue Capacity**

These schedules contain information to assist readers in understanding and assessing the factors affecting the District's ability to generate passenger fares.

### **Debt Capacity**

These schedules assist readers in understanding and assessing the District's debt burden and its capacity to issue future debt.

### **Demographics and Economic Information**

These schedules present socioeconomic indicators to assist readers in understanding the environment within which the District's financial activities take place.

### **Operating Information**

These schedules contain contextual information about the District's operations and resources to assist readers in using financial statement information to understand and assess the District's economic condition.

San Mateo County Transit District  
Net Position and Change in Net Position  
Fiscal Years 2014 Through 2023 (in thousands)

Fiscal Year	2024	2023	2022 <sup>(1)</sup>	2021 <sup>(2)</sup>	2020	2019	2018 <sup>(3)</sup>	2017	2016	2015 <sup>(4)</sup>
Operating Revenues - Passenger Fares	\$ 12,719	\$ 11,226	\$ 8,913	\$ 5,615	\$ 11,690	\$ 15,567	\$ 15,742	\$ 17,041	\$ 18,078	\$ 18,816
<b>Operating Expenses</b>										
Salaries and benefits	97,642	83,740	53,620	70,253	83,438	75,467	67,851	60,665	58,598	55,382
Contract operations and maintenance	52,198	41,632	36,678	38,177	39,625	40,507	35,694	34,621	33,326	33,399
Other services	13,715	11,234	11,484	10,932	10,750	9,770	9,312	8,856	8,388	6,092
Materials and supplies	12,100	11,418	9,259	7,737	7,448	7,604	7,300	6,588	6,626	8,158
Insurance	17,245	13,134	4,519	9,534	8,575	5,306	3,603	6,651	4,505	4,171
Miscellaneous	12,764	12,588	9,123	9,613	10,812	9,128	8,139	7,598	6,656	5,784
Total operating expenses	205,664	173,746	124,683	146,246	160,648	147,782	131,899	124,979	118,099	112,986
Operating loss before depreciation, amortization and administrative expenses capitalized	(192,945)	(162,520)	(115,770)	(140,631)	(148,958)	(132,215)	(116,157)	(107,938)	(100,021)	(94,170)
Depreciation and amortization	(17,514)	(18,394)	(18,719)	(20,491)	(25,842)	(21,492)	(23,078)	(22,252)	(21,550)	(16,860)
Operating Loss	(210,459)	(180,914)	(134,489)	(161,122)	(174,800)	(153,707)	(139,235)	(130,190)	(121,571)	(111,030)
<b>Nonoperating Revenues (Expenses)</b>										
Operating assistance	258,451	272,494	241,629	250,472	206,031	160,416	144,802	135,910	126,254	124,097
Investment income	26,587	11,671	(8,188)	288	7,442	10,036	3,859	3,536	5,580	1,782
Interest expense	(6,289)	(6,644)	(7,045)	(7,270)	(7,497)	(10,954)	(11,145)	(11,249)	(11,226)	(9,896)
Caltrain service subsidy	-	-	-	(8,877)	(9,239)	(7,634)	(6,170)	(6,480)	(6,080)	(6,260)
Expense for noncapitalized projects	(2,788)	(1,635)	(4,155) <sup>(5)</sup>	-	-	-	-	-	-	-
Other income, net	20,934	6,321	7,739	13,118	13,970	10,180	10,860	11,492	9,777	10,119
Total nonoperating revenues, net	296,895	282,207	229,980	247,731	210,707	162,044	142,206	133,209	124,305	119,842
Net income (loss) before capital contributions	86,436	101,293	95,491	86,609	35,907	8,337	2,971	3,019	2,734	8,812
Capital contributions	24,016	4,076	3,124	6,094	49,509	8,789	10,970	25,424	12,778	33,361
Change In Net Position	110,452	105,369	98,615	92,703	85,416	17,126	13,941	28,443	15,512	42,173
Restatement	-	-	145	364	-	-	(23,400)	-	-	(153,202)
<b>Net Position Components</b>										
Net investment in capital assets	173,842	151,793	159,345	171,967	184,402	156,626	165,481	171,022	167,850	176,616
Restricted	26,602	26,601	26,599	26,600	26,599	26,575	26,804	26,811	26,804	26,087
Unrestricted	366,674	278,272	165,353	53,970	(51,531)	(109,147)	(135,357)	(131,446)	(156,710)	(180,271)
<b>Net Position</b>	<b>\$ 567,118</b>	<b>\$ 456,666</b>	<b>\$ 351,297</b>	<b>\$ 252,537</b>	<b>\$ 159,470</b>	<b>\$ 74,054</b>	<b>\$ 56,928</b>	<b>\$ 66,387</b>	<b>\$ 37,944</b>	<b>\$ 22,432</b>

<sup>(1)</sup> 2022 restatement due to implementation of GASB 96.

<sup>(2)</sup> 2021 restatement due to implementation of GASB 87.

<sup>(3)</sup> 2018 restatement due to implementation of GASB 75.

<sup>(4)</sup> 2015 restatement due to implementation of GASB 68 and reversal of the BART contribution.

<sup>(5)</sup> Expense for noncapitalized projects was not classified prior to 2022.

This table presents revenues and expenses, contributions, depreciation and amortization and net position components.

Source: Current and prior years' Annual Comprehensive Financial Reports.

San Mateo County Transit District  
Revenue Base and Revenue Rate  
Fiscal Years 2015 Through 2024

Fiscal Year Ending	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Passenger fares (in thousands)	\$ 12,719	\$ 11,226	\$ 8,913	\$ 5,615	\$ 11,690	\$ 15,567	\$ 15,742	\$ 17,041	\$ 18,078	\$ 18,816
Revenue Base										
Number of passengers (in thousands)	10,007	8,529	6,957	4,503	8,734	10,671	11,133	11,817	12,794	13,488
Fare structure										
Adults local fare	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.00
Senior citizen/disabled/ Medicare cardholder	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.00
Youth	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.25
Redi-Wheels (Paratransit)	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 3.75	\$ 3.75	\$ 3.75
Sales tax rate <sup>[2]</sup>	0.75%	0.75%	0.75%	0.75%	0.75%	0.50%	0.50%	0.50%	0.50%	0.50%
Sales tax revenue (in thousands)	\$ 173,258	\$ 176,626	\$ 169,030	\$ 140,411	\$ 135,835	\$ 100,729	\$ 87,797	\$ 84,353	\$ 79,705	\$ 80,975
Taxable sales in San Mateo County (in thousands) <sup>[1]</sup>	\$ 23,101,083	\$ 23,900,000	\$ 21,960,000	\$ 17,700,000	\$ 18,800,000	\$ 19,700,000	\$ 17,900,000	\$ 16,600,000	\$ 15,941,000	\$ 16,194,800

[1] 2024 taxable sales are estimates based on sales tax revenues received; 2022 taxable sales amount is the most current information available on the County of San Mateo Annual Comprehensive Financial Report.

This table presents passenger fares, number of passengers and revenue fare structure, the half-cent transaction and use tax received by the District and the total taxable sales in San Mateo County.

<sup>[2]</sup> Includes 0.25% Tax Rate for Measure W, effective on 7/1/2019.

Source: California State Board of Equalization

County of San Mateo County FY2023 Annual Comprehensive Financial Report

San Mateo County Transit District  
Overlapping Revenue  
Fiscal Years 2015 Through 2024

Fiscal year	State	City and County	Other Special Districts	San Mateo County Transit District <sup>[1]</sup>	City of San Mateo Transactions and Use Tax	City of Half Moon Bay Transactions and Use Tax	San Mateo County Transactions and Use Tax	City of South San Francisco Transactions and Use Tax	City of Belmont Transactions and Use Tax	City of East Palo Alto Transactions and Use Tax	City of Burlingame Transactions and Use Tax	City of Redwood City Transactions and Use Tax	City of San Bruno Transactions and Use Tax	City of Daly City Local Recovery and Relief Transactions and Use Tax	2020 Peninsula Corridor Joint Powers Board Retail Transactions and Use Tax	City of Brisbane Transactions and Use Tax	City of Pacifica Transactions and Use Tax	Total
2024	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	1.00%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.125%	0.50%	0.50%	13.88%
2023	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	1.00%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.125%	0.50%	0.50%	13.88%
2022	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	1.00%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	12.88%
2021	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	1.00%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	12.75%
2020	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	1.00%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	12.25%
2019	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	0.50%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	11.25%
2018	6.00%	1.25%	0.50%	0.50%	0.25%	0.00%	0.50%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	10.75%
2017	6.50%	1.25%	0.50%	0.50%	0.25%	0.00%	0.50%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	11.00%
2016	6.50%	1.00%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	10.25%
2015	6.50%	1.00%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.50%	0.50%	0.25%	0.50%	0.50%	0.50%	0.13%	0.50%	0.50%	9.75%

<sup>[1]</sup> State legislation requires the District to obtain the approval of a majority of the voters in a public election to approve any sales tax measure.

<sup>[2]</sup> State sales tax and local sales tax effective January 1, 2017.

<sup>[3]</sup> South San Francisco Fiscal Stability & Essential Services Transactions and Use Tax (SSFR), tax effective April 1, 2016

<sup>[4]</sup> City of Belmont Transactions and Use Tax (BMTG), tax rates effective on April 1, 2017

<sup>[5]</sup> City of East Palo Alto Transactions and Use Tax (EPAG), tax rates effective on April 1, 2017

<sup>[6]</sup> City of Burlingame Transactions and Use Tax (BUEG), tax rates effective on April 1, 2018

<sup>[7]</sup> City of Redwood City Transactions and Use Tax (REDG), tax rates effective on April 1, 2019

<sup>[8]</sup> Measure W, tax rates effective on July 1, 2019

<sup>[9]</sup> City of San Bruno Transactions and Use Tax, tax rates effective on April 1, 2020

<sup>[10]</sup> City of Daly City Local Recovery and Relief Transactions and Use Tax, tax rates effective on April 1, 2021

<sup>[11]</sup> 2020 Peninsula Corridor Joint Powers Board Retail Transactions and Use Tax (JPBM), tax rates effective July 1, 2021

<sup>[12]</sup> City of Brisbane Transactions and Use Tax, tax rates effective April 1, 2023

<sup>[13]</sup> City of Pacifica Transactions and Use Tax, tax rates effective April 1, 2023

This table presents the tax rates for local authorities in San Mateo County. The District receives a half-cent county transaction and use tax.

Source: California State Board of Equalization

District Taxes, Rates, & Effective Dates

California City and County Sales & Use Tax rates

<https://www.cdta.ca.gov/taxes-and-fees/sales-use-tax-rates.htm>

<https://www.cdta.ca.gov/taxes-and-fees/sales-use-tax-rates-history.htm#excludes>

**SOURCES:**

<https://www.cdta.ca.gov/taxes-and-fees/sales-use-tax-rates.htm>

Go to District Taxes, Rates, and Effective Dates

<https://www.cdta.ca.gov/taxes-and-fees/sales-use-tax-rates-history.htm>

Shows state and local tax rates

San Mateo County Transit District

Principal Revenue Payers  
Fiscal Years 2023 and 2014

Major Industry Group	FY2023			FY2014		
	Rank	Percent of Sales Receipts	Amount	Rank	Percent of Sales Receipts	Amount
County & State Pool	1	20.5%	\$ 44,900,227	3	13.4%	\$ 20,333,984
Autos And Transportation	2	16.8%	36,871,871	2	17.7%	26,815,535
General Consumer Goods	3	15.0%	32,866,065	1	21.0%	31,759,807
Business And Industry	4	14.2%	31,221,258	5	11.1%	16,781,988
Restaurants And Hotels	5	13.2%	28,992,634	4	12.7%	19,184,919
Building And Construction	6	8.2%	17,907,051	7	8.3%	12,610,640
Fuel And Service Stations	7	7.6%	16,663,440	6	10.8%	16,336,595
Food And Drugs	8	4.4%	9,709,311	8	5.1%	7,709,740
Transfers & Unidentified	9	0.1%	271,257	9	0.04%	62,481
<b>Total</b>			<b><u>\$ 219,403,114</u></b>			<b><u>\$ 151,595,689</u></b>

Source: County-wide sales tax receipts provided for the County of San Mateo by Major Industry Group by Hinderliter, de Llamas and associates (HDL).

San Mateo County Transit District

Ratio of Outstanding Bonds  
Fiscal Years 2015 Through 2024

Fiscal Year	Debt for SamTrans (in thousands) <sup>[1]</sup>	Personal Income for San Mateo County (in millions) <sup>[2]</sup>	As a Percent of Personal Income
2024	\$ 158,935	\$ 129,401 *	0.12%
2023	173,215	125,632 *	0.15%
2022	184,872	121,973 *	0.16%
2021	198,036	118,420	0.18%
2020	210,996	108,470	0.19%
2019	224,052	100,799	0.21%
2018	239,243	96,226	0.23%
2017	254,291	89,149	0.26%
2016	269,235	81,488	0.30%
2015	284,128	78,525	0.35%

<sup>[1]</sup> Current and prior years' Annual Comprehensive Financial Reports.

<sup>[2]</sup> Data include retroactive revisions by the U.S. Department of Commerce Bureau of Economic Analysis.

\*Personal Income and Per Capital Personal Income data for 2022, 2023, and 2024 is based on an estimated three percent annual increase over 2021.

Source: County of San Mateo FY2022 Annual Comprehensive Financial Report.

This table presents the relationship between the revenue bonds and the total personal income of the residents.

San Mateo County Transit District

Bonded Debt

Fiscal Years 2015 Through 2024

<b>Fiscal Year</b>	<b>Debt for SamTrans (in thousands)</b>	<b>Total Taxable Sales in San Mateo County</b>	<b>As a Percent of Total Taxable Sales in San Mateo County</b>
2024	\$ 158,935	\$ 23,101,083 <sup>[1]</sup>	0.69%
2023	173,215	23,550,183	0.73%
2022	184,872	21,960,000	0.82%
2021	198,036	17,700,000	1.12%
2020	210,996	18,800,000	1.12%
2019	224,052	19,700,000	1.14%
2018	239,243	17,900,000	1.34%
2017	254,291	16,600,000	1.53%
2016	269,235	15,941,000	1.69%
2015	284,128	16,194,800	1.75%

<sup>[1]</sup> Taxable sales are estimates based on sales tax revenues received.

This table presents the capacity of the District to issue revenue bonds based on total taxable sales in San Mateo County.

Source: Annual Comprehensive Financial Reports and California Department of Tax and Fee Administration.



San Mateo County Transit District  
Direct and Overlapping Debt and Limitations  
June 30, 2024

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The District does not have direct and overlapping debt with other governmental agencies. Additionally, the District does not have a legal debt limit.

DRAFT

San Mateo County Transit District  
Pledge Revenue Coverage  
Fiscal Years 2015 Through 2024 (in thousands)

<b>Fiscal Year</b>	<b>Sales Tax Revenue</b>	<b>Principal *</b>	<b>Interest *</b>	<b>Total</b>	<b>Coverage</b>
2024	\$ 173,258	\$ 11,825	\$ 7,318	\$ 19,143	9.05
2023	176,626	11,290	7,855	19,145	9.23
2022	169,030	10,780	8,370	19,150	8.83
2021	140,411	10,320	8,829	19,149	7.33
2020	135,835	10,060	9,298	19,358	7.02
2019	100,729	11,930	9,661	21,591	4.67
2018	87,797	11,765	9,880	21,645	4.06
2017	84,353	11,660	9,988	21,648	3.90
2016	79,705	11,610	10,035	21,645	3.68
2015	80,975	-	9,145	9,145	8.85

This table presents the relationship between total sales tax revenue, debt service payments and the capacity of the District to meet its debt obligations.

\* The District's outstanding bonds were restructured in 2015 and those amounts are intended to reflect the full annual economic impact, including measurements of restructuring, on the District's financial position. Other years are cash basis measures of the District's debt service. The Long Term Debt note in the Notes To Basic Financial Statements in the Financial Section of this Annual Comprehensive Financial Report provides further details.

Source: Current and prior years' Annual Comprehensive Financial Reports.

San Mateo County Transit District  
Population, Income and Unemployment Rates  
Fiscal Years 2015 Through 2024

Year	Population <sup>[1]</sup>	Total Personal Income (in millions) <sup>[2]</sup>	Per Capita Personal Income <sup>[2]</sup>	Average Unemployment Rates <sup>[3]</sup>
2024	734,481 *	\$ 129,401 *	\$ 175,366 *	3.5%
2023	737,644	125,632 *	170,259 *	3.1%
2022	740,821	121,973 *	165,300 *	2.1%
2021	751,596	118,420	160,485	5.0%
2020	771,061	108,470	142,264	10.8%
2019	774,231	100,799	131,180	2.2%
2018	772,372	96,226	124,705	2.5%
2017	770,256	89,149	115,556	2.9%
2016	765,895	81,488	106,115	3.3%
2015	759,155	78,525	102,639	3.3%

[1] Data include retroactive revisions by the State of California Department of Finance, Demographic Research Unit.

[2] Data include retroactive revisions by the U.S. Department of Commerce Bureau of Economic Analysis.

[3] Data include retroactive revisions by the State of California Employment Development Department. Unemployment rates are non-seasonally adjusted for June.

\*2024 Population estimate is base on 0.42% decline from 2022 to 2023

\*Personal Income and Per Capital Personal Income data for 2022, 2023, and 2024 is based on an estimated three percent annual increase over 2021. Source data for table is FY23 San Mateo County Annual Comprehensive Financial Report.

This table highlights San Mateo County's total population, total personal and per capita income, and percentage of unemployed residents.

Source: County of San Mateo FY2023 Annual Comprehensive Financial Report.

San Mateo County Transit District  
Principal Employers  
Fiscal Years 2022 and 2014

Employers in San Mateo County	Business Type	2022*			2014		
		Number of Employees	Rank	Percent of Total County Employment	Number of Employees	Rank	Percent of Total County Employment
Meta (Facebook Inc.)	Social Network	21,000	1	4.75%	3,957	5	0.96%
Oracle Corp.	Hardware and Software	12,140	2	2.75%	6,750	3	1.63%
Genentech Inc.	Biotechnology	10,000	3	2.26%	9,800	2	2.37%
United Airlines	Airline	8,700	4	1.97%	10,000	1	2.42%
County of San Mateo	Government	5,794	5	1.31%	5,472	4	1.32%
Gilead Sciences Inc.	Biotechnology	4,500	6	1.02%	3,115	8	0.75%
Visa USA/Visa International	Global Payments Technology	4,092	7	0.93%	3,500	7	0
Alaska Airlines	Airline	4,000	8	0.91%			
YouTube	Online Video-Streaming Platform	2,400	9	0.54%			
Electronic Arts Inc.	Video Game Developer and Publisher	1,770	10	0.40%			
Kaiser Permanente	Healthcare				3,900	6	0.94%
Mills-Peninsula Health Services	Healthcare				2,500	9	0.61%
San Mateo Community College	College				2,285	10	0.56%
<b>Total</b>		<b>74,396</b>		<b>16.84%</b>	<b>51,279</b>		<b>12.41%</b>

\* The latest information available for principal employers in the County.

This table presents the top 10 principal employers in San Mateo County for 2022 and 2014.

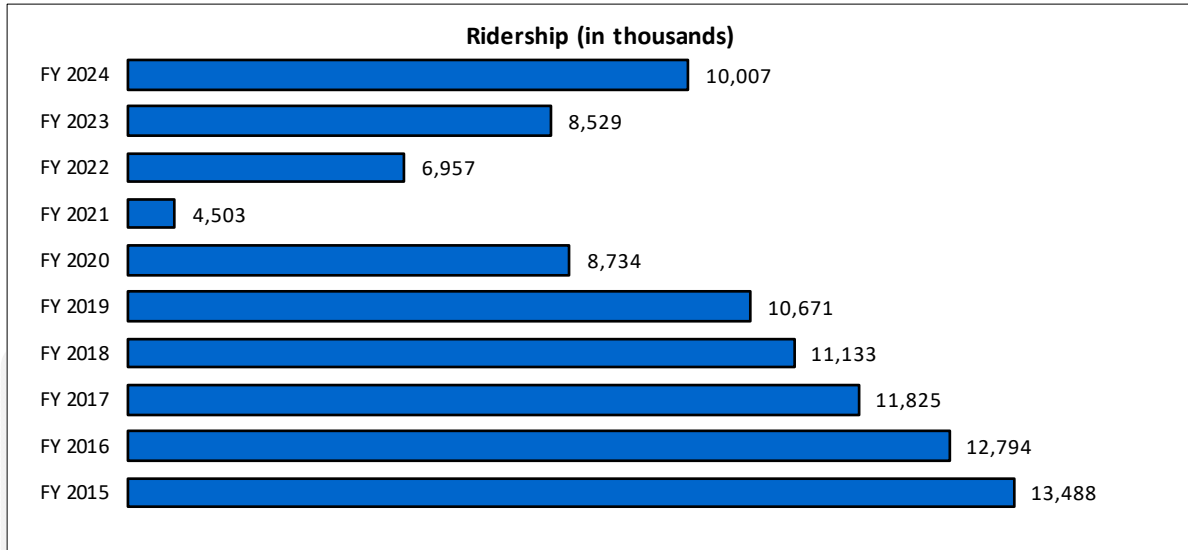
Source: San Francisco Business Times - 2023 Book of Lists; California Employment Development Department (provided by San Mateo County Controller's office) from the FY2023 County of San Mateo ACFR

San Mateo County Transit District

Ridership and Fares

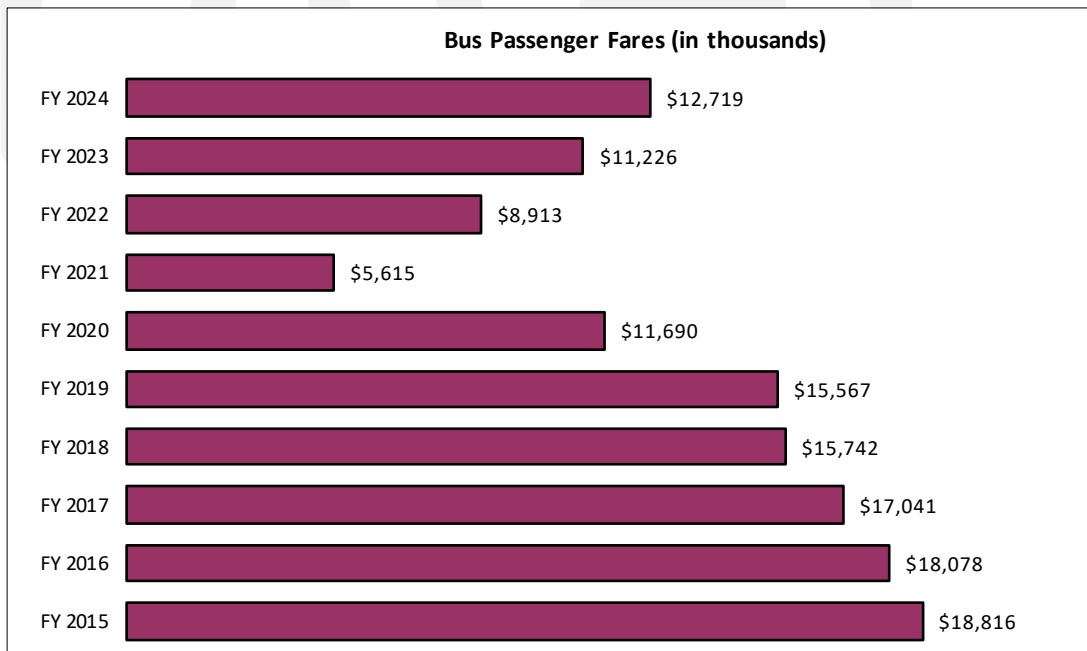
Fiscal Years 2015 Through 2024

**Fixed-Route Ridership**



Ridership data presents total ridership for motor bus service and shuttle service.

**Fixed-Route Passenger Fares**



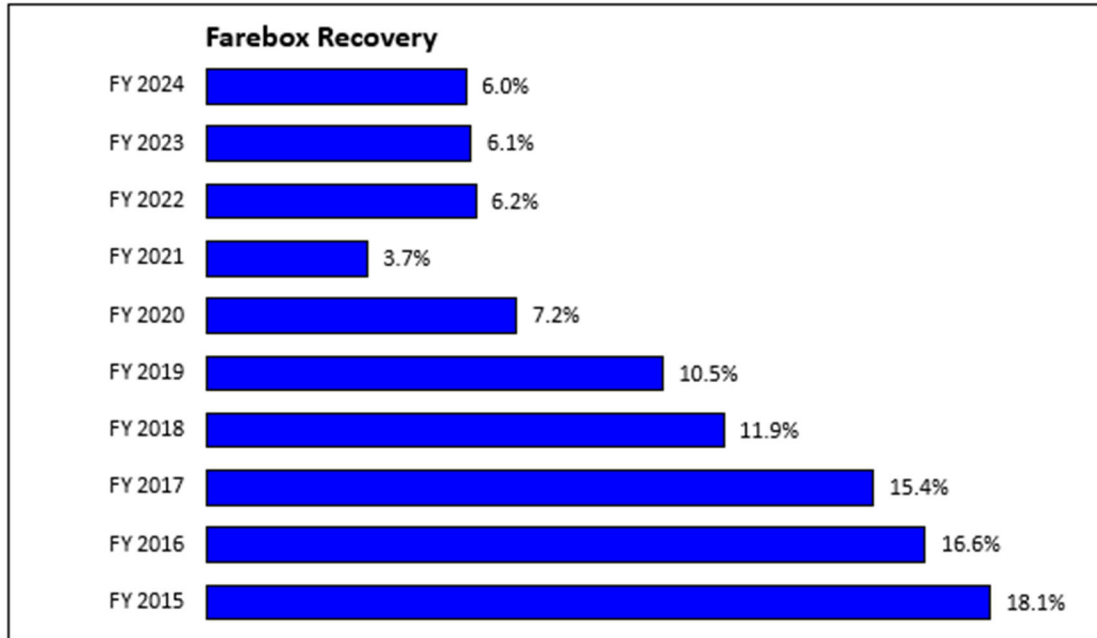
Bus passenger fares data presents the total bus fare revenue for each year.

Source: National Transportation Database.

San Mateo County Transit District

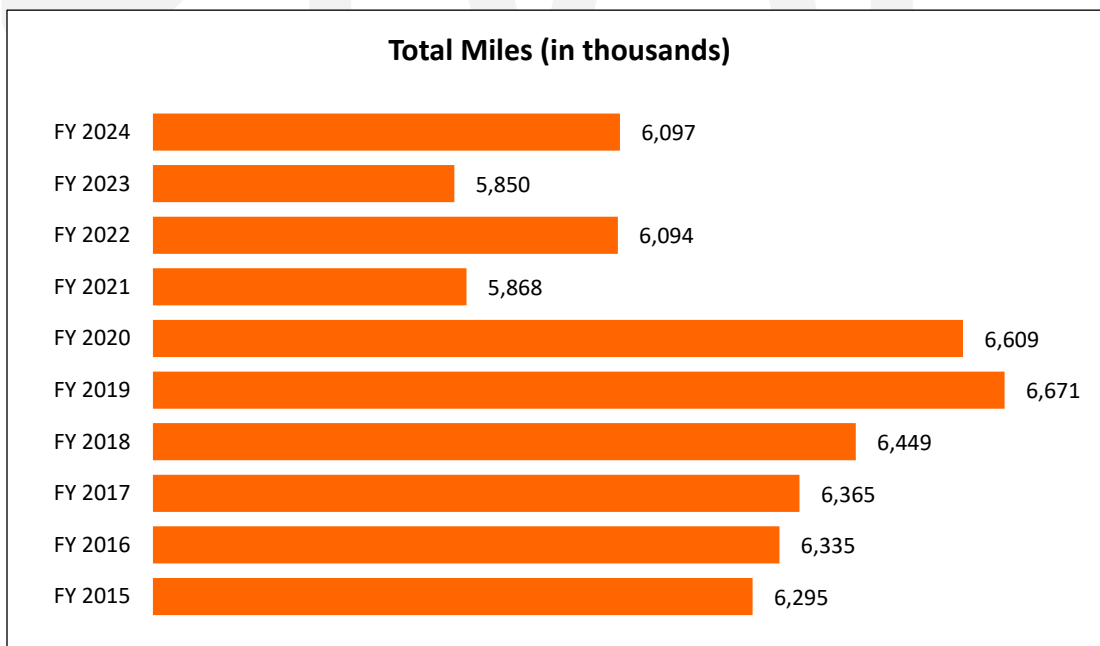
Farebox Recovery and Miles  
Fiscal Years 2015 Through 2024

**Fixed-Route Farebox Recovery**



Farebox recovery data presents the percentage of fixed-route fare revenue collected compared to fixed-route operating expenses.

Fixed-Route Revenue Miles\*



The revenue miles data presents the total fixed-route miles traveled.

\*Fixed-route data includes La Honda and shuttle service, which makes up less than 5% of the total data.

Source: National Transportation Database.

San Mateo County Transit District  
Employees (Full-Time Equivalents)  
Fiscal Years 2015 Through 2024

Division	Full-Time Equivalents									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Bus Operations	550.05	-	-	-	-	-	-	-	-	-
Communications	28.90	-	-	-	-	-	-	-	-	-
Finance	60.73	-	-	-	-	-	-	-	-	-
Innovation and Technology	42.00	-	-	-	-	-	-	-	-	-
People and Culture	32.88	-	-	-	-	-	-	-	-	-
Planning	20.09	-	-	-	-	-	-	-	-	-
Rail	0.14	-	-	-	-	-	-	-	-	-
Safety & Security	6.75	-	-	-	-	-	-	-	-	-
Caltrain Modernization Program	-	-	-	0.40	-	-	-	0.10	0.05	0.05
Customer Service and Marketing	-	26.4	29.38	28.49	29.15	34.36	31.39	28.46	23.95	25.34
Executive	4.95	3.95	3.75	3.50	3.5	3.59	3.99	5.12	3.60	3.67
Finance and Administration	-	118.2	106.83	96.23	95.64	83.07	82.39	79.02	64.12	68.50
Operations, Engineering, and Construction	-	533.57	493.11	541.70	506.65	472.90	465.40	471.88	453.82	454.27
Planning and Development	-	17.15	16.15	7.26	6.86	6.46	8.71	7.66	5.63	8.20
Public Affairs	-	-	-	-	-	-	-	-	5.15	5.00
<b>Total</b>	<b>746.49</b>	<b>699.27</b>	<b>649.22</b>	<b>677.58</b>	<b>641.80</b>	<b>600.38</b>	<b>591.88</b>	<b>592.24</b>	<b>556.32</b>	<b>565.03</b>

Note: The organization went through a reorganization in FY2024

Note: The organization went through a reorganization in FY2010; Caltrain Modernization Program division was added in FY2013 as a replacement for the Peninsula Rail department.

Note: Employee counts are for Full-time Equivalents (FTEs) for the District.

This table presents total Full-time Equivalents by division.

Source: Operating and capital budgets.

San Mateo County Transit District  
Capital Assets  
Fiscal Years 2015 Through 2024

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Depreciable capital assets										
Buses and bus equipment	\$ 216,482	\$ 200,080	\$ 200,000	\$ 222,823	\$ 220,442	\$ 176,969	\$ 164,038	\$ 157,353	\$ 153,955	\$ 167,272
Buildings and building improvements	77,434	76,803	75,517	75,127	72,961	73,303	70,212	69,031	64,868	64,838
Maintenance and other equipment	35,330	35,133	32,907	30,333	29,685	27,546	34,982	33,642	32,063	6,523
Furniture and fixtures	30,720	30,692	29,981	30,023	29,989	33,295	35,240	33,861	31,734	19,656
Shelters and bus stop signs	11,878	11,878	11,878	10,393	10,393	10,372	592	592	592	592
Right-to-use subscription assets	3,543	3,335	2,332	2,332	-	-	-	-	-	-
Right-to-use leased equipment	-	-	102	18	-	-	-	-	-	-
Other vehicles	3,034	2,524	2,483	3,000	2,518	2,467	2,496	2,273	2,159	2,159
Total depreciable capital assets	378,421	360,445	355,200	374,049	365,988	323,952	307,560	296,752	285,371	261,040
Accumulated Depreciation for										
Buses and bus equipment	(151,729)	(138,787)	(127,678)	(135,452)	(119,797)	(112,603)	(91,889)	(102,607)	(93,847)	(97,574)
Buildings and building improvements	(67,756)	(66,346)	(64,659)	(63,456)	(62,236)	(61,284)	(58,874)	(56,630)	(53,812)	(51,601)
Maintenance and other equipment	(31,341)	(30,397)	(29,438)	(28,409)	(27,487)	(22,406)	(16,810)	(16,770)	(10,599)	(4,715)
Furniture and fixtures	(30,159)	(30,055)	(29,944)	(29,993)	(29,946)	(27,008)	(35,036)	(24,619)	(20,782)	(17,241)
Shelters and bus stop signs	(7,081)	(6,026)	(4,938)	(3,783)	(2,845)	(1,299)	(590)	(585)	(580)	(575)
Right-to-use subscription assets	(2,219)	(1,374)	(545)	-	-	-	-	-	-	-
Right-to-use leased equipment	-	-	(23)	(7)	-	-	-	-	-	-
Other vehicles	(2,132)	(1,918)	(1,694)	(1,970)	(1,817)	(1,768)	(1,923)	(1,798)	(1,990)	(1,876)
Total accumulated depreciation and amortization	(292,417)	(274,903)	(258,919)	(263,070)	(244,128)	(226,368)	(205,122)	(203,009)	(181,610)	(173,582)
Nondepreciable Capital Assets										
Land	56,915	56,915	56,915	56,915	56,915	53,855	53,855	53,855	53,855	53,855
Construction in progress	32,146	11,105	7,870	6,416	5,627	5,187	9,188	23,424	10,234	35,303
Total nondepreciable capital assets	89,061	68,020	64,785	63,331	62,542	59,042	63,043	77,279	64,089	89,158
<b>Capital Assets, Net</b>	<b>\$ 175,065</b>	<b>\$ 153,562</b>	<b>\$ 161,066</b>	<b>\$ 174,310</b>	<b>\$ 184,402</b>	<b>\$ 156,626</b>	<b>\$ 165,481</b>	<b>\$ 171,022</b>	<b>\$ 167,850</b>	<b>\$ 176,616</b>

This table presents total nondepreciable capital assets, total depreciable capital assets and total accumulated depreciation.

Source: Current and prior years' Annual Comprehensive Financial Reports



# 2024 Art Takes A Bus Ride Winners

Item #8.a.  
12/4/2024



# **SamTrans Fiscal Year 2023-2024**

## **Annual Comprehensive Financial Report**

SamTrans Board of Directors  
December 4, 2024

# Agenda

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- Auditor's Communication
- Assessment of SamTrans Long-Term Fiscal Health

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# Auditor's Communication



**CPAs & BUSINESS ADVISORS**

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## **SAN MATEO COUNTY TRANSIT DISTRICT**

Communication With Those Charged With Governance



# AUDIT SCOPE

- Audit of the San Mateo County Transit District (District) Annual Financial Report as of June 30, 2024, in accordance with Auditing Standards Generally Accepted in the USA
- Report on internal control over financial reporting and on compliance in accordance with *Government Auditing Standards* including Transportation Development Act
- Report on Federal Compliance in Accordance with the Uniform Guidance
- Measure W

# OUR RESPONSIBILITY IN ACCORDANCE WITH PROFESSIONAL STANDARDS

- Form and express an opinion about whether the financial statements which are the responsibility of management, with your oversight, are presented fairly, in all material respects, in accordance with U.S. GAAP.
- Our responsibility is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.
- We considered internal control over financial reporting. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

# SUMMARY OF AUDIT RESULTS

## Financial Statements

- Unmodified opinion on the financial statements

## Government Auditing Standards

- No significant deficiencies
- No instances of noncompliance reported



# SUMMARY OF AUDIT RESULTS

## Uniform Guidance

- Unmodified opinion compliance with the Uniform Guidance
- No significant deficiencies

## Other reports

- Measure W

# AUDITOR COMMUNICATIONS

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## Ethics and Independence

- We have complied with all relevant ethical requirements regarding independence.

## Significant Estimates

- Self-Insurance, Net Pension Liability and Net OPEB Liabilities

# AUDITOR COMMUNICATIONS

## Sensitive Disclosures

- Net Pension Liability, Net Other Postemployment Benefits Liability, and Self-Insurance (Note 9, Note 10, and Note 11)

## Misstatements

- No items reported

## Consultations with Other Accountants

- Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

# AUDITOR COMMUNICATIONS

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## Significant Difficulties

- We encountered no difficulties in dealing with management.

## Disagreements with Management

- No disagreements arose during the course of the audit

# THANK YOU

Ahmad Gharaibeh

Partner

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650.223.6103



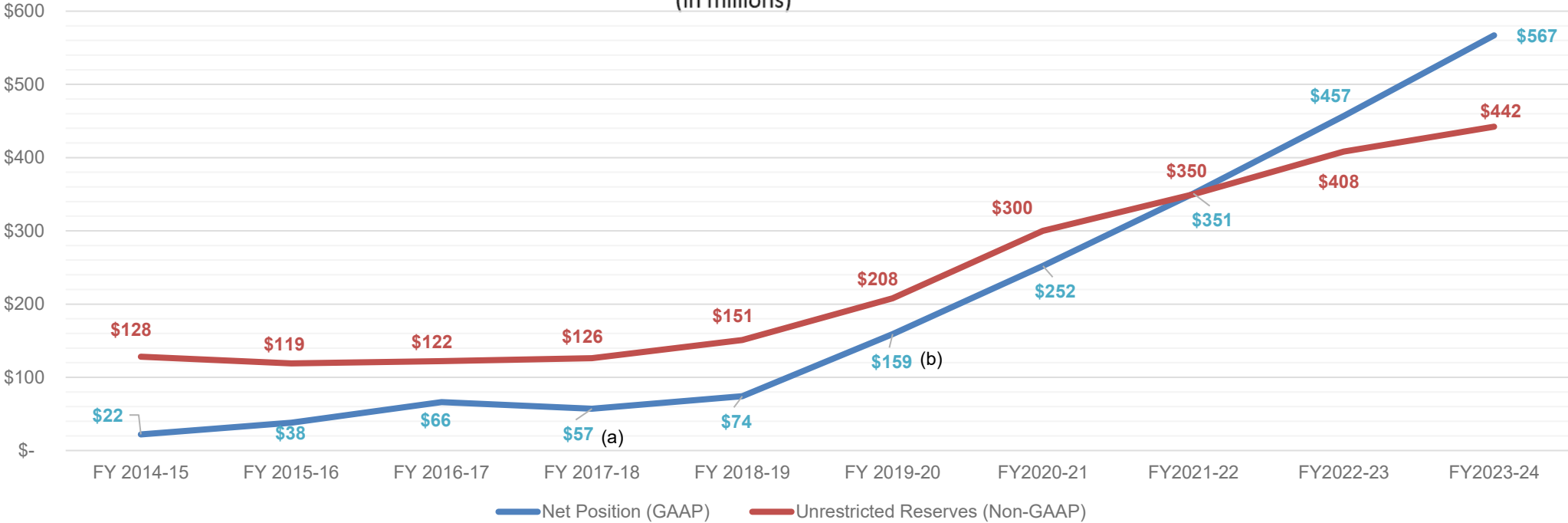
**CPAs & BUSINESS ADVISORS**

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# Assessment of SamTrans Long-Term Fiscal Health

## 10-Year History of Net Position vs Unrestricted Reserves

(Adjusted for Non-Current Assets and Long-Term Liabilities)  
(in millions)



- a. Record OPEB Liabilities
- b. Receive Measure W Sales Taxes

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# Questions



## Agenda

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

### San Mateo County Transit District

Wednesday, December 4, 2024 – 2:45 pm

- |  |               |
|--|---------------|
| 10.a.1. Call to Order  |               |
| 10.a.2. Approval of Minutes of the Community Relations Committee Meeting of November 6, 2024 | Motion        |
| 10.a.3. Appoint Member Representing the Community to the Citizens Advisory Committee         | Motion        |
| 10.a.4. Accessible Services Update   | Informational |
| 10.a.5. Citizens Advisory Committee Update   | Informational |
| 10.a.6. Paratransit Advisory Council Update  | Informational |
| 10.a.7. Quarterly State of the Service Report   Quarter 1 Fiscal Year 2025                   | Informational |
| 10.a.8. Monthly State of the Service Report   October 2024                                   | Informational |
| 10.a.9. Adjourn  |               |

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

Note:

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



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

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

**November 6, 2024**

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

Committee Members Absent: None

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

Other Board Members Absent: D. Canepa

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

**9.a.1. Call to Order**

Committee Chair Brooks Esser called the meeting to order at 2:30 pm.

**9.a.2. Approval of Minutes of the Community Relations Committee Meeting of October 9, 2024**

Motion/Second: Chuang/Gee

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

Noes: None

Absent: Canepa, Medina

**9.a.3. Accessible Services Update**

Tina Dubost, Manager, Accessible Services, said staff recently met with the travel training contractor to learn about the new accessibility features on Caltrain. Ms. Dubost stated staff plans to do the same with SamTrans in the future.

**9.a.4 Citizens Advisory Committee Update**

There was no report.

*Due to technical difficulties, Item 9.a.5 was taken after Item 9.a.7.*

**9.a.5. Paratransit Advisory Council Update**

Ms. Dubost stated the Paratransit Advisory Count (PAC) will be voting to appoint a new member next week.

### **9.a.6. Annual State of the Service Report | Fiscal Year 2024**

Millie Tolleson, Director, Planning, provided the presentation covering the performance statistics for the past fiscal year. Ms. Tolleson stated the District met its goal for the number of miles between service calls and noted the delivery of zero-emission buses and the APTA (American Public Transportation Association) award received as the major highlights.

The Directors inquired about bus camera systems and operator safety shields. David Olmeda, Chief Operating Officer, Bus, explained the barriers installed during the pandemic were temporary shields and permanent shields would be installed. Mr. Olmeda stated buses must be modified at the structural level and staff will be returning to the Board to ask for contract authorization to retrofit the articulated and electric bus fleet; he added that all newly ordered vehicles will have the operator barriers. Mr. Olmeda stated camera systems and silent alarm improvement efforts are ongoing, all operators received de-escalation training during onboarding, and staff will look into refresher training.

#### Public Comment:

Adina Levin, Seamless Bay Area and Bay Area Cross Disability Allies Coalition, commented on ridership increase particularly on the frequent service and school routes.

Yan Wang commented that Route EPX does not replace Route 398 because Route EPX does not stop in the City of San Mateo, and she rides Route FCX as a result.

### **9.a.7. Monthly State of the Service Report | September 2024**

Ms. Tolleson noted the report was in the packet. Ms. Tolleson stated there was a 10.1 percent increase systemwide compared to September 2023 and Youth Unlimited usage increase by 22.1 percent. She said there was a high number of DNOs (Did Not Operate) coinciding with a high volume of operator sick calls in early September.

#### Public Comment:

Marlon Jonathan Herrera-Sanchez spoke in support of the SamTrans transportation system and requested Director David Canepa and the San Mateo County Housing Commission look into HUD (Department of Housing and Urban Development) providing housing vouchers to bus operators.

### **9.a.6. Adjourn**

The meeting adjourned at 3:08 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  
Staff Report**

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

**Action**

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

**Significance**

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

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

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

**Budget Impact**

There is no impact to the budget.

**Background**

No additional information.

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

**SAN MATEO COUNTY**  
**PARATRANSIT COORDINATING COUNCIL (PCC)**  
Minutes of October 8, 2024, Meeting

**ATTENDANCE:**

Members in person:

Benjamin McMullan, Chair, CID; Tina Dubost, SamTrans; Susan Capeloto, Dept. of Rehabilitation; Sandra Lang, Community Member; Kathy Uhl, CoA; Marie Violet, Dignity Health; Carmen Santiago, Catholic Charities. (Member attendance = 7/8, Quorum = Yes)

Members on Zoom:

Dao Do, Rosener House

Guests:

Marvin Ranaldson, Nelson\Nygaard (Zoom); Jane Stahl, PAC Staff; Lynn Spicer, SamTrans (Zoom); Vicky Churchill, TransDev/Redi-Wheels; Larisa Vaserman, Consumer; Kelley Shanks, SamTrans (Zoom); Michele Epstein, OSS.

**WELCOME/INTRODUCTIONS:**

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

**APPROVAL OF AUGUST MINUTES:**

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

**PUBLIC COMMENTS:**

Larisa Vaserman commented on a ride in the Emerald Hills in Redwood City. The roads were narrow, and she felt they were unsafe. She wondered why a bus was dispatched for that particular trip instead of a smaller vehicle. Sandra commented that there are many inaccessible areas in the county. Lynn Spicer advised that, in this situation, the operator is directed to write up an incident report that is attached to their manifest and share with the Safety Department. The Safety Department will then go out to assess the conditions and, if necessary, limit the size of vehicles in that area. For example, the Mickelson Center in San Mateo is restricted to sedans and mini vans only as it has a tight turnaround around.

Lynn said she would check into Larisa's trip. Sandra asked if she could provide an update on what she uncovered. Marie reported that one of the hospital volunteers uses Redi-Wheels. After boarding the vehicle, it proceeded past the hospital, went to Fair Oaks, and then came back. Lynn will also check into this.

**PRESENTATION:** None.

**COMMITTEE REPORTS:**

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

See page 9.

**Education**

The chair position remains open. The next meeting is on November 5<sup>th</sup> at 2pm.

**Executive – Ben McMullan**

The meeting was suspended while the Executive Committee quickly met. The committee approved forwarding two membership applications to the full Council. The PAC meeting was reconvened and membership applications from Larisa Vaserman and Michele Epstein were presented for approval. They were approved and both individuals were warmly welcomed to the PAC. An orientation will be scheduled.

Sandra and Kathy spoke about the value of PAC membership, the education provided, as well as information on the Redi-Wheels service. Participation from a wide range of community members is needed with members themselves acting as ambassadors for transportation.

Amended PAC Bylaws had been sent to members, changing “PCC” to “PAC”. Tina moved to approve the amended Bylaws, Kathy Uhl seconded; the motion was approved.

Larisa and Michele recounted their backgrounds. Larisa is a long-time user of Redi-Wheels and has attended PAC meetings for many years. Michele is a certified ombudsman, volunteer coordinator, and provides continuing education for volunteer ombudsmen. She is with Ombudsman Services.

The next meeting will be on November 5, at 1pm.

**OPERATIONAL REPORTS**

Tina reported that SamTrans received an achievement award from the American Public Transit Association for an outstanding public transit system for systems providing between 3-15 million trips per years.

**PERFORMANCE REPORT**

Total ridership increased by 6.5% and average weekday ridership increased by 7.8% compared to last year.

Subscription trips are 21%; agency trips around 7%; 11% of rides were sent to taxis. Work continues to put more passengers on the branded service to make the service more efficient.

The number of individuals riding is the same compared to last year. Productivity is 1.51 passengers per hour, which is an increase. On-time performance was 87.9%.

Larisa commented on a no-show letter she received despite having called to cancel her ride. She thought the letter was threatening. Tina said to call the number listed on the letter and explain what happened.

### **COMMENT STATISTICS REPORT**

There continue to be fewer comments compared to pre-COVID months. Most of the reports are consumer reports rather than comment cards. The cards are primarily complimentary. The most common complaint is late vehicles.

### **SAFETY REPORT**

Vicky Churchill reported that there were 5 preventable and 5 non-preventable incidents in September. They are working on retraining some of the drivers.

### **UPDATES AND ITEMS OF INTEREST**

#### **Agencies – Dao Do & Marie Violet**

No report.

#### **Commission on Aging – Kathy Uhl**

The commission continues to provide as many resources as possible to seniors so they can remain independent. She mentioned the Loneliness Campaign in the county and remarked that this initiative has resulted in more agencies talking to each other. Paratransit is an important part of this issue.

#### **Commission on Disabilities (CoD) – Ben McMullan**

They are working on an annual update to the County Board of Supervisors. They are also working on recruiting new members and proposing to reduce the number of COD commissioners.

#### **Center for Independence (CID) – Ben McMullan**

They are recruiting a program manager and an executive director.

#### **Coastside Transportation Committee (CTC) – Tina Dubost**

No update.

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

The committee meets on October 8<sup>th</sup>; she will report next month. The agenda includes regional connections and revised rules of procedure on how boards and committees conduct business.

#### **Department of Rehabilitation – Susan Capeloto**

They are still recruiting a district administrator and regional director.

## **Other Business**

### ADA Refresher

Riders can make paratransit transfers to go to other agencies in the Greater Bay Area by calling the Accessible Services Department. There is a region-wide agreement that once someone is certified by one paratransit agency, they are eligible to use other Bay area paratransit services. The information is in the Rider's Guide and on the website. Kathy commented that people don't always know this. This might be a good topic for future discussion.

Sandra remarked that the hurricane disaster in North Carolina brought to light the need to know where people are, particularly for people who are disabled. The Office of Emergency Management handles this and this information would be an interesting future presentation.

Lynn reported that the video on how to ride Redi-Wheels is now on the SamTrans website along with a link to the paratransit application. Tina had worked on this following a PAC request.

The meeting ended at 3:10pm.

The next meeting is on November 12<sup>th</sup>, in person and remotely via Zoom.

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

The minutes of the August PAL meeting were included in the meeting packet. Sandra commented that updates from the regional transportation measure should be included in future PAL meetings. Sandra moved to approve the minutes; Tina seconded the motion. The minutes were approved by roll call.

## **Advocacy**

Sandra commented that the PAL committee should track issues regarding wheelchairs, both local access and FTA actions, as more wheelchair accessibility is required. She asked that members bring any articles or information to the council for dissemination.

Kathy commented that the Mobility Ambassadors went on a Caltrain trip and discovered potential concerns for people with disabilities, e.g. plug ins for phones being hard to reach. She said that Caltrain staff help with boarding but only directed disabled passengers to the restroom car. Tina advised that the restroom car aligns with the bridge plate but that all cars are accessible to people with disabilities. Kathy reported that this wasn't their impression.

Sandra asked if Redi-Wheels has designated drop-off spots for wheelchair users at the stations. Tina said that in some cases it's a shared area, but that depends on the station area design. Ben commented that when stations are updated, ADA compliance is addressed.

## **Legislative**

None.

### **Policy Issues**

Tina gave an update on the 12-month same-day transit pilot program that started in December 2023.

- There have been 722 one-way trips so far.
- On August 12, the SamTrans board approved changes to the service, eliminating the zones and extending the service hours to 6pm.
- There is an increase in the number of trips per day.
- The average trip distance has increased.
- A survey of users will be conducted.
- They are proposing to ask the Board in December to make the service permanent.

Larisa asked if the program was sustainable. Tina thought it was as there are a sustainable number of requests, and existing capacity is being used more efficiently.

Kathy asked if the same people used the same-day service as the regular Redi-Wheels service. Lynn reported that it was a random mix, some veteran riders, some new. Tina reported that people are using the service for many reasons including medical appointments, social events, shopping, etc.

Tina will give a detailed presentation on same-day transit at the November PAC and asked the PAC to let her know if there was any specific information needed.

The next PAL meeting will be on November 12, 2024.



**San Mateo County Transit District  
Staff Report**

To: Community Relations Committee  
Through: April Chan, General Manager/CEO  
From: Josh Mello, Executive Officer, Planning and Development  
Subject: **Quarterly State of the Service Report | Quarter 1 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 July through September 2024 (Quarter 1, Fiscal Year 2025).

This quarter included service changes implemented on June 16, 2024 (Runbook 146) and on August 4, 2024 (Runbook 147). Runbook 146 paused school-oriented routes. 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 292, 397, 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 an extreme number of operator absences on September 5<sup>th</sup> and 6<sup>th</sup> that significantly disrupted non-school service.

**Fiscal Year 2025 (FY25) Quarter 1 Summary (compared to FY24 Q1):**

- 10.2 percent increase in total ridership
- 10.9 percent increase in ridership on equity priority routes
- 3.0 percent increase in on-time performance
- 3.8 percent decrease in cost per passenger and 4.0 percent decrease in subsidy per passenger on bus service
- 1.9 percent increase in farebox recovery
- 56.5 percent increase in Clipper START usage
- 7.0 percent decrease in preventable accidents per 100,000 miles
- 22.4 percent increase in service calls per 25,000 miles
- 11,881 percent increase in trips that did not operate (DNOs)<sup>1</sup>

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<sup>1</sup> The high increase in DNOs is due to an isolated day of extreme operator absences.

- 14.5 percent decrease in the comments per 10,000 boardings.

**Ridership**

Average weekday ridership (AWR) on SamTrans was 33,086 in FY25 Quarter 1, which is an increase of 10.5 percent compared to FY24 Quarter 1. Total bus ridership was 2,661,541, which is an increase of 10.2 percent compared to FY24 Quarter 1. The SamTrans bus network had by the end of the quarter recovered 93.0 percent of total ridership compared to pre-pandemic ridership (FY20 Q1). Ridership details are included in **Table 1**.

**TABLE 1. AVERAGE WEEKDAY RIDERSHIP & TOTAL RIDERSHIP**

Ridership Type	FY25 Q1	FY24 Q1	%Δ
Average Weekday Ridership	33,086	29,954	10.5%
Total Ridership	2,661,541	2,416,204	10.2%

*Notes: Does not include Route 713 or Dumbarton Express.*

By service category, 57.4 percent of total ridership was on Frequent routes<sup>2</sup>, 30.5 percent was on Local routes<sup>3</sup>, 4.8 percent was on Community routes<sup>4</sup>, 5.0 percent was on School-Oriented routes<sup>5</sup>, 1.0 percent was on Express & Limited routes<sup>6</sup>, 0.9 percent was on Owl<sup>7</sup> routes, and 0.4 percent was on Special<sup>8</sup> routes (see **Figure 1**).

<sup>2</sup> Routes with 15 minutes or better frequency, seven days a week. Routes include 120, 130, 296, and ECR.

<sup>3</sup> Routes with 30 minutes or better frequency, seven days a week. Routes include 110, 121, 122, 141, 250, 276, 278, 281, and 292.

<sup>4</sup> Routes with 60 minutes or better frequency, five days a week. Routes include 112, 117, 142, 251, 260, 270, 280, 294, and 295.

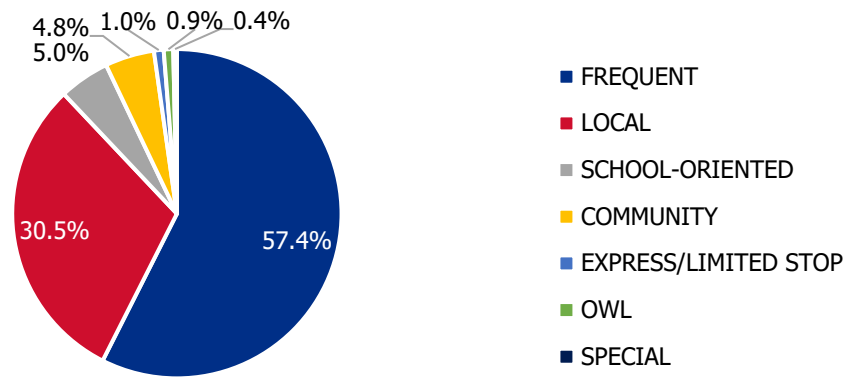
<sup>5</sup> Routes operating with very few trips a day and are scheduled to align with school schedules and bell times. All two-digit routes are School-Oriented routes.

<sup>6</sup> Routes providing limited-stop service to or from major destinations and are typically longer in length. Routes include CSM, EPX, FCX, PCX, and SKY.

<sup>7</sup> Routes operating overnight after regular transit service has ended. Routes include 296 Owl, 397, and ECR Owl.

<sup>8</sup> 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.

**FIGURE 1. TOTAL RIDERSHIP SHARE BY SERVICE CATEGORY**



*Note: Does not include Route 713 or Dumbarton Express.*

In Quarter 1, all service categories except Owl routes saw ridership increases compared to the same quarter last year. Ridership details by service category are included in **Table 2**.

**TABLE 2. TOTAL RIDERSHIP BY SERVICE CATEGORY**

Service Category	FY25 Q1	FY24 Q1	%Δ
Frequent	1,528,952	1,422,976	7.4%
Local	812,063	722,920	12.3%
School-Oriented	132,307	115,105	14.9%
Community	128,768	106,246	21.2%
Express & Limited	25,296	13,038	94.0%
Owl	24,791	27,337	-9.3%
Special	9,364	8,582	9.1%

*Note: Does not include Route 713 or Dumbarton Express.*

Standard productivity measures include boardings by vehicle revenue hour<sup>9</sup>, boardings by vehicle revenue mile<sup>10</sup>, and boardings by trip<sup>11</sup>.

The fixed route bus network generated 15.3 boardings per vehicle revenue hour in Quarter 1, a 5.4 percent decrease over the previous year. School-oriented routes had the highest boardings per vehicle revenue hour with 49.9, and Owl routes had the lowest with 2.9.

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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.

SamTrans had 1.6 boardings per revenue mile in Quarter 1, a 3.6 percent decrease over the previous year. Again, School-Oriented routes had the highest boardings per vehicle revenue mile with 4.2. Express & Limited routes had the lowest with 0.2.

Finally, SamTrans generated 19.7 boardings per revenue trip in Quarter 1, a 5.4 percent decrease over the previous year. Frequent routes had the highest with 33.5 boardings per trip. Express & Limited routes had the lowest with 3.0. Ridership productivity measures are included in **Table 3**.

Express & Limited service saw the largest decrease in productivity, likely due to the discontinuation of Route 398 and new addition of two Express & Limited 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 services to major destinations, the additional resources outweigh the ridership, resulting in the large decrease in productivity.

**TABLE 3. SYSTEMWIDE RIDERSHIP PRODUCTIVITY MEASURES & SERVICE CATEGORY BREAKDOWN**

Productivity Measure	FY25 Q1	FY24 Q1	%Δ
<b>Boardings per Vehicle Revenue Hour</b>	<b>15.3</b>	<b>16.1</b>	<b>-5.4%</b>
Frequent	21.3	20.9	1.7%
Local	11.8	12.5	-5.4%
School-Oriented	49.9	47.4	5.3%
Community	7.1	6.4	10.4%
Express & Limited	2.9	10.5	-72.7%
Owl	6.7	7.5	-10.0%
<b>Boardings per Vehicle Revenue Mile</b>	<b>1.57</b>	<b>1.63</b>	<b>-3.6%</b>
Frequent	2.3	2.3	0.5%
Local	1.3	1.3	2.2%
School-Oriented	4.2	3.9	8.1%
Community	0.7	0.6	14.1%
Express & Limited	0.2	0.6	-62.3%
Owl	0.5	0.6	-7.8%
<b>Boardings per Trip</b>	<b>19.7</b>	<b>20.8</b>	<b>-5.4%</b>
Frequent	33.5	33.6	-0.1%
Local	15.5	15.6	-0.4%
School-Oriented	27.6	25.7	7.4%
Community	6.3	5.6	11.9%
Express & Limited	3.0	17.2	-82.6%
Owl	9.8	10.6	-7.0%

Note: Does not include Route 713 or Dumbarton Express.

Compared to the previous year, Ride Plus service in Quarter 1 this year increased boardings per revenue hour by 4.9 percent to 1.6 boardings per revenue hour. Boardings per revenue mile decreased by 30.1 percent to 0.3 boarding per revenue mile. The percent of pooled trips increased over 700 percent to 16.9 percent. The load factor decreased 15.3 percent to 1.1 (Table 4).<sup>12</sup>

**TABLE 4. RIDE PLUS PRODUCTIVITY MEASURES**

Productivity Measure	FY25 Q1	FY24 Q1	%Δ
<b>Boardings per Vehicle Revenue Hour</b>	<b>1.6</b>	<b>1.5</b>	<b>4.9%</b>
East Palo Alto	1.5	1.5	2.4%
Half Moon Bay	1.6	1.5	11.3%
<b>Boardings per Vehicle Revenue Mile</b>	<b>0.3</b>	<b>0.4</b>	<b>-30.1%</b>
East Palo Alto	0.4	0.5	-31.9%
Half Moon Bay	0.2	0.3	-25.8%
<b>Percent Pooled Trips</b>	<b>16.9%</b>	<b>1.9%</b>	<b>769.8%</b>
East Palo Alto	12.4%	1.1%	994.7%
Half Moon Bay	21.4%	2.8%	676.8%
<b>Load Factor</b>	<b>1.1</b>	<b>1.3</b>	<b>-15.3%</b>
East Palo Alto	1.2	1.4	-16.9%
Half Moon Bay	1.1	1.2	-13.4%

Total ridership on Equity Priority Routes<sup>13</sup> was 1,997,478 in FY25 Quarter 1, accounting for 75.0 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 Q1	FY24 Q1	%Δ
Boardings on Equity Priority Routes	1,997,478	1,801,840	10.9%

<sup>12</sup> 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 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.

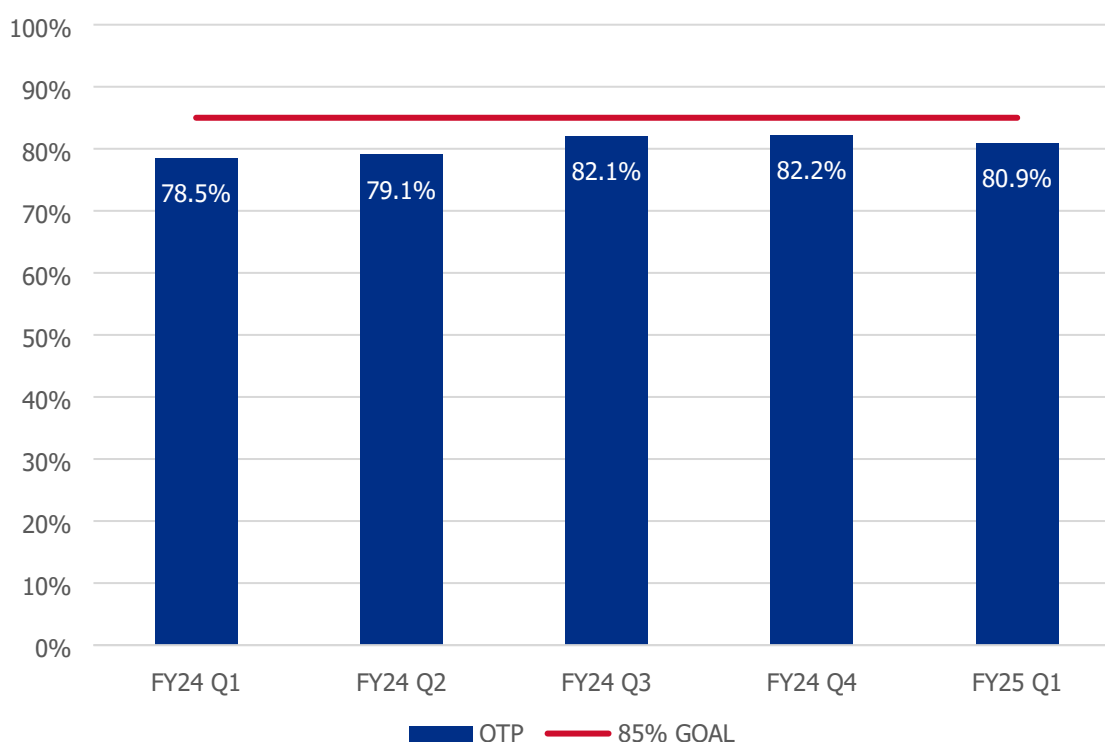
<sup>13</sup> Equity Priority Routes include 24, 25, 29, 30, 35, 37, 41, 46, 49, 62, 68, 79, 81, 120, 121, 122, 130, 138, 141, 142, 260, 270, 276, 280, 281, 294, 296, 296 Owl, ECR, ECR Owl, and SKY.

% of Total Boardings	75.0%	73.7%	1.8%
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### On-Time-Performance

Average systemwide on-time performance (OTP) for FY25 Quarter 1 was below SamTrans’ OTP goal of 85.0 percent at 80.9 percent (**Figure 2**); however, this represents a 3.0 percent increase from the same quarter in the previous year. Average weekday OTP and average Saturday OTP were below goal at 80.3 percent and 79.8 percent, respectively. Average Sunday OTP was above goal at 85.1 percent. Average scheduled speed was 12.9 miles per hour, which is a 1.0 percent decrease compared to the previous year.

**FIGURE 2. ON-TIME PERFORMANCE BY QUARTER**



Broken down by service category<sup>14</sup>, 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 OTP<sup>15</sup> of 90.3 percent. Details are included in **Table 6** and **Figure 3**.

**TABLE 6. ON-TIME PERFORMANCE BY SERVICE CATEGORY**

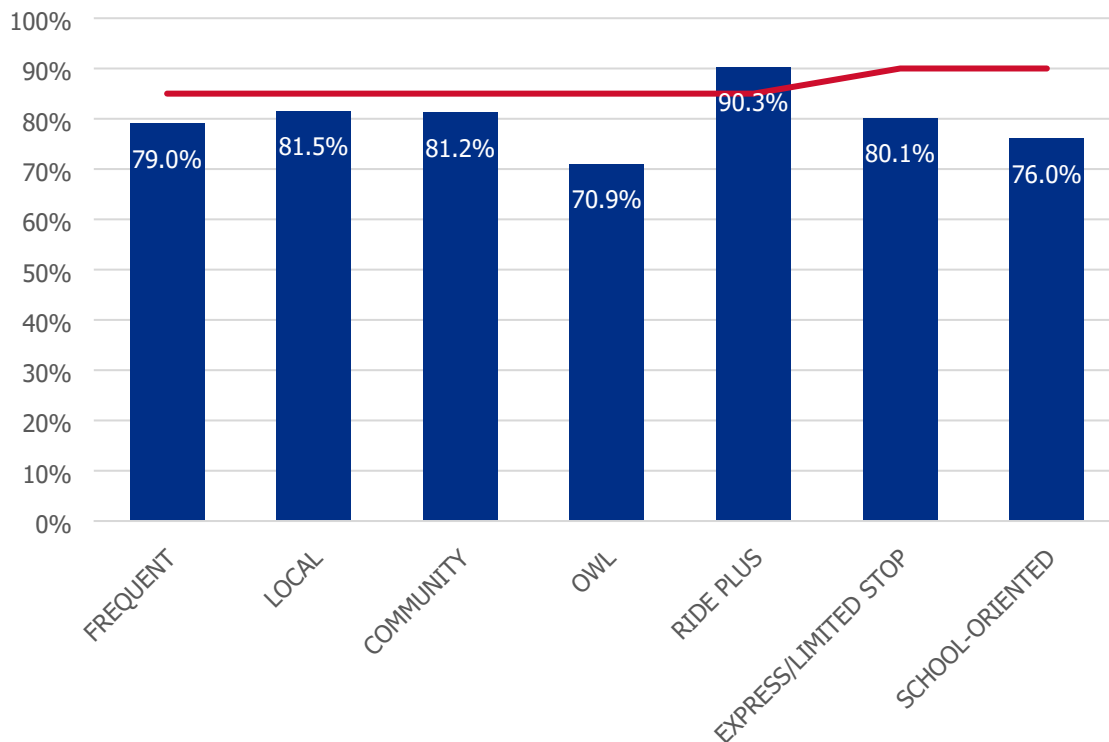
Service Category	FY25 Q1	FY24 Q1	%Δ
------------------	---------	---------	----

<sup>14</sup> 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.

<sup>15</sup> Ride Plus is on time if a vehicle arrives up to five minutes from estimated pick-up time.

Frequent	79.0%	79.6%	-0.8%
Local	81.5%	77.5%	5.1%
Community	81.2%	75.6%	7.4%
Owl	70.9%	78.3%	-9.4%
Ride Plus	90.3%	79.4%	13.7%
Express & Limited	80.1%	75.7%	5.8%
School-Oriented	76.0%	74.8%	1.6%

**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 1, total fixed route fare revenue was \$3,361,000, an 8.1 percent increase from the previous year. Of the fares collected, 64.2 percent were Adult fares, 21.6 percent were Eligible Discount fares, and 14.2 percent were Youth fares. As for how passengers paid, 11.8 percent used one-way tickets (e.g., cash, free rides), 47.0 percent used Clipper, and 41.2 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 Q1	FY24 Q1	%Δ
-----------	---------	---------	----

Adult	1,707,015	1,510,326	13.0%
Eligible Discount	575,083	548,360	4.9%
Youth	376,524	341,097	10.4%



**TABLE 8. FARES BY PAYMENT METHOD**

Payment Method	FY25 Q1	FY24 Q1	%Δ
One-Way Ticket	312,484	332,659	-6.1%
Clipper	1,248,938	1,120,158	11.5%
Clipper START	36,573	23,363	56.5%
Pass	1,097,200	948,035	15.7%

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 1 was \$43,380,997, a 6.1 percent increase from the previous year. The cost per passenger was \$15.04, and the subsidy per passenger was \$13.77. Farebox recovery was 7.7 percent of operating costs, a 1.9 percent increase 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	\$3,361,000	\$3,108,397	8.1%
Operational Costs	\$43,380,997	\$40,871,992	6.1%
Cost per Passenger	\$15.04	\$15.63	-3.8%
Subsidy per Passenger	\$13.77	\$14.34	-4.0%
Farebox Recovery Rate	7.7%	7.6%	1.9%

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

### Operator Count

During FY25 Quarter 1, the District and Contracted Services<sup>16</sup> employed a combined total of 462 total full-time fixed route operators, a 6.7 percent decrease compared to the previous year. The number of District operators increased by 9.2 percent. Of the total full-time fixed route operators, 74.5 percent were District operators, 20.1 percent were CUBS operators, and 5.4 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 1, the District was at 98.9 percent of its goal. For details, see **Table 10**.

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<sup>16</sup> Contracted Urban Bus Service (CUBS) and Coastside

**TABLE 10. AVERAGE TOTAL OPERATORS**

Operators	FY25 Q1	FY24 Q1	%Δ
<b>Total</b>	<b>462</b>	<b>495</b>	<b>-6.7%</b>
District	344	315	9.2%
CUBS <sup>1</sup>	93	154	-39.6%
Coastside	25	26	-3.8%

*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.*

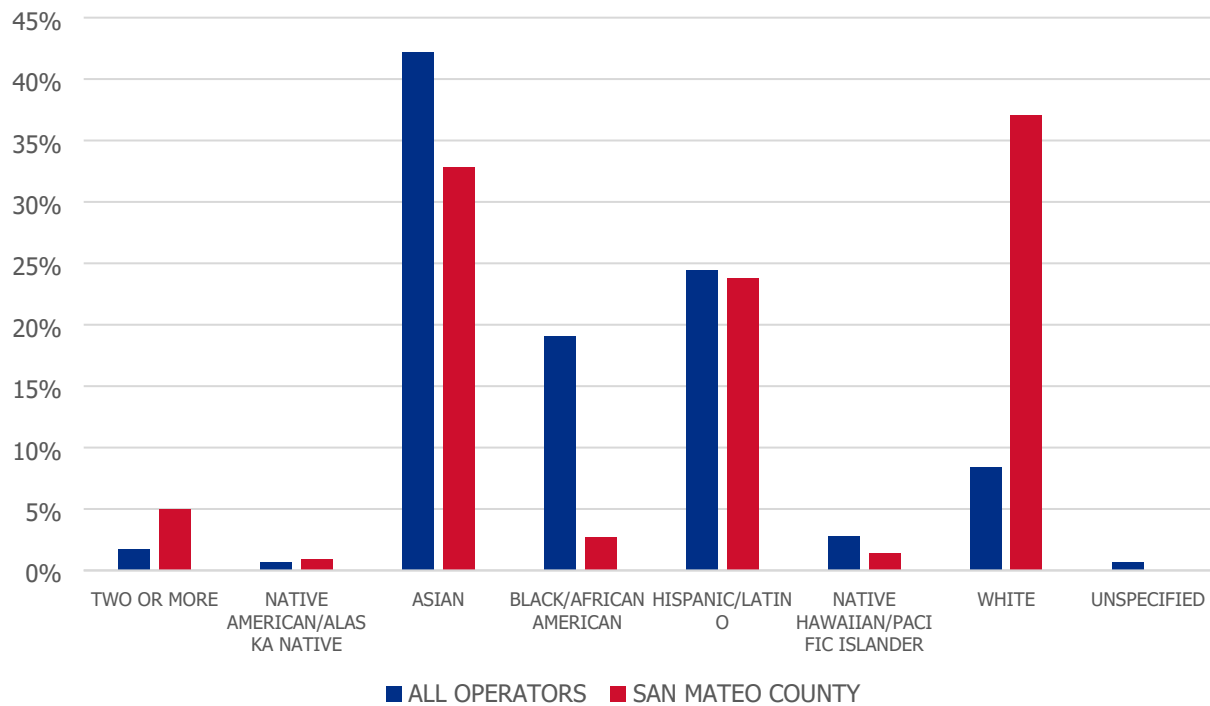
*The CUBS operator count decreased because the FY24 Q1 included full-time and part-time operators and the CUBS operator count of FY25 Q1 only included full-time operators.*

Of the District and Contracted Services operators, 12.8 percent identified as women and 87.2 percent identified as men. That is a 29.8 percent decrease in the number of women working as full-time operators year over year, and a 1.7 percent decrease in the number of men.

For race and ethnicity, 90.9 percent of operators identify as persons of color and/or Hispanic/Latino. Broken down, 42.2 percent identify as Asian, 24.5 percent identify as Hispanic/Latino, 19.0 percent identify as Black/African American, 1.7 percent identify as Two or More Races, 2.8 percent identify as Native Hawaiian/Pacific Islander, 0.6 percent identify as American Indian/Alaska Native. There were 8.4 percent of operators that identified as White, and 0.6 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 1, there were 47 preventable accidents, same as in FY24 Quarter 1. The goal is to have one or fewer preventable accidents per 100,000 miles; this quarter, SamTrans did not meet its goal with 2.0 accidents per 100,000 miles. Preventable accidents per 100,000 miles decreased 7.0 percent when compared to the previous year. Details are included in **Table 11**.

**TABLE 11. PREVENTABLE ACCIDENTS**

	FY25 Q1	FY24 Q1	%Δ
<b>Preventable Accidents</b>	<b>47</b>	<b>47</b>	<b>0.0%</b>
District	31	26	19.2%
Contracted Services	16	21	-23.8%
<b>Accident Frequency Ratio (per 100,000 miles)</b>	<b>2.0</b>	<b>2.2</b>	<b>-7.0%</b>
District	1.9	1.8	8.9%
Contracted Services	2.2	3.0	-26.3%

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

### Service Calls

SamTrans had 100 service calls in FY25 Quarter 1, a 31.6 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 1.1 service call per 25,000 miles. For details, see **Table 12**.

**TABLE 12. SERVICE CALLS**

	FY25 Q1	FY24 Q1	%Δ
<b>Service Calls</b>	<b>100</b>	<b>76</b>	<b>31.6%</b>
District	57	53	7.5%
Contracted Services	43	23	87.0%
<b>Service Call Frequency Ratio (per 25,000 miles)</b>	<b>1.1</b>	<b>0.9</b>	<b>22.4%</b>
District	0.9	0.9	-1.8%
Contracted Services	1.5	0.8	81.0%

### Fleet in Operation

In FY25 Quarter 1, 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, 87.7 percent were operated by diesel buses, 8.6 percent were operated by diesel-hybrid, and 3.7 percent were operated by battery electric. For details, see **Table 13**.

**TABLE 13. FLEET IN OPERATION**

	FY25 Q1	FY24 Q1	%Δ
<b>Total</b>	<b>242</b>	<b>227</b>	<b>6.6%</b>
Diesel	200	201	-0.5%
Diesel-Hybrid	25	25	0.0%
Battery Electric	17	1	1600.0%
Hydrogen Fuel Cell	0	0	0.0%

### Trips That Did Not Operate

In FY25 Quarter 1 there were 695 trips that did not operate (DNO), and 685 of those trips did not operate in the month of September in which the operator sick out occurred. The goal is to have 20 or fewer DNOs per every 100,000 trips. This quarter, SamTrans did not meet its goal with 515.0 DNOs per 100,000 trips, which is a 11,880.9 percent decrease compared to FY24 Quarter 1. For details, see **Table 14**.

**TABLE 14. TRIPS THAT DID NOT OPERATE**

	FY25 Q1	FY24 Q1	%Δ
<b>DNOs</b>	<b>695</b>	<b>5</b>	<b>13,800.0%</b>
District	687	2	34,250.0%
Contracted Services	8	3	166.7%
<b>DNOs Frequency Ratio (per 100,000 trips)</b>	<b>515.0</b>	<b>4.3</b>	<b>11,880.9%</b>
District	640.4	2.2	28,880.0%
Contracted Services	28.9	11.6	148.7%

**Customer Experience**

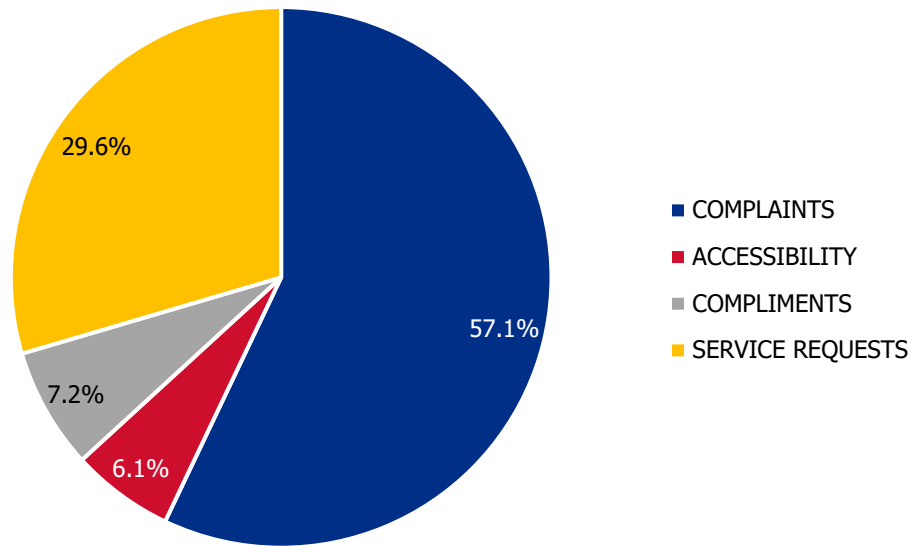
In FY25 Quarter 1, SamTrans Customer Service received 538 public comments, which breaks down to 2.0 comments per 10,000 boardings. This is a 14.5 percent decrease from the same period in the previous year. Details can be seen in **Table 15**.

**TABLE 15. CUSTOMER FEEDBACK DETAILS**

	FY25 Q1	FY24 Q1	%Δ
<b>Total</b>	<b>538</b>	<b>571</b>	<b>-5.8%</b>
Complaints	307	310	-1.0%
Accessibility	33	30	10.0%
Compliments	39	46	-15.2%
Service Requests	159	185	-14.1%
Others	0	0	0.0%
<b>Comments per 10,000 boardings</b>	<b>2.0</b>	<b>2.4</b>	<b>-14.5%</b>

Of the public comments in FY25 Quarter 1, 57.1 percent were complaints, 6.1 percent were about accessibility, 7.2 percent were compliments, and 29.6 percent were service requests (see **Figure 5**).

**FIGURE 5. CUSTOMER FEEDBACK BY TYPE**



Overall, the most common themes of public comments were operator feedback (25.5 percent), pass-up (13.4 percent), and schedule requests (9.7 percent). See **Table 16** for a comparison to the previous year.

**TABLE 16. MOST COMMON PUBLIC COMMENT THEMES**

FY25 Q1			FY24 Q1		
Category	Comment Type	% of Total Comments	Category	Comment Type	% of Total Comments
Operator	Complaint	25.5%	Operator	Complaint	29.1%
Pass-Up	Complaint	13.4%	Bus Stop/ Shelter	Service Request	12.8%
Schedule Request	Service Request	9.7%	Schedule Request	Service Request	9.8%
Bus Stop/ Shelter	Service Request	9.3%	Pass-Up	Complaint	9.8%
Late	Complaint	8.0%	Late	Complaint	8.6%

Most people continue to use phone and email to leave comments. 47.0 percent of comments were received by phone, 50.6 percent by email, 0.6 percent by comment card, 0.2 percent by social media, 0.7 percent by letter, and 0.9 by walk-in. Details are included in **Table 17**.

**TABLE 17. REPORTING METHOD**

<b>Method</b>	<b>FY25 Q1</b>	<b>FY24 Q1</b>	<b>%Δ</b>
Phone	253	278	-9.0%
Email	272	286	-4.9%
Comment Card	3	4	-25.0%
Social Media	1	1	0.0%
Letter	4	2	100.0%
Walk-In	5	0	100.0%

*Data shown in this report is current as of November 20, 2024.*

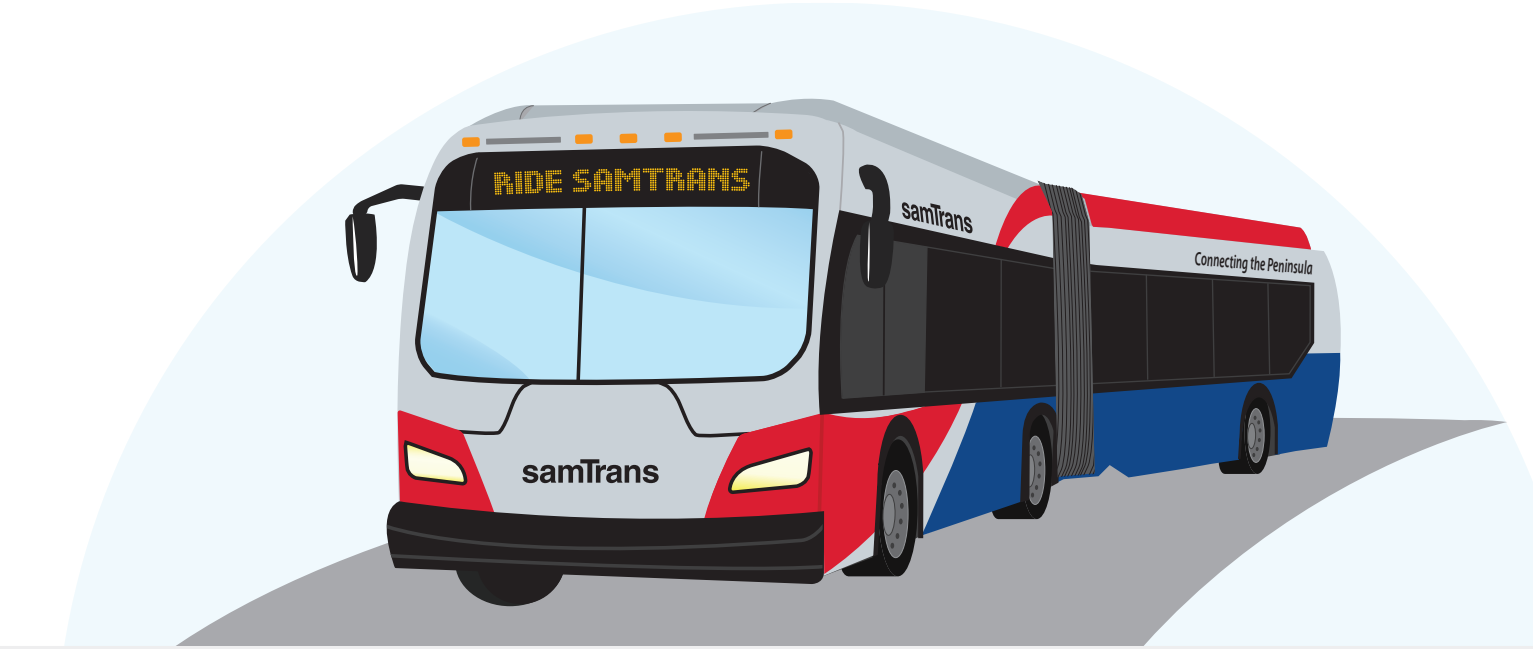
Prepared By: Emily Chen

Senior Planner, Operations Planning

650-551-6127

# QUARTERLY DASHBOARD

July - September 2024 (FY25 Q1)



## RIDERSHIP, SERVICE & ON-TIME PERFORMANCE

### Systemwide Overview



# 2,661,541

Boardings (+10.2%<sup>1</sup>)

**74**  
Routes

**1.7M**  
Revenue Miles

### Service Categories

What types of service are available?

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

### Revenue Hours

How much service is available?

<b>41%</b>
<b>39%</b>
<b>11%</b>
<b>2%</b>
<b>5%</b>
<b>2%</b>
<b>&lt;1%</b>

### Avg Weekday Ridership

How many people ride?

<b>56%</b>
<b>31%</b>
<b>5%</b>
<b>6%</b>
<b>1%</b>
<b>1%</b>
<b>&lt;1%</b>

### On-Time Performance<sup>2</sup>

How often is the bus on time?

<b>79%</b>	<b>85% Target</b>
<b>81%</b>	
<b>81%</b>	
<b>76%</b>	
<b>80%</b>	
<b>71%</b>	
<b>90%</b>	

**173.9K** Total Revenue Hours

**33.1K** Systemwide Average

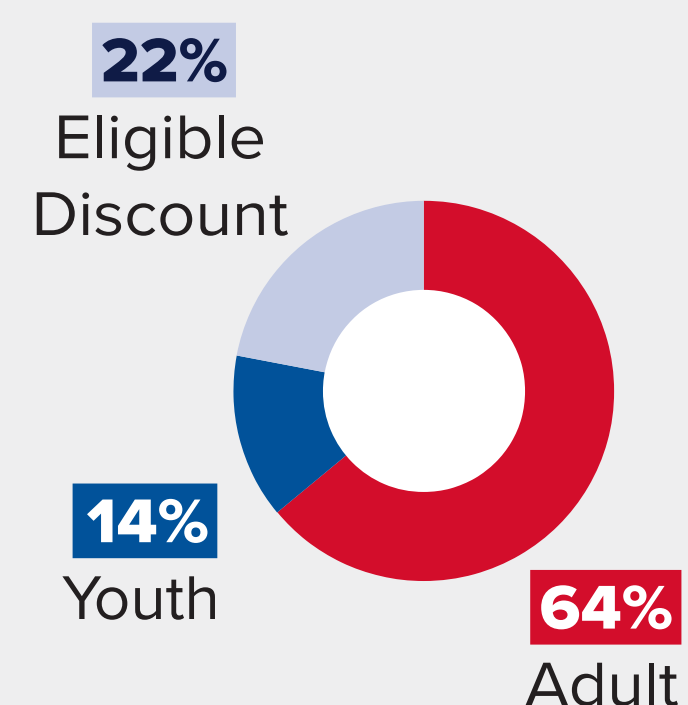
**80.9%** Systemwide Average

## FARES

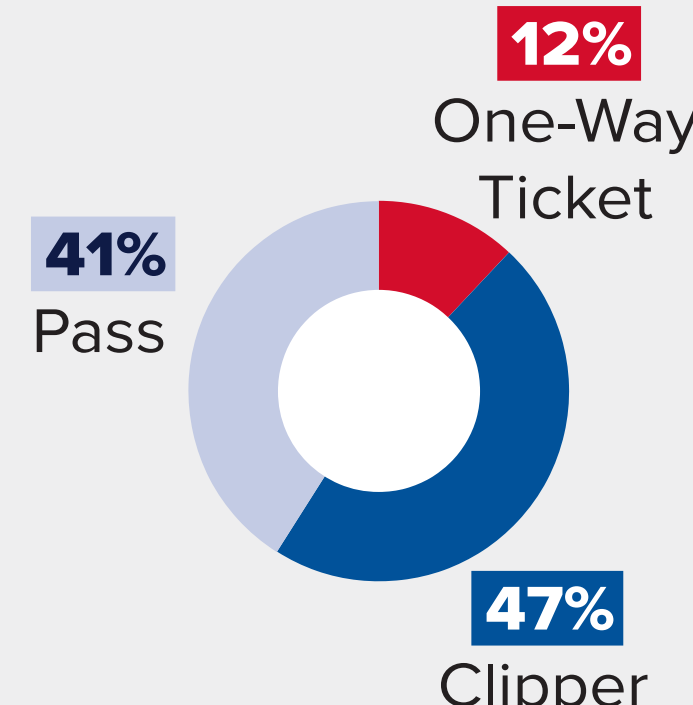
**\$3.36M** Fare Revenue

**\$13.77** Subsidy Per Passenger

### Fare Type



### Payment Method

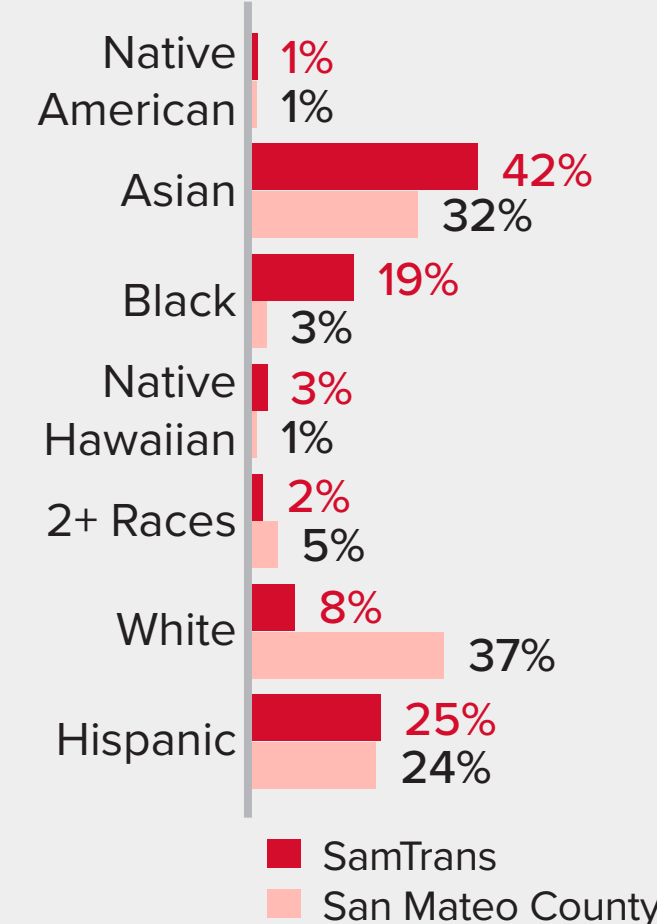


## OPERATORS

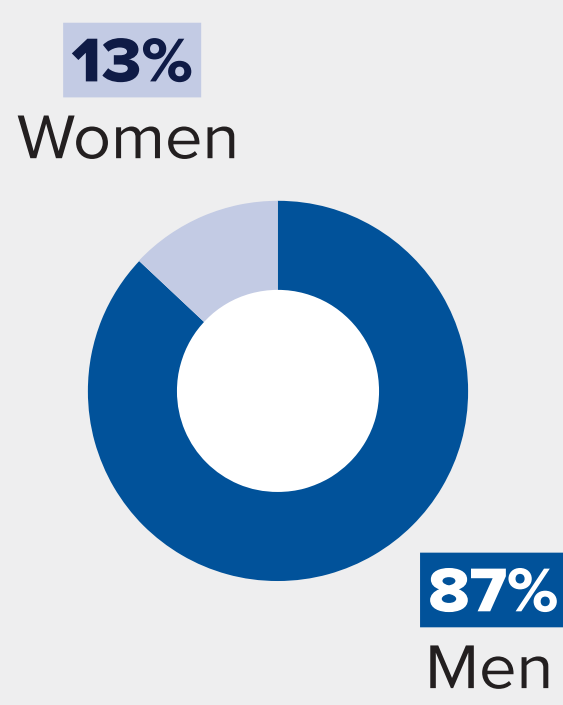
**462** Average Number of Operators



### Race & Ethnicity

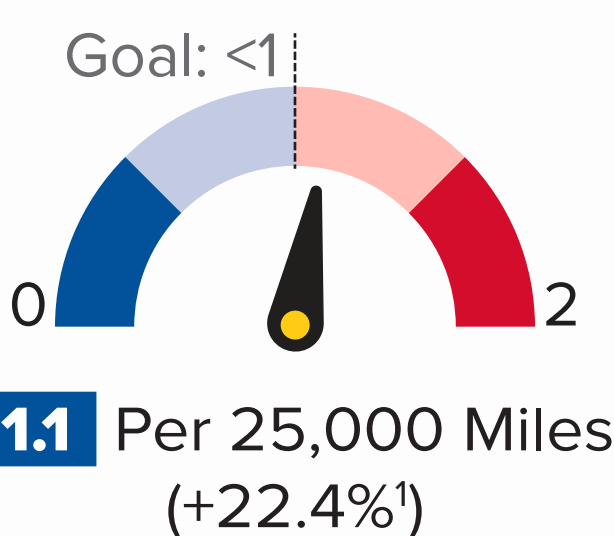


### Gender

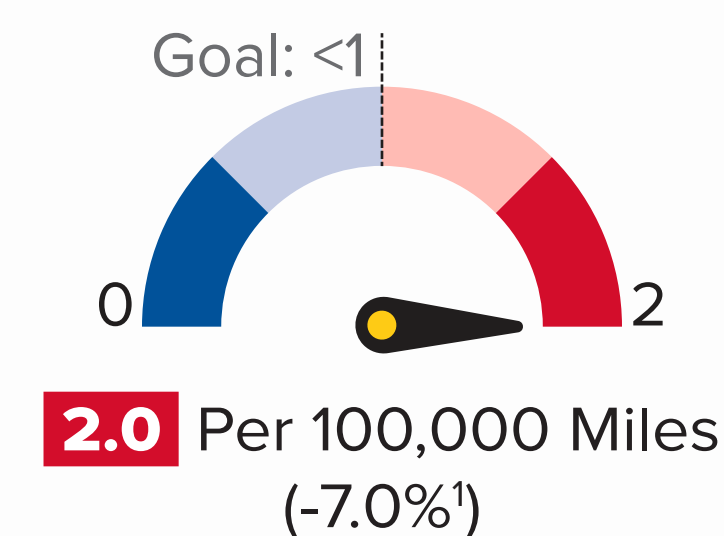


## ENVIRONMENT & SAFETY

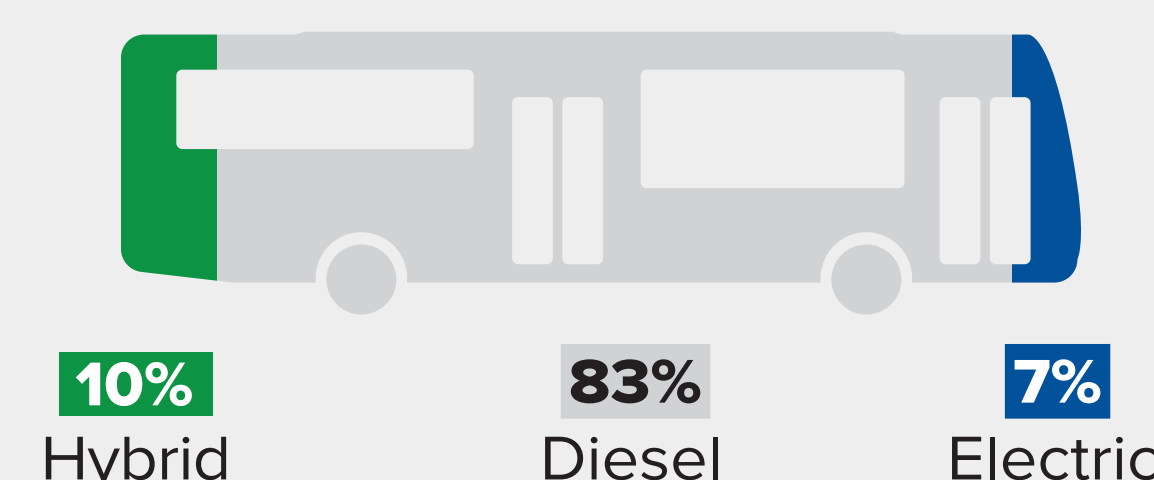
### Service Calls



### Preventable Accidents



### Fleet in Operation

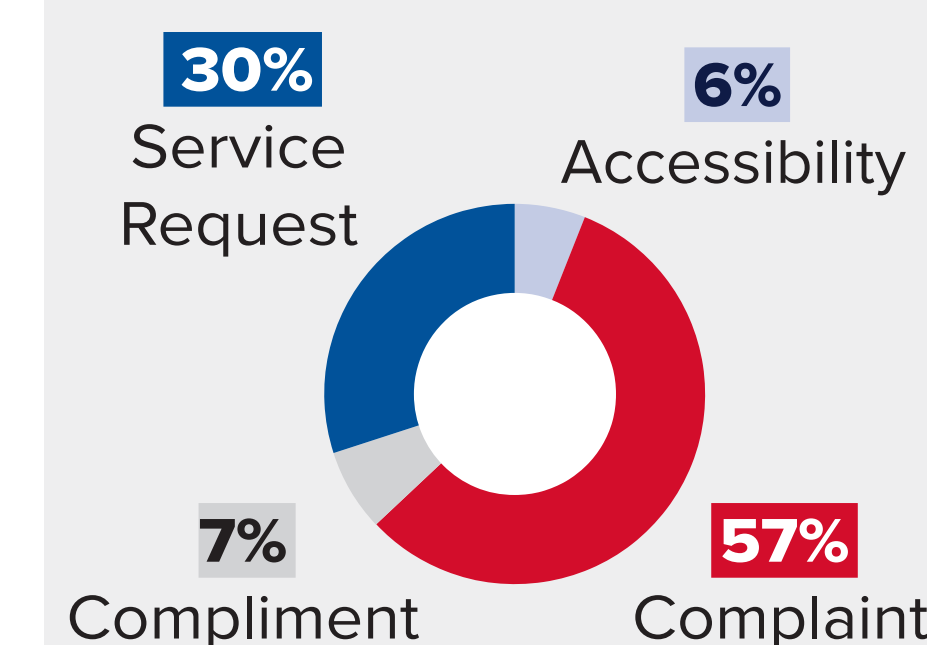


## RIDER EXPERIENCE

**515** Trips Not Operated Per 100,000 Trips (11,880.9%<sup>1,3</sup>)

**2.0** Comments Per 10,000 Boardings (-14.5%<sup>1</sup>)

### Comment Type



### Trending Themes

**25%** Operators

**13%** Pass-Up

**10%** Schedule Request

Top 3 in FY24 Q1  
Operators, Bus Stop or Shelter,  
Service Request & Pass Up (tied)

<sup>1</sup> Percent change from the previous year (FY24 Q1).

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

<sup>3</sup> 98.6 percent of DNOs in FY25 Q1 were in the month of September 2024 in which an operator sick-out occurred.





# FY25 Quarter 1 State of the Service (July-September 2024)

Item #10.a.7  
12/4/2024



Operations Planning | December 4, 2024

# QUARTERLY DASHBOARD



July - September 2024 (FY25 Q1)

**RIDERSHIP, SERVICE & ON-TIME PERFORMANCE**

**Systemwide Overview**



**2,661,541**

Boardings (+10.2%<sup>1</sup>)

**74**  
Routes

**1.7M**  
Revenue Miles

**Service Categories**

What types of service are available?

15 min	<b>Frequent</b> 15-minute or better frequency, 7 days/week	41%
30 min	<b>Local</b> 30-minute or better frequency, 7 days/week	39%
60 min	<b>Community</b> 60-minute or better frequency, 5-7 days/week	11%
	<b>School-Oriented</b> Routes aligned with school bell times, 5 days/week	2%
	<b>Express &amp; Limited Stop</b> Peak-only routes with few stops, 5 days/week	5%
Night	<b>Owl</b> Overnight routes, 7 days/week	2%
Special	<b>Special Routes</b> Unique purpose routes, 7 days/week	<1%

**Revenue Hours**

How much service is available?

173.9K	Total Revenue Hours
--------	---------------------

**Avg Weekday Ridership**

How many people ride?

33.1K	Systemwide Average
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**On-Time Performance<sup>2</sup>**

How often is the bus on time?

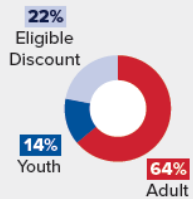
80.9%	Systemwide Average	85% Target
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**FARES**

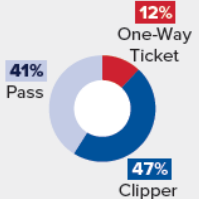
**\$3.36M** Fare Revenue

**\$13.77** Subsidy Per Passenger

**Fare Type**



**Payment Method**

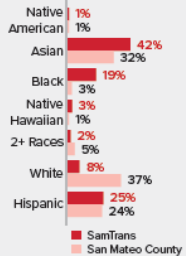


**OPERATORS**

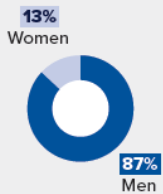
**462** Average Number of Operators



**Race & Ethnicity**

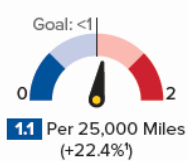


**Gender**



**ENVIRONMENT & SAFETY**

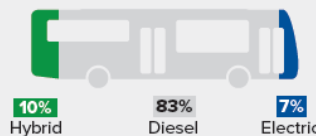
**Service Calls**



**Preventable Accidents**



**Fleet in Operation**

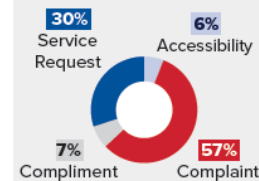


**RIDER EXPERIENCE**

**515** Trips Not Operated Per 100,000 Trips (11,880.9<sup>1-3</sup>)

**2.0** Comments Per 10,000 Boardings (-14.5%)

**Comment Type**



**Trending Themes**

**25%** Operators  
**13%** Pass-Up  
**10%** Schedule Request

Top 3 in FY24 Q1 Operators, Bus Stop or Shelter, Service Request & Pass Up (tied)

<sup>1</sup> Percent change from the previous year (FY24 Q1).

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

<sup>3</sup> 98.6 percent of DNOs in FY25 Q1 were in the month of September 2024 in which an operator sick-out occurred.

# Quarter 1 Dashboard (Jul-Sep) Highlights

## RIDERSHIP, SERVICE & ON-TIME PERFORMANCE

### Systemwide Overview



**2,661,541**

Boardings (+10.2%<sup>1</sup>)

**74**  
Routes

**1.7M**  
Revenue Miles

### Service Categories

What types of service are available?

15 min	<b>Frequent</b> 15-minute or better frequency, 7 days/week
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	<b>Special Routes</b> Unique purpose routes, 7 days/week

### Revenue Hours

How much service is available?

41%
39%
11%
2%
5%
2%
<1%

**173.9K** Total Revenue Hours

### Avg Weekday Ridership

How many people ride?

56%
31%
5%
6%
1%
1%
<1%

**33.1K** Systemwide Average

### On-Time Performance<sup>2</sup>

How often is the bus on time?

79%	85% Target
81%	
81%	
76%	
80%	
71%	
90%	

**80.9%** Systemwide Average

Ridership increased 10.2% YoY  
Ridership on Equity Priority Routes increased 10.9% YoY

On-time performance increased 3.0% YoY

<sup>1</sup> Percent change from the previous year (FY24 Q1)

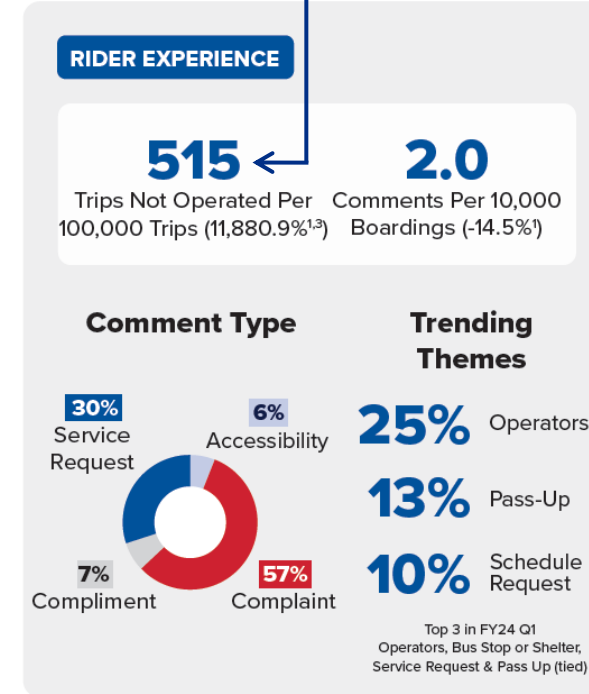
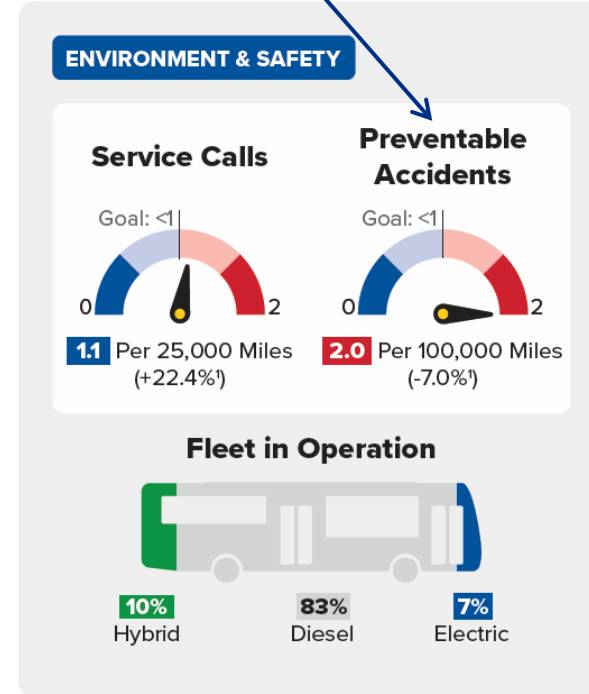
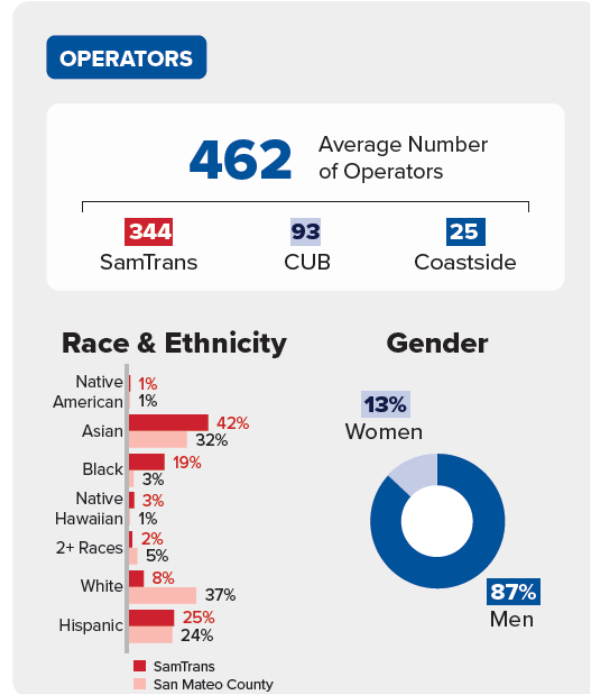
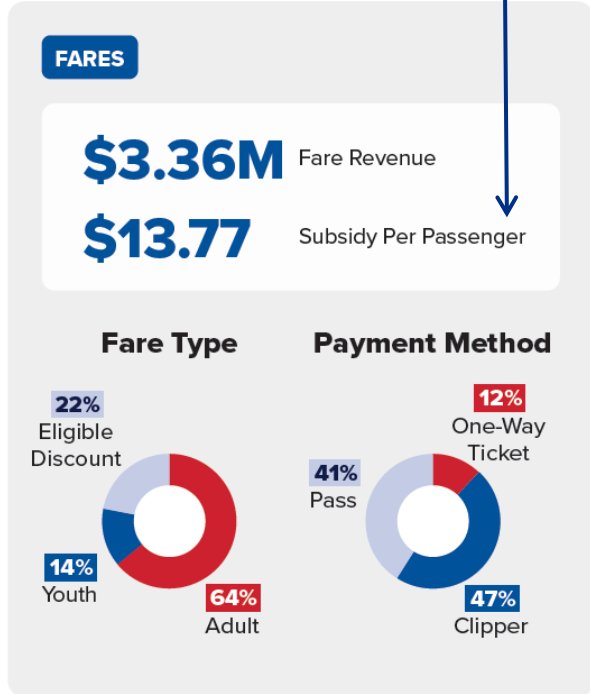
<sup>2</sup> Buses are on-time if they depart a timepoints within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

# Quarter 1 Dashboard (Jul-Sep) Highlights

Subsidy per passenger decreased 4.0% YoY

Preventable accidents frequency decreased 7.0% YoY

685 of 695 DNOs (98.6%) occurred during a few isolated days of extreme absences from operators..



<sup>1</sup> Percent change from the previous year (FY24 Q1)

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

<sup>3</sup> 98.6 percent of DNOs in FY25 Q1 were in the month of September 2024 in which an operator sick-out occurred.



# Thank You!

**San Mateo County Transit District  
Staff Report**

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

**Action**

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

**Significance**

**SamTrans:** Average weekday ridership across all four modes (Bus, Paratransit, Shuttles, and Ride Plus) increased by 10.2 percent in October 2024 compared to October 2023. The total monthly ridership increased by 12.7 percent in October 2024 compared to October 2023.

Post-pandemic SamTrans total fixed-route bus ridership recovery in October 2024 reached 99.1 percent of pre-pandemic total bus ridership in October 2019. October 2024 is the first month SamTrans has surpassed 1 million riders in a month since the start of the pandemic.

**Ride Plus:** Average weekday ridership was 118 trips, and total ridership was 3,055 trips. The average weekday ridership decreased 3.1 percent compared to October 2023, and the total ridership decreased 2.9 percent compared to October 2023. Of the total ridership, 71.6 percent of trips were taken in East Palo Alto/Belle Haven and 28.4 percent were taken in Half Moon Bay/El Granada.

**Youth Unlimited Pass:** For October 2024, Youth Unlimited Pass usage increased 33.0 percent compared to October 2023. For the first time, monthly usage exceeded 100,000 uses.

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

- **Preventable Accidents** – There were 18 preventable accidents in October 2024 (12 from District and 6 from contracted services). The goal is to have one or fewer preventable accidents per 100,000 miles; SamTrans did not meet its goal with 2.1 accidents per 100,000 miles.
- **Miles Between Service Calls (MBSC)** – There were 39 service calls in October 2024 (23 from District and 16 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 1.1 service calls per 25,000 miles.
- **On-Time-Performance (OTP)** – October 2024 systemwide OTP was 79.4 percent and is below the goal of 85.0 percent. This is an improvement compared to 79.1 percent in October 2023.
- **Did Not Operate (DNOs)** – In October 2024, there were 24 DNOs. This is an increase compared to 1 DNO in October 2023.

**RIDERSHIP (ALL MODES)**

**SAMTRANS | Average Weekday Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Bus	29,670	34,626	38,177	10.3%	26,626	31,128	34,470	10.7%
Paratransit	679	723	784	8.4%	651	724	771	6.6%
Shuttles	1,850	1,816	2,027	11.6%	1,851	1,829	1,858	1.6%
Ride Plus		122	118	-3.1%		104	110	5.8%
<b>Total</b>	<b>32,199</b>	<b>37,287</b>	<b>41,106</b>	<b>10.2%</b>	<b>29,128</b>	<b>33,784</b>	<b>37,209</b>	<b>10.1%</b>

**SAMTRANS | Total Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Bus	778,855	926,462	1,044,050	12.7%	2,821,859	3,323,467	3,699,610	11.3%
Paratransit	17,614	19,036	20,965	10.1%	67,247	74,560	80,172	7.5%
Shuttles	39,033	40,185	46,541	15.8%	156,829	154,927	160,474	3.6%
Ride Plus		3,455	3,355	-2.9%		11,680	12,131	3.9%
<b>Total</b>	<b>835,502</b>	<b>989,138</b>	<b>1,114,911</b>	<b>12.7%</b>	<b>3,045,935</b>	<b>3,564,634</b>	<b>3,952,387</b>	<b>10.9%</b>

**CALTRAIN | Average Weekday Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Caltrain	18,583	19,939	27,583	38.3%	18,208	20,481	25,414	24.1%

**CALTRAIN | Total Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Caltrain	478,525	490,706	753,391	53.5%	1,885,115	1,997,246	2,686,618	34.5%

**OTHER MODES in San Mateo County | Average Weekday Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Dumbarton	87	106	99	-6.6%	83	103	101	-2.1%
BART (San Mateo County)	18,210	18,914	20,198	6.8%	18,023	19,002	19,685	3.6%

**OTHER MODES in San Mateo County | Total Ridership**

Mode	Oct-22	Oct-23	Oct-24	%Δ <sup>1</sup>	YTD FY23	YTD FY24	YTD FY25	%Δ <sup>2</sup>
Dumbarton	1,823	2,328	2,274	-2.3%	7,119	8,753	8,767	0.2%
BART (San Mateo County)	498,534	525,120	565,130	7.6%	1,970,496	2,075,885	2,156,591	3.9%

**IMPORTANT NOTES:**

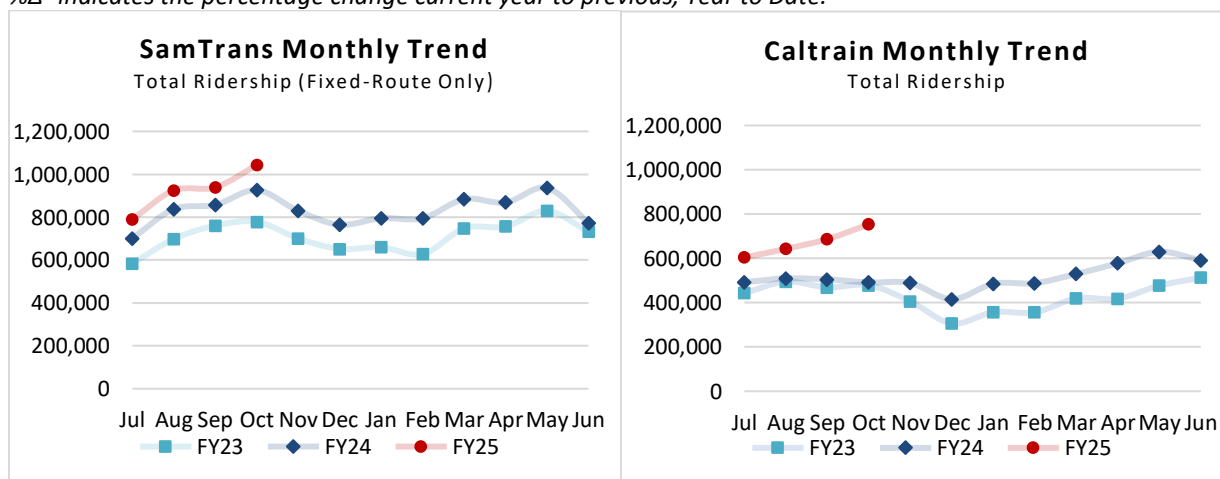
SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

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.

%Δ<sup>1</sup> indicates the percentage change for the month, current year to previous year.

%Δ<sup>2</sup> indicates the percentage change current year to previous, Year to Date.



**FARES**

SAMTRANS (BUS)   Fare Usage			
Fare Type	Oct-22	Oct-23	Oct-24
Adult	461,588	565,136	642,582
Eligible Discount	173,915	192,900	207,923
Youth	143,045	168,085	193,035
--- Youth Unlimited Pass	62,472	81,417	108,253
<b>Total</b>	<b>778,548</b>	<b>926,121</b>	<b>1,043,540</b>

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	Oct-22	Oct-23	Oct-24
On-Time Performance	72.2%	79.1%	79.4%
Preventable Accidents	14	15	18
--- District	7	7	12
--- Contracted Services	7	8	6
Service Calls	23	29	39
--- District	16	19	23
--- Contracted Services	7	10	16
Trips Scheduled	37,446	40,764	50,454
Did Not Operate DNOs	1	1	24

**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 48,732 miles between Preventable Accidents this month.

**SamTrans' Miles between Service Calls goal is 25,000 miles.** There were 22,492 miles between Service Calls this month.

SAMTRANS (BUS)   Ride Plus Key Performance Indicators			
KPI	Oct-22	Oct-23	Oct-24
Total Ridership	--	3,455	3,355
--- East Palo Alto Trips	--	2,567	2,401
--- Half Moon Bay Trips	--	888	954
Active Users	--	416	382
New Registrations	--	329	176
Total Downloads	--	379	432
--- iOS Downloads	--	319	371
--- Android Downloads	--	60	61
Load Factor	--	1.32	1.34

**Ride Plus** started in June 2023.

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

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	Oct-22	Oct-23	Oct-24
Revenue Hours (Sched.)	44,517	50,410	61,914
Revenue Miles (Sched.)	490,376	512,782	610,778
Total Fleet Miles (Actual)	706,878	765,449	877,170

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

PARATRANSIT   Operations Key Performance Indicators			
KPI	Oct-22	Oct-23	Oct-24
On-Time Performance (RW)	90.2%	88.6%	87.4%
On-Time Performance (RC)	93.9%	93.5%	94.0%
Preventable Accidents (RW)	4	2	0
Preventable Accidents (RC)	0	0	0
Service Calls (RW)	3	2	3
Service Calls (RC)	0	1	0

RW = Redi-Wheels

RC = RediCoast

PARATRANSIT   Fleet Key Performance Indicators			
KPI	Oct-22	Oct-23	Oct-24
Revenue Miles (RW)	141,809	159,051	170,084
Revenue Miles (RC)	15,210	17,451	26,158
Fleet Miles (RW)	157,136	177,097	189,739
Fleet Miles (RC)	19,063	24,214	33,620



**PRE-PANDEMIC RIDERSHIP COMPARISON**

SAMTRANS   Average Weekday Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Bus	39,585	29,670	34,626	38,177	96.4%
Paratransit	1,146	679	723	723	63.1%
Shuttles	12,768	1,850	1,816	1,816	14.2%
Ride Plus	-	-	122	118	-
<b>Total</b>	<b>53,499</b>	<b>32,199</b>	<b>37,287</b>	<b>40,834</b>	<b>76.3%</b>

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

%<sup>3</sup> indicates the rate of ridership recovery, current year (FY2025) to pre-pandemic year (FY2020). For example, SamTrans Bus Average Weekday Ridership reached 96.4 percent of pre-pandemic levels (2019) for this month of October 2024.

SAMTRANS   Total Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Bus	1,053,972	778,855	926,462	1,044,050	99.1%
Paratransit	29,914	17,614	19,036	20,965	70.1%
Shuttles	292,881	39,033	40,118	46,541	15.9%
Ride Plus	-	-	3,455	3,355	-
<b>Total</b>	<b>1,376,767</b>	<b>835,502</b>	<b>989,071</b>	<b>1,114,911</b>	<b>81.0%</b>

CALTRAIN   Average Weekday Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Caltrain	70,360	18,583	19,939	27,583	39.2%

CALTRAIN   Total Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Caltrain	1,726,436	478,525	490,706	753,391	43.6%

OTHER MODES in San Mateo County   Average Weekday Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Dumbarton	152	87	106	99	65.0%
BART (San Mateo County)	46,809	18,210	18,914	20,198	43.1%

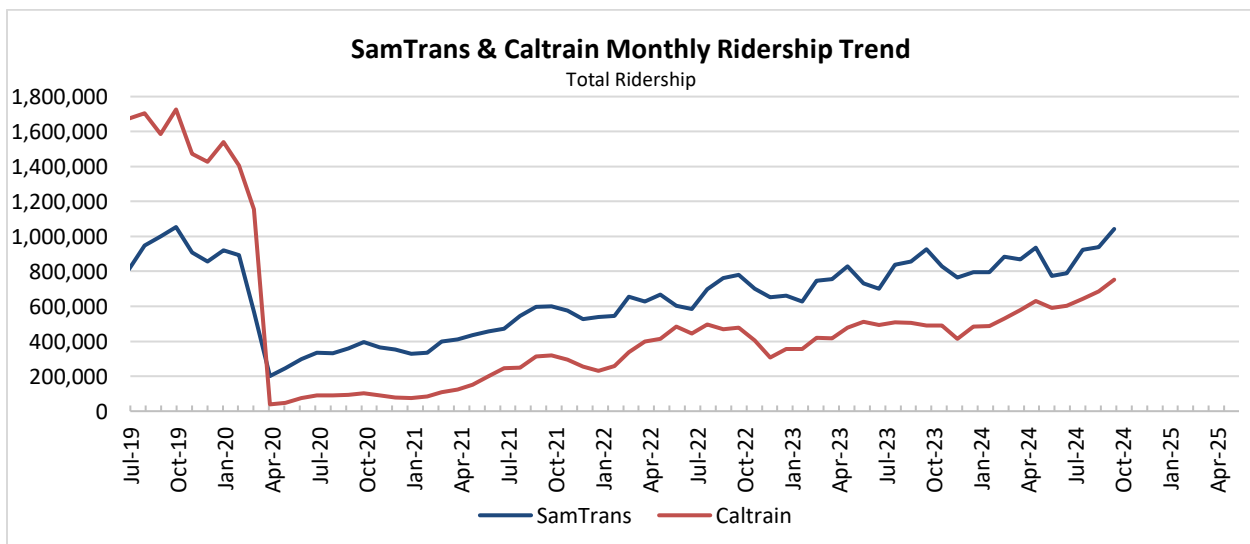
OTHER MODES in San Mateo County   Total Ridership					
Mode	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Dumbarton	3,501	1,823	2,328	2,274	64.9%
BART (San Mateo County)	1,218,014	498,534	525,120	565,130	46.4%

**PRE-PANDEMIC FARES COMPARISON**

SAMTRANS (BUS)   Fare Usage					
Fare Type	Oct-19	Oct-22	Oct-23	Oct-24	% <sup>3</sup>
Adult	544,817	461,588	565,136	642,582	117.9%
Youth	245,634	143,045	168,085	193,035	78.6%
Eligible Discount	265,986	173,915	192,900	207,923	78.2%
<b>Total</b>	<b>1,056,437</b>	<b>778,548</b>	<b>926,121</b>	<b>1,043,540</b>	<b>98.8%</b>

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

Dumbarton and demand-response service are excluded.



**CUSTOMER EXPERIENCE**

SAMTRANS (BUS)   Customer Experience			
KPI	Oct-22	Oct-23	Oct-24
Complaints	86	104	114
Accessibility	8	14	7
Compliments	17	13	13
Service Requests	43	35	59
<b>Reports Total</b>	<b>154</b>	<b>166</b>	<b>193</b>

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

The total number of reports for SamTrans increased 16.3% from 166 reports in October 2023 to 193 reports in October 2024.

**COMMUNICATIONS & MARKETING**

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

**Press Releases and Blogs:**

- SamTrans Board accepting applications for public members
- SamTrans reaches three-year agreement with Teamsters Local 856
- The Half Moon Bay Pumpkin Festival is just a SamTrans ride away
- Decorated SamTrans bus to be part of Dia de los Muertos celebration in Redwood City



*Staff from the People and Culture Group, as well as Bus Operations, staffed a booth at the Dia de los Muertos celebration in Redwood City. (Source: SamTrans)*

**Article Mentions:**

- SamTrans/Teamsters agreement
  - Mass Transit Magazine
  - Hoodline
  - The Almanac
  - Patch
  - San Mateo Daily Journal
- New Flyer 108 FCEB order
  - Stock Titan
  - Global News Wire
  - The Mercury News
  - Mass Transit Magazine
  - Electrive
  - Hydrogen Insight
  - Sustainable Bus
  - KNSI
- SamTrans Strategic Plan
  - Mass Transit Magazine
  - Hoodline
- An on-demand shuttle service is quietly reshaping Bay Area transit – SFGate (Ride Plus piece)

**Broadcast:**

- BART transfer discount – KTVU Channel 2
- BART transfer discount - Telemundo
- SamTrans/Teamsters agreement – KTVU Channel 2
- SamTrans/Teamsters agreement – KRON 4
- SamTrans mediation with ATU date set – KPIX CBS 5

**Digital Marketing Report:**

- SamTrans received the award for Outstanding Public Transportation System Achievement on October 1, 2024 at the American Public Transportation Associations' (APTA) annual TRANSform Conference
- SamTrans partnered with both Caltrain and BART to attend Anime Impulse Bay Area on October 13, 2024
  - Custom transfer timetables were made and marketing focused primarily on Reimagine SamTrans Outreach + Caltrain EMU Outreach
- A messaging push was done to promote riding public transit to the Half Moon Bay Pumpkin Festival

- On October 16, 2024, SamTrans hosted a private tour of North Base to Compass High School
  - Mini presentations were done by the Maintenance, Training, and Operations departments
  - The presentations were given to inform students with special needs about possible careers in the transportation field
- The LoFi Girl Reimagine Campaign launched at the end of October with a video trailer showcasing the new and improved SamTrans system
  - This video highlighted routes to community colleges, Hillsdale Mall, and Redwood City
- Drive with Us Bus Operator Recruitment Campaign started again at the end of October after a two month pause due to labor negotiations
- Promotion for the Day of the Dead Dia de los Muertos Redwood City event was pushed as SamTrans hosted a booth with the new wrapped bus

**Digital Marketing Highlights:**

- APTA 2024 Outstanding Public Transit System Award
- Reimagine SamTrans
- Anime Impulse Bay Area
- Compass High School North Base Tour
- Half Moon Bay Pumpkin Festival
- Day of the Dead Redwood City Event
- “I Make a Difference” Award
- Clean Air Day
- Ride Plus Microtransit
- Bus Friday
- Drive With Us Bus Operator Recruitment Campaign
- Halloween Messaging

**Social Metrics: (Year to Year)**

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

	<b>October 2024</b>	<b>October 2023</b>
Impressions	332,627	172,989
Engagements	5,981	4,398
Post Link Clicks	2,433	1,449

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

Prepared By:	Emily Chen	Senior Planner, Operations Planning	650-551-6127
	Tasha Bartholomew	Manager, Media Relations	650-508-7927
	Robert Casumbal	Director, Marketing	650-508-6280
	Jamie Vizmanos	Digital Communications Specialist	650-508-7704



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

APRIL CHAN  
GENERAL MANAGER/CEO

Agenda  
Finance Committee  
Committee of the Whole  
**San Mateo County Transit District**

**Wednesday, December 4, 2024 – 3:00 pm**

or immediately following the Community Relations Committee meeting

- 10.b.1. Call to Order
- 10.b.2. Approval of Minutes of the Finance Committee Meeting of November 6, 2024 Motion
- 10.b.3. Quarterly Financial Report: Fiscal Year 2024 Year End Result Informational
- 10.b.4. Awarding a Single-source Contract to New Flyer of America to Retrofit 72 Buses with Driver Barrier Doors for a Total Not-to-exceed Amount of \$644,291 Motion
- 10.b.5. Adopt Salary Ordinance No. 110, Authorizing Reclassifications, Title Changes, Modification and Addition of Positions on the Tables of Position Classifications, and Reflecting a Previously-Approved 4 Percent Global Wage Increase Motion
- 10.b.6. Amending to Increase the Fiscal Year 2025 Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604 Motion
- 10.b.7. Adjourn

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

Note:

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

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

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

**November 6, 2024**

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

Committee Members Absent: D. Canepa

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

Other Board Members Absent: None

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

**9.b.1. Call to Order**

Committee Chair Marie Chuang called the meeting to order at 3:08 pm.

**9.b.2. Approval of Minutes of the Finance Committee Meeting of October 9, 2024**

Motion/Second: Esser/Gee

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

Noes: None

Absent: Canepa

**9.b.3. Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985**

Scott Kirkpatrick, Deputy Director, Safety and Security, provided the presentation.

Committee Chair Chuang asked if he would be involved in setting up security for the new headquarters building, which Mr. Kirkpatrick confirmed.

Motion/Second: Ratto/Powell

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

Noes: None

Absent: Canepa

**9.b.4. Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Contract by One Year at an Additional Cost of \$14,524,291**

Kevin Yin, Director, Contracts and Procurement, presented the staff report.

Vice Chair Jeff Gee suggested staff review contract language so contractors can keep up with economic conditions. Mr. Yin said the contract has an adjustment clause

Motion/Second: Gee/Esser

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

Noes: None

Absent: Canepa

**9.b.5 Quarterly Financial Report: Fiscal Year 2025, Quarter 1**

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

Director Brooks Esser asked about diversifying District holdings as a way of maintaining interest income. Ms. Jordan Steiner said staff worked with the District's financial advisors and partner to understand what will be the best financial structures for the District investments.

Chair Marina Fraser inquired if the monies from operating grants could be used this year and Ms. Jordan Steiner stated staff would return with information.

Public Comment:

Marlon Jonathan Herrera Sanchez commented on sending vouchers to property owners for half the cost of a multi-use pass.

**9.b.6. Amending to Increase the Fiscal Year 2025 Operating Budget by \$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997**

Jeannie Chen, Manager, Budgets, provided the presentation on the revised budget based on Fiscal Year 2024 actuals and the first few months of Fiscal Year 2025. Committee Member Josh Powell and Committee Chair Chuang inquired about the new line item consisting of expenditures for buses. Ms. Chen explained the expenditure was to replace buses that are at the end of useful life. Mr. Olmeda stated there is an increase in cost per unit due to the improved technology and diesel buses will be replaced with zero-emission (hydrogen fuel cell and/or battery electric) buses in accordance with the ICT (Innovative Clean Transit) plan.

Motion/Second: Ratto/Gee

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

Noes: None

Absent: Canepa



**9.b.7. Adjourn**

The meeting adjourned at 3:46 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).

DRAFT

**San Mateo County Transit District  
Staff Report**

To: Finance Committee  
Through: April Chan, General Manager/CEO  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Quarterly Financial Report: Fiscal Year 2024 Year End Result**

**Action**

This is an informational item.

**Significance**

The Committee will receive an update on the financial result for Fiscal Year 2024 Year End (FY24YE).

**Background**

**Fiscal Year 2024 Year End (FY24YE)**

FY24YE Audited Financials were reviewed at the SamTrans Audit Committee on November 15, 2024, and will be reviewed alongside this FY24YE Quarterly Financial Report on December 4, 2024. The results in both documents are consistent; however, the FY24 Annual Comprehensive Financial Report (ACFR) does not include certain allocations to reserves and capital programs, as such contributions are outside the scope of the ACFR.

**SamTrans ended FY24 balanced, or with a \$0 adjusted net result**, driven by favorable variances in sources and uses. The adjusted net result includes transfers to reserves. The adopted budget included a \$7.1M draw from prior year reserves, which was not needed by year end due to one-time unplanned sources, as discussed below.

**Sources were \$357.1M, \$19.8M (5.9%) favorable** to FY24 budget of \$337.3M. This was driven by:

- \$23.8M (232.9%) favorable variance in Other Interest, Rentals and Other Income due primarily to a one-time receipt of \$22.2M related to the acquisition of the Caltrain Right of Way
- \$12.3M (151.4%) favorable variance in Investment income due to higher actual reserves as well as interest rates earned on reserves compared to budget
- \$1.2M (10.5%) favorable variance in Passenger Fares
- Offset by \$15.5M of billable staff time due to vacancies (no net fiscal impact)

**Total Uses, including operating expenses and operating allocations to debt service, capital, and reserves were \$357.1M, \$12.7M (3.7%) compared to the FY24 Adopted Budget of \$344.4M (\$331.7M budgeted operating expense plus \$12.7M budgeted operating allocations) due to:**

- **Total Expense \$314.1M (\$17.7M favorable or 5.3%, with budget of \$331.7M)**
  - Primarily driven by Operating Expense savings of \$17.7M, or 6.5% (\$270.2M budget compared to \$252.5M actuals), with:
    - \$15.5M (28.0%) favorable variance due to managing agency staffing vacancies
    - \$1.1M (17.6%) favorable variance in Other multi-modal programs due to aligning operations to match with reduced demand
  - Debt Service and Sales Tax Allocations were on budget
- **Contributions to Reserves totaled \$43.0M, including**
  - \$15.2M Reserves for Future Measure W Capital Allocation, to meet terms of Measure W
  - \$5.2M Operating Reserve, to meet Operating Reserve policy
  - \$22.6M Reserves for Future Capital Allocation, funded by unplanned one-time revenue

In summary, SamTrans planned to end FY24 balanced with a \$7.1M draw from prior years' surplus. However, largely due to one-time payments and better-than-budget interest income, the District ended the year balanced (a) without a \$7.1M draw from prior years' surplus, (b) able to meet the new operating reserve target and the reserve for future Measure W allocation, both per policy, and (c) with a contribution to future capital needs for \$22.6M.

#### Fiscal Year 2025 Budget Amendments

FY25 is the second year of our first biennial budget. The Board adopted an amendment to the FY25 Operating and Capital Budget at the November 6, 2024 Board meeting, including:

- Coastside and Redi-Wheels contract amendments,
- Claims reserve,
- Legal and software maintenance costs,
- 4% global wage increase for International Brotherhood of Teamsters (effective 10/1/24) plus the same 4% global wage increase for administrative non-represented staff (effective 6/30/24)
- increased sources from Transit Development Act (TDA) and State Transit Assistance (STA) funds, investment income, and operating grants.
- Material capital budget changes in the FY25 Capital Budget Amendment include funding for the Replacement of Zero Emission Buses and Paratransit minivans, the Dumbarton Busway Feasibility Study, the bus stop improvement plan, and the North Base and South Base Hardening.

With the recent ratification of the ATU Collective Bargaining Agreement (CBA), staff will return to the Board with an amendment to the FY25 Operating Budget to incorporate funding to support the cost increases.

An additional capital budget amendment for SamTrans Headquarters is before you for review today.

The Capital Reserve Policy is forthcoming, subsequent to Board approval of the Capital Improvement Plan, expected early 2025.

### Fiscal Year 2025 Year End Outlook

The FY25 Operating Budget Amendment, adopted by the Board on November 6, 2024, reflects the following updates from the originally adopted FY25 Operating Budget:

#### **Total Sources:**

- Increased by \$17.4M (5.0%) from \$347.7 M to \$365.1M.

#### **Total Uses:**

- Increased by \$37.5M (10.4%) from \$359.8M to \$397.3M:
  - Operating Expenses: Increased by \$26.7M (9.5%), from \$281.9M to \$308.5M
  - Capital Allocations: Increased by \$10.2M (17.3%), from \$58.8M to \$68.9M
  - Reserve Contributions: Increased by \$0.6M to align with District reserve policies
  - Debt Service: Remains unchanged at \$19.1M

#### **Balancing the Budget:**

The increased \$37.5M in uses are funded by:

- Additional \$17.4M in sources; and
- Additional \$20.1M in Prior Year surplus utilization, raising the draw to close the deficit from \$12.1M to \$32.2M

Generally, uses are outpacing sources. FY25 Budget Amendments adopted on November 6, 2024 include the latest and most accurate information how we expect to end the Fiscal Year. Staff will provide a midyear and Quarter 3 Forecast as we move through the Fiscal Year, with updated information on how we expect the year to close.

### **Budget Impact**

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

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



**Background**

In recent years, there has been heightened attention on and increased reporting of bus operator assaults at transit agencies across the country, leading the Federal Transit Administration to issue General Directive 24-1. The General Directive requires transit agencies to report, assess, and implement measures to mitigate the risk of operator assaults.

The proposed barriers align with the new directive, provide added protection, and may serve as a deterrent to someone contemplating an assault on a transit operator. The District’s Bus Transportation and Safety Departments, as well as Amalgamated Transit Union Local 1574 officials, have requested the installation of safety barriers on both new and current buses.

The composition, design, and functionality of the proposed safety barriers require structural bus modifications but will ensure proper functionality of the safety barriers. Having the retrofit performed by the OEM will allow the District to maintain its existing warranties for the buses, which are already in revenue service.

Prepared By:	John Montenero	Procurement Manager	650-508-7767
	David Harbour	Director, Bus Maintenance	650-508-7954

**Resolution No. 2024-**

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

\* \* \*

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

**Whereas**, in recent years, there has been heightened attention on and reporting of increased bus operator assaults at transit agencies across the country, leading the Federal Transit Administration to issue General Directive 24-1 and thereby require transit agencies to report, assess, and implement measures to mitigate the risk of operator assaults; and

**Whereas**, consistent with General Directive 24-1, the San Mateo County Transit District (District) Bus Transportation and Safety Departments, as well as officers of the Amalgamated Transit Union Local 1574, have requested the installation of additional safety barriers on SamTrans buses to better protect bus operators; and

**Whereas**, on October 3, 2024, the District received a quote from New Flyer of America, Inc. of Winnipeg, Manitoba, Canada (New Flyer) to retrofit 72 District New Flyer buses and install driver barrier doors (Services); and

**Whereas**, the 72 buses are comprised of 55 New Flyer 60-foot diesel articulated buses and 17 New Flyer 40-foot battery electric buses; and

**Whereas**, staff recommends a single-source contract with New Flyer for these Services to improve bus operator safety without voiding or otherwise negatively-impacting the District's warranties on its existing bus fleet; and

**Whereas**, staff determined New Flyer’s proposed prices for the Services are fair and reasonable based on historical data from previous projects; and

**Whereas**, staff recommends that the Board of Directors (Board) award a contract to New Flyer to provide the Services for a total not-to-exceed amount of \$644,291.

**Now, Therefore, Be It Resolved** that the Board of Directors of the San Mateo County Transit District hereby awards a single-source contract to New Flyer of America, Inc. to retrofit 72 District New Flyer buses and provide materials and labor to install driver barrier doors for a total not-to-exceed amount of \$644,291; and

**Be It Further Resolved** that the Board authorizes the General Manager/CEO or designee to execute a contract with New Flyer in full conformity with the terms and conditions of the agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chair, San Mateo County Transit District

Attest:

\_\_\_\_\_  
Acting District Secretary



**San Mateo County Transit District  
Staff Report**

To: Finance Committee  
Through: April Chan, General Manager/CEO  
From: Nathaniel Kramer, Chief People Officer    Kate Jordan Steiner, Chief Financial Officer  
Subject: **Adopt Salary Ordinance No. 110, Authorizing Reclassifications, Title Changes, Modification and Addition of Positions on the Tables of Position Classifications, and Reflecting a Previously-Approved 4 Percent Global Wage Increase**

**Action**

Staff proposes the Finance Committee recommend the Board of Directors (Board) approve San Mateo County Transit District (District) Salary Ordinance No. 110 and the attached Tables of Position Classifications with revisions including, but not limited to:

- Elimination of two classification titles;
- Reclassification of eight positions;
- Modification of several additional position classifications;
- Addition of 20 classifications; and

Adjustment of the salary ranges to reflect the previously-approved 4 percent global wage increase for unrepresented administrative employees.

**Significance**

The Board adopted Salary Ordinance No. 109 on July 12, 2023. Over the past year and a half, the General Manager/CEO, utilizing authority delegated by the Board in June 2000 pursuant Salary Ordinance No. 80, authorized certain changes to the Tables of Position Classifications attached to Salary Ordinance No. 109. The adjustments are required so that the District can effectively and efficiently carry out the missions of the District, the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transportation Authority (SMCTA) and the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

Proposed Salary Ordinance No. 110 also includes a 4 percent adjustment to the Salary Pay Structure for administrative (non-represented) employees in Exhibit A, reflecting action taken by the Board on September 4, 2024 per Resolution No. 2024-29.

**Budget Impact**

On November 6, 2024, the Board approved an amendment to the FY2025 Operating and Capital Budgets to accommodate the proposed new Salary Ordinance. The JPB, TA and the SMCEL-JPA are each required to reimburse the District for all expenses associated with the positions necessary to carry out their respective missions.

## **Background**

The District aims to continue to attract and retain a highly-skilled and motivated workforce to carry out critical programs of the District, the JPB, the TA and the SMCEL-JPA. The District must be adequately staffed to face internal and external challenges and must be diligent in identifying and addressing them on a regular basis to remain effective and adaptive to change.

The proposed additions to the District's Table of Position Classifications include, but are not limited to, the following:

- Classification and Compensation Administrator
- Customer Experience Supervisor
- Deputy Director, Facilities
- Director, Communications
- Electrician (High-Voltage Qualified)
- Manager, IT Data and Analytics
- Manager, Major Corridors (TA)
- Manager, Planning and Fund Management (TA)
- Security Coordinator
- Special Event Coordinator

The proposed additions to the JPB's Table of Position Classifications include, but are not limited to, the following:

- Assistant Project Manager
- Chief, Diridon Program (Limited Term 3-year)
- Director, Major Planning Projects
- Enterprise Asset Management (EAM) Analyst II
- Office Engineer
- Operational Field Inspector
- QA/QC Auditor
- Resident Engineer
- Warranty Analyst

Furthermore, the following positions were eliminated, reevaluated, or reclassified over the past year and a half:

### ***District***

- Elimination of Director, Transportation Authority

***JPB Position Classifications***

- Elimination of Construction Liaison Manager
- Reclassify Deputy Director, Asset Management (Level 22) to Deputy Director, Traction Power Engineering (Level 22)
- Reclassify Deputy Director, 4<sup>th</sup> & King (Level 22) to Director, Traction Power and Blended Systems (Level 23)
- Reclassify Director, DTX Program (Level 23) to Director, Infrastructure Delivery (Level 23)
- Reclassify GIS Analyst II (Level 18) to Transportation Asset Management (TAM) Analyst II (Level 18)
- Reclassify Manager, Budgets (Caltrain Modernization Level 20) to Senior Cost Engineer (Level 19)
- Reclassify Manager Construction Services (Level 21) to Construction Program Manager, Caltrain Capital Projects (Level 21)
- Reclassify Manager, Transportation Communications (Level 20) to Manager, Intelligent Infrastructure (Level 21)
- Reclassify Manager, WAF Technology Research and Development (Level 20) to Program Manager, Technology Services (Level 20)

Prior versions of the Salary Ordinance included full-time-equivalent positions with each job classification. Staff has removed this information as it does not reflect actual employee head-count and nor connect the Salary Ordinance to the agencies' budgets.

Prepared By: Juliet Nogales-DeGuzman Director, Human Resources

650-508-6236

**Ordinance No. 110  
Board of Directors, San Mateo County Transit District  
State of California**

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**Authorizing Reclassifications,  
Title Changes, Modifications, and Addition of Positions  
to the Table of Position Classifications**

**Whereas**, the San Mateo County Transit District (District) General Manager/CEO, pursuant to authority previously conferred by the Board of Directors (Board), has implemented position reclassifications, changed titles and positions in the District's Tables of Position Classifications adopted as attachments to Ordinance No. 109, which adjustments are deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

**Whereas**, on September 4, 2024, per Resolution No. 2024-29, the Board approved a 4 percent global wage increase for unrepresented administrative staff, effective for the pay period covering July 1, 2024, which is reflected in the attached recommended Exhibit "A"; and

**Whereas**, to prepare for future staffing needs of the District and the agencies managed by the District, the General Manager/CEO recommends that the Board authorize the addition of 20 classification titles, elimination of two classification titles, and reclassification of eight positions to the District's Table of Position Classifications, as reflected in the attached recommended Exhibits "B" through "E"; and

**Whereas**, the Peninsula Corridor Joint Powers Board, the San Mateo County Transportation Authority and the San Mateo County Express Lanes Joint Powers Authority are obligated to reimburse the District for all expenses associated with positions required to carry out their respective missions.

**Now, Therefore, Be It Ordained** that the Board of Directors of the San Mateo County Transit District adopts the revised Salary Pay Structure and Tables of Position Classifications, attached hereto and incorporated herein as Exhibits "A" through "E."

Regularly passed and adopted this 4th of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, San Mateo County Transit District

Attest:

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Acting District Secretary

EXHIBIT "A"

SALARY PAY STRUCTURE

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval between Pay Grade Midpoints
11	\$51,026	\$68,520	\$86,015	68.6%	14.5%
12	\$56,450	\$74,592	\$92,734	64.3%	8.9%
13	\$62,451	\$79,843	\$97,235	55.7%	7.0%
14	\$69,089	\$87,294	\$105,499	52.7%	9.3%
15	\$76,434	\$95,542	\$114,651	50.0%	9.4%
16	\$84,558	\$105,698	\$126,838	50.0%	10.6%
17	\$93,547	\$116,934	\$140,321	50.0%	10.6%
18	\$103,491	\$129,365	\$155,238	50.0%	10.6%
19	\$114,493	\$143,116	\$171,739	50.0%	10.6%
20	\$126,664	\$158,330	\$189,996	50.0%	10.6%
21	\$140,129	\$175,160	\$210,192	50.0%	10.6%
22	\$155,024	\$193,780	\$232,536	50.0%	10.6%
23	\$171,503	\$214,379	\$257,255	50.0%	10.6%
24	\$189,734	\$237,168	\$284,601	50.0%	10.6%
25	\$209,903	\$262,380	\$314,855	50.0%	10.6%
26	\$232,216	\$290,271	\$348,325	50.0%	10.6%

**Table of District Position Classifications (Ord. 110 effective 12/01/2024)**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Accessibility Coordinator	17	93,547	116,934	140,321
Accessibility Specialist	13	62,451	79,843	97,235
Accountant I	14	69,089	87,294	105,499
Accountant II	16	84,558	105,698	126,838
Accountant III	18	103,491	129,365	155,238
Accounting Specialist	12	56,450	74,592	92,734
ADA Administrator	18	103,491	129,365	155,238
ADA Coordinator	17	93,547	116,934	140,321
Administrative Analyst II	16	84,558	105,698	126,838
Administrative Analyst III	18	103,491	129,365	155,238
Administrative Support Specialist	12	56,450	74,592	92,734
Application Developer	19	114,493	143,116	171,739
Application Systems Analyst III	19	114,493	143,116	171,739
Assistant District Secretary	15	76,434	95,542	114,651
Assistant Manager, Bus Maintenance	19	114,493	143,116	171,739
Assistant Manager, Bus Transportation	18	103,491	129,365	155,238
Assistant Manager, Facilities Maintenance	18	103,491	129,365	155,238
Assistant Manager, Transit Operations Training	18	103,491	129,365	155,238
Assistant Manager, Treasury Operations	19	114,493	143,116	171,739
Billing Manager	20	126,664	158,330	189,996
Budget Analyst II	16	84,558	105,698	126,838
Budget Analyst III	18	103,491	129,365	155,238
Business Intelligence Administrator	18	103,491	129,365	155,238
Business Intelligence Analyst III	19	114,493	143,116	171,739
Business Systems Analyst III	19	114,493	143,116	171,739
Cash Specialist	12	56,450	74,592	92,734
Chief Communications Officer	25	209,903	262,380	314,855
Chief Financial Officer	25	209,903	262,380	314,855
Chief Information and Technology Officer	25	209,903	262,380	314,855
Chief Operating Officer, Bus	25	209,903	262,380	314,855
Chief People Officer	25	209,903	262,380	314,855
Civil Rights Analyst	15	76,434	95,542	114,651
Claims Administrative Assistant	14	69,089	87,294	105,499
Classification and Compensation Administrator	18	103,491	129,365	155,238
Contract Administrator	18	103,491	129,365	155,238
Contract Compliance Administrator	18	103,491	129,365	155,238
Customer Experience Coordinator	16	84,558	105,698	126,838
Customer Experience Information Specialist	14	69,089	87,294	105,499
Customer Experience Specialist	12	56,450	74,592	92,734
Customer Experience Supervisor	18	103,491	129,365	155,238
Customer Relations Specialist	12	56,450	74,592	92,734
Cybersecurity Analyst	18	103,491	129,365	155,238
Cybersecurity Engineer II	20	126,664	158,330	189,996
Data Analyst III	17	93,547	116,934	140,321
Data Support Specialist	12	56,450	74,592	92,734
Database Architect	19	114,493	143,116	171,739
Database/Middleware Administrator	19	114,493	143,116	171,739
DBE Administrator	18	103,491	129,365	155,238
Deputy Chief Financial Officer	24	189,734	237,168	284,601
Deputy Chief, Bus Fleet/Facilities	24	189,734	237,168	284,601
Deputy Chief, Communications	24	189,734	237,168	284,601
Deputy Director, Bus Maintenance	22	155,024	193,780	232,536
Deputy Director, Bus Transportation	22	155,024	193,780	232,536
Deputy Director, Employee and Labor Relations	22	155,024	193,780	232,536
Deputy Director, Facilities	22	155,024	193,780	232,536
Deputy Director, Intelligent Transportation Systems (ITS)	22	155,024	193,780	232,536
Deputy Director, Office of Civil Rights	22	155,024	193,780	232,536

**Table of District Position Classifications (Ord. 110 effective 12/01/2024)**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Deputy Director, Real Estate Management and Development	22	155,024	193,780	232,536
Deputy Director, Safety and Security	22	155,024	193,780	232,536
Deputy District Secretary	20	126,664	158,330	189,996
Deputy General Manager/CEO	26	232,216	290,271	348,325
Designer	15	76,434	95,542	114,651
Digital Communications Specialist	14	69,089	87,294	105,499
Director, Accounting	23	171,503	214,379	257,255
Director, Budgets and Financial Analysis	23	171,503	214,379	257,255
Director, Bus Fleet/Facilities	23	171,503	214,379	257,255
Director, Bus Maintenance	23	171,503	214,379	257,255
Director, Bus Transportation	23	171,503	214,379	257,255
Director, Communications	23	171,503	214,379	257,255
Director, Contracts and Procurement	23	171,503	214,379	257,255
Director, Customer Experience	23	171,503	214,379	257,255
Director, Facilities Maintenance	23	171,503	214,379	257,255
Director, Financial Planning and Analysis	23	171,503	214,379	257,255
Director, Government & Community Affairs	23	171,503	214,379	257,255
Director, Grants and Fund Management	23	171,503	214,379	257,255
Director, Human Resources	23	171,503	214,379	257,255
Director, Information Technology	23	171,503	214,379	257,255
Director, Marketing and Market Research	23	171,503	214,379	257,255
Director, Planning	23	171,503	214,379	257,255
Director, Planning and Fund Management	23	171,503	214,379	257,255
Director, Project Delivery	23	171,503	214,379	257,255
Director, Real Estate and Development	23	171,503	214,379	257,255
Director, Safety and Security	23	171,503	214,379	257,255
Director, Treasury	23	171,503	214,379	257,255
Distribution Clerk	11	51,026	68,520	86,015
Distribution Coordinator	15	76,434	95,542	114,651
EEO Program Administrator	18	103,491	129,365	155,238
Electrician, High Voltage Qualified	19	114,493	143,116	171,739
Employee Relations Administrator	18	103,491	129,365	155,238
Engineer III (Energy Management Systems)	19	114,493	143,116	171,739
Environmental Compliance Coordinator	16	84,558	105,698	126,838
Executive Assistant II	14	69,089	87,294	105,499
Executive Assistant III	15	76,434	95,542	114,651
Executive Officer, District Secretary, Executive Administration	21	140,129	175,160	210,192
Executive Officer, Planning & Development	24	189,734	237,168	284,601
Executive Officer, Transportation Authority	24	189,734	237,168	284,601
Facilities Contract Administrator	18	103,491	129,365	155,238
Facilities Project Engineer	19	114,493	143,116	171,739
Fare Program Operations Specialist	12	56,450	74,592	92,734
Financial Analyst II	16	84,558	105,698	126,838
Financial Analyst III	18	103,491	129,365	155,238
Financial Reporting Accountant	17	93,547	116,934	140,321
Financial Specialist (Part-time)	12	56,450	74,592	92,734
GIS Administrator	18	103,491	129,365	155,238
GIS Architect	20	126,664	158,330	189,996
Government and Community Affairs Officer	18	103,491	129,365	155,238
Graphic Specialist	12	56,450	74,592	92,734
Human Resources Analyst	15	76,434	95,542	114,651
Human Resources Business Partner (Rail)	19	114,493	143,116	171,739
Human Resources Project Manager	19	114,493	143,116	171,739
Human Resources Specialist	12	56,450	74,592	92,734
Information Technology (IT) Analyst II	16	84,558	105,698	126,838
Information Technology (IT) Enterprise Architect	20	126,664	158,330	189,996
Information Technology (IT) Operations Supervisor	18	103,491	129,365	155,238



**Table of District Position Classifications (Ord. 110 effective 12/01/2024)**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Information Technology (IT) Security Architect II	20	126,664	158,330	189,996
Information Technology (IT) System Administrator I	14	69,089	87,294	105,499
Insurance and Claims Administrator	18	103,491	129,365	155,238
Intelligent Transportation Systems (ITS) Administrator	17	93,547	116,934	140,321
Intelligent Transportation Systems (ITS) Analyst	17	93,547	116,934	140,321
Intelligent Transportation Systems (ITS) Senior Technician	16	84,558	105,698	126,838
Intelligent Transportation Systems (ITS) Technician	15	76,434	95,542	114,651
Internal Communications and Employee Engagement Administrator	17	93,547	116,934	140,321
Inventory Specialist	14	69,089	87,294	105,499
IT Technical Lead/Manager	19	114,493	143,116	171,739
Maintenance Contract Administrator	18	103,491	129,365	155,238
Management Analyst (Limited 2-Year Term)	13	62,451	79,843	97,235
Manager, Accessible Transit Services	20	126,664	158,330	189,996
Manager, Accounting	21	140,129	175,160	210,192
Manager, Budgets	20	126,664	158,330	189,996
Manager, Bus Contracts	19	114,493	143,116	171,739
Manager, Bus Maintenance	20	126,664	158,330	189,996
Manager, Bus Transportation	19	114,493	143,116	171,739
Manager, Civil Rights Programs	20	126,664	158,330	189,996
Manager, Communications	19	114,493	143,116	171,739
Manager, Creative Services	20	126,664	158,330	189,996
Manager, Customer Service	19	114,493	143,116	171,739
Manager, Digital Communications	19	114,493	143,116	171,739
Manager, Environmental Compliance	20	126,664	158,330	189,996
Manager, External Affairs (Limited Term)	20	126,664	158,330	189,996
Manager, Facilities Maintenance	19	114,493	143,116	171,739
Manager, Fare Program Operations	20	126,664	158,330	189,996
Manager, Financial Planning and Analysis	20	126,664	158,330	189,996
Manager, Financial Reporting	21	140,129	175,160	210,192
Manager, Government and Community Affairs	20	126,664	158,330	189,996
Manager, Grants and Fund Programming	20	126,664	158,330	189,996
Manager, Human Resources	21	140,129	175,160	210,192
Manager, Information Technology (IT) and Telecommunications	20	126,664	158,330	189,996
Manager, Information Technology (IT) Data and Analytics	21	140,129	175,160	210,192
Manager, Information Technology (IT) Infrastructure Cybersecurity	21	140,129	175,160	210,192
Manager, Major Corridors Program	20	126,664	158,330	189,996
Manager, Market Research and Development	20	126,664	158,330	189,996
Manager, Materials and Inventory Control	19	114,493	143,116	171,739
Manager, Operations Planning, Bus	20	126,664	158,330	189,996
Manager, Payroll	20	126,664	158,330	189,996
Manager, Planning and Fund Management	21	140,129	175,160	210,192
Manager, Procurement	20	126,664	158,330	189,996
Manager, Programing and Montitoring	20	126,664	158,330	189,996
Manager, Real Estate Management & Capital Support	20	126,664	158,330	189,996
Manager, Revenue Management	20	126,664	158,330	189,996
Manager, Sales and Marketing	20	126,664	158,330	189,996
Manager, Social Equity Programs	20	126,664	158,330	189,996
Manager, Strategic Planning	20	126,664	158,330	189,996
Manager, Transit Operations Training	19	114,493	143,116	171,739
Manager, Transit Oriented Development	20	126,664	158,330	189,996
Manager, Treasury Debt & Investments	21	140,129	175,160	210,192
Market Research Analyst	18	103,491	129,365	155,238
Marketing DevelopmntSpecialist	14	69,089	87,294	105,499
Marketing Specialist	14	69,089	87,294	105,499
Multimedia Specialist	14	69,089	87,294	105,499
Network Administrator II	18	103,491	129,365	155,238
Network Administrator III	19	114,493	143,116	171,739

**Table of District Position Classifications (Ord. 110 effective 12/01/2024)**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Operations Contract Analyst	16	84,558	105,698	126,838
People and Culture Group Administrator	18	103,491	129,365	155,238
Planning Administrator	19	114,493	143,116	171,739
Planning Analyst II	16	84,558	105,698	126,838
Planning Analyst III	17	93,547	116,934	140,321
Principal Grants Analyst	19	114,493	143,116	171,739
Procurement Administrator I	15	76,434	95,542	114,651
Procurement Administrator II	17	93,547	116,934	140,321
Procurement Administrator III	19	114,493	143,116	171,739
Procurement Specialist	14	69,089	87,294	105,499
Program Coordinator, Senior & Mobility	17	93,547	116,934	140,321
Program Manager, Facilities	21	140,129	175,160	210,192
Program Manager, Infrastructure	21	140,129	175,160	210,192
Project Coordinator (Communications)	16	84,558	105,698	126,838
Project Manager	19	114,493	143,116	171,739
Public Affairs Specialist	14	69,089	87,294	105,499
Public Information Officer	18	103,491	129,365	155,238
Real Estate Administrator	19	114,493	143,116	171,739
Real Estate Technician	15	76,434	95,542	114,651
Recruitment Coordinator	14	69,089	87,294	105,499
Safety and Security Data Analyst	16	84,558	105,698	126,838
Safety Coordinator	16	84,558	105,698	126,838
Scheduling Specialist	12	56,450	74,592	92,734
Security Coordinator	16	84,558	105,698	126,838
Senior Applications Developer	19	114,493	143,116	171,739
Senior Financial Analyst	18	103,491	129,365	155,238
Senior Grants Analyst	18	103,491	129,365	155,238
Senior Network Engineer	19	114,493	143,116	171,739
Senior Operations Financial Analyst	19	114,493	143,116	171,739
Senior Payroll and Accounts Payable Specialist	13	62,451	79,843	97,235
Senior Project Manager	20	126,664	158,330	189,996
Senior Safety Coordinator	18	103,491	129,365	155,238
Special Event Coordinator	15	76,434	95,542	114,651
Supervisor, Fare Programs Operations	18	103,491	129,365	155,238
Supervisor, Human Resources Shared Services	18	103,491	129,365	155,238
Supervisor, Payroll	18	103,491	129,365	155,238
Supervisor, Revenue	18	103,491	129,365	155,238
Surveyor	18	103,491	129,365	155,238
Systems Administrator II	19	114,493	143,116	171,739
Systems Administrator III	19	114,493	143,116	171,739
Systems Software Analyst	19	114,493	143,116	171,739
Title VI Social Equity Administrator	18	103,491	129,365	155,238
Training and Development Administrator	18	103,491	129,365	155,238
Transit Asset Management Analyst	17	93,547	116,934	140,321
Transportation Authority Financial Program Manager	19	114,493	143,116	171,739
Warranty Analyst	14	69,089	87,294	105,499
Web Accessibility Specialist	14	69,089	87,294	105,499
Web Developer II	15	76,434	95,542	114,651
Web Developer III	17	93,547	116,934	140,321

**Table of Caltrain Position Classifications (Ord. 110 effective 12/01/2024)**

**Exhibit "C"**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Administrative Analyst II	16	84,558	105,698	126,838
Administrative Analyst III	18	103,491	129,365	155,238
Administrative Support Specialist	12	56,450	74,592	92,734
Assistant Manager, Rail Operations	18	103,491	129,365	155,238
Assistant Manager, System Communications	19	114,493	143,116	171,739
Assistant Project Manager	18	103,491	129,365	155,238
Budget Analyst III	18	103,491	129,365	155,238
Business Operations Project Manager	19	114,493	143,116	171,739
CAD Technician	14	69,089	87,294	105,499
Chief of Staff	25	209,903	262,380	314,855
Chief Officer, Caltrain Modernization Program	25	209,903	262,380	314,855
Chief Operating Officer, Rail	25	209,903	262,380	314,855
Chief Safety Officer	25	209,903	262,380	314,855
Chief, Diridon Program (Limited Term - 3 Years)	25	209,903	262,380	314,855
Chief, Rail Commercial & Business Development	25	209,903	262,380	314,855
Chief, Rail Design & Construction	25	209,903	262,380	314,855
Chief, Rail Planning	25	209,903	262,380	314,855
Construction Program Manager, Caltrain Capital Projects	21	140,129	175,160	210,192
Contract Administrator	18	103,491	129,365	155,238
Deputy Dir, QA & Standards	22	155,024	193,780	232,536
Deputy Director, Caltrain Policy Development	22	155,024	193,780	232,536
Deputy Director, Capital Program Delivery	22	155,024	193,780	232,536
Deputy Director, Capital Program Planning	22	155,024	193,780	232,536
Deputy Director, Construction Services	22	155,024	193,780	232,536
Deputy Director, Infrastructure Engineering	22	155,024	193,780	232,536
Deputy Director, Overhead Contact Systems (OCS) Traction Power	22	155,024	193,780	232,536
Deputy Director, Program Management & Environmental Compliance	22	155,024	193,780	232,536
Deputy Director, Project Controls	22	155,024	193,780	232,536
Deputy Director, Rail Systems Engineering	22	155,024	193,780	232,536
Deputy Director, Traction Power Engineering	22	155,024	193,780	232,536
Director, Budgets and Financial Analysis	23	171,503	214,379	257,255
Director, Capital Program Delivery	23	171,503	214,379	257,255
Director, Capital Program Management	23	171,503	214,379	257,255
Director, Engineering	23	171,503	214,379	257,255
Director, Government & Community Affairs	23	171,503	214,379	257,255
Director, Grants and Fund Management	23	171,503	214,379	257,255
Director, Infrastructure Delivery	23	171,503	214,379	257,255
Director, Major Planning Projects	23	171,503	214,379	257,255
Director, Overhead Contact Systems (OCS)	23	171,503	214,379	257,255
Director, Rail Activation and Transition (Limited 2-year Term)	23	171,503	214,379	257,255
Director, Rail Contracts & Budget	23	171,503	214,379	257,255
Director, Rail Maintenance	23	171,503	214,379	257,255
Director, Rail Network and Operations Planning	23	171,503	214,379	257,255
Director, Rail Signal Communications (Limited 2-year Term)	23	171,503	214,379	257,255
Director, Rail Vehicle Maintenance	23	171,503	214,379	257,255
Director, Railyards Development Project	23	171,503	214,379	257,255
Director, Real Estate Development	23	171,503	214,379	257,255
Director, Strategy and Policy	23	171,503	214,379	257,255
Director, System Integration CalMod	23	171,503	214,379	257,255
Director, Systemwide Planning & Programming	23	171,503	214,379	257,255
Director, Traction Power and Blended Systems	23	171,503	214,379	257,255
Document Controls Specialist	12	56,450	74,592	92,734
DTX Coordinator	18	103,491	129,365	155,238
Engineer II	18	103,491	129,365	155,238

**Table of Caltrain Position Classifications (Ord. 110 effective 12/01/2024)**

**Exhibit "C"**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Engineer III	19	114,493	143,116	171,739
Enterprise Asset Management (EAM) Analyst II	18	103,491	129,365	155,238
Environmental Compliance Coordinator (Rail)	18	103,491	129,365	155,238
Estimator	19	114,493	143,116	171,739
Executive Assistant III	15	76,434	95,542	114,651
GIS Analyst II	18	103,491	129,365	155,238
Management Analyst (Limited 2-year Term)	13	62,451	79,843	97,235
Manager, Asset Management	20	126,664	158,329.6	189,996
Manager, Business Partnerships	20	126,664	158,329.6	189,996
Manager, Caltrain Planning	20	126,664	158,329.6	189,996
Manager, Capital Projects and Environmental Planning	20	126,664	158,329.6	189,996
Manager, Cost Control	20	126,664	158,329.6	189,996
Manager, Energy	20	126,664	<del>158,329.6</del>	189,996
Manager, Eng Traction & Power	20	126,664	158,329.6	189,996
Manager, Engineering	21	140,129	175,160	210,192
Manager, Engineering Standards	20	126,664	158,330	189,996
Manager, Engineering -Vehicles	20	126,664	158,329.6	189,996
Manager, Facility Engineering	20	126,664	158,330	189,996
Manager, Fleet Maintenance	20	126,664	158,330	189,996
Manager, Fleet Planning	20	126,664	158,330	189,996
Manager, Intelligent Infrastructure	20	126,664	158,330	189,996
Manager, Maintenance of Way	20	126,664	158,330	189,996
Manager, Maintenance Rail Equipment	20	126,664	158,330	189,996
Manager, OCS Traction Power Operations	20	126,664	158,330	189,996
Manager, Project Estimates	21	140,129	175,160	210,192
Manager, PTC	20	126,664	158,330	189,996
Manager, Quality Control/Auditor	20	126,664	158,330	189,996
Manager, Rail Contracts and Budget	20	126,664	158,330	189,996
Manager, Rail Manuals & Training	20	126,664	158,330	189,996
Manager, Rail Network Engineering	20	126,664	158,330	189,996
Manager, Rail Operations	19	114,493	143,116	171,739
Manager, Rail Operations Planning	20	126,664	158,330	189,996
Manager, Records Management	19	114,493	143,116	171,739
Manager, Schedule Controls	20	126,664	158,330	189,996
Manager, Signal and Crossing	20	126,664	158,330	189,996
Manager, Standards and Procedures	20	126,664	158,330	189,996
Manager, Stations and Communications Maintenance	19	114,493	143,116	171,739
Manager, Systemwide Planning	20	126,664	158,330	189,996
Manager, Third Party Projects	20	126,664	158,330	189,996
Manager, TOD & Real Estate	20	126,664	158,330	189,996
Manager, Train Control Systems	20	126,664	158,330	189,996
Manager, Utility	20	126,664	158,330	189,996
Network Administrator II, Rail	18	103,491	129,365	155,238
Office Engineer	18	103,491	129,365	155,238
Operations Field Inspector	17	93,547	116,934	140,321
Planning Administrator	19	114,493	143,116	171,739
Planning Analyst II	16	84,558	105,698	126,838
Planning Analyst III	17	93,547	116,934	140,321
Policy Program Manager	20	126,664	158,330	189,996
Program Coordinator, Rail Customer Experience	17	93,547	116,934	140,321
Program Director, Diridon	23	171,503	214,379	257,255
Program Management Administrator, CalMod	18	103,491	129,365	155,238
Program Manager, San Mateo County Projects	21	140,129	175,160	210,192
Program Manager, Santa Clara County Projects	21	140,129	175,160	210,192

**Table of Caltrain Position Classifications (Ord. 110 effective 12/01/2024)**

**Exhibit "C"**

Job Title	Pay Grade	Salary Range		
		Minimum	Midpoint	Maximum
Program Manager, Technology Services	20	126,664	158,330	189,996
Project Controls Analyst II	16	84,558	105,698	126,838
Project Controls Analyst III	18	103,491	129,365	155,238
Project Controls Analyst/Scheduler	16	84,558	105,698	126,838
Project Director, Diridon	23	171,503	214,379	257,255
Project Manager	19	114,493	143,116	171,739
Quality Assurance Engineer	18	103,491	129,365	155,238
Quality Assurance/Quality Control Auditor	18	103,491	129,365	155,238
Rail Liaison	18	103,491	129,365	155,238
Rail Operations Analyst III	18	103,491	129,365	155,238
Rail Safety Officer	18	103,491	129,365	155,238
Resident Engineer	20	126,664	158,330	189,996
Safety Engineer	18	103,491	129,365	155,238
Scheduler	19	114,493	143,116	171,739
Senior Cost Engineer	19	114,493	143,116	171,739
Senior Energy Analyst	18	103,491	129,365	155,238
Senior Manager, Rail Systems Engineer	21	140,129	175,160	210,192
Senior Project Manager	20	126,664	158,330	189,996
Senior Rail Safety Officer	19	114,493	143,116	171,739
Transportation Asset Management (TAM) Analyst II	18	103,491	129,365	155,238
Utility Coordinator	18	103,491	129,365	155,238
Warranty Analyst	14	69,089	87,294	105,499

**Table of Represented Position Classifications (Ord. 110 effective 12/01/2024)**

**Exhibit "D"**

Job Title	Authorized Positions	Class	Salary Range
Bus Contracts Inspector	3	IBT2	a
Bus Operator (full-time/part-time)(b)	350	ATU1	a
Bus Operator Mentor Coordinator	1	TBD	a
Bus Operator Trainee	as needed	ATU1	\$27.00 hour
Bus Transportation Supervisor	16	IBT1	a
Customer Service Representative 1 (full-time)	11	ATU2	a
Customer Service Representative 1 (part-time)	1	ATU2	a
Customer Service Representative 2	2	ATU2	a
Dispatcher	8	IBT1	a
Facilities Technician	6	IBT5	a
Maintenance Instructor	3	IBT4	a
Maintenance Supervisor	7	IBT4	a
Mechanic "A"	35	ATU1	a
Mechanic "B"	19	ATU1	a
Mechanic "C"	10	ATU1	a
Radio Controller	3	IBT1	a
Receptionist	1	ATU2	a
Storeskeeper	7	ATU1	a
Transit Instructor	10	IBT3	a
Utility Maintenance Supervisor	2	IBT4	a
Utility Worker	31	ATU1	a

**Notes:**

(a) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 - Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 - Bus Transportation Supervisory Unit, IBT2 - Bus Contracts Inspector Unit, IBT3 - Transit Instructor Unit, IBT4 - Utility and Maintenance Supervisor and Maintenance Instructor Unit, and IBT5 - Facilities Technician Unit).

(b) Part-time operators shall not exceed 17 percent of the total number of operators, in accordance with the current Amalgamated Transit Union (ATU1) Collective Bargaining Agreement.

**Table of General Manager and Executive Director Position Classifications (Ord. 110 effective 12/01/2024)**

**Exhibit "E"**

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Job Title	Class	Salary Range
General Manager/CEO	GM	376,740
Executive Director, Caltrain	ED	379,557

**San Mateo County Transit District  
Staff Report**

To: Finance Committee

Through: April Chan, General Manager/CEO

From: Josh Mello, Executive Officer, Planning and Development      Kate Jordan Steiner, Chief Financial Officer

Subject: **Amending to Increase the Fiscal Year 2025 Revised Capital Budget by \$37,586,093 from \$149,947,511 to \$187,533,604**

**Action**

Staff proposes the Finance Committee recommend the Board of Directors (Board) for the San Mateo County Transit District (District) amend to increase the Fiscal Year 2025 (FY25) Revised Capital Budget by \$37.6 million (M) to include a “New SamTrans Headquarters” project, thereby increasing the FY25 Revised Capital Budget from \$149,947,511 to \$187,533,604.

**Significance**

At its June 7, 2023 meeting, the Board adopted the biennial Operating and Capital Budgets for FY24 and FY25. Subsequently, at its November 6, 2024 meeting, the Board amended the FY25 Capital Budget to include an additional \$82.8M, increasing the total FY25 Capital Budget from \$67.1M to \$149.9M.

This proposed increase of \$37.6M (also known as “Amendment 2”) would further adjust the FY25 Capital Budget to a new total of \$187.5M.

**Background**

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 (referred to herein as both “owner” and “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 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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.



During the development of the original agreement, the District negotiated a tenant improvement allowance of \$235 per square foot (SF) for the office space. The original offer from the landlord was \$215/SF, and \$235/SF was the settled amount. If the allowance had been higher, we believe that the negotiated purchase price of the building would likely be higher, or other terms would have been adjusted in the landlord's favor.

### **Estimated Additional Tenant Improvement Costs**

Since the Board approved the lease-to-purchase agreement for the new HQ, staff has been working with the former and current landlords to plan and design the tenant improvements for the office space on 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> floors, and the lobby and mailroom on the 1<sup>st</sup> floor. Throughout this process, staff has sought to provide an attractive, efficient, and modern workspace, which meets the unique needs of SamTrans and the other public agencies that have agreed to co-locate, while also minimizing costs to the District. We have retained an Owner's Representative with decades of experience working on both the landlord and tenant sides of such projects to help guide design in a cost-effective manner. Her work has included a comprehensive review of the District's current accommodations, as well as interviews with division leadership and staff to determine future needs. Due to budgetary and space constraints, not all requests have been incorporated into the current design.

The District has identified multiple special needs for the office space. These include a board meeting room and associated overflow room and waiting area/lobby to be accessible to the public, enhanced security department facilities, server room, mailroom, climate-controlled fare media storage area, and other unique needs. While \$235/SF is likely still enough to outfit standard market-ready office space (based on latest estimates by the general contractor), it is not enough to build-out these specialized spaces. Due to the iterative nature of the space planning and design process, and the time it has taken for the owner to bring on a general contractor, providing the Board with an updated tenant improvement cost estimate was not possible until the completion of value engineering (VE) efforts.

Based on the most recent construction estimates, which are derived from the *90% Construction Documents*, the District will need to contribute an additional \$73/SF over and above the \$235/SF from the landlord to build out the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> floor office space. The 5<sup>th</sup> and 6<sup>th</sup> floors, where most of the specialized amenities will be located, will be occupied by the District, including District staff directly supporting the San Mateo County Transportation Authority (TA), and shared services staff for the District, TA, San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) and Peninsula Corridor Joint Powers Board (JPB). The 4<sup>th</sup> floor will be occupied by one or more tenants. In order to complete the design of the tenant improvements and begin construction by early Spring 2025, an increase in the project budget in the amount of \$11,469,474 for additional tenant improvement costs is required now. Through VE efforts, these additional tenant improvement (TI) costs have already been reduced by \$7,498,448, or \$48/SF. The additional TIs were not anticipated during the discussions surrounding the lease-to-purchase agreement last year, and represent new project costs.

As construction advances, the District's team will field-verify the quantities and quality of the TIs installed by the landlord's general contractor and will review the accuracy of monthly contractor invoices.

Staff consulted with other public agencies (i.e. Bay Area Rapid Transit, City of Sunnyvale, and County of San Mateo) that have similar building projects to cross-check these new numbers. Because most public buildings are built from the ground up using one general contractor, it is usually not possible to separate out the core and shell, shell warm-up, and tenant improvement costs. Only BART was able to provide us with a separate cost for tenant improvements, as that agency retrofitted an existing office building as its new headquarters.

**Table 1: Comparison of Tenant Improvement Costs**

Original Agreement	Updated Costs (Estimated)	BART HQ (Actual)*
\$235/SF	\$308/SF	\$383/SF

*\*Information provided by respective project teams. Not all buildings were in the same condition before tenant improvements were constructed. BART employed a design-build process to construct tenant improvements. Escalated to 2024 dollars.*

**Estimated Additional Costs Not Covered by Landlord (Non-TI)**

In addition to the specialized tenant improvement (TI) costs described above, the District will be responsible for additional costs not covered by landlord (Non-TI). These Non-TI costs are comprised of items typically funded by tenants in a commercial lease.

These costs include 1) furniture, fixtures, and equipment (FF&E) and auxiliary equipment, 2) information, communications, and technology (ICT), data servers, and building management systems, 3) parking garage, EV charging, ticket booth and fare storage, and owner-paid permit fees, 4) moving services, move management, digitization, equipment and furniture disposal, and document disposal, 5) project management, construction management, procurement, and legal services, and 6) architectural and engineering design. The total estimated cost of these Non-TI items, including a 20% contingency, is \$26,116,619.

Board approval will be required for any contracts issued for items 1-4 above. Items 5 and 6 are being completed using firms already under contract with the landlord or District through work directives.

**Table 2: Estimated Additional Costs Not Covered by Landlord (Non-TI)**

Category/Item	Cost Estimate
1. Furniture, Fixtures, & Equipment (FF&E), and Auxiliary Equipment	\$9,380,136
2. Information, Communications, & Technology (ICT), Data Servers, and Building Management System	\$6,793,886
3. Parking Garage Fencing, EV Charging, Ticket Booth & Fare Storage, and Owner Paid Permit Fees	\$1,734,644
4. Moving Services, Move Management, Digitization, Equipment & Furniture Disposal, and Document Disposal	\$1,792,872



**Resolution No. 2024-**

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

\* \* \*

**Amending to Increase the Fiscal Year 2025 Revised Capital Budget by  
\$37,586,093 from \$149,947,511 to \$187,533,604**

**Whereas**, on June 7, 2023, pursuant to Resolution No. 2023-35, the Board of Directors (Board) adopted the San Mateo County Transit District (District) Fiscal Year 2024-25 (FY2025) Capital Budget in the amount of \$67,099,514; and

**Whereas**, on November 6, 2024, pursuant to Resolution No. 2024-39, the Board amended to increase the FY2025 Capital Budget by \$82,847,997 for a new total of \$149,947,511; and

**Whereas**, on December 18, 2023, pursuant to Resolution No. 2023-59, the Board approved the acquisition of a new headquarters building through a lease-to-purchase agreement, including all necessary tenant improvements, for a price not to exceed \$126 million; and

**Whereas**, staff now recommends the Board add the “New SamTrans Headquarters” project to the FY2025 Capital Budget for additional tenant improvement costs and other costs not covered by the landlord, and increase the FY2025 Revised Capital Budget by a corresponding \$37,586,093 for a new FY2025 Capital Budget of \$187,533,604.

**Now, Therefore, Be It Resolved** that the Board of Directors of the San Mateo County Transit District hereby increases the Fiscal Year 2025 Capital Budget by \$37,586,093 for the “New SamTrans Headquarters” project for a new FY2025 Capital Budget of \$187,533,604 as detailed in Attachment B.

**Be It Further Resolved** that the General Manager/CEO or designee is authorized to take any actions necessary to give effect to this resolution, including execution of funding agreements and other documents required to receive the subject funds.

Regularly passed and adopted this 4th day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, San Mateo County Transit District

Attest:

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Acting District Secretary



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Revised Budget	FY2025 Amendment #2	FY2025 Amended Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
<b>1 REVENUE VEHICLE REPLACEMENT / SUPPORT</b>											
1	Major Bus Components	This project provides annual funding for Major Bus Components (new parts, rebuilt parts) that are not accounted for in the operating budget. Major Bus Components are essential to keep our assets in a state of good repair and extend useful life of aging fleet so as to not impact revenue services.	\$ 542,370		\$ 542,370			\$ 542,370			
2	Replacement of (12) 2017-2018 Paratransit Cutaways	Procure replacement of (9) 2017 and (3) 2018 El Dorado Aerotech Paratransit Gasoline Cutaways for a total of 12 vehicles.	\$ 3,115,012		\$ 3,115,012	\$ 2,420,471		\$ 694,541			
20	Purchase of (14) Gasoline Low Floor Paratransit Minivans	Procure replacement of (14) 2020 Paratransit Braun Gasoline Minivans. The paratransit minivans in District's fleet have a replacement life-cycle of 5 years and will reach end of life in 2025.	\$ 2,368,958		\$ 2,368,958	\$ 1,895,166			\$ 473,792		
21	Purchase of (29) Hydrogen Fuel Cell Electric Buses <sup>4</sup>	The standard buses in District's fleet have a replacement life-cycle of 12 years and these 2013 Gillig buses, (25) Gillig Hybrid 40' and (4) Gillig Diesel 29', will reach end of life in 2025.	\$ 62,190,281		\$ 62,190,281	\$ 47,050,084	\$ 1,647,953		\$ 11,521,688	\$ 1,970,556	
<b>Subtotal</b>			<b>\$ 68,216,621</b>	<b>\$ -</b>	<b>\$ 68,216,621</b>	<b>\$ 51,365,721</b>	<b>\$ 1,647,953</b>	<b>\$ 1,236,911</b>	<b>\$ 11,995,480</b>	<b>\$ 1,970,556</b>	<b>\$ -</b>
<b>2 NON-REVENUE VEHICLE REPLACEMENT / SUPPORT</b>											
3	Maintenance Equipment	Procure (2) emergency dirt bikes, (2) electric carts, (4) medium duty floor jacks, (3) electric pallet jacks, (3) EV tool storage, (1) advance diagnostic reader, (2) generators and (1) hot pressure washer skid for maintenance shop equipment that have exceeded usage useful life, or are needed to support maintenance of new buses and equipment.	\$ 198,000		\$ 198,000			\$ 198,000			
4	Replacement Non-Rev Svc Support Vehicles	This project plan is to purchase (9) Non-Revenue District Vehicles: three (3) sport utility vehicles and six (6) hybrid/electric models. The sport utility vehicles will be assigned to the Training Department (1) and the Safety Department (2). The electric/hybrid vehicles will be for transit supervisors (2) and general use (4).	\$ 588,451		\$ 588,451			\$ 588,451			
<b>Subtotal</b>			<b>\$ 786,451</b>	<b>\$ -</b>	<b>\$ 786,451</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 786,451</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>3 SAFETY AND SECURITY</b>											
22	Closed-Circuit Television (CCTV) Assessment for District Facilities	Research and design for a CCTV system which will enable operational monitoring of specific transit terminals, base facilities, and headquarters, promoting public safety.	\$ 1,500,000		\$ 1,500,000			\$ 1,500,000			
23	Concrete Replacement-District Facilities	Replacement of failed concrete at District facilities -- North Base, South Base, Sequoia, Central, Brewster.	\$ 741,000		\$ 741,000			\$ 741,000			
<b>Subtotal</b>			<b>\$ 2,241,000</b>	<b>\$ -</b>	<b>\$ 2,241,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,241,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Revised Budget	FY2025 Amendment #2	FY2025 Amended Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
<b>4 FACILITIES / CONSTRUCTION</b>											
5	Interim Workspace Enhancement	Enhance Headquarters Offices including cubicles and office improvements to accommodate staffing growth; remove and replace worn carpet at North Base, South Base, and Central Offices; and plan and construct (2) modular offices in warehouse and storage space at North Base.	\$ 500,000		\$ 500,000			\$ 500,000			
6	Mobile Construction Office Trailers	Deliver and connect the (2) mobile construction office trailers, one each at North Base and South Base, to support District staff during phased site construction projects over the next 15 years.	\$ 38,500		\$ 38,500			\$ 38,500			
7	Electric Vehicle (EV) Charges for Non-Revenue Vehicles	Install Type 2 chargers (pool vehicles) at North Base and South Base to allow for future Non-Revenue Vehicles fleet expansion and additional chargers (if feasible) for employees and public.	\$ 286,000		\$ 286,000			\$ 286,000			
8	North Base Bus Transportation Building 200 <sup>1</sup>	Continue construction procurement process to provide temporary accommodation for building occupants, demolition and reconstruction of the building.	\$ 28,979,013		\$ 28,979,013			\$ 5,795,803			\$ 23,183,210
9	North Base and South Base Condition & Needs Assessment	Develop recommendations for repair, modification, and/or replacement of the North Base and South Base facilities based on their condition and the District's requirements.	\$ 440,000		\$ 440,000			\$ 440,000			
10	Bus Stop Improvement Plan <sup>5</sup>	This project will begin design & construction work on District's Bus Stops Improvement Plan (BSIP). Scope includes site surveys, provide fixtures/equipment for bulk storage of bus stop parts and related tools/equipment, design services and subsequent equipment/construction for approx. 225 prioritized bus stop locations in the next 3-5 years.	\$ 3,628,000		\$ 3,628,000				\$ 2,378,000	\$ 1,250,000	
24	Construction Funds for Americans with Disabilities Act (ADA) Retrofits	This project is for ADA construction and retrofits to address accessibility barriers at public bus stops and District buildings, allowing continued implementation of District's ADA Transition Plan, as mandated by federal/state codes.	\$ 912,000		\$ 912,000			\$ 912,000			
25	Rehab North Base and South Base Steam Bay Equipment	This project will assess the viability of surface-mount scissor lifts to replace approximately 8 in-ground lifts at North Base and South Base steam bays.	\$ 114,000		\$ 114,000			\$ 114,000			



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Revised Budget	FY2025 Amendment #2	FY2025 Amended Budget	FUNDING					
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary
26 Facilities Smaller Projects	This project is intended to maintain a state of good repair for District's facilities, shops and existing infrastructure to support District employees in performing their duties. This also serves as a contingency allowance for unforeseen and unforeseeable events that impact vital services.	\$ 741,000		\$ 741,000			\$ 741,000			
27 Construction Funds for North Base and South Base Employee Breakrooms	Facilities has engaged an engineering design consultant to modify employee breakrooms in 4 buildings at North Base and South Base. Design has reached the 65% benchmark and cost estimates indicate that supplement funds are needed for the construction phase.	\$ 741,000		\$ 741,000			\$ 741,000			
28 Bus Shelter Assets	The bus stop contract with the vendor for outdoor advertising on bus stops expired February 2024. Before the contract expired, the vendor had been installing the bus shelters and maintaining the bus stops. The bus shelters that were installed by the vendor and still have a remaining useful life are requested to be paid upon termination of the contract. The contract is to pay the vendor for the remaining value of those bus shelters.	\$ 469,277		\$ 469,277			\$ 469,277			
29 North Base and South Base Hardening	Installation of high level perimeter fencing and secure entryways at North and South bases.	\$ 2,000,000		\$ 2,000,000			\$ 2,000,000			
30 New SamTrans Headquarters <sup>7</sup>	This project will provide oversight of the design and construction of the tenant improvements (TI) and additional items not funded by the landlord at the SamTrans new headquarters office building.		\$ 37,586,093	\$ 37,586,093			\$ 10,731,238		\$ 23,261,476	\$ 3,593,379
<b>Subtotal</b>		<b>\$ 38,848,790</b>	<b>\$ 37,586,093</b>	<b>\$ 76,434,883</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,768,818</b>	<b>\$ 2,378,000</b>	<b>\$ 24,511,476</b>	<b>\$ 26,776,589</b>
<b>5 INFRASTRUCTURE</b>										
11 Battery Electric Bus (BEB) Infrastructure <sup>2</sup>	Award a construction contract of BEB charging infrastructure at South Base for the 37 BEBs.	\$ 13,962,500		\$ 13,962,500	\$ 2,907,693		\$ -	\$ 5,890,866		\$ 5,163,941
12 Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure <sup>3</sup>	Develop a cost estimate for the required facility modifications to determine the cost for the remainder of the hydrogen fueling station at North Base.	\$ 11,087,369		\$ 11,087,369			\$ -	\$ 5,087,369	\$ 6,000,000	
13 North Base - Sea Level Rise and Erosion Mitigation	Develop a conceptual design and obtain the required environmental clearance(s) for the project.	\$ 1,343,100		\$ 1,343,100			\$ 1,343,100			
31 North Base Shoreline Erosion Control Mitigation	Implement near-term erosion control mitigation and shoreline slope stabilization along North Base shoreline from an updated Erosion Assessment Report. Early implementation involves development of design plans and obtaining environmental clearance and permits from various permitting agencies for mitigating areas of erosion at high risk of failure.	\$ 1,160,520		\$ 1,160,520			\$ 1,160,520			





Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Revised Budget	FY2025 Amendment #2	FY2025 Amended Budget	FUNDING					
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary
32 South Base Levee System Assessment	The project will implement recommendations by the Federal Emergency Management Agency (FEMA) and perform studies in collaboration with Redwood City, San Carlos, and OneShoreline to address deficiencies in the existing levee system at South Base, and its effects on the next FEMA map revision that could de-accredit the existing Redwood Shore levee system. It also includes review of proposed design for future flood protection to meet certification requirements and long-term sea level rise protection.	\$ 684,000		\$ 684,000			\$ 684,000			
<b>Subtotal</b>		<b>\$ 28,237,489</b>	<b>\$ -</b>	<b>\$ 28,237,489</b>	<b>\$ 2,907,693</b>	<b>\$ -</b>	<b>\$ 3,187,620</b>	<b>\$ 10,978,235</b>	<b>\$ 6,000,000</b>	<b>\$ 5,163,941</b>
<b>6 INFORMATION TECHNOLOGY / ITS</b>										
14 Technology Modernization	Newer technologies and redesign of the enterprise network are needed to increase security and reliability on the District's obsolescent network. Detailed analysis on the outdated enterprise applications are also required to develop solutions.	\$ 3,872,000		\$ 3,872,000			\$ 3,872,000			
33 Safety Incident Management System	This project will upgrade our Safety Incident Management System by transitioning to a new platform that meets our current requirements and can scale to meet our future needs. This will enhance and develop the safety processes and data in the system with the essential pillars of transit safety.	\$ 791,160		\$ 791,160			\$ 791,160			
<b>Subtotal</b>		<b>\$ 4,663,160</b>	<b>\$ -</b>	<b>\$ 4,663,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,663,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7 PLANNING / DEVELOPMENT</b>										
15 Support for Property Mapping	Property mapping services to conduct field surveys, draft legal descriptions, property boundary resolutions, obtaining title records, providing exhibits, filing Record of Surveys and produce mapping for Junipero Serra Boulevard District properties along the Dumbarton Corridor.	\$ 330,000		\$ 330,000			\$ 330,000			
16 El Camino Real Transit Capital Improvement Fund	Serve as a dedicated funding source through which SamTrans can implement the capital improvement plan recommendations of the El Camino Real Bus Speed & Reliability Study.	\$ 1,100,000		\$ 1,100,000			\$ -	\$ 1,100,000		
17 Capital Project Development	Fund activities that include but are not limited to capital budget and programming process, grant development, and development of capital program management systems.	\$ 250,000		\$ 250,000			\$ 250,000			
18 Capital Program Management	Fund for programs and project controls support, including monitoring project performance and delivery.	\$ 250,000		\$ 250,000			\$ 250,000			
19 Capital Contingency Fund	Fund unforeseen capital expenditures	\$ 250,000		\$ 250,000			\$ 250,000			



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Revised Budget	FY2025 Amendment #2	FY2025 Amended Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
34 Operating Facilities Needs Assessment	The purpose of this project is to evaluate SamTrans' future operating facility needs in light of upcoming operational, fleet, and development activities, including the Emission Zero fleet transition, the potential transition of contracted urban bus (CUB) service in-house to directly-operated, and the potential sale of the Brewster operational facility in Redwood City.	\$ 100,000		\$ 100,000			\$ 100,000				
35 Dumbarton Busway Feasibility Study <sup>6</sup>	The Dumbarton Busway Feasibility Study will conduct the necessary planning feasibility study, environmental and partner agency approvals, and initial design for a busway and multimodal connections within the Dumbarton Rail Corridor (DRC) in San Mateo County.	\$ 4,674,000		\$ 4,674,000			\$ 574,000		\$ 4,100,000		
<b>Subtotal</b>		<b>\$ 6,954,000</b>	<b>\$ -</b>	<b>\$ 6,954,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,754,000</b>	<b>\$ 1,100,000</b>	<b>\$ 4,100,000</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>		<b>\$ 149,947,511</b>	<b>\$ 37,586,093</b>	<b>\$ 187,533,604</b>	<b>\$ 54,273,414</b>	<b>\$ 1,647,953</b>	<b>\$ 36,637,960</b>	<b>\$ 26,451,715</b>	<b>\$ 36,582,032</b>	<b>\$ 31,940,530</b>	

Notes

1. Potential external funding
2. Local Partnership Program (LPP) grant
3. California's Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) grant
4. \$1,500,000 is funded by Local Partnership Program (LPP) and \$470,556 is funded by AB664 Net Bridge Toll Revenue
5. C/CAG Lifeline Transportation grant
6. Regional Measure 3 (RM3) grant
7. FY24 set-aside of \$23.3M and potential future tenant reimbursement of \$3.6M



## Agenda

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

#### San Mateo County Transit District

**Wednesday, December 4, 2024 – 3:15 pm**

or immediately following the Finance Committee meeting

- |         |   |               |
|---------|---|---------------|
| 10.c.1. | Call to Order   |               |
| 10.c.2. | Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of November 6, 2024                        | Motion        |
| 10.c.3. | North Base Building 200 Replacement and North Base Sea Level Rise Protection Project Updates  | Informational |
| 10.c.4. | Adopting a Negative Declaration and Approving the Building 200 Replacement Project  | Motion        |
| 10.c.5. | Modifying the Footprint of the Zero Emissions Bus Implementation Project at North Base and Adopting an Addendum to the Negative Declaration | Motion        |
| 10.c.6. | Adjourn   |               |

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

Note:

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

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

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

**November 6, 2024**

Committee Members Present: R. Medina, J. Powell

Committee Members Absent: D. Canepa (Chair)

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

Other Board Members Absent: None

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

**9.c.1. Call to Order**

Committee Member Josh Powell called the meeting to order at 3:47 pm.

**9.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of October 9, 2024**

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Canepa

**9.c.3. Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan**

Chelsea Schultz, Manager, Strategic Planning, provided the presentation on the final FY 2026-2035 Strategic Plan.

Director Marie Chuang requested a dashboard to provide a better understanding of the progress. Ms. Schultz stated an initiative is to provide clear and understandable reporting on plan progress.

Motion/Second: Gee/Chuang

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

Noes: None

Absent: Canepa

**9.c.4. Adjourn**

The meeting adjourned at 3:54 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 or by email to [board@samtrans.com](mailto:board@samtrans.com).

DRAFT

**San Mateo County Transit District  
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee  
Through: April Chan, General Manager/CEO  
From: David Olmeda, Chief Operating Officer, Bus  
Subject: **North Base Building 200 Replacement and North Base Sea Level Rise Protection Project Updates**

**Action**

This informational item provides an update on the North Base Building 200 Replacement Project and the North Base Sea Level Rise Protection Project. No action is requested from the Board for this item.

**Significance**

**North Base Building 200 Replacement Project (NB Bldg. 200)**

NB Bldg. 200 is needed to provide a working space that is safe, comfortable, functional and sustainable for the staff and visitors of the District's Bus Transportation Department at SamTrans' North Base Facility (North Base) in the City of South San Francisco. At the Board meeting on October 3, 2024, the Board approved Staff's recommendation to remove the existing North Base Building 200 and replace it with a new two-story building because North Base Building 200 has tilted due to differential settlement of the soil under the building. The new building is proposed to accommodate an increased number of bus operators, trainees, and supervisors due to the projected expansion of bus services, including Reimagine SamTrans service, and will offer modernized and expanded facilities.

**North Base Sea Level Rise Protection Project (NB SLR)**

North Base is at risk for climate-driven flood inundation caused by sea level rise, tidal flooding, storm surge, and extreme water levels. NB SLR is needed to maintain the District's bus operations and to protect the buildings and other capital investments at North Base by providing protection against flooding caused by sea level rise.

In 2021, the District completed the Adaptation and Resilience Study which recommended installation of a levee system that encircles the North Base perimeter to prevent flooding caused by sea level rise. In 2023, the neighboring cities requested that the District consider an alternative that would also protect the adjacent inland communities from coastal flooding in addition to protecting North Base.

The District is evaluating both alternatives in terms of cost, constructability, environmental impacts, benefits, and permitting requirements to determine which would be the preferred alternative.

### **Budget Impact**

Funding in the current and past-year capital budgets provides sufficient Project budget authority to continue engineering design for NB Bldg. 200 and the feasibility assessment required for NB SLR. Staff will actively seek and apply for alternative funding sources to offset costs of future phases of the projects and will return to the Board for needed budget actions once final design is completed for NB Bldg. 200 and the preferred alternative is selected for NB SLR.

### **Background**

#### **North Base Building 200 Replacement Project (NB Bldg. 200)**

The preliminary design phase for NB Bldg. 200 was completed in October 2024, including the following:

- Final layout of the new two-story Building 200;
- Engineered solutions (validated by an independent third-party engineer) for the building foundation and soil structure underneath and around the building to improve building stability to mitigate for challenging geotechnical conditions; and
- Design and layout of trailers and temporary facilities that will house personnel and operations after demolition of Building 200 and during construction of the new Building 200.

During the preliminary design phase, Staff determined that construction of a new auxiliary building, Building 800, is needed to house the data center and vault that are currently inside Building 200, a mechanical room, an electrical room and a generator. Since the data center provides telecommunication services for operations, safety and security to other North Base buildings, in addition to Building 200, it was determined that construction of a new auxiliary building to house the data center was more cost effective and efficient compared to relocating the data center temporarily and reinstalling it at the new Building 200. The generator is required for Bldg. 200 to continue to operate in the event of an emergency.

#### **Next Steps**

- Request Board adoption of environmental clearance at today's Board meeting.
- Proceed to final design for Bldg. 200 and Bldg. 800.
- Prepare solicitation documents for temporary facilities.

#### **North Base Sea Level Rise Protection Project (NB SLR)**

North Base, located on Belle Air Island, is exposed to a combination of waves, wind, sea level rise, rising groundwater, and riverine flows, all of which contribute to the vulnerability of North Base from flooding and perimeter erosion. Flood inundation of North Base occurs with approximately 36-inches or more of sea level rise. At 36-inches of sea level rise, the road in and out of North Base would be inundated every day, and access to North Base would be restricted.

The District has identified two alternative concepts for long-term flood protection.

**Alternative 1 – Regional Protection** comprises a seawall or levee along the eastern entire shoreline and portions of the northwestern shorelines of Belle Air Island. The seawall or levee will connect to a flood barrier with two tide gates and a pump station. The Regional Protection alternative provides flood protection to North Base, as well as to surrounding areas.

**Alternative 2 – Perimeter Protection** comprises a seawall, levee, or a combination of both along the entire shoreline of Belle Air Island. The Perimeter Protection alternative provides flood protection to North Base.

The project completed conceptual designs for each alternative with the following components:

- **Seawall** - a vertical concrete structure where right-of-way or space constraints limit the ability to build a levee.
- **Traditional levee** - an earthen embankment, typically with a 2:1 (horizontal to vertical) slope and lined with armor rock to prevent erosion from wind, rain, and surface runoff.
- **Ecotone levee** also known as a horizontal levee - a gently sloped earthen levee with a vegetated buffer zone or tidal marsh. Typically built with a 10:1 or 20:1 slope, an ecotone levee has the potential to reduce incoming wave energy and restore native habitat and create biodiversity.
- **Flood barrier** (Alternative 1 only) - two separate concrete and steel tide gate structures, one at the mouth of Colma Creek, and one at the entrance to the Inner Basin across San Bruno Creek, that are connected to each other with an earthen levee. A pump station will be required to pump out riverine discharge from San Bruno and Colma Creek in the event the tide gates are closed during a storm event.

Preliminary cost estimate ranges and timelines were developed for each alternative based on the following:

- Conceptual design component options and criteria;
- Environmental clearance, mitigation, and permitting requirements; and
- Constructability and site accessibility.

#### Next Steps

Staff will engage with potential partners and permitting agencies before the selection of a preferred alternative.

Prepared By:	Yoko Watanabe	Senior Project Manager	650-272-4638
	Lisha Mai	Program Manager, Infrastructure	650-208-5952
	Liria Larano	Deputy Chief, Fleet and Facilities Infrastructure	650-288-9151





# North Base Building 200 Replacement & North Base Sea Level Rise Protection Project Updates

Item #10.c.3  
12/4/2024



Board of Directors | December 4, 2024

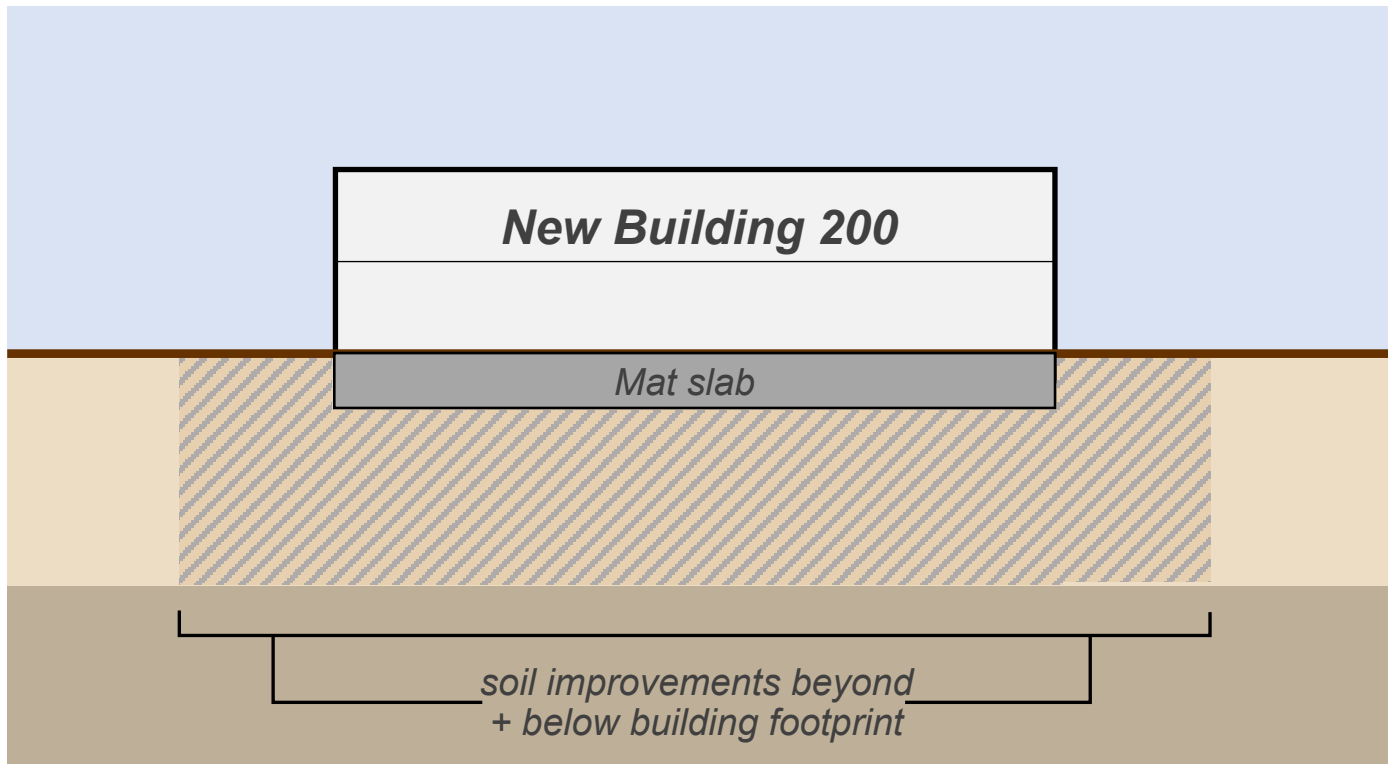
# NB Bldg. 200 Replacement Project Update

# Building 200 Design

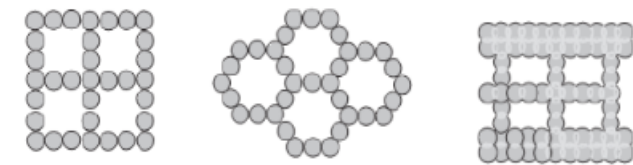


\* SCHEMATIC DESIGN RENDERING, Value Engineering could change some design features

# Foundation & Soil Improvements\*



- Floor Elevation: Raised by approx. 1 foot (13.5 feet above sea level)
- Foundation: 2-foot Mat Slab
- Soil Improvements: Soil columns in cellular patterns formed by Deep Soil Mixing

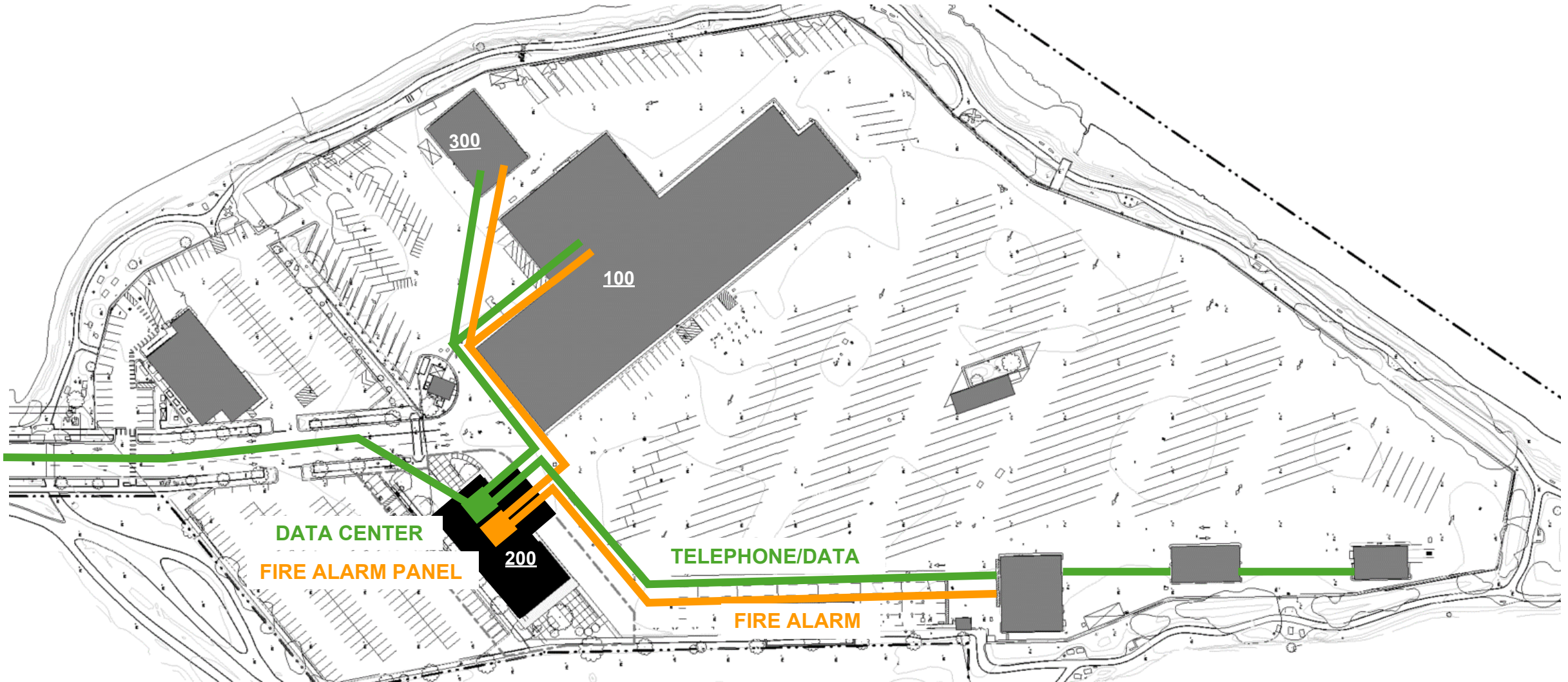


\* Design was reviewed and validated by a Third-Party Engineer

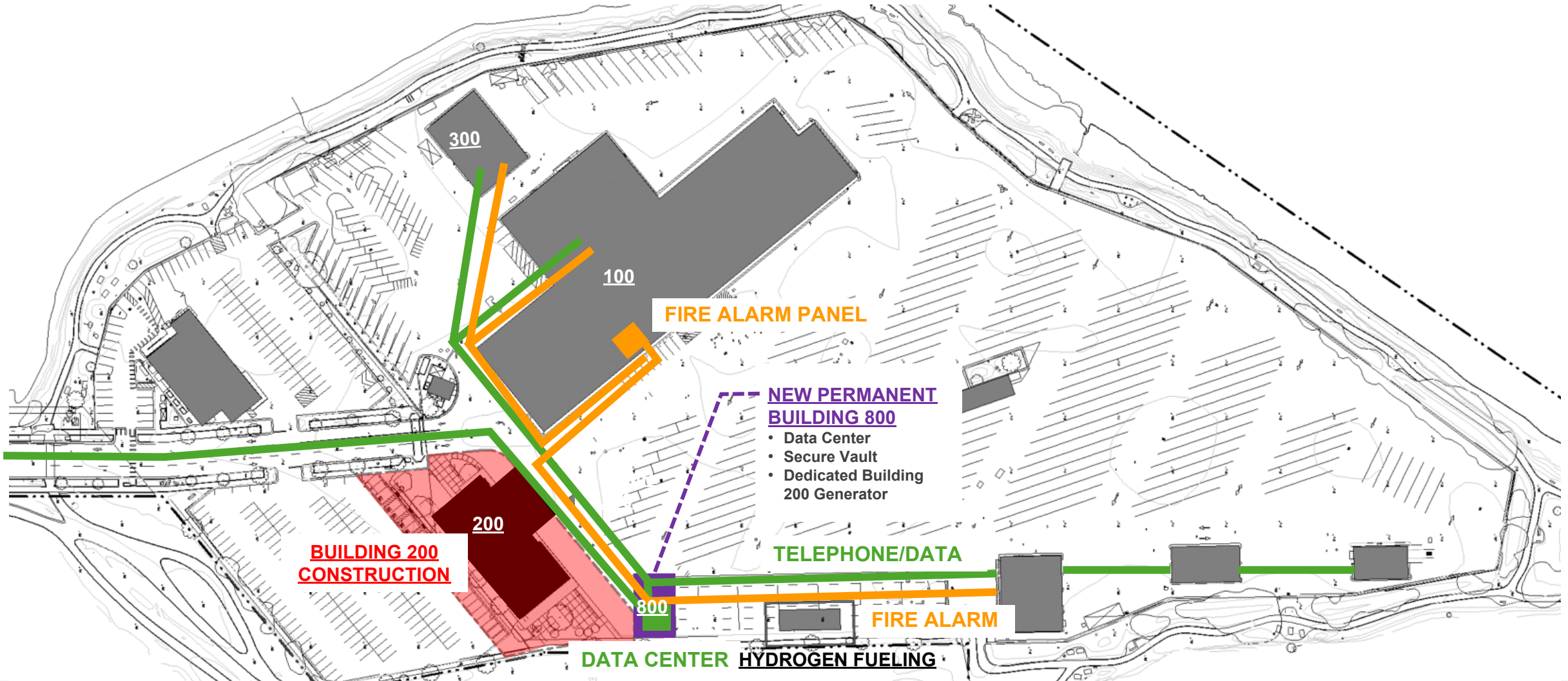
# Updated Project Scope

- ◆ New Bldg. 800 (approx. ~1,500 sf)
  - ◆ Data Center (Upgraded to accommodate expanded service)
  - ◆ Electrical & Mechanical Rooms
  - ◆ Generator
  - ◆ Vault
- ◆ Temporary Accommodations: Trailers & Existing Facilities

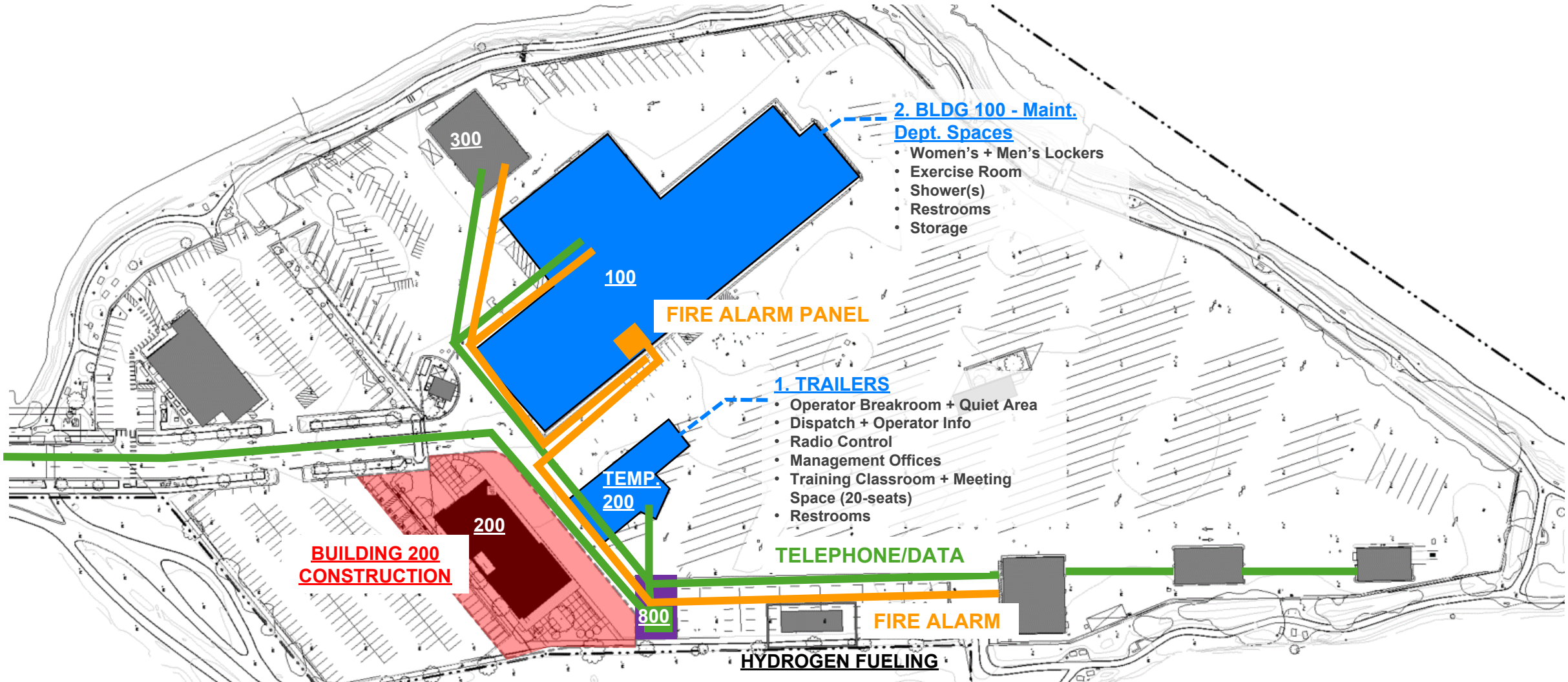
# Existing Data Network



# New Bldg. 800 - Proposed Network



# Temporary Accommodations

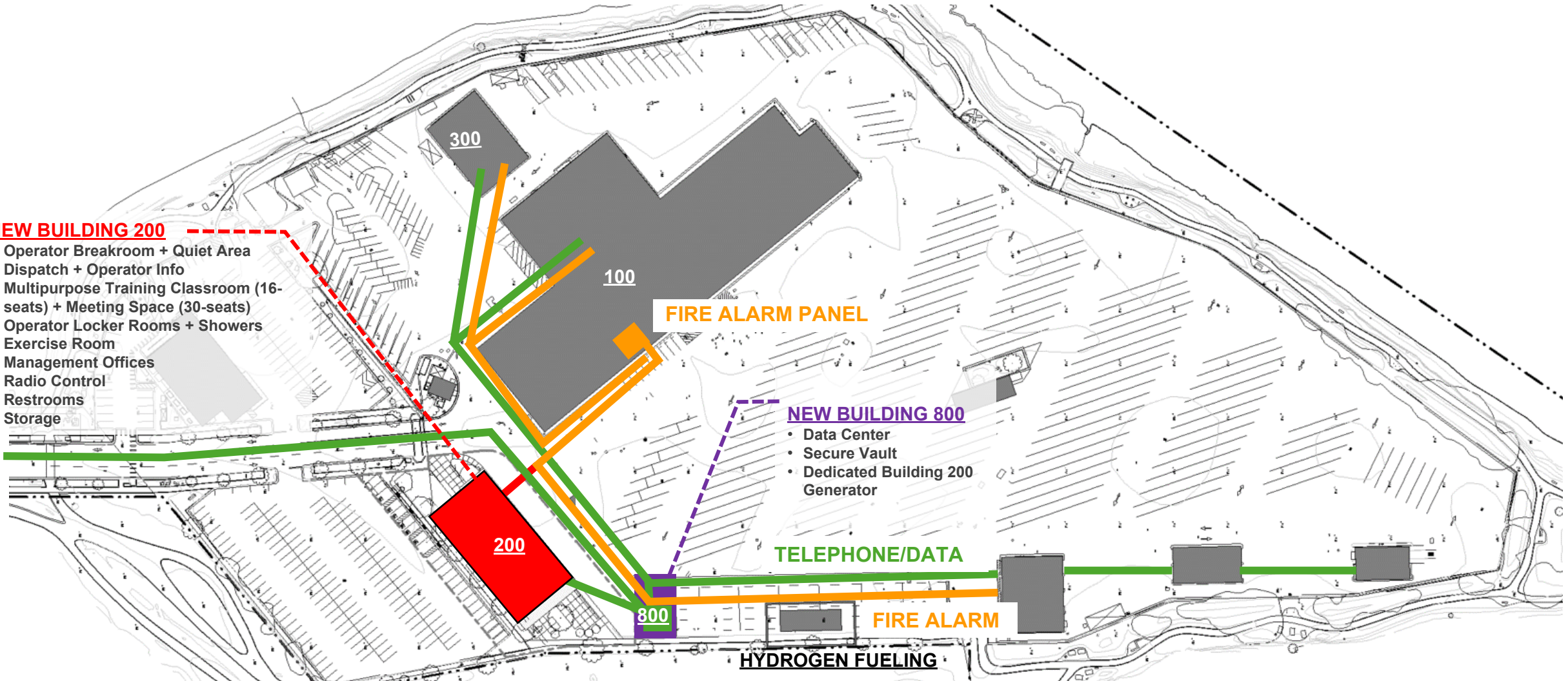




# Bldg. 200 Project – Final Buildout

**NEW BUILDING 200**

- Operator Breakroom + Quiet Area
- Dispatch + Operator Info
- Multipurpose Training Classroom (16-seats) + Meeting Space (30-seats)
- Operator Locker Rooms + Showers
- Exercise Room
- Management Offices
- Radio Control
- Restrooms
- Storage



**FIRE ALARM PANEL**

**NEW BUILDING 800**

- Data Center
- Secure Vault
- Dedicated Building 200 Generator

**TELEPHONE/DATA**

**FIRE ALARM**

**HYDROGEN FUELING**



# Project Cost Estimate & Funding

Cost Estimate:	\$51 million
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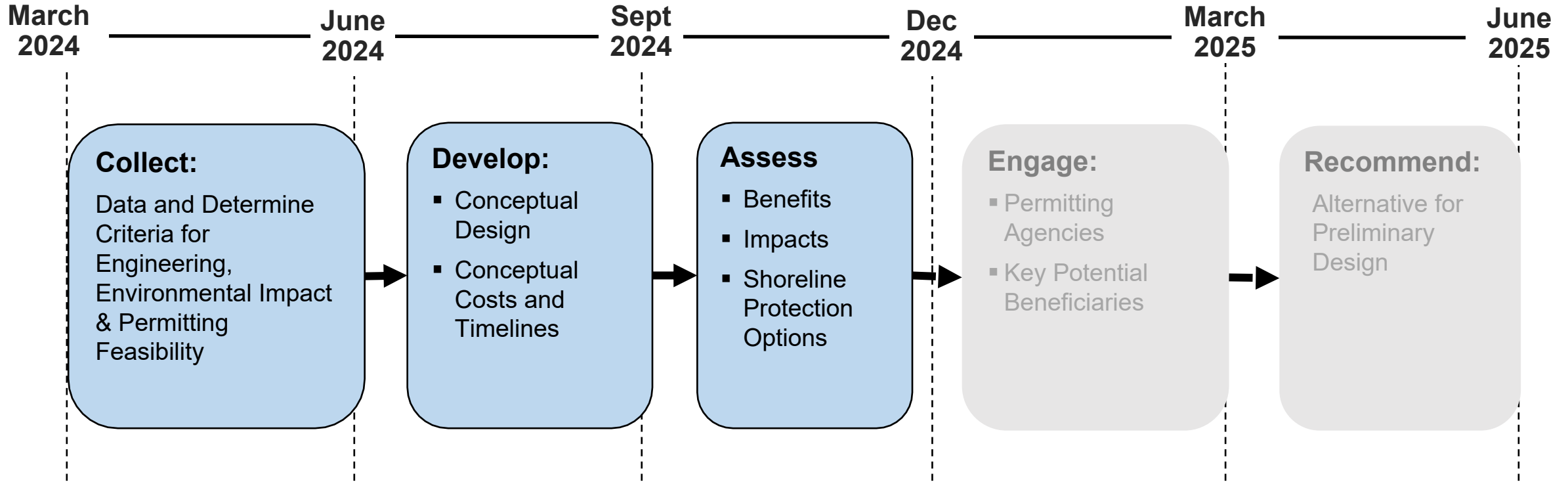
Funding:	District Sales Tax & Alternative Funding Sources
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# NB Sea Level Rise Protection Project Update

# Background

- 2021 SamTrans Adaptation and Resilience Study recommended a solution that protects the perimeter of North Base
- South San Francisco and OneShoreline recommended a regional solution

# Feasibility Assessment - Completed



# Sea Level Rise Protection Alternatives

## Alternative 1 Regional Protection

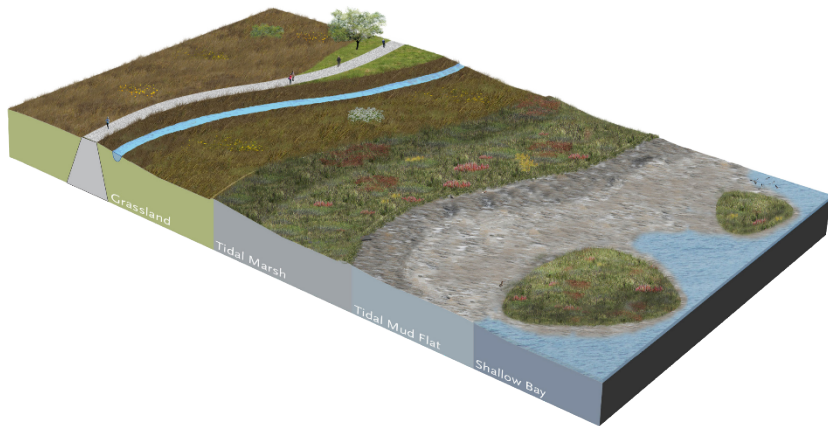


## Alternative 2 Perimeter Protection



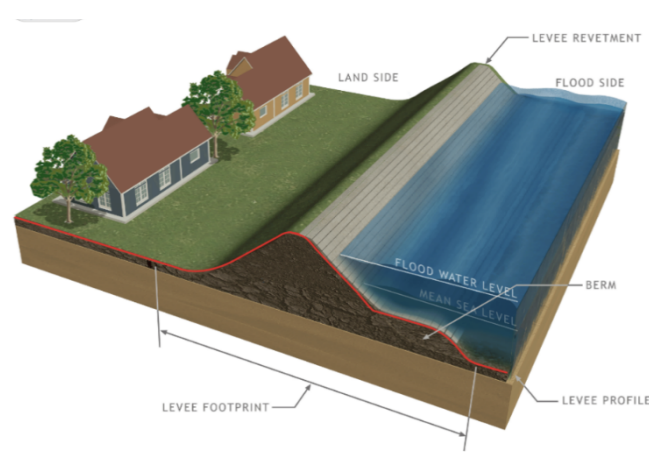
# Shoreline Protection Options

## Option A Ecotone Levee



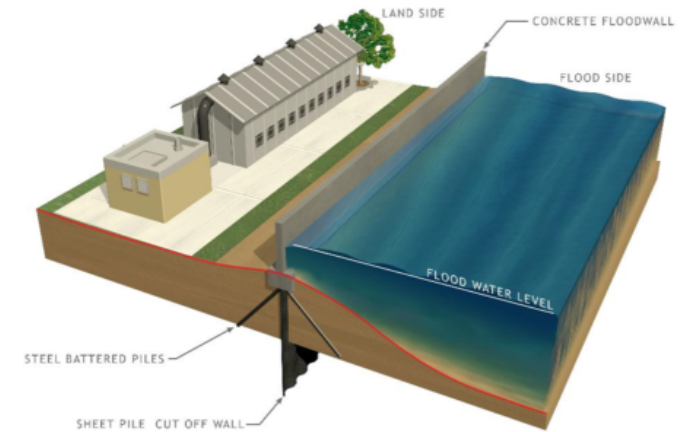
- Gradual (gentle) horizontal slope (10:1 grade)
- Vegetated horizontal edge can dampen wave energy, reducing erosion
- Nature-based solution - Plant growth supports native habitat restoration
- High construction cost

## Option B Traditional Levee



- Harden slope (3:1 grade)
- Moderate construction cost compared to ecotone levee because it requires less filling of the Bay

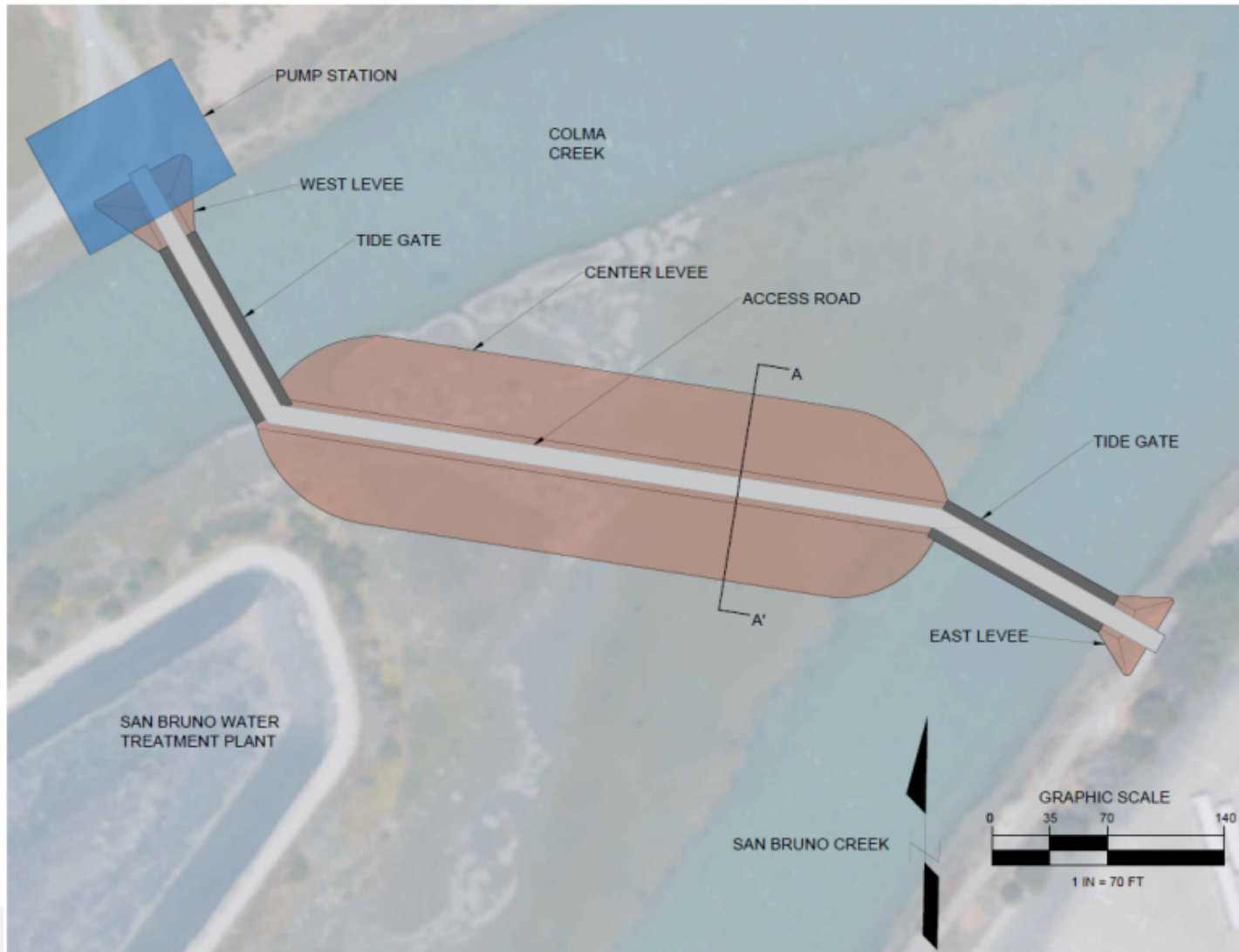
## Option C Seawall



- Vertical structure
- Hardened (grey) structures
- Moderate construction cost



# Regional Barrier Components



**Tide Gates** - Two separate tide gate structures to prevent elevated flood waters from flooding upstream.

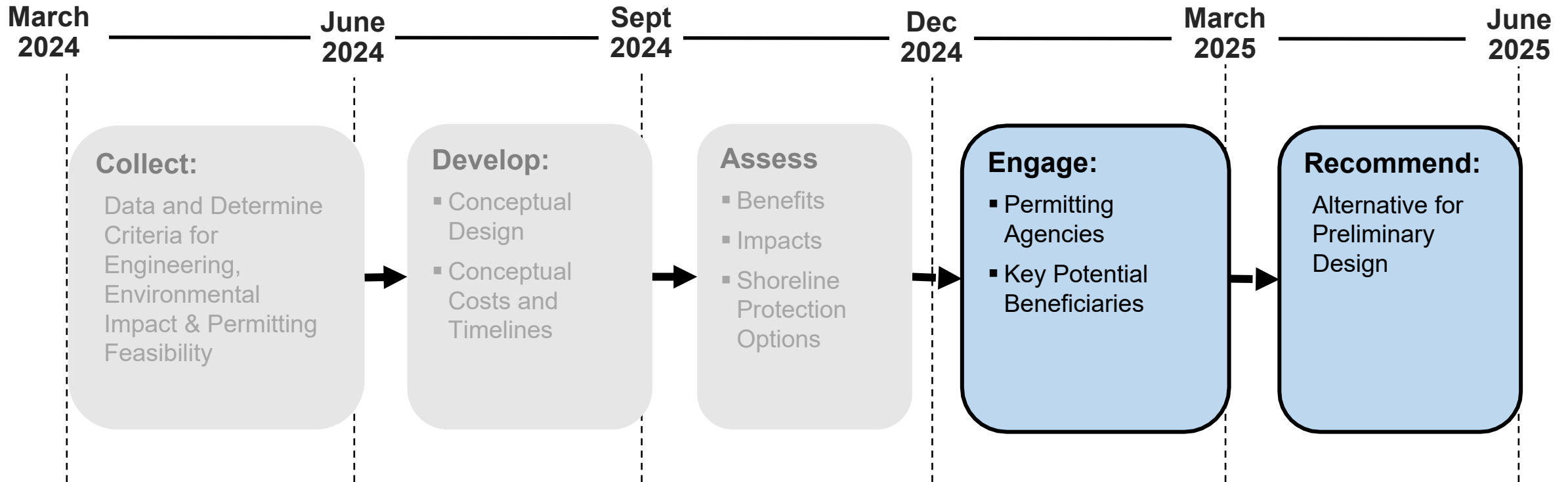
**Earthen Levee** - Earthen levee connects the two tide gates, as well as connects the tide gate structure to the land.

**Pump Station** - Pumps riverine discharge from San Bruno Creek and Colma Creek to Bay in the event the tide gates are closed during a riverine event.

# Overall Comparison of Alternatives

		Alt 1: Regional Protection	Alt 2: Perimeter Protection
Regional Benefits		High	Low
Total Project Cost (Includes Escalation to Time of Construction)		\$250M - \$500M <small>*cost sharing potential</small>	\$125M - \$275M
Timeline	Design	2 years	1.5 years
	Permitting	9 – 11 years	4 – 6 years
	Construction	3 – 4 years	2 – 3 years
Environmental Impact	During Construction	High	Medium
	Post-Construction	High	Low
Sea Level Rise Adaptability (Ability to Increase Height in Future Phases)		Low	High
Maintenance		High	Low

# Feasibility Assessment – Next Steps



# Questions

**San Mateo County Transit District  
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee  
From: April Chan, General Manager/CEO  
Through: Josh Mello, Executive Officer, Planning and Development  
Subject: **Adopting a Negative Declaration and Approving the Building 200 Replacement Project**

**Action**

Staff proposed the Committee recommend that the Board of Directors (Board) of the San Mateo County Transit District adopt a Negative Declaration and approve the Building 200 Replacement Project (Project).

**Significance**

The purpose of the Project is to replace the existing one-story, 10,650 square foot building (Building 200) with a new two-story, 19,450 square foot Building 200 located at the SamTrans North Base maintenance and operations facility in South San Francisco. The new Building 200 would provide additional space for management offices, operator amenities, bus operations, meeting space, and support spaces.

**Budget Impact**

There is no budget impact associated with the approval of the Negative Declaration for the Building 200 Replacement Project.

**Background**

SamTrans buses provide service primarily within San Mateo County, with additional connecting service into adjacent San Francisco and Santa Clara Counties. The San Mateo County Transit District (District) has a fleet of more than 300 fixed-route revenue vehicles and 80 paratransit vehicles. SamTrans buses are stored and maintained at two locations, one at North Base in the City of South San Francisco and the other at South Base in the City of San Carlos.

Within North Base, Building 200 currently is a one-story, 16-foot-tall, 10,650 square foot building that includes office space, storage area, locker rooms, and training space for employees (management, dispatchers, and bus operators). The building was constructed in 1986. The area surrounding Building 200 includes 247 surface parking spaces across three separate areas, as well as other maintenance support buildings for SamTrans operations. The existing Building 200 is used by approximately 208 operators and 28 paratransit contracted operators. According to District plans, by Fiscal Year (FY) 2032, approximately 300 operators will report to North Base to support expanded transit service. This increased operator load would occur with or without the proposed project. Therefore, the District determined that Building 200 must be expanded or replaced to provide the appropriate amount of space for operators.

In 2019, the District prepared a Settlement Evaluation Study to better understand soil conditions at the existing Building 200. This study determined that the soil conditions are poor and causing pronounced differential settlement across the building footprint, which has impacted the usability of the building. The floor elevations are higher near the east and west ends of the building and lower toward the center of the building, with up to 20 inches of variation across the foundation mat. Due to these soil conditions, it is not cost-effective to expand or modify the existing building, and instead, the building must be fully replaced.

To comply with the California Environmental Quality Act (CEQA), the District prepared a Draft Initial Study and Negative Declaration (IS/ND), which was circulated for review and comment by the public from October 7, 2024 to October 28, 2024. The District advertised the Notice of Availability and Notice of Intent to Adopt a Negative Declaration in the *San Mateo Daily Journal* in English, Spanish, Chinese, and Tagalog. No comments on the Draft IS/ND were received during the public comment period. Staff has prepared the Final ND environmental document for Board of Directors approval. The Final ND is available on the project website: [www.samtrans.com/northbase](http://www.samtrans.com/northbase).

Prepared by: Millie Tolleson

Director, Planning

650-647-3044

**Resolution No. 2024-**

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

\* \* \*

**Adopting a Negative Declaration and Approving the Building 200  
Replacement Project**

**Whereas**, the San Mateo County Transit District (District) is the administrative body for the principal public transit and transportation programs in San Mateo County, including SamTrans bus service (SamTrans); and

**Whereas**, the SamTrans fleet of 300 fixed-route vehicles and 80 paratransit vehicles provides service within San Mateo County, with additional connecting service into adjacent San Francisco and Santa Clara Counties; and

**Whereas**, SamTrans vehicles are stored and maintained at two locations, one of which is the North Base in the City of South San Francisco; and

**Whereas**, within North Base, Building 200 is a one-story, 16-foot-tall, 10,650 square foot building that provides office space, storage area, locker rooms, and training space for employees; and

**Whereas**, District plans project that by Fiscal Year 2032, approximately 300 operators would report to North Base to support expanded transit service; an increase from the existing 208 operators and 28 paratransit-contracted operators; and

**Whereas**, the District has determined that Building 200 must be expanded or replaced to provide the appropriate amount of space for operators; and

**Whereas**, the District completed a Settlement Evaluation Study in 2019, which determined that poor soil conditions impacted the usability of the existing Building 200; and

**Whereas**, the District concluded that it was not cost effective to expand or modify the existing building, and instead, the building must be fully replaced; and

**Whereas**, the proposed Building 200 Replacement Project (Project) would include demolition of the existing Building 200, site preparation, and construction of a new replacement Building 200 in approximately the same footprint; and

**Whereas**, the new Building 200 would be a two-story, 27-foot-tall, 19,450 square foot building that would increase space for management offices, operator amenities, bus operations, meeting space, and support spaces; and

**Whereas**, the District prepared an Initial Study (IS) of the possible environmental effects of the Project; and

**Whereas**, the IS concluded that the Project would not have a significant effect on the environment and therefore recommended that the District prepare a Negative Declaration (ND); and

**Whereas**, the District published a Notice of Availability and Notice of Intent to Adopt a Negative Declaration in the *San Mateo Daily Journal* and posted a copy of the notice and Draft IS/ND document at [www.samtrans.com/northbase](http://www.samtrans.com/northbase); and

**Whereas**, the 21-day public review period of the Draft IS/ND commenced on October 7, 2024 and ended on October 28, 2024; and

**Whereas**, the District did not receive any comments during the comment period, resulting in no changes in the conclusion of the Draft IS/ND.



**Now, Therefore, Be It Resolved** the San Mateo County Transit District Board of

Directors:

1. Hereby finds and declares that, based on its independent judgment following review of the IS/ND and consideration of the record of the Project as a whole, there is no substantial evidence before the Board that the proposed Project will have a significant effect upon the environment; and
2. Hereby finds that the SamTrans Building 200 Replacement Project will not have a significant effect on the environment, and therefore adopts the ND; and
3. Hereby adopts the Building 200 Replacement Project.

**Be It Further Resolved** the District Secretary is directed to file a Notice of Determination promptly with the County Clerk of San Mateo; and

**Be It Further Resolved** the record of this action shall be maintained by the Board Secretary at the District's office at 1250 San Carlos Avenue in San Carlos, CA.

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

---

Chair, San Mateo County Transit District

Attest:

---

Acting District Secretary



# Building 200 Replacement Project – Environmental Clearance Update

Item #10.c.4.  
12/4/2024



Board of Directors | December 4, 2024

# CEQA Review Process

## To comply with CEQA:

Prepared Initial Study and Negative Declaration (IS/ND)

- To identify whether the Building 200 Replacement Project would have potential impacts on the environment
- No significant impacts were identified

# CEQA Review Process

- Notice of Availability and Notice of Intent (NOA/NOI) to Adopt a Negative Declaration was published in:
  - The San Mateo Daily Journal  
(English, Spanish, Chinese, and Tagalog)
- Draft IS/ND public review period: October 7 – October 28, 2024
- Received no comments from the public

# CEQA Review Process

**Today, staff recommends that the Board:**

- Adopt a Negative Declaration and approve the North Base Building 200 Replacement Project.

**Next Steps:**

- Early 2025, staff will return to seek approval of CEQA addendum for new Building 800 (permanent) and temporary Building 200 (trailers)

**San Mateo County Transit District  
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee  
Through: April Chan, General Manager/CEO  
From: Josh Mello, Executive Officer Planning and Development  
Subject: **Modifying the Footprint of the Zero Emissions Bus Implementation Project at North Base and Adopting an Addendum to the Negative Declaration**

**Action**

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

1. Approve a modification of the footprint of the Zero Emission Bus Implementation Project (ZEB Project) at the North Base SamTrans bus facility.
2. Adopt an associated addendum to the California Environmental Quality Act (CEQA) Negative Declaration.

**Significance**

Implementation of the ZEB Project at North Base requires additional construction staging and laydown area to minimize conflicts with provision of service, bus maintenance, bus storage and other daily operational activities, and operations of the Safe Harbor Shelter on land leased by the County of San Mateo. Acquisition of San Mateo County Assessor Parcels 015180200 and 015180110, directly east of North Base, could provide the additional necessary staging and laydown area.

To comply with CEQA, the District prepared a Draft Initial Study-Negative Declaration (IS-ND) for the ZEB Project and published the document on September 6, 2022. During the 21-day public review period, the District received no comments on the Draft IS-ND. The District prepared the Final IS-ND. At the December 7, 2022 Board meeting, the Board adopted the Negative Declaration (Resolution No. 2022-74), and the District subsequently filed a Notice of Determination with the San Mateo County Clerk.

In conformance with CEQA Guidelines Section 15164, the District has analyzed the potential acquisition of Assessor Parcels 015180200 and 015180110 to determine whether and to what extent the previous ND remains sufficient to address the potential impacts of the project with an expanded footprint. Based on that analysis, the proposed Addendum addresses potential effects only of the acquisition and use of the subject parcels for construction staging and laydown. The Addendum demonstrates that there are no substantial changes proposed to the ZEB Project as a whole, or in the circumstances in which the ZEB Project will be undertaken such that the District is required to make major revisions to the ND. The proposed Addendum to the ND includes a conclusion that the ZEB Project will not have a significant effect on the environment. The Addendum to the ND is not required to be circulated for public review.

### **Budget Impact**

Accepting the proposed ZEB Project CEQA Addendum itself has no budget impact. Potential acquisition of parcels would have a budget impact to be determined following the appraisal process of identified parcels.

### **Background**

The ZEB Project entails re-purposing infrastructure at the existing bus maintenance-operations facilities at SamTrans's North Base (South San Francisco) and South Base (San Carlos) to support zero-emission vehicles – rather than diesel-powered – including battery electric buses (BEB) and fuel cell electric buses (FCEB). Key physical elements include installation of new at-grade, below-grade, and above-grade charging infrastructure, as well as maintenance bay improvements to address new bus types and maintenance needs. Construction sequencing at each base will depend on the amount of parking that can be protected to maintain continuity of bus operations during construction.

As originally planned in 2022, implementation of the ZEB Project at North Base assumed construction activities would occur entirely within the existing boundaries of North Base, except for connection to PG&E primary services via local roadways. No property acquisition or use of other parcels was to be required.

In 2024, staff determined that ZEB Project construction activities at North Base may result in conflicts with delivery of service, bus maintenance, and bus storage, as well as potentially interfering with operation of the Safe Harbor Shelter on District property leased by the County of San Mateo. Having additional construction staging and laydown space that is physically near the project site on North Base would minimize these conflicts. Therefore, as part of the ZEB Project, staff proposes to expand the boundaries of the ZEB Project site and is evaluating potential acquisition of Assessor Parcels 015180200 and 015180110 in the City of South San Francisco, located directly east of North Base.

Additionally, staff anticipates future need for space beyond the existing boundaries of North Base as other potential projects will have similar construction staging and laydown space needs. The impacts of each such project will be evaluated as part separate CEQA studies; they are not considered as part of the ZEB Project CEQA Addendum.

Prepared By: Millie Tolleson

Director, Planning

(650) 622-7815

**Resolution No. 2024-**

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

\* \* \*

**Modifying the Footprint of the Zero Emissions Bus Implementation Project  
at North Base and Adopting an Addendum to the Negative Declaration**

**Whereas**, the San Mateo County Transit District (District) Zero Emissions Bus Implementation Project (ZEB Project) entails re-purposing SamTrans's existing North Base and South Base bus maintenance and operations facilities to support zero-emissions buses, including battery electric and fuel cell electric buses, rather than diesel-powered buses; and

**Whereas**, as originally planned in 2022, implementation of the ZEB Project at North Base in South San Francisco assumed construction activities would occur entirely within the existing boundaries of North Base, except for connection to PG&E primary services via local roadways, and no property acquisition or use of other parcels would be required; and

**Whereas**, the District has determined that ZEB Project construction activities at North Base may result in conflicts with delivery of service, bus maintenance, bus storage, and/or use of the Safe Harbor Shelter on space leased to the County of San Mateo; and

**Whereas**, to minimize these conflicts, additional construction staging and laydown space that is physically near the project site on North Base is required; and

**Whereas**, the District also anticipates future needs for space beyond the existing boundaries of North Base because future projects will have similar construction staging and laydown area needs; and



**Whereas**, pursuant to the California Environmental Quality Act (CEQA), in 2022 the Board of Directors (Board) adopted the ZEB Project Final Initial Study – Negative Declaration (IS-ND); and

**Whereas**, the District filed a Notice of Determination for the ZEB Project with the San Mateo County Clerk on December 20, 2022; and

**Whereas**, the IS-ND did not analyze use of additional space, particularly Assessor Parcels 015180200 and 015180110 in the City of South San Francisco, the parcels located directly east of North Base, or the space used by Safe Harbor Shelter, for construction staging and laydown space;

**Whereas**, the District has prepared an Addendum to the ND in conformance with CEQA Guidelines Section 15164 to determine whether and to what extent the ND remains sufficient to address the potential impacts of the Project with a larger footprint; and

**Whereas**, the Addendum demonstrates that: (a) there are no substantial changes proposed to the Project nor the circumstances in which the Project will be undertaken that require major revisions of the ND due to new or substantially increased significant environmental effects; (b) the proposed revisions do not require preparation of a new subsequent or supplemental ND; (c) the Project is consistent with the ND and would involve only minor changes; and (d) there has been no discovery of new information of substantial importance that would trigger or require major revisions of the ND due to significant environmental effects; and

**Whereas**, the Addendum to the ND is not required to be circulated for public review.

**Now, Therefore, Be It Resolved** that the Board of Directors of the San Mateo County Transit District hereby adopts the 2024 Addendum to the SamTrans Zero Emissions Bus Implementation Project Final Initial Study – Negative Declaration; and

**Be It Further Resolved** that the Board hereby approves modification of the footprint of the ZEB Project at North Base to include Assessor Parcels 015180200 and 015180110; and

**Be It Further Resolved** the District Secretary is directed to file a CEQA Notice of Determination promptly with the County Clerk of San Mateo; and

**Be It Further Resolved** the record of this action shall be maintained by the Board Secretary at the District’s office at 1250 San Carlos Avenue in San Carlos, CA.

Regularly passed and adopted this 4<sup>th</sup> day of December, 2024 by the following vote:

Ayes:

Noes:

Absent:

---

Chair, San Mateo County Transit District

Attest:

---

Acting District Secretary

ADDENDUM TO THE NEGATIVE DECLARATION  
FOR THE  
SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)  
ZERO EMISSIONS BUS IMPLEMENTATION PROJECT INITIAL  
STUDY / NEGATIVE DECLARATION



San Mateo County Transit District

September 2024

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## 1.0 BACKGROUND AND PURPOSE

### BACKGROUND

The San Mateo County Transit District (District) is the administrative body for the principal public transit and transportation programs in San Mateo County, comprising SamTrans bus service (SamTrans) and other services. This document is the District's California Environmental Quality Act (CEQA) addendum to the Zero Emissions Bus Implementation Project (ZEB Project) Initial Study/ Negative Declaration (IS-ND).

The District published the ZEB Project Draft IS-ND in September 6, 2022. During the 21-day public review period, the District received no comments on the Draft IS-ND. The District prepared the Final IS-ND. In December 2022, the District Board adopted the Negative Declaration, and the District filed a Notice of Determination with the San Mateo County Clerk.

Since completion of the 2022 Final IS-ND and filing of the Notice of Determination at the San Mateo County Clerk, SamTrans has determined that the project scope must be expanded to include SamTrans's acquisition of Assessor Parcels 015180200 and 015180110 in the City of South San Francisco. Acquisition of these parcels will provide additional space for construction staging and laydown for the ZEB Project implementation at SamTrans's North Base bus yard. See Section 2.0 for more information. This addendum supplies SamTrans's environmental review of these activities.

### ADDENDUM PROCESS

When a proposed project is changed or there are changes in the environmental setting, the lead agency must determine whether or not an addendum or subsequent ND is prepared. CEQA Guidelines Sections 15162 and 15164 set forth criteria to assess which environmental document is appropriate. The criteria for determining whether an addendum or subsequent MND is prepared are outlined below. If the criteria below are true, then an addendum is the appropriate document:

- No new significant impacts will result from the project or from new mitigation measures.
- No substantial increase in the severity of environment impact will occur.
- No new feasible alternatives or mitigation measures that will reduce impacts previously found not to be feasible have, in fact, been found to be feasible.

Based upon the information provided in Sections 2.0 and 3.0 of this document, implementation of the ZEB Project, including acquisition of Assessor Parcels 015180200 and 015180110, and use of a portion of Parcel 015180200 for construction staging and laydown, will not result in new significant impacts or substantially increase the severity of impacts previously identified in the 2022 IS-ND, and there are no previously infeasible alternatives that are now feasible. None of the other factors set forth in Section 15162(a)(3) are present. As such, an addendum is appropriate, and this addendum was prepared to address the environmental effects of the project modifications.

An addendum need not be circulated for public review, but it can be included in, or attached to, the IS-ND. The decision-making body (SamTrans's Board) shall consider the addendum with the IS-ND prior to making a decision on the ZEB Project. Once adopted, the addendum, along with the original IS-ND, is placed in the administrative record, and a Notice of Determination will be filed with the County Clerk and State Clearinghouse.

## 2.0 CHANGE IN PROPOSED PROJECT

The ZEB Project entails re-purposing the existing bus maintenance-operations facilities at SamTrans's North Base (South San Francisco) and South Base (San Carlos) from diesel fuel to zero-emissions infrastructure, including battery electric bus (BEB) and fuel cell electric bus (FCEB). Key physical elements include installation of new at-grade,

below-grade, and above-grade charging infrastructure; as well as maintenance bay improvements to address new bus types and maintenance needs. Construction sequencing at each base will depend on the amount of parking area that can be made available while maintaining continuity of bus operations at each base.

As analyzed in the 2022 IS-ND, the ZEB Project would be built almost entirely within the boundaries of North Base and South Base, except for connection to PG&E primary services via local roadways. No property acquisition or use of other parcels would be required.

Since adoption of the Final Negative Declaration in 2022, SamTrans has determined that additional construction staging and laydown space is required near North Base to implement the ZEB Project. Therefore, SamTrans will acquire Assessor Parcels 015180200 and 015180110 in the City of South San Francisco. These parcels are directly east of SamTrans North Base. Concurrent with the acquisition, a lot line adjustment will be applied to expand Assessor Parcel 015180200 to encompass the entire upland area on the eastern portion of Belle Aire Island. Assessor Parcel 015180110 would be reduced by the same area. See Figure 1.

During construction of the ZEB Project, SamTrans will use a portion of Assessor Parcel 015180200 for construction staging and laydown. The area used for staging and laydown is located directly adjacent to the existing North Base bus yard, and it is located more than 100 feet from the San Francisco Bay shoreline. See Figure 1. SamTrans will remove a portion of the existing perimeter fence around North Base to access the construction staging and laydown area. During construction, SamTrans may elect to clear vegetation and/or place a gravel surface in this area. The gravel will be removed upon completion of construction.

No other substantial changes to the ZEB Project will occur.

### 3.0 UPDATED ENVIRONMENTAL IMPACT ANALYSES

#### **AESTHETICS**

Assessor Parcels 015180200 and 015180110 are vacant property comprising dirt trails, sparse vegetation, wetlands, and open waters. There are no scenic trees, rock outcropping, historic buildings, or state scenic highways on or adjacent to these parcels. The acquisition, lot line adjustment, and temporary use of a portion of Assessor Parcel 015180200 for construction staging and laydown will not have substantial adverse impacts on aesthetic resources. Construction activities will be temporary and will not result in a substantial degradation to the project site, surrounding area, or significant aesthetic resources. Existing scenic vistas will still be available from the San Francisco Bay Trail. Therefore, impacts to aesthetic resources will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

#### **AIR QUALITY**

The property acquisition, lot line adjustment, and temporary use of a portion of Assessor Parcel 015180200 for construction staging and laydown will not increase construction duration or substantially change construction activities required for implementation of the ZEB project. Temporary construction emissions will be substantially similar to those estimated in the 2022 IS-ND, and the project will result in a long-term reduction in operational emissions. The proposed project will incorporate construction air quality BMPs such that substantial concentrations of pollutants will not occur near these receptors. Sensitive receptors will not be exposed to substantial pollutant concentrations, and diesel odors will be dispersed by prevailing meteorological conditions. Air quality impacts will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

#### **BIOLOGICAL RESOURCES**

The eastern portion of Belle Aire Island (Assessor Parcel 015180200 and the western portion of Assessor Parcel 015180110) is vacant and comprises a mix of developed (dirt trails), disturbed/landscaped, coastal salt marsh, and mudflat land covers. Coastal salt marsh is dominated by native pickleweed (*Salicornia pacifica*), although other

coastal salt marsh plants such as alkali heath (*Frankenia salina*), brass buttons (*Cotula coronopifolia*), fat-hen (*Atriplex prostrata*), goldenthead (*Cuscuta pacifica*), gumweed (*Grindelia sp.*), and salt grass (*Distichlis spicata*) are common. The coastal salt marsh provides habitat for wildlife species that specialize in this habitat type, including certain rare native species. The mudflat is unvegetated because it is often underwater at high tide; it provides habitat for invertebrates and shorebirds.

The remainder of Assessor Parcel 01580110 comprises mudflat land and open water. Open water is salt water and generally not vegetated, although algae or seaweed may grow under the surface. This land cover provides habitat for a variety of marine invertebrates, fish, marine mammals, and waterfowl.

According to the National Wetlands Inventory, the eastern portion of the parcel are estuarine and marine wetland. See Figure 2.

The acquisition of property, lot line adjustment, and temporary use of the western portion of Assessor Parcel 015180200 for construction staging and laydown will not disturb the coastal salt marsh, mudflats, wetlands, or open water. Construction staging and laydown activities will occur more than 100 feet from these habitats and resources. As indicated in the 2022 IS-ND, construction will comply with the National Pollutant Discharge and Elimination System (NPDES)/Construction General Permit, which will ensure that there is no siltation or other degradation of wetlands.

If project construction begins during the avian breeding season, pre-construction surveys will be undertaken to determine the presence of nesting birds. If nesting birds are observed, no site disturbance will occur within 250 feet of non-raptor nests and 1,000 feet of raptor nests until the chicks have fledged. These provisions will ensure that project construction complies with the Migratory Bird Treaty Act.

Depending on the ultimate construction staging and laydown plans, the proposed project may remove or prune trees that are defined as protected trees by South San Francisco's municipal code, or trees that provide visual screening from the San Francisco Bay Trail. Once the required tree removal plan is identified, the District will identify any protected trees that may be affected by the proposed project. The District will comply with municipal code governing protected tree removal or pruning. For trees to remain at each base, prior to construction a tree protection zone will be established around the trees within or adjacent to the impact areas. No heavy machinery will be allowed to pass through or park within this area, nor should debris, tools, or other materials be stored within the tree protection zone or against tree trunks.

Impacts to biological resources will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **CULTURAL RESOURCES**

As indicated in the 2022 IS-ND, there are no known archaeological resources at North Base. The nearest previously identified archaeological site, the North Colma Creek Site (P-41-002164; CA-SMA-000380), is more than 1,000 to the west. The acquisition of property, lot line adjustment, and temporary use of a portion of Assessor Parcel 015180200 for construction staging and laydown will not disturb archaeological resources. There are no buildings or other historic structures on the parcel. There will be no impact, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **GEOLOGY AND SOILS**

Active fault lines are located more than 3 miles away from Assessor Parcels 015180200 and 015180110. Property acquisition, lot line adjustment, and temporary use of Assessor Parcel 015180200 for construction staging and laydown will not result in structures that will be exposed to seismic ground-shaking, liquefaction, landslides, lateral spreading, soil expansion, subsidence, or collapse. If necessary, gravel will be laid down to prevent soil erosion during

construction activities. There are no known paleontological resources at the parcel. There will be no impacts related to Geology and Soils, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **HAZARDS AND HAZARDOUS MATERIALS**

A search of hazardous sites databases was undertaken for the project. At North Base, no federal National Priority List (Superfund) or Hazardous Waste sites were identified. North Base itself (site T0608100723) is the only known or potentially contaminated area of concern (AOC) identified nearby; the base was a leaking underground storage tank (LUST) cleanup site. The case was opened June 29, 1993, and closed on July 26, 2002. There are no identified AOCs at Assessor Parcels 015180200 or 015180110, and they are not identified for use in an emergency response plan or evacuation plan. Construction activities will be substantially similar to those described in the 2022 IS-ND, and there will be no changes in ZEB Project operations. There will be no impact related to hazards and hazardous materials, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **HYDROLOGY AND WATER QUALITY**

As indicated in the 2022 IS-ND, in accordance with NPDES General Permit requirements, for construction a Stormwater Pollution Prevention Plan (SWPPP) will be prepared and implemented. The SWPPP will identify BMPs to address pollutant source reduction and provide measures and controls necessary to address potential pollutant sources. The SWPPP will incorporate the construction staging and laydown activities that will occur on Assessor Parcel 015180200, and the activities will be located more than 100 feet from the San Francisco Bay shoreline. No permanent new impervious surface will be installed. As shown in Figure 3, portions of the parcel are located in the FEMA 500-Year Flood Zone (Zone X), 100-Year Flood Zone (Zone AE) and the 100-Year Flood Zone subject to storm wave hazards (Zone VE), but the acquisition of the parcel and temporary use for construction staging and laydown will not result in habitable structures or otherwise expose people to flood risk. Construction activities will be substantially similar to those described in the 2022 IS-ND, and there will be no changes in ZEB Project operations. Impacts to hydrology and water quality will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **NOISE**

Temporary use of Assessor Parcel 015180200 for construction laydown could temporarily increase noise levels along the San Francisco Bay Trail, which is located 100 feet east of the construction staging and laydown area. These noise increases will be substantially similar to those already analyzed in the 2022 IS-ND for construction activity within the existing boundaries of North Base. There will be no changes in ZEB Project operations, and there will be no operational noise impacts. The impact conclusions from the 2022 IS-ND remain unchanged.

## **RECREATION**

Assessor Parcels 015180200 and 015180110 contain a portion of the San Francisco Bay Trail. Temporary use of a portion of Assessor Parcel 015180200 for construction staging and laydown will occur approximately 100 feet westward of the trail, and therefore the project will not adversely affect trail access or use. Construction activities will be substantially similar to those described in the 2022 IS-ND, and there will be no changes in ZEB Project operations. Impacts to recreation will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

## **TRANSPORTATION**

Construction access to Assessor Parcel 015180200 will be from the west, through the North Base parking lot. Property acquisition, lot line adjustment, and temporary use of a portion of Assessor Parcel 015180200 for construction staging and laydown will not conflict with transportation plans or programs, increase operational VMT, induce hazards due to design features, or otherwise result in emergency access. Construction activities will be substantially similar to



those described in the 2022 IS-ND, and there will be no changes in ZEB Project operations. Impacts to transportation and traffic will be less than significant, and the impact conclusions from the 2022 IS-ND remain unchanged.

### **OTHER ENVIRONMENTAL TOPICS**

Assessor Parcels 015180200 and 015180110 are vacant. They do not contain agricultural, forestry, or mineral uses, and are it not zoned for such use. The parcels contains no existing housing units and no known tribal cultural resources. Existing land use plans and zoning allow for temporary use of the designated portion of Assessor Parcel 015180200 for construction staging and phasing. Construction activities will be substantially similar to those described in the 2022 IS-ND, and there will be no changes in ZEB Project operations. Therefore, the property acquisition, lot line adjustment, and temporary use of a portion of Assessor Parcel 015180200 during construction will not result in significant impacts to agricultural and forestry resources, energy, greenhouse gases, land use and planning, mineral resources, population and housing, public services, utilities and service systems, or wildfire. The impact conclusions from the 2022 IS-ND remain unchanged.

### **MANDATORY FINDINGS OF SIGNIFICANCE**

With incorporation of identified best management practices as identified in the 2022 IS-ND and this addendum, the proposed project will not have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory. The project does not have impacts that are individually limited but cumulatively considerable, and the project does not have environmental effects that will cause substantial adverse effects on human beings, either directly or indirectly. The impact determinations the 2022 IS-ND are unchanged.

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Signature

Amelia Timbers,

Environmental and Sustainability Planning Manager

---

Date

Figure 1



Figure 2



Figure 3





# Modifying the Footprint of the Zero Emission Bus Implementation Project

Item #10.c.5  
12/4/2024



Board of Directors | December 4, 2024

# Modifying the Footprint of the ZEB Project

- Staff has identified the need for additional staging and laydown area in association with ZEB Project implementation.
- Acquisition of adjacent parcels 015180200 and 015180110 could serve this need, minimizing conflicts with other operational activities at North Base during construction.

# Addendum to the CEQA Negative Declaration

- Staff has prepared an addendum to the previously-adopted Negative Declaration for the ZEB Project to incorporate the additional study area.
- This addendum does not automatically result in any property acquisition.

# Requested Action Today

## Staff recommends that the Board:

- Approve a modification of the footprint of the Zero Emission Bus Implementation Project at the North Base SamTrans bus facility.
- Adopt the associated addendum to the CEQA Negative Declaration adopted on December 7, 2022.





**BOARD OF DIRECTORS 2024**

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

APRIL CHAN  
GENERAL MANAGER/CEO

## Agenda

### Legislative Committee Committee of the Whole

### San Mateo County Transit District

**Wednesday, December 4, 2024 – 3:30 pm**

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

- |  |               |
|--|---------------|
| 10.d.1. Call to Order  |               |
| 10.d.2. Approval of Minutes of the Legislative Committee Meeting of November 6, 2024 | Motion        |
| 10.d.3. Legislative Update   | Informational |
| 10.d.4. 2025 Draft Legislative Program   | Informational |
| 10.d.5. Adjourn  |               |

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

Note:

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

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

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

**November 6, 2024**

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

Committee Members Absent: None

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

Other Board Members Absent: D. Canepa

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

**9.d.1. Call to Order**

Committee Chair Peter Ratto called the meeting to order at 3:54 pm.

**9.d.2. Approval of Minutes of the Legislative Committee Meeting of October 9, 2024**

Motion/Second: Esser/Chuang

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

Noes: None

Absent: Canepa

**9.d.3. Legislative Update**

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

- On the federal side, Republicans took control of the White House and Senate, and likely the House as well.
- At the state level:
  - 20 of 40 seats were up for re-election, with 11 senators and assemblymembers not returning
  - Review of the outcome of the propositions that were on the ballot

Ms. Epstein provided a presentation on the regional transit measure, corrected Slide 5 noting no hiring freeze for Muni ((San Francisco Municipal Transportation Agency) but hiring selected positions only, and solicited feedback from the Directors for the different proposals and scenarios from MTC (Metropolitan Transportation Commission). Director Josh Powell requested clarification of a citizens' measure. Ms. Epstein stated it is citizens getting people to physically sign petitions. Director Brooks Esser asked about San Francisco's Proposition L. Ms. Epstein stated Proposition L is likely to pass and may be a precedent for similar legislation. Committee Member Jeff Gee said due to the long term of the proposed measure, it would not be possible to come back every few years asking for additional money. The Directors agreed that they wanted to support other transit agencies but did not want SamTrans to be in the position of being a donor agency.

Public Comment:

Adina Levin commented that agencies cannot count on the federal government and will need regional support to keep local public transit moving.

Geoff S., San Carlos, commented San Mateo County is making the same mistakes from BART's (Bay Area Rapid Transit) original planning, which delayed bringing green transportation down the Peninsula corridor for 50 years.

**9.d.4. Adjourn**

The meeting adjourned at 4:32 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  
Staff Report**

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

**Action**

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

**Significance**

The 2024 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our federal and state advocates on a wide variety of issues that are considered in Congress and the state legislature. The attached reports highlight the recent issues and actions that are relevant to the Board and specify those bills on which staff proposes that the District take a formal position.

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

## **SamTrans Federal Report December 2024**

### Republicans Win White House, Senate, and House in November Elections

- Early on November 6, former President Donald Trump was elected as the next President of the United States. The former President defeated Vice President Kamala Harris, winning all the crucial swing states on his path to victory. Harris called the former President on the afternoon of November 6 to concede the race and reiterated her commitment to a smooth transition of power.
- Joining the next President in Washington will be a new Senate Republican majority and a House Republican majority. Democrats were hopeful that despite the outcome of the race for the White House, they would win a slim majority in the House. However, the outcomes of the race appear to defy much of the polling.
- With Republicans in charge of Congress, they will control federal spending and policy for the next two years. For the next two years, Republicans will lead drafting of the next surface transportation bill. Due for reauthorization in 2026, the House and Senate committees with jurisdiction over the bill are expected to increase the number of hearings and other activity that typically preclude the surface transportation reauthorization.
- One of the President-elect's first announcements was naming Susie Wiles, a longtime campaign aide and veteran of Florida politics, as his Chief of Staff. Stephen Miller, former Senior Advisor to President Trump, was named Deputy Chief of Staff for Policy.
- Former New York Congressman Lee Zeldin was named as Trump's pick for the next Environmental Protection Agency (EPA) Administrator. The President-elect also named South Dakota Governor Kristi Noem as his pick for the next Department of Homeland Security (DHS) Secretary, energy businessman Chris Wright for Energy Secretary, and former Congressman Matt Gaetz (R-FL) as the Attorney General nominee.

### *Congressional Update*

#### Congress Returns to Washington to Begin Lame Duck Session

- Congress returned to Washington on November 12 for the lame duck session with a busy slate of must-pass legislation to finalize before the year's end, including passage of FY 2025 appropriations legislation and the annual National Defense Authorization Act (NDAA).
- On November 13, Senate Republicans held leadership elections to replace Sen. Mitch McConnell (R-KY) as Republican Leader. Sen. John Thune (R-SD) defeated Sens. John

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Cornyn (R-TX) and Rick Scott (R-FL) in a secret ballot to become the next Senate Majority Leader. Senate Democrats will hold leadership elections on December 3.

- House Republicans chose Speaker Mike Johnson (R-LA) as their Speaker candidate for the 119<sup>th</sup> Congress and elected Rep. Steve Scalise (R-LA) as the next Majority Leader and Rep. Tom Emmer (R-MN) as the Majority Whip.
- Congress must pass a continuing resolution (CR) by December 20 to avoid a government shutdown. Speaker Johnson has voiced support for an additional CR to extend government funding through March. By extending government funding, the new Republican-controlled Congress will oversee the finalization of FY25 appropriations bills. This includes SamTrans' \$250,000 Bus Stop Amenity Improvements earmark which is currently included in the House's FY25 Transportation-HUD appropriations bill.
- During the lame duck period, Senate Democrats will likely look to confirm as many of President Biden's judicial picks before they become the minority party in 2025.

## *Administration Update*

### President-Elect Trump Taps Sean Duffy to Lead DOT

- President-elect Trump announced that he selected Sean Duffy to lead the U.S. Department of Transportation (DOT). Duffy previously served as a member of the U.S. House of Representatives for Wisconsin's 7<sup>th</sup> district from 2011 to 2019.
- While in the House, he served on the House Committee on Financial Services and was appointed Chairman of the Subcommittee on Oversight and Investigations in 2014. He was also a member of the Subcommittee on Capital Markets and Government-Sponsored Enterprises, the Subcommittee on Financial Institutions and Consumer Credit, and the Subcommittee on Insurance, Housing and Community Opportunity.
- Duffy never served on the Transportation & Infrastructure Committee, during his time in Congress, where he primarily focused on financial services matters. Prior to his time in Congress, he was the District Attorney of Ashland County, Wisconsin from 2002 to 2010.
- The President-elect has yet to name his appointments to lead the Federal Transit and Federal Highway Administrations.

### DOT Announces \$1.5 Billion in Available Funding Through the RAISE Grant Program

- On November 1, DOT announced \$1.5 billion in available funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. RAISE supports surface transportation projects with a significant local and/or regional impact.

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- DOT seeks to fund projects that address adverse environmental impacts (e.g., reducing GHG emissions, addressing environmental justice, etc.) and supporting disadvantaged communities.
- In this round, a portion of the \$1.5 billion is reserved for consideration of FY 2024 projects that received “Project of Merit” distinction but were not awarded. FY 2024 Projects of Merit must email [RAISEgrants@dot.gov](mailto:RAISEgrants@dot.gov) by December 2, 2024, if they would like for their FY 2024 application to be considered under this reserved funding.
- All other applications for 2025 RAISE funding are due by January 30, 2025. For more information, please refer to the [Funding Opportunity Announcement via Grants.gov](#).



November 14, 2024

TO: Board of Directors  
San Mateo County Transit District

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

RE: **STATE LEGISLATIVE UPDATE – December 2024**

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### ***General Update***

On November 7, shortly after Donald Trump won the presidential election, Governor Newsom convened a special session of the Legislature to determine how best to protect the rights of Californians over the next four years under another Trump presidency. Specifically, the special session will focus on bolstering the state's legal funding used to support future lawsuits against the Trump administration to protect California's civil rights, reproductive freedom, climate action, and immigrant families. This is the first of many actions that the Newsom Administration plans to take in partnership with the Legislature to build up California's defenses against an incoming federal administration that has, on several occasions, threatened certain actions against the state.

The special session will convene on December 2, which is also when the Legislature will come in for the first Organizational Session of the 2025-26 Legislative Session, and when newly elected Members will be sworn into the Legislature. Legislators will return to Sacramento to officially begin the legislative session on Monday, January 6, 2025. You can find the official deadlines for the upcoming legislative year linked [here](#).

### ***California Election Results***

California's general election was held on November 5, where all 80 Assembly seats were on the ballot along with 20 of the 40 Senate seats. Currently, Democrats have a supermajority in both houses and these are projected to be maintained. However, Republicans did gain some ground in the State Capitol with incumbent Senator Josh Newman (D) likely losing his race to candidate Steven Choi (R), although the race is still too close to call. While un-enforceable language restricting same-sex marriage was stricken from the California constitution with the passage of Proposition 3, other measures with a progressive outlook failed to pass, and voters approved a major roll-back of recent criminal justice reforms by a wide margin.

Below, you will find a point-in-time report of the election results of Assembly and Senate races that are pertinent to SamTrans and statewide measures that were on the ballot this year. Ballot counts are still being finalized at the time of this drafting. Although we do not expect the numbers to change drastically, the final percentages reported may be different from those listed below. There are also several legislative seats that are still too close to call, but those races fall outside of the SamTrans delegation.



**Key Assembly Races**

District	Candidate	Notes
19	<b>Catherine Stefani (D) - 61.4%</b>	Previously held by Phil Ting, who termed out.
	David E. Lee (D) - 38.6%	
21	<b>Diane Papan (D) - 73.5%</b>	
	Mark Gilham (R) - 26.5%	
23	<b>Marc Berman (D) - 60.5%</b>	
	Lydia Kou (R) - 39.5%	

**Key Senate Races**

District	Candidate	Notes
11	<b>Scott Wiener (D) - 78%</b>	
	Yvette Corkrean (R) - 22%	
13	<b>Josh Becker (D) - 72.3%</b>	
	Alexander Glew (R) - 27.7%	

**Ballot Measure Results**

Please recall that Californians voted on Prop. 1, which was the vehicle for the mental health bond, during the primary election in March. Below is the current breakdown for the November ballot propositions:

- **Prop. 2**, which would institute a \$10 billion education bond, is passing with 58.1% of voters supporting the proposition.
- **Prop. 3**, which would reaffirm the right of same-sex couples to marry, is passing with 62.6% of voters supporting the proposition.
- **Prop. 4**, which would institute a \$10 billion climate bond, is passing with 59.3% of voters supporting the proposition.
- **Prop. 5**, also known as ACA 1 / ACA 10, would lower the voting threshold for local bonds and is failing with 55.4% of voters rejecting the proposition.
- **Prop. 6**, which would end indentured servitude in state prisons, is failing with 53.4% of voters rejecting the proposition.
- **Prop. 32**, which would raise the state minimum wage to \$18 an hour, is failing with 50.9% of voters rejecting the proposition.
- **Prop. 33**, which would allow local governments to impose rent controls, is failing with 60.6% of voters rejecting the proposition.
- **Prop. 34**, which would require certain health care providers to use nearly all revenue from Medi-Cal Rx on patient care, is passing with 50.7% of voters supporting the proposition.
- **Prop. 35**, which would make existing tax on managed health care insurance plans permanent, is passing with 67.5% of voters supporting the proposition.
- **Prop. 36**, which would increase penalties for theft and drug trafficking, is passing with 69% of voters supporting the proposition.

***CAPTI Now Open for Public Comment***

On November 1, the California State Transportation Agency (CalSTA) released a draft of the actions and descriptions to be included in the updated Climate Action Plan for Transportation infrastructure (CAPTI), which can be found [here](#). The draft actions to be included in the plan are all intended to be completed by the end of 2026. CAPTI was established by CalSTA in 2021 in response to Governor Newsom’s Executive Orders [N-19-19](#) and [N-79-20](#), which mandated the state to take critical steps to reduce greenhouse gas emissions in the transportation industry. As this plan is still relatively new, this is the first time that it will be undergoing an update. CalSTA is encouraging stakeholders to review the draft actions and descriptions for inclusion in the 2025 plan and provide feedback to [CAPTI@calsta.ca.gov](mailto:CAPTI@calsta.ca.gov) no later than December 13.

***CalSTA’s Transit Transformation Task Force Holds Sixth Meeting***

The California State Transportation Agency convened for its sixth meeting on October 28 in Monterey. This meeting, the third of several geared toward informing a report of recommendations required to be submitted to the Legislature by October 2025, focused on: changes to land use and housing policies that could improve public transit use; potential of transit-oriented development and value capture of property around transit stations as a source of sustainable revenue for transit operations; and strategies to provide first- and last-mile access to transit.

As we have highlighted for you in our last few reports, the California Transit Association (the trade organization to which SamTrans belongs) is leading engagement in the Task Force discussions on behalf of California transit agencies. To inform the positions it takes at Task Force meetings, the Association has engaged 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.

Relative to the October 28 meeting, the Association, with the support of its Advisory Committee, developed recommendations for transmittal to the Task Force on the topics outlined above. These recommendations were shared with CalSTA and Association members on October 28.

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

The next Task Force meeting will take place on December 10 in Clovis.

**San Mateo County Transit District  
Staff Report**

To: Legislative Committee  
Through: April Chan, General Manager/CEO  
From: Emily Beach, Chief Communications Officer  
Subject: **2025 Draft Legislative Program**

**Action**

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

**Significance**

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

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

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

**Objectives**

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

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

**Advocacy Process**

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

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

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

**Public Engagement Strategies**

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

Direct Engagement

Engage policymakers directly, sponsor or support legislation, submit correspondence and provide public testimony that communicates and advances the Agency’s legislative priorities and positions.

Coalition-based Engagement

Engage stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the Legislative Program.

Media Engagement

Build public awareness and communicate the Agency’s legislative priorities by issuing press releases, organizing media events, and through the use of social media.

**Budget Impact**

There is no impact on the budget.

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

## San Mateo County Transit District 2025 Legislative Program

### Purpose

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

The 2025 Legislative Program establishes the principles that will guide the Agency's legislative and regulatory advocacy efforts through the 2025 calendar year, including the ~~second half~~ first half of the 2023~~5~~-246 State Legislative Session and ~~second~~ first session of the 1198<sup>th</sup> Congress.

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

### Objectives

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

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

### Issues

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

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

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

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

### Advocacy Process

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

### Public Engagement Strategies

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

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

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

State and Regional	
Funding Opportunities and Challenges	
<i>Issue / Background</i>	<i>Strategy</i>
<p><b>General Funding</b> Transit and transportation agencies continue to suffer from a loss of ridership and revenue as a result of the COVID-19 pandemic and widespread work from home policies. SamTrans is fortunate to be a leader in ridership recovery at over <del>80</del>94% of pre-pandemic levels. SamTrans also has sources of local funding other agencies do not have. Sister agencies, especially rail, are facing large fiscal cliffs. Additional funding is needed to mitigate the pandemic and work from home policies' impact on transit agencies.</p> <p>The Agency has several capital initiatives as well as unique financial challenges in the coming years. Projects include protecting the bus bases from sea level rise, upgrading bus stops across the county, and managing decades of deferred maintenance cost. Significant funding is needed across these areas.</p>	<ul style="list-style-type: none"> <li>● Advocate, along with coalitions, for additional resources to secure sustainable state funding for transit systems and work to ensure committed funds materialize in the FY 2025-256 State Budget.</li> <li>● Work with other transit agencies and stakeholders to secure a new source of additional operations and capital funding for transit.</li> <li>● Participate in state and regional efforts to secure appropriations of funds committed <del>award committed funds through the process set up</del> in the FY 2023-2024 State Budget (SB 125).</li> <li>● Protect against the elimination or diversion of any State or regional funds that support the Agency's transportation needs.</li> <li>● Support state funding allocation requests for investments that benefit the Agency's transportation programs, services, infrastructure protection, and development.</li> <li>● Work with the legislative delegation, regional agencies, transit systems, and transit associations to identify and advance opportunities for funding that would support the Agency's transportation priorities.</li> <li>● Support efforts to provide funding for the deployment of zero-emission transit vehicles and infrastructure and other capital projects.</li> </ul>

<p>In 2023, the state budget saw a significant decline in the funding allocation to transportation. The state allowed for flexibility to redirect capital funding to operations. In the Bay area, the Metropolitan Transportation Commission (MTC) is redirecting all non-BART discretionary capital funding to operations for agencies facing significant fiscal cliffs. This leaves capital projects with limited funding resources and only a short-term solution for agencies facing fiscal cliffs.</p>	
<p><b>Formula Funding</b> In 2023<sup>34</sup>, transit formula funding continued its rebound from the lows of the COVID-19 pandemic, seeing new highs by some estimates. <del>However, there remain signs of a recession and the state budget continues to project funding shortfalls, which may impact core transit funding.</del></p> <p>After years of diversion to support the State’s General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on behalf of the transportation community.</p>	<ul style="list-style-type: none"> <li>● Support the full funding of the STA program.</li> <li>● Support full and timely allocation of the Agency’s State Transportation Improvement Program (STIP) share.</li> <li>● Engage with California State Transportation Agency’s (CalSTA) Transit Recovery Task Force and support California Transit Association (CTA) efforts on Transportation Development Act (TDA) reform and the review of performance measures for transit. <del>This work will inform a report of recommendations to be submitted by CalSTA to the Legislature in October 2025.</del></li> </ul>
<p><b>Cap-and-Trade Revenues</b> In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the California Global Warming Solutions Act of 2006 (AB 32). The program has generated billions of dollars, particularly for high-speed rail, passenger rail and transit capital and operating needs. In</p>	<ul style="list-style-type: none"> <li>● <del>Monitor</del> <b>Support</b> efforts to extend the Cap-and Trade Program beyond 2030 and <b>monitor any impacts to the current 2030 sunset date and extension conversations will have on upcoming Transit and Intercity Rail Capital Program (TIRCP) cycles and other transportation programs the 2030 date will have on upcoming TIRCP cycles.</b></li> <li>● Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs.</li> </ul>



<p>2014, legislation was enacted creating a long-term funding plan for cap-and-trade, which dedicates 60 percent of cap-and-trade revenues to transportation. The remaining 40 percent is subject to annual appropriation through the state budget process. In 2017, the legislature extended the program from 2020 to 2030. <b>It is expected that the Legislature and the Governor may pursue an extension of the program in 2025.</b></p> <p>The programs require a certain percentage of funds be expended in state defined “disadvantaged communities” (as defined by CalEnviroScreen). This can prove difficult in jurisdictions with a small number of disadvantaged communities.</p>	<ul style="list-style-type: none"> <li>• Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs and services eligible for investment.</li> <li>• <b>Participate in and support efforts to further extend the Cap-and-Trade Program beyond 2030 and work to ensure funding from the program continues to support transit agencies.</b></li> <li>• Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs.</li> <li>• Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs, and services eligible for investment.</li> <li>• Protect existing cap-and-trade appropriations for transit operations, capital projects and sustainable communities’ strategy implementation.</li> <li>• Support efforts to revise the State’s definition on “equity priority communities” to encompass a larger proportion of disadvantaged communities on the Peninsula</li> </ul>
<p><b>Voter Thresholds</b> <del>In November 2024, California voters will consider Proposition 5 (a legislatively qualified initiative) which would reduce the voter threshold to 55 percent for local bonds for affordable housing and public infrastructure. ACA 1 will appear on the November General Election ballot and ask voters to lower the vote threshold to fund public works projects, including transportation, from two-thirds to 55 percent.</del></p> <p><del>There is also an effort, sponsored by the California Business Roundtable, to try and increase the voter threshold for certain taxes and make it harder to raise state and local revenue.</del></p>	<ul style="list-style-type: none"> <li>• <del>Monitor ACA 1 and other local initiatives around the state related to revenue generation as they head to the November 2024 Ballot.</del></li> <li>• Support <b>any additional</b> efforts to amend the State Constitution to reduce the voter threshold required for the State or a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs.</li> <li>• <b>Monitor and potentially oppose any efforts to amend the State Constitution to increase the voter threshold required for the State or city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs.</b></li> <li>• Monitor efforts to use the initiative process to place measures on the ballot with lower voter thresholds.</li> </ul>
<p><b>Other State or Local Funding Options</b> Local and regional governments continue to seek methods for funding <b>transit operations</b>, new infrastructure,</p>	<ul style="list-style-type: none"> <li>• Participate in state and regional efforts to establish authorizing legislation for a regional funding measure and ensure San Mateo County transit and transportation agencies receive <b>equitable sufficient</b> operating and capital support.</li> </ul>

<p>facility needs, sustainability initiatives, <del>operations</del> and projects that will support ridership <del>recovery</del> and growth through a variety of methods such as managed lanes and local ballot measures.</p> <p><del>The Metropolitan Transportation Commission (MTC) is working to coordinate funding advocacy from Bay Area transportation agencies. Significant funding flows through MTC on a discretionary basis.</del></p>	<ul style="list-style-type: none"> <li>• Advocate for legislation that would create new local funding tools to support transportation infrastructure and services.</li> <li>• Support innovative local and regional funding options that will provide financial support for the Agency and sister agencies.</li> <li>• Support legislation that works to ensure revenues generated through express lane projects remain in the County of origin.</li> <li>• Advocate for funding sources that would assist transit agencies in obtaining funds for sustainability initiatives including water conservation, <del>sea level rise mitigation that protects transportation</del>, waste reduction, long-term resource efficiency of facilities and equipment, and greenhouse gas reductions.</li> <li>• Support funding for workforce development, retention, and housing to attract and retain quality personnel.</li> <li>• Support efforts that allow for public private partnerships that benefit the implementation of capital projects, efficient operation of transit services, or enhanced access to a broad range of mobility options that reduce traffic congestion.</li> </ul>
<p><b>Transportation &amp; Housing Connection</b> Given the housing shortage crisis, there have been efforts at the state and regional level to link housing and zoning with transportation funding.</p>	<ul style="list-style-type: none"> <li>• Evaluate state or regional efforts that directly link transportation funding to housing and provide for higher density housing projects near transit stations.</li> <li>• Advocate for solutions that appropriately match decision making authority with funding (i.e. – an agency should not be financially penalized for decisions that are outside the authority of the agency).</li> <li>• Advocate <del>where necessary</del> for the Agency to be able to develop its property in the manner most beneficial to Agency needs and goals.</li> </ul>
<p><b>Transportation Projects</b></p>	
<p><b>General</b> Pre-pandemic, as the Bay Area’s population continued to grow, the region’s transportation infrastructure was strained. Although transit ridership remains below pre-pandemic levels, <del>for some Bay Area agencies</del>, all agencies are working to bring riders back to transit. <del>In addition, We are seeing heavy congestion on highways, local streets and roads and</del> the demand</p>	<ul style="list-style-type: none"> <li>• Work with state delegation members, as well as local, regional, and state coalitions to support <del>state and</del> federal funding requests for Agency projects and programs for our partner transit agencies, <del>such as the Caltrain electrification project, that provide complementary services for the Agency.</del></li> <li>• Work with partners in the region to bring business, community, and transportation stakeholders together to enhance, support and advocate for equitable transportation and mobility in the Bay Area.</li> </ul>

<p>and need for housing with easy access to public transit continues to grow.</p>	
<p><b>Dumbarton Corridor</b> SamTrans continues to build on the 2017 San Mateo County Transit District “Dumbarton Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility in San Mateo County and between San Mateo County and Alameda County.</p> <p>SamTrans is undertaking a feasibility study to identify a preferred concept for a busway and bike/pedestrian access and safety improvements on the Dumbarton West Corridor within San Mateo County.</p>	<ul style="list-style-type: none"> <li>• Support funding opportunities at regional, state and federal levels that will help projects move through the different stages of planning, environmental, and construction phases.</li> <li>• Support policies that will allow for effective public private partnerships.</li> <li>• Support policies that will promote long-term transit use and access in the Dumbarton Corridor.</li> <li>• Support changes to regulation or new legislation that helps with the efficient delivery of transportation projects.</li> </ul>
<p><b>The Grand Boulevard Initiative (GBI)</b> GBI is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of transform El Camino Real, as the social and economic spine of San Mateo County and the greater Peninsula, into a safe, connected, and multimodal boulevard. Building upon the work of GBI, the Transit District Agency is to relaunch this initiative looking at several projects to improve transportation infrastructure on El Camino Real through a coordinated, corridor-wide process with the right of way owner, Caltrans. and around the County.</p>	<ul style="list-style-type: none"> <li>• Support funding for El Camino Real and other on street transportation infrastructure projects that improve bus speed, bus stops, complete streets, bike and pedestrian projects, accessibility upgrades, parking improvements, signal improvements, sustainability features like storm water capture, and transportation demand management features.</li> <li>• Support local, regional and statewide transit priority policy development and increased funding opportunities for transit priority projects.</li> </ul>
<p><b>101 Managed Lanes and Multimodal Projects</b> There are several Managed and Express Lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County line to I-380 in South San Francisco (Phase</p>	<ul style="list-style-type: none"> <li>• Support policies and projects aimed at improving safety and encouraging the use of multimodal transportation throughout San Mateo County.</li> <li>• Advocate for a regulatory and legislative environment that supports the efficient delivery of funded and approved managed and express lane projects.</li> </ul>

<p>1); North of 380 to San Francisco (Phase 2); and the 101/92 Interchange Area Improvement and Direct Connector projects. Phase 1 is currently operational, and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be available for public comment in 2025. The 101/92 Area Improvement project is construction ready and the Direct Connect project started environmental efforts in 2023/242024.</p>	<ul style="list-style-type: none"> <li>• Support funding opportunities that will help the projects move through the different stages of planning, environmental, and construction phases.</li> <li>• Support policies that will allow for effective public private partnerships.</li> <li>• Participate in future workshops held by the California Transportation Commission to ensure eligibility for all projects.</li> <li>• Support funding and regulations that complement the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) adopted 101 equity program.</li> </ul>
<p><b>Transit-Oriented Development (TOD) / First and Last Mile</b> First and last mile projects, as well as TODs, are an important part of the broad transportation ecosystem that will help support robust ridership in the corridor.</p>	<ul style="list-style-type: none"> <li>• Support efforts to provide commuters people with easy and convenient options to travel to and from major transit centers to their destination.</li> <li>• Support the development of new, innovative and equitable first and last mile options.</li> <li>• Support increased funding opportunities for first and last mile projects.</li> <li>• Support transit-oriented development policies that promote collaboration with transit agencies to maximize the benefit of the TOD.</li> </ul>
<p><b>Grade Separations</b> are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, rolling, riding transit and driving when crossing the railroad, and help to relieve congestion on local streets. With the average grade separation costs continuing to grow over \$200 million, there remains limited federal, state and local resources to help finance these projects.</p> <p>The FY 2024-25 state budget cut \$300 million from one-time General Fund investments into grade separation programs and projects, with direction to the executive branch to come up with a funding plan to fully restore these cuts.</p>	<ul style="list-style-type: none"> <li>• <del>Advocate for additional funding and policies to support grade separation projects.</del></li> <li>• Advocate to preserve and protect existing grade separation funding when threatened due to State budget constraints.</li> <li>• Advocate for additional funding and policies to support grade separation projects.</li> </ul>

<p><b>Transportation Demand Management (TDM)</b> TDM is the application of strategies and policies to reduce travel demand of single-occupancy vehicles or to redistribute this demand in space or time.</p>	<ul style="list-style-type: none"> <li>• Support policies that encourage the use of TDM and efforts that provide more TDM tools and funding opportunities.</li> </ul>
<p>Legislative, Regulatory, and Administrative Issues</p>	
<p><b>General</b> Every year, lawmakers pursue a variety of legislation or regulatory actions that could affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, there are opportunities to reform or update existing regulations <del>that are outdated or can be improved</del> to address potential burdens on transportation agencies without affecting regulatory goals. Recently, there have been calls for a more coordinated and streamlined transit system in the Bay Area.</p> <p><del>The Agency is moving forward on multiple large-scale infrastructure projects including mitigating of sea level rise, bus stop redevelopment, and managing decades of deferred maintenance. Each of these types of projects face different regulatory and funding hurdles.</del></p>	<ul style="list-style-type: none"> <li>• Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the Agency.</li> <li>• <del>Advocate for a regulatory and legislative environment that supports the efficient delivery of projects. Work towards the elimination of any unjustified, outdated and/or overly burdensome regulations or restrictions on the Agency’s ability to protect, retain and develop Agency owned property, and conduct efficient transportation operations, administration, planning and project delivery efforts.</del></li> <li>• <del>Oppose efforts to impose unjustified and/or overly burdensome regulations or restrictions on the Agency’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts.</del></li> <li>• Engage with MTC, the Legislature, and stakeholders on policies related to regional coordination.</li> <li>• Ensure that new requirements impacting transit agencies support improved connections with other transit system and don’t result in tradeoffs that have unintended consequences for key transit riders and stakeholders.</li> <li>• Work with the Administration to ensure guidance considers impacts on transit operations and the ability to meet transit rider mobility needs.</li> <li>• Support efforts that assist the Agency in its efforts to recruit and retain employees.</li> <li>• <del>Advocate for a regulatory and legislative environment that helps with the efficient delivery of projects.</del></li> <li>• <del>Identify funding opportunities that support timely delivery of large-scale infrastructure projects.</del></li> <li>• <del>Support statewide efforts to pass reasonable laws and policies that improve operator, employee, and passenger safety.</del></li> </ul>

<p><b>California Environmental Quality Act (CEQA)</b> San Mateo County has experienced an acceleration of frequent impacts on its infrastructure due to climate change. Existing law provides a series of statutory exemptions for transit and active transportation projects under CEQA through 2030. In 2023, the legislature enacted a comprehensive package to shorten the administrative and judicial review process <b>and agencies are beginning to take advantage of the new statutes.</b></p> <p><b>The Legislature continues to explore how to accelerate the delivery of infrastructure projects through permit streamlining and other regulatory and statutory changes.</b></p>	<ul style="list-style-type: none"> <li>• Closely monitor efforts to modernize CEQA. Without compromising CEQA’s effectiveness as an environmental protection policy, support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects.</li> <li>• Monitor the implementation and opportunities related to CEQA <b>and permit streamlining</b> to expedite project delivery, particularly for climate resilient projects.</li> </ul>
<p><b>Public Employees’ Pension Reform Act (PEPRA)</b> In 2021, the United States Department of Labor issued new policy asserting that the implementation of PEPRA by California transit agencies precludes the department from certifying federal transit grants owed to California transit agencies. This policy, if implemented fully by USDOL, <b>as permitted by an Appellate Court ruling issued in 2024,</b> would lead to the withholding of potentially billions of dollars in federal funding to California transit agencies, including the Agency.</p>	<ul style="list-style-type: none"> <li>• Engage with the State of California, delegation, sister agencies <b>through CTA and <del>transportation associations</del></b> to prevent the withholding of the certification of federal transit grants owed to the Agency due to the implementation of PEPRA by transit agencies.</li> <li>• <b>Assist with any litigation or legal action aimed at preventing the withholding of federal transit grants.</b></li> </ul>
<p><b>Sustainable Communities Strategies Implementation</b> In conjunction with AB 32 and SB 32 implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities</p>	<ul style="list-style-type: none"> <li>• Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on the Agency’s transportation services associated with the implementation of SB 375 and Plan Bay Area.</li> <li>• Ensure any planning, development, or policy proposals are consistent with the Agency’s policies and planning.</li> </ul>

<p>Strategies (SCS) with integrated housing, land use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2017, regional authorities in the Bay Area approved the update to Plan Bay Area. The most recent Plan Bay Area 2050 was adopted in 2021 and MTC is currently working on an update to Plan Bay Area 2050+.</p>	<ul style="list-style-type: none"> <li>• Support efforts to ensure transit agencies are eligible for climate resiliency program funding.</li> <li>• Support efforts to prioritize San Mateo County projects in Plan Bay Area.</li> </ul>
<p><b>Transit Bus Electrification Zero-Emission Bus Transition</b> In December 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit regulation. This regulation, which aims to transition all transit buses operating in California to zero-emission bus technologies by 2040, presents transit agencies with new funding and operational challenges. Addressing these challenges requires ongoing engagement with regulatory bodies, including CARB, the California Energy Commission and the California Public Utilities Commission, to unlock new funding and to design programs supportive of compliance with the regulation.</p>	<ul style="list-style-type: none"> <li>• Engage in CARB’s Innovative Clean Transit (ICT) regulation comprehensive review process to inform the implementation of the regulation.</li> <li>• Advocate for priority funding from the State Legislature, CARB, California Energy Commission (CEC) and California Public Utilities Commission (CPUC) for zero-emission buses and charging/refueling infrastructure to facilitate compliance with the ICT regulation.</li> <li>• Continue to educate State Legislature, CARB, CEC and CPUC on any challenges to implement the ICT regulation.</li> <li>• Continue to monitor implementation of Pacific Gas &amp; Electric’s Commercial Electric Vehicle Rate and determine whether further refinements to the rate are necessary.</li> </ul>
<p><b>Climate Action Plan for Transportation Infrastructure (CAPTI)</b> <del>in prioritizing environmental sustainability in transportation. In 2021 CalSTA adopted CAPTI, which details how the state recommends investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity. In 2021 the California State</del></p>	<ul style="list-style-type: none"> <li>• Work to ensure state and federal funds are made available to achieve the transportation and transit goals outlined in CAPTI.</li> <li>• Engage in the State’s effort to address the transit-specific goals outlined in the executive orders.</li> <li>• Protect transit and transportation agencies from any negative impacts stemming from the executive orders (e.g. additional mandates without funding, changes to funding guidelines that might disadvantage transit projects).</li> </ul>

<p>Transportation Agency (CalSTA) adopted the Climate Action Plan for Transportation Infrastructure (CAPTI), which details how the state recommends investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity. CalSTA is in the middle of a public process to gather stakeholder feedback on new or revised action ideas and other updates to CAPTI. A final updated CAPTI is anticipated in late 2024.</p>	<ul style="list-style-type: none"> <li>• Work to ensure state regulations related to the reduction of greenhouse gas emissions (GHG) and the implementation of CAPTI align with the goals of The Agency.</li> </ul>
<p><b>Brown Act</b> In response to the COVID-19 pandemic, Governor Newsom issued emergency orders that included suspending many of the Brown Act requirements for remote participation in public meetings, such as requiring teleconference locations to be disclosed, and making all teleconference locations open and accessible to the public. Multiple bills addressed the Brown Act in the last legislative session that aimed to incorporate the ability to meet remotely with conditions into Brown Act meetings moving forward. <del>Significant issues, such as allowing citizen committee members to meet virtually, remain.</del> All Brown Act meetings must now be held in person with some modest accommodations for those who cannot attend.</p>	<ul style="list-style-type: none"> <li>• Evaluate legislation that makes additional changes to the Brown Act.</li> <li>• Support changes that would do one or more of the following:             <ul style="list-style-type: none"> <li>○ Provide flexibility for Board and citizens advisory/oversight committee members to participate in meetings remotely, particularly for regional entities.</li> <li>○ Maximize equitable access to remote participation in meetings.</li> <li>○ Protect the privacy of individuals cared for by Board/committee members.</li> <li>○ Increase participation in public meetings.</li> </ul> </li> </ul>



<b>Federal</b>	
<b>Funding Opportunities and Challenges</b>	
<i>Issue / Background</i>	<i>Strategy</i>
<p><b>Federal Appropriations</b> Transit and transportation agencies continue to suffer from a loss of ridership and revenue as a result of the COVID-19 pandemic and widespread work from home policies. SamTrans is fortunate to be a leader in ridership recovery at over <b>8094%</b> pre-pandemic. SamTrans also has sources of local funding other agencies do not have. Sister agencies, especially rail, are facing large fiscal cliffs. Additional funding is needed to mitigate the pandemic and work from home policies’ impact on transit agencies.</p> <p><b>The Agency has several capital initiatives as well as unique financial challenges in the coming years. Projects include protecting the bus bases from sea level rise, upgrading bus stops across the county, and managing decades of deferred maintenance cost. Significant funding is needed across these areas.</b></p> <p>Every year, Congress adopts appropriations bills that cover 12 major issue areas, including the Transportation, Housing and Urban Development bill. These measures provide the funding for federal agencies to spend money during the upcoming fiscal year for the programs they administer.</p>	<ul style="list-style-type: none"> <li>• Seek funding opportunities for zero emission bus infrastructure and other capital projects, <b>including funding opportunities potentially through congressionally designated funding requests (earmarks).</b></li> <li>• Partner with local, regional, State and national coalitions to advocate <b>appropriation of the maximum authorized amount</b> for programs that benefit the Agency’s transportation services and needs.</li> <li>• <b>Work with other transit agencies and stakeholders to secure new sources of operations and capital funding for transit.</b></li> <li>• <b>Protect against the elimination or diversion of any Federal funds that support the Agency or sister agencies transportation needs.</b></li> <li>• Work with local and regional coalitions to support requests for funding from discretionary programs.</li> <li>• Communicate frequently with the Agency’s federal delegation, <b>and</b> key appropriators, <b>and Administration officials</b> on the needs or concerns of pending appropriations bills <b>and federal grant programs.</b></li> </ul>

<p><b>Tax and Finance</b> Congress considers legislation that governs tax and finance issues that impact transit agencies.</p> <p>Next year, Congress will have to consider major tax legislation to address the sunset of the Tax Cuts and Jobs Act of 2017 (TCJA) bill. This effort could present an opportunity to address things like restoring the federal transit benefits or identifying additional revenue to help cover the transit fiscal cliff. This would be the vehicle if legislation is considered to address the solvency issues of the Highway Trust Fund.</p>	<ul style="list-style-type: none"> <li>• Support efforts to ensure tax provisions that benefit the Agency’s priorities are included in any tax or finance proposal.</li> <li>• Protect against the elimination or diversion of any tax policies that support the Agency’s transportation needs.</li> <li>• Identify issues of importance addressed in the tax code. This would include possible restoration of the federal transit benefit, alternative fuel tax credits, EV tax credits, and other Agency priorities.</li> </ul>
<p><b>Transportation Projects</b></p>	
<p><b>General</b> Support Agency projects and the efforts of partnering agencies to obtain federal funding for the Agency’s related transit projects.</p>	<ul style="list-style-type: none"> <li>• Work with federal delegation members, as well as local, regional, and state coalitions, to support the federal funding requests for Agency projects and programs and for our partner transit agencies, <del>such as Caltrain electrification</del>, on projects that provide complementary services for the Agency.</li> <li>• Support the allocation of federal funding to advance implementation of transportation projects in San Mateo County.</li> </ul>
<p><b>Grade Separations</b> are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, <del>rolling</del>, and driving when crossing the railroad, and help to relieve congestion on local our streets. While the IIJA authorized additional funding for Grade Separation projects, the average grade separation costs <del>continue to rise over \$200 million</del> and there remains limited</p>	<ul style="list-style-type: none"> <li>• Advocate for the preservation of previously awarded funding for grade separation projects.</li> <li>• Advocate for additional funding and policies to support grade separation projects and to prioritize and fund San Mateo County projects.</li> </ul>

<p>resources available to help advance these projects.</p>	
<p><b>Dumbarton Corridor</b> SamTrans continues to build on the 2017 San Mateo County Transit District “Dumbarton Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility in San Mateo County and between San Mateo and Alameda County.</p> <p>SamTrans is undertaking a feasibility study to identify a preferred concept for a busway and bike/pedestrian access and safety improvements on the Dumbarton West Corridor within San Mateo County.</p>	<ul style="list-style-type: none"> <li>• Support funding opportunities and a regulatory environment that will help the project move through the different stages of planning, environmental, and construction phases.</li> </ul>
<p><b>101 Managed Lanes and Multimodal Projects</b> There are several managed and express lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County line to I-380 in South San Francisco (Phase 1); North of 380 to San Francisco (Phase 2); and the 101/92 Interchange Area Improvement and Direct Connector projects. Phase 1 is currently operational and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be available for public comment in early 2025. The 101/92 Area Improvement project is construction ready and the Direct Connect project started environmental efforts in 2023/24-2024.</p>	<ul style="list-style-type: none"> <li>• Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases.</li> <li>• Support policies that will allow for effective public private partnerships.</li> </ul>

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

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

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