



BOARD OF DIRECTORS 2020

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EXECUTIVE DIRECTOR

## AGENDA

### PENINSULA CORRIDOR JOINT POWERS BOARD

#### Work Program – Legislative – Planning (WPLP) Committee Meeting

Committee Members: Charles Stone (Chair), Cindy Chavez, Monique Zmuda

**Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the [Governor's Executive Orders N-25-20 and N-29-20](#). Directors, staff and the public may participate remotely via Zoom at <https://zoom.us/j/98293134130> for audio/visual capability or by calling 1-669-900-9128, Webinar ID: #982 9313 4130 for audio only. The [video live stream will be available](#) after the meeting at <http://www.caltrain.com/about/bod/video.html>**

**Public Comments:** Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.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 [http://www.caltrain.com/about/bod/Board\\_of\\_Directors\\_Meeting\\_Calendar.html](http://www.caltrain.com/about/bod/Board_of_Directors_Meeting_Calendar.html).

Oral public comments will also be accepted during the meeting through Zoom or via the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Use the Raise Hand feature to request to speak. For public 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 the Hand feature for public comment. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. 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.

**June 24, 2020 – Wednesday**

**3:00 pm**

1. Call to Order/Pledge of Allegiance
2. Roll Call

3. Public Comment on 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.

4. Approve Meeting Minutes of April 22, 2020

MOTION

5. Approval of Amended and Restated Cooperative Agreement for Participation in Phase II of the San Jose Diridon Integrated Station Concept Plan

MOTION

6. Call For Public Hearing on August 6, 2020 on Potential Closure of the Atherton Station and Related Service Changes

MOTION

7. SB 797 Update

INFORMATIONAL

8. Date/Time of Next Regular WPLP Committee Meeting: Wednesday, July 22, 2020 at 3:00 pm, via Zoom or at San Mateo County Transit District Administrative Building, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA

9. Adjourn

## **INFORMATION FOR THE PUBLIC**

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

If you have questions on the agenda, please contact the JPB Secretary at 650.508.6242. Agendas are available on the Caltrain website at [www.caltrain.com](http://www.caltrain.com). Communications to the Board of Directors can be e-mailed to [board@caltrain.com](mailto:board@caltrain.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 Committee Meetings**

JPB Board: First Thursday of the month, 9:00 am; JPB Finance Committee: Fourth Monday of the month, 2:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and committees are available on the website.

### **Location of Meeting**

**Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.**

### **Public Comment\***

Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.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 [http://www.caltrain.com/about/bod/Board\\_of\\_Directors\\_Meeting\\_Calendar.html](http://www.caltrain.com/about/bod/Board_of_Directors_Meeting_Calendar.html). Oral 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 one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for two minutes or less. 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, the JPB 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 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 94070-1306; 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, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

**Peninsula Corridor Joint Powers Board  
Work Program – Legislative – Planning Committee (WPLP)  
1250 San Carlos Avenue, San Carlos CA  
MINUTES OF APRIL 22, 2020**

**MEMBERS PRESENT:** C. Stone (Chair), C. Chavez, M. Zmuda

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** J. Hartnett, J. Cassman, S. van Hoffen, S. Petty, M. Bouchard, D. Hansel, D. Seamans, S. Wong

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Charles Stone called the subcommittee meeting to order at 3:01 p.m.

**2. ROLL CALL**

District Secretary Dora Seamans called the roll and confirmed a quorum. All members were present.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Drew commented on the audio public comment process.

**4. APPROVE MEETING MINUTES OF MARCH 25, 2020**

Director Cindy Chavez requested an amendment for Item #5, Caltrain Business Plan, to include her request for a visual data map of rider access.

Motion/Second: Chavez/Zmuda

Ayes: Chavez, Zmuda, Stone

Noes: None

Absent: None

**5. Finance and Ridership Updates – COVID-19**

Jim Hartnett, Executive Director, announced that the MTC (Metropolitan Transportation Commission) unanimously approved on the first tranche for the allocation and distribution of Federal funds resulting in \$49M for Caltrain, available mid-June, which will sustain the agency through late July or early August depending. He stated that there will be a second and third tranche made available, that have yet to be determined, at the beginning of July.

Director Monique Zmuda asked if the funds were based on lost revenues or additional anticipated losses. Mr. Hartnett replied that the application was based in large part on what Caltrain demonstrated their losses to be.

Michelle Bouchard, Chief Rail Operating Officer, provided an update on operations and ridership. She stated that the service has now been stabilized (operating the same service plan for several weeks now), hourly on the weekdays and every 90 minutes on the weekend. Ms. Bouchard explained that due to the CARES funding they were able to forestall any potential TASI (Transit America Services, Inc.) employee furloughs. She

said they still fully expect social distancing requirements around re-opening services and plan on having staff monitor this. She revealed that an upside to the service plan, was that it allowed more construction progress on essential projects (i.e. South San Francisco and 25<sup>th</sup> Ave Grade Separation).

Derek Hansel, Chief Financial Officer, provided an update. He indicated his team was addressing liquidity issues during this period, in part with a \$10M and then \$15M draw against the operating line of credit to provide a bridge to the CARES funding in June. Mr. Hansel repeated not bringing forth a May preliminary budget, and that the June proposed budget will be a “stub” budget (first three months of the fiscal year), covering operating requirements, and providing mandatory financial bumpers for contracts. He stated that there may be disproportionate expenditures arising, so the budget will be modified to reflect those needs. Mr. Hansel addressed studying fare increases in July and sustaining current Clipper discounts though it was scheduled to drop in April. He said he will be working with Ms. Bouchard’s operations team and the executive team to make recommendations as a whole.

Director Zmuda asked about the three month operating budget and whether the assumptions made will be the same schedule they are currently operating under. Mr. Hansel replied that since the report will not be until early June, they have the opportunity to see where things are heading currently. He noted that there was a shift from operating to capital budget as TASI staff are redirected, but the budget for the first three months will be dependent on COVID-19 and the measures taken.

Director Zmuda asked about submitting the capital budget for the entire year. Mr. Hansel replied that it will be those projects that have to happen right now, in short, a hybrid capital budget.

Director Zmuda asked if there are statutory requirements of when the budget needs to be approved by the Board. Mr. Hansel said there are no requirements for a full year budget at any point, but in order to spend there must be a budget presented to the Board for authorization.

Director Zmuda clarified that presumable Mr. Hansel will get the budget in June and in July they can carry about their funding needs. Mr. Hansel added that in the August or September meeting, they can present the balance of the full fiscal year.

#### Public comment

Adina Levin, commented on the first tranche, the task force for transit recovery, and financially enabling transit dependent essential workers in good times and bad.

Aleta Dupree, Oakland, commented on keeping Clipper differential, doing as much construction as possible, and the new budget.

Roland Lebrun, San Jose, commented on reducing expenses, other contractors and consultants, and compensation.

## **6. CALTRAIN BUSINESS PLAN - UPDATE COVERING APRIL 2020**

Sebastian Petty, Director of Policy Development, provided a brief update. He said two pieces of technical work they were still working on were the closeout of the equity piece with more specific staff recommendations, and the long term funding strategy (including finding billions of funding for investment), and in the process of producing the final report which will include summary volumes and detailed technical reports to support the process; anticipated to be available this Summer.

Public comment

Drew, San Mateo, commented on improving micro mobility (scooters, bicycles, etc) to Caltrain land owned stations.

**7. UPDATE ON DOWNTOWN EXTENSION AND RELATED SAN FRANCISCO PLANNING EFFORTS**

Mr. Petty provided a detailed update; highlights include significant work over the last year to advance and prepare for advancement, a memorandum of understanding (MOU) with Caltrain and other downtown extension (DTX) partners, signed by Mr. Hartnett, details regarding various projects and plans (i.e. extension to Salesforce Center, planning for 4<sup>th</sup> and King, , Pennsylvania Ave Extension (PAX), and 22<sup>nd</sup> Street Station plans)

Director Chavez asked about how the Board prioritizes these partnerships relative to this Caltrain's Business Plan, particularly without sales tax funding yet. Mr. Petty replied that Caltrain has been a long standing member of the TJPA (Transbay Joint Powers Authority) and a factor is confirming what Caltrain's service and funding plans will be in that facility.

Director Chavez asked when Caltrain will go around the Bay and when BART does a second tunnel, if Caltrain would consider a similar role. She asked if the end of the line was developed enough to allow for that type of opportunity in the future. Mr. Petty said there is a substantial body of planning work gearing up for a second Transbay crossing. The DTX (downtown extension) program has achieved their environmental clearance so it is a fairly defined plan. He said it is fairly early in the work scope, but that the hope is that there has been a second crossing built at the Salesforce Transit Center.

Director Zmuda asked if former Director Jeff Gee continues to be on the TJPA and what type of relationship Caltrain (Executive Director Hartnett) has with him in staying current in the discussions and decisions. Mr. Hartnett replied that Mr. Gee, now Vice-Chair, keeps in regular contact with Caltrain and they are continuously exchanging information on what is going on at TJPA and they are in agreement with views on how to proceed.

Director Zmuda asked if there was a Chair and Vice-Chair appointed for the Chairing Committee or if they will wait until the MOU approval stage. Mr. Petty replied that they are currently not in that stage. Director Zmuda asked if a project manager recruitment has begun. Mr. Petty replied that they were working on job descriptions without any formal recruitment yet.

Director Zmuda asked about delivery times for the non-Salesforce projects. Mr. Petty said that since DTX has achieved environmental clearance, that advancing timelines is something everyone is looking at.

Director Zmuda asked if it would be the TJPA's responsibility to apply for funding or the Steering Committee's. Mr. Petty replied that it would ultimately be the TJPA's responsibility while shared participation be amongst the partners.

Public comment

Roland Lebrun, San Jose, commented MOU approval processes, transparency, Pennsylvania Avenue Extension (PAX), and Jeff Gee.

Jeff Carter, Millbrae, commented on Prologis, railroad ownership, and Pennsylvania Street tunnel expenses.

Aleta Dupree, Oakland, commented DTX, throughput, details of engineering, eliminating grade crossings in San Francisco, 22<sup>nd</sup> Street station ADA compliance & expansion requirements.

**8. COMMITTEE MEMBER REQUESTS**

None.

**9. DATE/TIME OF NEXT REGULAR WPLP COMMITTEE MEETING: MAY 27, 2020 AT 3:00 PM, SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING, 2<sup>ND</sup> FLOOR, 1250 SAN CARLOS AVENUE, SAN CARLOS, CA**

**10. ADJOURN**

The meeting adjourned at 4:08 p.m.

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Work Program-Legislative-Planning (WPLP) Committee

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **APPROVAL OF AMENDED AND RESTATED COOPERATIVE AGREEMENT FOR PARTICIPATION IN PHASE II OF THE SAN JOSE DIRIDON INTEGRATED STATION CONCEPT PLAN**

**ACTION**

Staff Coordinating Council recommends the Board authorize the Executive Director, or his designee, to execute the amended and restated Cooperative Agreement for Phase II of the San Jose Diridon Integrated Station Concept Plan (Plan) project in full conformity with the terms and conditions set forth in the negotiated agreements, and in forms approved by legal counsel.

**SIGNIFICANCE**

In June 2018, the Peninsula Corridor Joint Powers Board (JPB) authorized the execution of the Cooperative and Funding agreements associated with Phase I of the Plan. The agreements allowed JPB staff to engage in the co-creation of the Plan, which developed a vision for the future of San Jose Diridon Station in partnership with the Santa Clara Valley Transportation Authority (VTA), the California High Speed Rail Authority (CAHSR) and the City of San Jose (City) (together, the "Partners").

The Cooperative Agreement between the Partners governed the roles and responsibilities of each entity in developing the Plan. The Funding Agreement established the terms under which the JPB contributed funds to VTA to pay for the consultant that assisted with the Plan. The VTA also entered into funding agreements with CAHSR and the City regarding their contributions.

The Partners subsequently engaged in an iterative planning process that produced a preferred Plan layout called the Concept Layout. The Concept Layout includes an elevated station with platforms south of San Carlos Street and concourses located at Santa Clara Street and San Fernando Street. The Concept Layout utilizes the existing rail alignment to the north and south. Additionally, the relocation of CEMOF would be a prerequisite to attaining the Concept Layout. By February 2020, most of the Partners' governing bodies provided concurrence on the Concept Layout (with VTA obtaining concurrence at its June Board meeting).



The Partners now desire to further the development of the Concept Layout in Phase II of the Plan. Next steps will likely include continuing planning, analysis of rail operations, and conceptual design work on the rail corridor and station facilities. Over the next year, a critical planning focus will be studying the best options to organize the Partners, building a viable financial plan, developing environmental strategies, and designing an implementation path to build and govern the future station. The design and implementation strategy work will be conducted in close coordination with interdependent project efforts happening around the station area.

The Partner Agencies continue to be committed to the partnership set forth by the Cooperative Agreement and seek to amend and restate the agreement. As part of the amended and restated agreement, the Metropolitan Transportation Commission (MTC) will join the partnership to help ensure the integration of the Plan into the regional transportation network, achieve the appropriate organizational structure, and to attract scarce regional, state and federal funds. Each of the Partners have agreed to jointly contribute funding for the next phase of study. Because the JPB will assume some consultant contracts from VTA in the short-term, an amended funding agreement with VTA is unnecessary at this point in time.

**BUDGET IMPACT**

The JPB's contribution would be up to \$750,000 for its portion of the Phase II Plan consultant costs. The JPB's contribution is funded through VTA's Measure B program. The JPB's Phase I funding contribution was \$630,000, made up of \$130,000 in fiscal year 2018 Project Development Funds and \$500,000 from the Transit and Intercity Rail Capital Program (TIRCP) grant.

The following table indicates the Partners' estimated funding commitments for Phase I and Phase II of the program under the current and prospective agreements.

<b>Participating Agency (\$x1000)</b>	<b>Phase I</b>	<b>Phase II</b>	<b>Total</b>
City of San Jose	750	750	1,500
High Speed Rail	1,000	500	1,500
JPB	630	750	1,380
Grants (MTC)	1,300	2,000	3,300
VTA includes (\$2.5 million from 2016 Measure B)	1,900	1,600	3,500
Totals	\$ 5,580	\$ 5,600	\$ 11,180

**BACKGROUND**

San Jose Diridon Station is a major transit hub located within downtown San Jose, the nation's 10th largest city. It is a historic train depot with not only Caltrain service, but also train service provided by Amtrak, Capitol Corridor Joint Powers Authority (CCJPA), and Altamont Commuter Express (ACE), as well as VTA light rail and bus service. The JPB owns the historic station depot, the Caltrain parking lots, the bus loop area, and the tracks and platforms. As the landowner, the JPB has a vested stake in the planning process not just for potential shaping of the station itself, but also as it relates to development in the surrounding area.

With the planned addition of Bay Area Rapid Transit (BART) and California High Speed Rail service at the station, as well as expanded Caltrain, ACE, Capitol Corridor and Amtrak service, the station is expected to become one of the busiest intermodal stations in North America. To effectively accommodate such planned activity and future capacity needs, the station must be reconfigured in an integrated fashion that connects all transit services with each other and with the surrounding urban environment.

Private development of the surrounding area in conjunction with the City of San Jose is accelerating, providing opportunities to fully integrate development with the station itself. In recent months, Google has publically revealed concepts for development near the station.

By the Partners working together to prepare the Plan, they hope to maximize funding to implement the Plan and deliver a world-class destination and transportation hub that provides seamless customer experience for movement between transit modes within the station and into the surrounding neighborhoods and downtown.

Prepared by: Melissa Reggiardo, Manager, Caltrain Planning

650.508.6283

**RESOLUTION NO. 2020 –**

**BOARD OF DIRECTORS, PENINSULA CORRIDOR JOINT POWERS BOARD  
STATE OF CALIFORNIA**

**\* \* \***

**APPROVING AMENDED AND RESTATED COOPERATIVE FOR PARTICIPATION IN PHASE II OF  
THE SAN JOSE DIRIDON INTEGRATED STATION CONCEPT PLAN**

**WHEREAS**, the Peninsula Corridor Joint Powers Boards (JPB), owner and operator of the Caltrain commuter rail system, also owns and controls the historic San Jose Diridon Station (Station), which, in addition to Caltrain transit service, also hosts train service provided by Amtrak, Capitol Corridor Joint Powers Authority (CCJPA), and Altamont Commuter Express (ACE), as well as Santa Clara Valley Transportation Authority (VTA) light rail and bus service; and

**WHEREAS**, with the addition of Bay Area Rapid Transit (BART) and California High Speed Rail service, and expanded Caltrain, ACE, and Amtrak Capitol Corridor and long-distance service, the Station is expected to become one of the busiest intermodal stations in North America; and

**WHEREAS**, in addition to expanded transportation services at the Station itself, major employers are planning to build space for tens of thousands of new workers adjacent to the station, which will transform the station district into a preeminent employment center in the Bay Area; and

**WHEREAS**, to effectively accommodate this planned activity and future capacity needs, the Station must be completely reconfigured in an integrated fashion that connects all of these transit services with each other and with the development surrounding the Station; and

**WHEREAS**, in June 2018, the JPB authorized the execution of the Cooperative and Funding agreements associated with Phase I of the Diridon Integrated Station Concept Plan, which developed a vision for the future of San Jose Diridon Station in partnership with the Santa Clara Valley Transportation Authority (VTA), the California High Speed Rail Authority (CAHSR) and the City of San Jose (City) (together, the "Partners"); and

**WHEREAS**, the Partners subsequently engaged in an iterative planning process that produced a preferred Concept Plan layout and as of June 2020, all of the Partners' governing bodies provided concurrence on the Concept Layout; and

**WHEREAS**, the Partners now desire to further the development of the Concept Layout and station planning process in Phase II of the Plan; and

**WHEREAS**, the Partners continue to be committed to the partnership set forth by the Cooperative Agreement and seek to amend the agreement to contribute funding for the next phase of study, extend the term, and to add the Metropolitan Transportation Commission (MTC) as a party to help ensure the integration of the Plan into the regional transportation network, achieve the appropriate organizational structure, and attract scarce regional, state and federal funds; and

**WHEREAS**, the estimated costs to be shared among the Partners under the 2018 Cooperative Agreement for Phase 1 of the Diridon Integrated Station Area Plan was \$6,500,000.00, and the estimated costs under this Amended and Restated Cooperative Agreement will increase that total estimate to \$11,800,000.00 to further advance and develop the Concept Layout and Station Area Plan.

**WHEREAS**, the JPB will contribute to Phase 2 up to an additional \$750,000 that has been provided from the Santa Clara County Measure B Caltrain Category and

included in the FY2020 JPB Capital Budget, for a total contribution of up to \$1.38 million for its total contribution to the Plan costs; and

**WHEREAS**, the Executive Director recommends, and Staff Coordinating Council concurs, that the Board of Directors authorize the Executive Director, or his designee, to execute the Amended and Restated Cooperative Agreement to further develop the Concept Layout and implement Phase 2 of the Diridon Integrated Station Area Plan in the form presented to the Board, and approved by legal counsel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board authorizes the Executive Director, or his designee, to execute the Amended and Restated Cooperative Agreement to further develop the Concept Layout and implement Phase 2 of the San Jose Diridon Station Integrated Station Area Plan in the form presented to the Board and approved by legal counsel.

**BE IT FURTHER RESOLVED** that the Board of Directors authorizes the Executive Director, or his designee, to take any other actions that may be necessary to give effect to this resolution.

Regularly passed and adopted this 9<sup>th</sup> day of July, 2020 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Work Program-Legislative-Planning (WPLP) Committee

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **CALL FOR PUBLIC HEARING ON THE PROPOSED CLOSURE OF THE ATHERTON STATION**

**ACTION**

Staff Coordinating Council recommends the Board of Directors (Board):

1. Receive a presentation regarding the proposed closure of the Atherton Station and associated service changes, and
2. Call a public hearing to be held on August 6, 2020 on the proposed station closure and associated service changes.

**SIGNIFICANCE**

Peninsula Corridor Joint Powers Board (JPB) staff has prepared the attached presentation describing ongoing work related to the proposed closure of Caltrain's Atherton Station. As closure of the station would result in a Major Service Change, a public hearing and Title VI equity analysis will be required before the Board considers taking action on the proposed closure.

**BUDGET IMPACT**

There is no financial impact associated with holding a public hearing.

**BACKGROUND**

The JPB suspended regular weekday Caltrain service to Atherton Station in 2005. At that time, average weekday ridership was approximately 122 passengers per day. Caltrain currently provides limited, weekend-only service to the Atherton Station, with trains in each direction stopping every 90 minutes. Before the COVID-19 pandemic and related shelter-in-place orders, the Atherton station was used by approximately 114 riders per average weekend day.

The Atherton Station has an older, "center-boarding" configuration that requires pedestrians to cross the tracks to access the boarding platform. This substandard configuration limits train operations through the station, as trains operating in the other direction must "hold out" while a train is boarding. Most "hold out" stations on the corridor have now been rebuilt. Atherton, along with Broadway and College Park, is one of the few remaining stations with this configuration still in place.

Subsequent to the suspension of weekday service to the station in 2005, the JPB made a policy commitment to restore regular weekday service to Atherton station following the electrification of the corridor. This commitment was documented in the 2015 Environmental Impact Report (EIR) for the Peninsula Corridor Electrification Project (PCEP).

In late 2019, Caltrain staff and representatives of the Town of Atherton (Town) initiated discussions concerning the potential closure of the station, resulting in a preliminary agreement.

In a January 8 2020 letter to the Town Manager, the JPB's Executive Director requested the Town's support for the full closure of the Atherton Caltrain station. The Atherton City Council considered and preliminarily approved the request at its January 15, 2020 meeting, subject to the JPB and the Town entering into a Memorandum of Understanding (MOU).

Closing the station would provide significant benefits to both the Town and Caltrain, including:

- Caltrain could re-allocate service to nearby stations where denser land uses will generate more ridership and provide a broader benefit to the public, potentially increasing daily ridership by 300-500 passengers.
- Caltrain would realize savings associated with operations and maintenance of the station.
- Closure of Atherton station would also obviate the need for a costly station upgrade to remove the holdout rule, estimated several years ago to cost \$30 million.
- The Town could benefit from reduced noise and improved safety, as discussed below.
- Subject to an agreement with the JPB, the Town could also better integrate the excess station property into its Civic Center redevelopment project now under construction.

#### *Potential Elements of the Memorandum of Understanding*

While still under development, the proposed MOU would identify actions and commitments by the JPB and the Town to ensure the permanent closure of the station in a manner that is mutually satisfactory to both parties. Actions would potentially include:

- Caltrain modifications supporting the closure, including removal of the center boarding platform and construction of a fence separating the operating right-of-way from the rest of the station property and the adjacent Town Civic Center.
- Execution of a Maintenance and Use Agreement between the JPB and the Town covering the excess station property. With the JPB's support, the Town would proceed with plans to modify and repurpose the property to be better integrated with the Civic Center redevelopment. This proposed Maintenance and Use Agreement would allow this use, but would retain the JPB's ownership of

the property and would allow the JPB to terminate the agreement if and when the property were to be needed for railroad purposes.

- Installation of a new four-quadrant gate at the Watkins Avenue grade crossing to improve crossing safety.
- A joint Caltrain/Town study to explore the feasibility of a potential pedestrian and bicycle path extending south of Watkins Avenue to the City of Menlo Park. If feasible, this path could provide a connection from Atherton to the Menlo Park Caltrain station.

The JPB would be required to secure funding (estimated at \$7-9 million) to support the above actions. Various grant-funding sources are currently being explored.

#### *Next Steps*

Closure of the Atherton Station would result in a major service change under the JPB's Major Service Change Policy. Accordingly, the Board cannot make a decision on whether to close the station until it holds a public hearing and considers a Title VI Equity Analysis on the discontinuation of service at the Atherton station.

In addition, closure of the station would require the JPB to prepare an Addendum and Re-Evaluation of PCEP environmental documents required under the California Environmental Quality Act and National Environmental Policy Act, respectively. This environmental analysis is being conducted in the context of the PCEP EIR as the restoration of weekday service to Atherton was a component of the project description included in that document.

Concurrent with these steps, staff will continue negotiation of the MOU between the JPB and the Town.

Once each of these tasks is complete, a date would be set for the proposed end of Atherton weekend service and the official closure of the station. Removal of the center platform and interim fencing would be completed in conjunction with the closure to ensure safety. Other modifications identified in the MOU would follow on a schedule determined, in part, on funding availability.

Prepared by: Sebastian Petty, Deputy Chief, Caltrain Planning

650.622.7831





# Proposed Closure of the Atherton Station

June 24, 2020  
WPLP Committee

# Background

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- Weekend only service provided since 2005
- PCEP documented policy commitment to restore regular weekday service after electrification
- Station is one of few remaining “hold out” rule stations, due to older center platform configuration
- Jan. 8, 2020 letter to Town proposing closure
- Jan. 15, 2020 City Council tentative endorsement of closure subject to agreement on MOU (Memorandum of Understanding)

# Station Closure Benefits

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- Service can be allocated to other stations resulting in an increase in daily riders (est. at 300-500 daily riders)
- Financial savings due to reduced operating/maintenance costs and elimination of need for station upgrades
- Town benefits from noise reduction and improved safety
- Potential for Town to integrate station property (outside of operating ROW) into Civic Center redevelopment

# Potential Elements of the MOU - 1

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- Caltrain would fund and implement actions supporting the station closure, including:
  - Installation of a new right-of-way fence along current station area
  - Removal of center boarding platform and other station facilities
  - Installation of quad gates at Watkins Avenue to improve crossing safety
- Caltrain and the Town would enter into a Maintenance and Use Agreement for Town use of station property

# Potential Elements of the MOU - 2

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- Caltrain and the Town would cooperatively pursue funding to study and potentially implement additional improvements proposed by the Town:
  - Repurposing of the station property to integrate with the Civic Center redevelopment project
  - Study of a potential pedestrian and bike pathway that could improve access to the Menlo Park Caltrain station

# Cost and Funding

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- Preliminary cost for station closure cost est. at \$7-9 million
- Other costs to be determined after further studies
- Possible funding sources include:
  - State Local Partnership Program
  - Transportation Authority funds for Caltrain projects
  - Other grant sources

# Next Steps

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- Complete Title VI analysis, including opportunity for public comments – action calling for public hearing
- Prepare and approve CEQA addendum and NEPA re-evaluation
- Finalize draft MOU terms with Town and agenda for JPB action
- Set date for station closure
- Execute Maintenance and Use agreement

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Work Program-Legislative-Planning (WPLP) Committee

THROUGH: Jim Hartnett  
Executive Director

FROM: Seamus Murphy  
Chief Communications Officer, Caltrain

SUBJECT: **SB797 Update**

**ACTION**

The Staff Coordinating Council (SCC) recommends that the Board receive an informational update on the progress related to Senate Bill (SB) 797.

**SIGNIFICANCE**

Since its inception, the JPB has had no dedicated source of funding other than passenger fares and, instead, relies on contributions from its Member Agencies to fill minimum financial requirements in its operating and capital budgets under two different funding formulas. Each of the Member Agencies (a) contributes an equal amount of capital funding each year and (b) supplements operating funding based on the percentage of system ridership originating in each County. The levels of both capital and operating funding are determined by the funding capacity of the Member Agency with the least ability to provide its share of funding in any given year, and the amount that Member Agency can make available then becomes the standard against which the contributions of the other Member Agencies are calculated.

This approach fosters an uncertain financial and planning environment for the JPB, which is exacerbated by continually-escalating operating, maintenance and repair costs, thereby keeping the JPB from operating at service levels that meet the rising passenger demands for Caltrain service.

To provide a means to help address the JPB's financial challenges, Caltrain has been coordinating with the relevant seven-party agencies to place a sales tax measure on the November 2020 ballot. The presentation will provide a status update on these coordination efforts as well as the results of public polling.

**BUDGET IMPACT**

There is no budget impact associated with receiving this update and presentation. Should a ballot measure pass in November 2020, significant resources would be available to the JPB.



**BACKGROUND**

In 2017 the Governor signed SB797, introduced by Senator Jerry Hill, authorizing the JPB to implement a new retail transactions and use tax of up to 0.125 percent in the three Counties served by Caltrain if (i) the Board of Directors of the JPB adopts a resolution submitting the measure to the voters, (ii) the measure is approved by the Boards of Supervisors in the Counties of Santa Clara, San Mateo and San Francisco, (iii) the measure is approved by a majority vote of the governing boards of the San Francisco Municipal Transportation Agency, the SMCTD, and VTA, and (iv) the tax is adopted by a two-thirds vote of the three Counties' voters.

Prepared by: Casey Fromson, Gov. and Community Affairs Director      650.508.6493