



BOARD OF DIRECTORS 2021  
DEVORA "DEV" DAVIS, CHAIR  
STEVE HEMINGER, VICE CHAIR  
CINDY CHAVEZ  
JEFF GEE  
GLENN HENDRICKS  
DAVE PINE  
CHARLES STONE  
SHAMANN WALTON  
MONIQUE ZMUDA  
  
MICHELLE BOUCHARD  
ACTING EXECUTIVE DIRECTOR

# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

### Finance Committee Meeting

Committee Members: Monique Zmuda (Chair), Jeff Gee, Glenn Hendricks

**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/93388927360?pwd=SFJranR4KzVURGIZVW5VUXJMZGlxQT09> or by entering Webinar ID: # **933 8892 7360**, Passcode: **790810**, in the Zoom app for audio/visual capability or by calling 1-669-900-6833 (enter webinar ID and press # when prompted for participant ID) 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 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 and press \*6 to accept being unmuted when recognized to speak for two minutes or less. 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.

**September 27, 2021 - Monday**

**2:30 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. Consent Calendar  
 Members of the Board may request that an item under the Consent Calendar be considered separately
  - a. Approve Meeting Minutes of August 23, 2021 MOTION
  - b. Approve Modified 2022 Finance Committee Calendar MOTION
5. Report of the Chief Financial Officer (CFO) INFORMATIONAL
  - a. Accept Statement of Revenues and Expenses for the Period Ended June 30, 2021 MOTION
  - b. Accept Statement of Revenues and Expenses for the Period Ended August 31, 2021 MOTION
6. Authorize Amendment of the Memorandum of Understanding for the Whipple Avenue Grade Separation Project to Increase (1) Capital Project Budget by \$301,000 and (2) the Total Fiscal Year 2022 Capital Budget from \$67,234,919 to \$67,535,919 MOTION
7. Reaffirm the Peninsula Corridor Joint Powers Board Investment Policy and Reauthorize Investment of Monies with the Local Agency Investment Fund MOTION
8. On-Call Transportation Planning and Consultant Support Services Update INFORMATIONAL
9. Regional Fare Coordination and Integration Study Update INFORMATIONAL
10. Committee Member Requests
11. Date/Time of Next Regular Finance Committee Meeting:  
 Monday, October 25, 2021 at 2:30 pm via Zoom (additional location, if any, to be determined)
12. 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.

\*Should Zoom not be operational, please check 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) for any updates or further instruction.

### **Public Comment\***

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### **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  
Finance Committee Meeting  
1250 San Carlos Avenue, San Carlos CA 94070**

**DRAFT MINUTES OF AUGUST 23, 2021**

**MEMBERS PRESENT:** Monique Zmuda (Chair), Jeff Gee, Glenn Hendricks  
**MEMBERS ABSENT:** None  
**STAFF PRESENT:** M. Bouchard, J. Harrison, S. Petty, J. Funghi, R. Barnard, A. Acenas, G. Martinez, C. Mobley-Ritter, D. Seamans, S. Wong

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

Chair Monique Zmuda called the meeting to order at 2:30 pm and led the Pledge of Allegiance.

**2. ROLL CALL**

District Secretary Dora Seamans confirmed the presence of a Board quorum.

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

Roland Lebrun, San Jose, commented on the new baby bullet schedule, the current time for a San Francisco-San Jose commute, and the current time for a Gilroy-San Jose commute.

Aleta Dupree, Oakland, commented on ridership, the Citizens Advisory Committee's resolution to go to distance-based fares and requiring employee vaccinations.

**4. CONSENT CALENDAR**

- a. APPROVE MEETING MINUTES OF JULY 26, 2021**
- b. APPROVE 2022 FINANCE COMMITTEE CALENDAR**
- c. INCREASE THE TOTAL PROJECT BUDGET BY \$1,025,000 FOR THE BROADWAY BURLINGAME GRADE SEPARATION PROJECT AND INCREASE THE FISCAL YEAR 2022 CAPITAL BUDGET TO \$67,234,919**

Public comment

Roland Lebrun, San Jose, commented on Broadway grade separation wires, the new Broadway Station, level boarding, and including drawings.

Motion/Second: Gee/Hendricks  
Ayes: Hendricks, Gee, Zmuda  
Noes: None  
Absent: None

**5. ACCEPT REPORT OF THE CHIEF FINANCIAL OFFICER (CFO)**  
**A. INFORMATION ON STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDED JULY 31, 2021**

Grace Martinez, Director of Finance, provided updates, which included the following:

- Financial reports for Fiscal Year ended June 2021
- Audit results and annual comprehensive financial report presented in October
- Replaced JP Morgan credit lines with Wells Fargo credit lines
- Winning the Achieve of Excellence in Procurement Award

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions on the following:

- Whether the received federal funding of \$41 million was different from the original estimate
- Invoices in arrears, including those regarding lines of credit and timing of invoicing and payment

Public comment

Roland Lebrun, San Jose, commented on additional funding on the credit line, reimbursement from funding partners for capital projects, and providing a statement for June.

Motion/Second: Hendricks/Gee  
Ayes: Hendricks, Gee, Zmuda  
Noes: None  
Absent: None

**6. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO SUPPLEMENTAL AGREEMENT NO. 4 WITH PACIFIC GAS AND ELECTRIC (PG&E) FOR PROCUREMENT AND CONSTRUCTION SERVICES FOR PG&E INFRASTRUCTURE BUILD OUTS IN SUPPORT OF THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP)**

John Funghi, CalMod Chief Officer, provided an update, which included the following:

- PG&E required to provide sufficient power for testing and future operation of the electrified railroad
- Original cost supplement was not to exceed \$82 million, the construction work stopped due to COVID, and then continued at a delayed pace
- PG&E estimated a \$38.8 million increase to complete the supplement due to COVID, pre-planned shutdowns delays, change orders from design progression, and income tax increase.
- The request is for a \$15.5 million increase of the contingency budget

Public comment

Roland Lebrun, San Jose, commented on why there was a wait for the system capacity study and who pays for the remaining funds.

The Board members had a discussion and staff provided further clarification, which included the following:

- PG&E change orders are approved by PG&E staff and all the contract administration work is audited by the California Public Utilities Commission
- A breakdown of line items to indicate how much is attributed to COVID delays, delays to schedule, income tax increase and any other unpaid contingencies
- Include the Change Management Board approval to this item for Board review  
The timing between the new budget and the \$15.5 million increase
- When the rebate from the California Public Utilities Commission (CPUC) will be received and
- whether the client or the utility normally pays the income tax increase
- An excel sheet to be included in the future for more background and changes
- Whether Caltrain pays the full \$38M invoice, then gets the money back
- How much is paid to legal counsel

Motion/Second: Gee/Zmuda

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**7. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CHANGE ORDER TO THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP) CONTRACT WITH BALFOUR BEATTY, INC. FOR AN INCREASE IN ALLOWANCE ITEM NO. 9 - UTILITIES POTHOLING FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$5,700,000**

John Funghi, CalMod Chief Officer, provided updates, which included the following:

- Authorize increase to compensate BBI to ensure ground is clear to improve infrastructure
- Allowance number 9 is a unit price with unit cost
- The allowance of potholes has been expanded and the value of the allowance has increased
- Recommend increase by 3,000 potholes

Public comment

Roland Lebrun, San Jose, commented on using duct banks to bypass potholes, and Parsons paying for the potholes.

Aleta Dupree, Oakland, commented on foundation completion, and financing the railroad.

Jeff Carter, Millbrae, commented on quick foundation completion.

The Board members had a discussion and staff provided further clarifications regarding the following:

- Whether this would come from contingency funds,
- Spreadsheet indicating contingency fund versus spread
- Whether the monthly report indicates contingency
- Why there is a 50 percent increase in the amount of potholes needed (why professional estimates could not estimate this)
- How to learn from failure rates, expectations, to prevent future incidences
- Budget impact section of the report, include contingency and indicate staff accounting for contingency in the contract
- Having the Change Management Board chair visit to inform the Committee of their vetting process for their recommendation

Motion: Second: Gee/Zmuda  
Ayes: Gee, Hendricks, Zmuda  
Noes: None  
Absent: None

## **8. ACCEPT QUARTERLY FUEL HEDGE UPDATE**

Grace Martinez, Director of Finance, stated there was no presentation but was available for questions.

### Public comment

Aleta Dupree, Oakland, expressed support for hedging.

Roland Lebrun, San Jose, commented on previous fuel usage reporting and transferring surplus to reserves.

The Board members had a discussion and staff provided further clarification on budget revenue for fuel hedging and these savings are reflected in monthly revenue reports

Motion/Second: Hendricks/Gee  
Ayes: Gee, Hendricks, Zmuda  
Noes: None  
Absent: None

## **9. COMMITTEE MEMBER REQUESTS**

Director Gee requested the Change Management Board (CMB) approval be attached to future agenda items (like Item 6) so the Board is familiar with the CMB's discussions.

Director Hendricks requested a breakdown of Item 6 to indicate how much is due to COVID delays, delays to schedule, and income tax increase.

Director Hendricks requested an excel sheet to display and explain how the cost changes from \$32.8 million to \$48.3 million and contingency funds compared with spread funds if not indicated in the monthly report.

Chair Zmuda suggested using the Budget Impact section of staff reports to indicate contingency usage in the contract.

Director Gee requested agendaizing an update from the Change Management Board Chair on the vetting process for recommendation.

Director Gee requested looking at the capital budget sooner and to look at member agency funding commitment to DTX (downtown extension) as part of the new START program requirement.

Public comment

Roland Lebrun, San Jose, commented on getting involved in the downtown extension (DTX)

**10. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING**

Monday, September 27, 2021 at 2:30 pm via Zoom

**11. ADJOURN**

The meeting adjourned at 3:57 pm.

An audio/video recording of this meeting is available online at <https://www.caltrain.com/about/bod/video.html?> Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to [board@caltrain.com](mailto:board@caltrain.com).



**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: David Santoro  
Chief of Staff

SUBJECT: **APPROVE MODIFIED 2022 FINANCE MEETING CALENDAR**

Finance Committee Recommendation     Work Program-Legislative-Planning Committee Recommendation     Staff Coordinating Council Reviewed     Staff Coordinating Council Recommendation

**ACTION**

Staff Coordinating Council recommends the Joint Powers Board approve the attached Finance meeting calendar for 2022.

**SIGNIFICANCE**

The Board of Directors' regular monthly meetings are scheduled for Two Mondays prior to the Board meeting at 2:30 pm to meet at a consistent time prior to Board meetings.

**BUDGET IMPACT**

There is no impact on the budget.



## JPB Finance Committee Meeting Calendar – 2022

### Two Mondays Prior to the Board Meeting – 2:30 PM

Monday, January 24

Monday, February 21

Monday, March 28

Monday, April 25

Monday, May 23

Monday, June 27

Monday, July 25

Monday, August 22

Monday, September 26

Monday, October 24

Monday, November 21

\*Monday December 19

Board Committee Members: Directors Monique Zmuda (Chair), Jeff Gee, Glenn Hendricks.  
Primary Staff Liaison: Derek Hansel

Regular meetings scheduled for two Mondays Prior to the Board Meeting at 2:30 pm., unless otherwise noted.

\*Three Mondays prior due to Christmas day falling on December 26<sup>th</sup>

All meetings are held via [Zoom](#) (additional location, if any to be determined), unless scheduled and stated otherwise at:

[https://www.caltrain.com/about/bod/Board of Directors Meeting Calendar.html](https://www.caltrain.com/about/bod/Board_of_Directors_Meeting_Calendar.html)

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

DATE: September 22, 2021

TO: Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: September 27, 2021 Finance Committee Report of the Chief Financial Officer

**HIGHLIGHTS**

- Staff has completed final accruals for Fiscal Year 2021, and unaudited statements for June 2021 are being presented to the Finance Committee. We are currently in the process of the development of the Annual Comprehensive Financial Report, which we expect to be presented to the Finance Committee next month.
- We are considering options for bond issuance for the PCEP project, considering such factors as interest rates and timing of cash flow requirements. More information will be provided to the Finance Committee at future meetings.
- The ARPA (Tranche 1) grant has been executed and is available for drawdown.
- Measure RR sales tax revenues should start coming in this month, with more significant distributions beginning in October. Staff will provide updates to the Finance Committee as realized revenues are available.

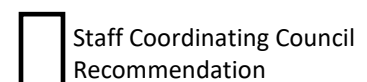
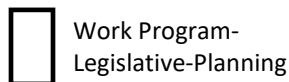
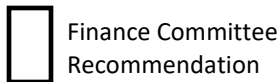
**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **ACCEPT STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
JUNE 30, 2021**



**ACTION**

Staff proposes that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) accept and enter into the record the Statement of Revenues and Expenses for the month of June 2021.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through June 30, 2021. The statement has been designed to follow the Agency-wide line item rollup as included in the approved budget. The columns have been designed to provide easy comparison of year-to-date current actuals to the budget including dollar and percentage variances.

**SIGNIFICANCE**

**Year to Date Revenues:** As of June year-to-date actual, the Grand Total Revenue (page 1, line 18) is \$44.9 million higher than the approved budget. This is primarily driven by CRRSAA fund draw (page 1, line 14). CRRSAA funds were fully allocated by the Metropolitan Transportation Commission in FY2021. While a final draw of 4.07 million was made in July 2021, the revenues associated with that draw are accrued back to FY 2021, as FY 2021 expenses and revenue loss were the basis upon which this draw was made.

**Year to Date Expenses:** As of June year-to-date actual, the Grand Total Expense (page 1, line 49) is \$4.6 million lower than the approved budget. This is primarily driven by Shuttle Services (page 1, line 26), Facilities and Equipment Maintenance (page 1, line 31), Managing Agency Admin OH Cost (page 1, line 39) and Other Office Expenses and Services (page 1, line 43) which are partially offset by increases in Claims, Payments, and Reserves (page 1, line 30).

**BUDGET IMPACT**

There are no budget amendments for the month of June 2021.

Prepared By: Thwe Han, Accountant II

650-508-7912

Jennifer Ye, Acting Director, Accounting

650-622-7890

<b>PENINSULA CORRIDOR JOINT POWERS BOARD</b>									
<b>STATEMENT OF REVENUE AND EXPENSE</b>									
<b>Fiscal Year 2021</b>									
<b>June 2021</b>									
						% OF YEAR ELAPSED	100.0%		
JULY - JUNE				ANNUAL					
	CURRENT ACTUAL	REVISED BUDGET	\$ VARIANCE	% VARIANCE	APPROVED BUDGET	FORECAST	\$ VARIANCE		
<b>REVENUE</b>									
<b>OPERATIONS:</b>									
1	Farebox Revenue	32,439,915	32,029,149	410,766	1.3%	32,029,149	31,890,000	(139,149)	1
2	Parking Revenue	385,304	372,718	12,586	3.4%	372,718	372,718	-	2
3	Shuttles	1,022,510	2,031,246	(1,008,736)	(49.7%)	2,031,246	1,773,647	(257,599)	3
4	Rental Income	1,124,691	1,111,804	12,887	1.2%	1,111,804	1,111,804	-	4
5	Other Income	1,474,039	1,764,000	(289,961)	(16.4%)	1,764,000	1,764,000	-	5
6								-	6
7	<b>TOTAL OPERATING REVENUE</b>	<b>36,446,459</b>	<b>37,308,917</b>	<b>(862,458)</b>	<b>(2.3%)</b>	<b>37,308,917</b>	<b>36,912,169</b>	<b>(396,748)</b>	7
8									8
9	<b>CONTRIBUTIONS:</b>								
10	AB434 Peninsula & TA Shuttle Funding	1,144,681	1,737,950	(593,269)	(34.1%)	1,737,950	1,737,950	-	10
11	Operating Grants	13,304,267	13,677,703	(373,436)	(2.7%)	13,677,703	7,008,500	(6,669,203)	11
12	JPB Member Agencies	27,940,231	27,940,231	0	.0%	27,940,231	28,809,434	869,203	12
13	CARES	41,509,536	41,507,983	1,553	.0%	41,507,983	41,507,983	-	13
14	CRRSAA	46,692,029	-	46,692,029	.0%	-	38,536,627	38,536,627	14
15									15
16	<b>TOTAL CONTRIBUTED REVENUE</b>	<b>130,590,744</b>	<b>84,863,867</b>	<b>45,726,877</b>	<b>53.9%</b>	<b>84,863,867</b>	<b>117,600,494</b>	<b>32,736,627</b>	16
17									17
18	<b>GRAND TOTAL REVENUE</b>	<b>167,037,203</b>	<b>122,172,784</b>	<b>44,864,419</b>	<b>36.7%</b>	<b>122,172,784</b>	<b>154,512,663</b>	<b>32,339,879</b>	18
19									19

**PENINSULA CORRIDOR JOINT POWERS BOARD**

**STATEMENT OF REVENUE AND EXPENSE**

**Fiscal Year 2021**

**June 2021**

		% OF YEAR ELAPSED				100.0%		
		JULY - JUNE				ANNUAL		
		CURRENT	REVISED	\$	%	APPROVED	\$	
		ACTUAL	BUDGET	VARIANCE	VARIANCE	BUDGET	FORECAST	VARIANCE
20								
21	<b>EXPENSE</b>							
22								
23	OPERATING EXPENSE:							
24	Rail Operator Service	85,108,192	85,109,942	(1,750)	(.0%)	85,109,942	84,109,942	(1,000,000)
25	Security Services	6,752,598	6,746,908	5,690	.1%	6,746,908	6,746,908	-
26	Shuttle Services	1,899,021	4,057,249	(2,158,228)	(53.2%)	4,057,249	3,542,715	(514,534)
27	Fuel and Lubricants	6,505,280	5,930,523	574,757	9.7%	5,930,523	6,330,523	400,000
28	Timetables and Tickets	15,932	110,000	(94,068)	(85.5%)	110,000	110,000	-
29	Insurance	5,406,266	5,410,000	(3,734)	(.1%)	5,410,000	5,410,000	-
30	Claims, Payments, and Reserves	3,067,164	960,000	2,107,164	219.5%	960,000	960,000	-
31	Facilities and Equipment Maintenance	4,260,435	5,474,428	(1,213,993)	(22.2%)	5,474,428	5,124,428	(350,000)
32	Utilities	2,009,538	1,950,400	59,138	3.0%	1,950,400	2,100,400	150,000
33	Maint & Services-Bldg & Other	1,385,569	1,548,433	(162,864)	(10.5%)	1,548,433	1,548,433	-
34								
35	<b>TOTAL OPERATING EXPENSE</b>	<b>116,409,995</b>	<b>117,297,883</b>	<b>(887,888)</b>	<b>(.8%)</b>	<b>117,297,883</b>	<b>115,983,349</b>	<b>(1,314,534)</b>
36								
37	ADMINISTRATIVE EXPENSE							
38	Wages and Benefits	9,550,977	9,836,681	(285,704)	(2.9%)	9,836,681	9,836,681	-
39	Managing Agency Admin OH Cost	3,510,418	4,872,852	(1,362,434)	(28.0%)	4,872,852	3,550,188	(1,322,664)
40	Board of Directors	26,998	18,000	8,998	50.0%	18,000	18,000	-
41	Professional Services	4,989,696	5,744,024	(754,328)	(13.1%)	5,744,024	5,147,524	(596,500)
42	Communications and Marketing	234,816	136,000	98,816	72.7%	136,000	136,000	-
43	Other Office Expenses and Services	1,487,493	2,681,079	(1,193,586)	(44.5%)	2,681,079	2,416,079	(265,000)
44								
45	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>19,800,399</b>	<b>23,288,636</b>	<b>(3,488,237)</b>	<b>(15.0%)</b>	<b>23,288,636</b>	<b>21,104,472</b>	<b>(2,184,164)</b>
46								
47	Debt Service Expense	3,722,955	3,901,752	(178,797)	(4.6%)	3,901,752	4,365,950	464,198
48								
49	<b>GRAND TOTAL EXPENSE</b>	<b>139,933,349</b>	<b>144,488,271</b>	<b>(4,554,922)</b>	<b>(3.2%)</b>	<b>144,488,271</b>	<b>141,453,772</b>	<b>(3,034,499)</b>
50								
51	<b>NET SURPLUS / (DEFICIT)</b>	<b>27,103,853</b>	<b>(22,315,487)</b>	<b>49,419,340</b>	<b>(221.5%)</b>	<b>(22,315,487)</b>	<b>13,058,891</b>	<b>35,374,378</b>
52								
53	<b>FUNDING OF SURPLUS / (DEFICIT):</b>							
54	Draw from Reserves					7,000,000	-	
55	Short-term Borrowings					15,315,487	-	
56	<b>FUNDED SURPLUS / (DEFICIT):</b>					<b>-</b>	<b>13,058,891</b>	

8/26/21 9:22 AM



BOARD OF DIRECTORS 2021

DEVORA "DEV" DAVIS, CHAIR  
 STEVE HEMINGER, VICE CHAIR  
 CINDY CHAVEZ  
 JEFF GEE  
 GLENN HENDRICKS  
 DAVE PINE  
 CHARLES STONE  
 SHAMANN WALTON  
 MONIQUE ZMUDA

MICHELLE BOUCHARD  
 ACTING EXECUTIVE DIRECTOR

**PENINSULA CORRIDOR JOINT POWERS BOARD**

**INVESTMENT PORTFOLIO**

**AS OF JUNE 30, 2021**

TYPE OF SECURITY		MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE
Local Agency Investment Fund (Unrestricted)	*	Liquid Cash	0.262%	25,064,770	25,064,770
County Pool (Unrestricted)		Liquid Cash	0.927%	557,830	557,830
Other (Unrestricted)		Liquid Cash	0.050%	59,808,552	59,808,552
Other (Restricted)	**	Liquid Cash	0.050%	13,339,843	13,339,843
				<b>\$ 98,770,996</b>	<b>\$ 98,770,996</b>

Interest Earnings for June 2021 \$ 23,919.08  
 Cumulative Earnings FY2021 \$ 80,311.70

\* The market value of Local Agency Investment Fund (LAIF) is calculated annually and is derived from the fair value factor as reported by LAIF for quarter ending June 30th each year.

\*\* Prepaid Grant funds for Homeland Security, PTMISEA and LCTOP projects, and funds reserved for debt repayment. The Portfolio and this Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The Joint Powers Board has the ability to meet its expenditure requirements for the next six months.



**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
AUGUST 31, 2021**



Finance Committee  
Recommendation



Work Program-  
Legislative-Planning



Staff Coordinating  
Council Reviewed



Staff Coordinating Council  
Recommendation

**ACTION**

Staff proposes that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) accept and enter into the record the Statement of Revenues and Expenses for the month of August 2021.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through August 31, 2021. The statement has been designed to follow the Agency-wide line item rollup as included in the approved budget. The columns have been designed to provide easy comparison of year-to-date current actuals to the budget including dollar and percentage variances.

**SIGNIFICANCE**

**Year to Date Revenues:** As of August year-to-date actual, the Grand Total Revenue (page 1, line 19) is \$27.3 million lower than the approved budget. This is primarily driven by CRRSAA fund (page 1, line 14). CRRSAA funds were fully allocated by the Metropolitan Transportation Commission in FY2021. While a final draw of 4.07 million was made in July 2021, the revenues associated with that draw are accrued back to FY 2021, as FY 2021 expenses and revenue loss were the basis upon which this draw was made.

**Year to Date Expenses:** As of August year-to-date actual, the Grand Total Expense (page 1, line 54) is \$5.7 million lower than the approved budget. This is primarily driven by Fuel and Lubricants (page 1, line 27), Facilities and Equipment Maintenance (page 1, line 31), Wages and Benefits (page 1, line 38), Professional Services (page 1, line 41), Other Office Expenses and Services (page 1, line 43) and Measure RR Ballot Costs (page 1, line 49).

**Other Information:** The Agency accounts for revenue and expenditures on a modified cash basis (only material revenues and expenses are accrued) in the monthly financial statement. Due to the impact of Covid-19 pandemic, the variance between the current year actual and the budget may show noticeable variances due to the timing of expenditures.

**BUDGET IMPACT**

There are no budget amendments for the month of August 2021.

Prepared By:	Thwe Han, Accountant II	650-508-7912
	Jennifer Ye, Acting Director, Accounting	650-622-7890

Statement of Revenue and Expense

<b>PENINSULA CORRIDOR JOINT POWERS BOARD</b>							
<b>STATEMENT OF REVENUE AND EXPENSE</b>							
<b>Fiscal Year 2022</b>							
<b>August 2021</b>							
<b>% OF YEAR ELAPSED</b>							<b>16.7%</b>
	<b>JULY TO AUGUST</b>				<b>ANNUAL</b>		
	<b>CURRENT</b>	<b>APPROVED</b>	<b>\$</b>	<b>%</b>	<b>APPROVED</b>	<b>\$</b>	<b>\$</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>VARIANCE</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>VARIANCE</b>
<b>REVENUE</b>							
<b>OPERATIONS:</b>							
1 Farebox Revenue	5,106,283	4,563,000	543,283	11.9%	34,639,000	34,639,000	-
2 Parking Revenue	152,989	256,000	(103,011)	(40.2%)	1,536,000	1,536,000	-
3 Shuttles	222,244	267,316	(45,072)	(16.9%)	1,603,900	1,603,900	-
4 Rental Income	166,121	198,744	(32,623)	(16.4%)	1,192,466	1,192,466	-
5 Other Income	167,785	264,100	(96,315)	(36.5%)	1,584,608	1,584,608	-
6							
7 <b>TOTAL OPERATING REVENUE</b>	<b>5,815,422</b>	<b>5,549,160</b>	<b>266,262</b>	<b>4.8%</b>	<b>40,555,974</b>	<b>40,555,974</b>	<b>-</b>
8							
<b>CONTRIBUTIONS:</b>							
9							
10 AB434 Peninsula & TA Shuttle Funding	26,689	186,550	(159,861)	(85.7%)	1,119,300	1,119,300	-
11 Operating Grants	1,070,037	1,070,912	(875)	(.1%)	6,525,471	6,525,471	-
12 JPB Member Agencies	-	-	-	.0%	-	-	-
13 Measure RR	14,429,486	14,429,487	(1)	.0%	86,576,919	86,576,919	-
14 CRRSAA*	-	27,115,922	(27,115,922)	(100.0%)	27,115,922	-	(27,115,922)
15 ARPA	-	-	-	.0%	14,849,883	14,849,883	-
16							
17 <b>TOTAL CONTRIBUTED REVENUE</b>	<b>15,526,212</b>	<b>42,802,871</b>	<b>(27,276,659)</b>	<b>(63.7%)</b>	<b>136,187,495</b>	<b>109,071,573</b>	<b>(27,115,922)</b>
18							
19 <b>GRAND TOTAL REVENUE</b>	<b>21,341,634</b>	<b>43,069,133</b>	<b>(27,276,659)</b>	<b>(342.9%)</b>	<b>176,743,469</b>	<b>149,627,547</b>	<b>(27,115,922)</b>
20							

\*CRRSAA funding was received and reported as revenue in late FY21. However, it was not budgeted in FY21 as the amount of funding was unknown at the time of FY21 Budget adoption. Therefore the budget for CRRSAA funding was carried over and budgeted in FY22. A future FY22 budget action will be brought to the Board to clarify funding sources for the FY22 budget, including reserved funds from the FY21 actual results and/or additional funding made available from ARPA distributions.

<b>PENINSULA CORRIDOR JOINT POWERS BOARD</b>									
<b>STATEMENT OF REVENUE AND EXPENSE</b>									
<b>Fiscal Year 2022</b>									
<b>August 2021</b>									
<b>% OF YEAR ELAPSED</b>							<b>16.7%</b>		
	<b>JULY TO AUGUST</b>				<b>ANNUAL</b>				
	<b>CURRENT ACTUAL</b>	<b>APPROVED BUDGET</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>	<b>APPROVED BUDGET</b>	<b>FORECAST</b>	<b>\$ VARIANCE</b>		
21	<b>EXPENSE</b>							21	
22								22	
23	<b>DIRECT EXPENSE:</b>							23	
24	Rail Operator Service	15,220,938	14,700,067	520,871	3.5%	97,353,730	97,353,730	-	24
25	Security Services	932,540	242,880	689,660	284.0%	7,486,512	7,486,512	-	25
26	Shuttle Services	176,037	295,316	(119,279)	(40.4%)	2,723,200	2,723,200	-	26
27	Fuel and Lubricants	1,120,135	1,739,142	(619,007)	(35.6%)	10,434,846	10,434,846	-	27
28	Timetables and Tickets	4,578	9,166	(4,588)	(50.1%)	55,000	55,000	-	28
29	Insurance	5,513,353	5,857,210	(343,857)	(5.9%)	5,857,210	5,857,210	-	29
30	Claims, Payments, and Reserves	(220,636)	136,668	(357,304)	(261.4%)	820,000	820,000	-	30
31	Facilities and Equipment Maintenance	286,440	1,245,187	(958,747)	(77.0%)	7,534,353	7,534,353	-	31
32	Utilities	260,580	425,434	(164,854)	(38.7%)	2,552,600	2,552,600	-	32
33	Maint & Services-Bldg & Other	7,679	274,050	(266,371)	(97.2%)	1,674,250	1,674,250	-	33
34								34	
35	<b>TOTAL DIRECT EXPENSE</b>	<b>23,301,644</b>	<b>24,925,120</b>	<b>(1,623,476)</b>	<b>(6.5%)</b>	<b>136,491,701</b>	<b>136,491,701</b>	<b>-</b>	35
36								36	
37	<b>ADMINISTRATIVE EXPENSE</b>							37	
38	Wages and Benefits	2,407,761	3,071,226	(663,466)	(21.6%)	12,812,686	12,812,686	-	38
39	Managing Agency Admin OH Cost	589,718	578,088	11,630	2.0%	3,470,871	3,470,871	-	39
40	Board of Directors	1,223	8,044	(6,821)	(84.8%)	48,275	48,275	-	40
41	Professional Services	289,518	1,402,020	(1,112,502)	(79.3%)	8,412,820	8,412,820	-	41
42	Communications and Marketing	12,343	52,332	(39,989)	(76.4%)	322,750	322,750	-	42
43	Other Office Expenses and Services	239,180	651,050	(411,870)	(63.3%)	3,802,614	3,802,614	-	43
44								44	
45	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>3,539,743</b>	<b>5,762,760</b>	<b>(2,223,017)</b>	<b>(38.6%)</b>	<b>28,870,016</b>	<b>28,870,016</b>	<b>-</b>	45
46								46	
47	<b>TOTAL OPERATING EXPENSE</b>	<b>26,841,387</b>	<b>30,687,880</b>	<b>(3,846,493)</b>	<b>(12.5%)</b>	<b>165,361,717</b>	<b>165,361,717</b>	<b>-</b>	47
48								48	
49	Measure RR Ballot Costs	5,356,968	7,000,000	(1,643,032)	(23.5%)	7,000,000	7,000,000	-	49
50	Governance	49,379	333,334	(283,955)	(85.2%)	2,000,000	2,000,000	-	50
51								51	
52	Debt Service Expense	466,680	396,958	69,722	17.6%	2,381,752	2,381,752	-	52
53								53	
54	<b>GRAND TOTAL EXPENSE</b>	<b>32,714,414</b>	<b>38,418,172</b>	<b>(5,703,758)</b>	<b>(14.8%)</b>	<b>176,743,469</b>	<b>176,743,469</b>	<b>-</b>	54
55								55	
56	<b>NET SURPLUS / (DEFICIT)</b>	<b>(11,372,780)</b>	<b>4,650,961</b>	<b>(21,572,901)</b>	<b>(463.8%)</b>	<b>-</b>	<b>(27,115,922)</b>	<b>(27,115,922)</b>	56



BOARD OF DIRECTORS 2021

DEVORA "DEV" DAVIS, CHAIR  
 STEVE HEMINGER, VICE CHAIR  
 CINDY CHAVEZ  
 JEFF GEE  
 GLENN HENDRICKS  
 DAVE PINE  
 CHARLES STONE  
 SHAMANN WALTON  
 MONIQUE ZMUDA

PENINSULA CORRIDOR JOINT POWERS BOARD

INVESTMENT PORTFOLIO

AS OF AUGUST 31, 2021

MICHELLE BOUCHARD  
 ACTING EXECUTIVE DIRECTOR

TYPE OF SECURITY		MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE
Local Agency Investment Fund (Unrestricted)	*	Liquid Cash	0.221%	85,145	85,145
County Pool (Unrestricted)		Liquid Cash	1.069%	557,830	557,830
Other (Unrestricted)		Liquid Cash	0.050%	63,712,600	63,712,600
Other (Restricted)	**	Liquid Cash	0.050%	11,144,659	11,144,659
				\$ 75,500,234	\$ 75,500,234

Interest Earnings for August 2021	\$ 1,289.20
Cumulative Earnings FY2022	\$ 4,800.37

\* The market value of Local Agency Investment Fund (LAIF) is calculated annually and is derived from the fair value factor as reported by LAIF for quarter ending June 30th each year.

\*\* Prepaid Grant funds for Homeland Security, PTMISEA and LCTOP projects, and funds reserved for debt repayment. The Portfolio and this Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The Joint Powers Board has the ability to meet its expenditure requirements for the next six months.

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Derek Hansel  
Chief Financial Officer

Sebastian Petty  
Deputy Chief of Planning

SUBJECT: **AUTHORIZE AMENDMENT OF THE MEMORANDUM OF UNDERSTANDING FOR THE WHIPPLE AVENUE GRADE SEPARATION PROJECT TO INCREASE (1) CAPITAL PROJECT BUDGET BY \$301,000 AND (2) THE TOTAL FISCAL YEAR 2022 CAPITAL BUDGET FROM \$67,234,919 TO \$67,535,919**

Finance Committee Recommendation     Work Program-Legislative-Planning Committee Recommendation     Staff Coordinating Council Reviewed     Staff Coordinating Council Recommendation

**ACTION**

The Staff Coordinating Council recommends the Board:

1. Authorize the Acting Executive Director, or designee, to amend the Memorandum of Understanding (MOU) with the City of Redwood City (City) and San Mateo County Transportation Authority (SMCTA) to receive up to \$301,000 in additional funds for planning work associated with the Whipple Avenue Grade Separation Project, increasing the total amount authorized from \$850,000 to \$1,151,000, in a form approved by legal counsel; and
2. Amend the MOU to Increase the Fiscal Year (FY) 2022 Capital Project Budget by \$301,000, from \$67,234,919 to \$67,535,919; and
3. Authorize the Acting Executive Director, or designee, to file any other required documentation and to take any other actions necessary to give effect to the resolution.

**SIGNIFICANCE**

In November 2017, the SMCTA programmed and allocated \$750,000 of Measure A Grade Separation Program funds to prepare a Project Study Report (PSR) to explore alternatives for a grade separation of Whipple Avenue, in addition to other at-grade crossings within the City. The City also pledged \$100,000 in matching funds.

The City initiated the Whipple Avenue Grade Separation Project in 2019 in partnership with Caltrain as the owner and manager of the consultant contract. While the study initially prioritized a grade separation at Whipple Avenue, the focus was expanded to include the other at-grade crossings in the City (Brewster Avenue, Broadway, Maple Street, Main Street and Chestnut Street).

The City and JPB continue to work together to analyze the grade separation alternatives, each of which has various permutations in terms of street impacts and closures. The complexity of the alternatives paired with COVID-19 produced a need for an extensive virtual public outreach effort to educate the public as well as elicit feedback.

Due to the expanded focus on all at-grade crossings in the City and the complexity of the crossings and alternatives, as well as to account for the extensive virtual public outreach that was organized throughout COVID-19, the City requested additional Measure A Grade Separation Program funds from the SMCTA to continue the conceptual planning effort to determine a preferred alternative and expand outreach efforts in the communities of concern around the southern at-grade crossings where participation in previous outreach efforts was low. The SMCTA approved this request at their September 2, 2021 Board meeting.

The proposed Board action would authorize the Acting Executive Director, or her designee, to (1) amend the MOU with the City and SMCTA to increase the budget for the planning associated with the Whipple Avenue Grade Separation Project by \$301,000, from \$850,000 to \$1,151,000, and (2) increase the total FY 2022 capital budget by \$301,000, from \$67,234,919 to \$67,535,919.

#### **BUDGET IMPACT**

The Whipple Avenue Grade Separation Project was approved for \$850,000 by the Board in FY2018 with funding provided by the San Mateo County Transportation Authority (SMCTA) and the City. On September 2, 2021, SMCTA approved the supplemental allocation of \$301,000 to fund Whipple Avenue Grade Separation project. The City will contribute local match in the way of supplemental City-hired consultant services. The value of this contract is \$50,000 and will not impact the total project budget.

This request will increase the FY22 capital budget by a total of \$301,000 (from \$67,234,919 to \$67,535,919).

#### **BACKGROUND**

The JPB has acted as the lead agency for the design and eventual construction of each of the grade separations in San Mateo County at no cost to the JPB. In the last 10 years, the JPB has entered into agreements to serve as lead agency for grade separations in the City of San Bruno, the City of San Mateo and most recently the City of Burlingame.

Prepared by: Melissa Reggiardo, Manager, Caltrain Planning

650.508.6283

**RESOLUTION NO. 2021-**

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

**\* \* \***

**AUTHORIZING THE AMENDMENT OF THE MEMORANDUM OF UNDERSTANDING FOR THE  
WHIPPLE AVENUE GRADE SEPARATION PROJECT TO INCREASE THE FISCAL YEAR 2022  
CAPITAL PROJECT BUDGET BY \$301,000 AND THE TOTAL FISCAL YEAR 2022 CAPITAL  
BUDGET FROM \$67,234,919 TO \$67,535,919**

**WHEREAS**, in November 2017, the San Mateo County Transportation Authority (SMCTA) programmed and allocated \$750,000 of Measure A Grade Separation Program funds to prepare a Project Study Report (PSR) to explore alternatives for a grade separation of Whipple Avenue, in addition to other at-grade crossings within the City of the Redwood City ("City") and the City also pledged \$100,000 in matching funds for a total of \$850,000;

**WHEREAS**, the City initiated the Whipple Avenue Grade Separation Project in 2019 in Partnership with Peninsula Corridor Joint Powers Board (JPB) as the owner and manager of the consultant contract;

**WHEREAS**, the City requested and the SMCTA approved \$301,000 in additional Measure A Grade Separation Program funds to continue the conceptual planning effort due to the expanded focus on all at-grade crossings in the City and the complexity of the crossings and alternatives, to account for the extensive virtual public outreach that was organized throughout COVID-19, and to continue and expand outreach efforts in the communities of concern around the southern at-grade crossings where participation in previous outreach efforts was low.

**WHEREAS**, the Staff Coordinating Council recommends and the Acting Executive Director concurs that the Board of Directors:



(1) Authorize the Acting Executive Director, or her designee, to amend the Memorandum of Understanding (MOU) with the City and SMCTA to receive up to \$301,000 in additional funds for planning work associated with the Whipple Avenue Grade Separation Project, in a form approved by legal counsel; (2) Amend the FY2022 Capital Project Budget to increase it by \$301,000, as reflected in Attachment B and amend the total FY2022 Capital Budget to increase it from \$67,234,919 to \$67,535,919; and (3) Authorize the Acting Executive Director, or her designee, to file any other required documentation and to take any other actions necessary to give effect to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Peninsula Corridor Joint Powers Board hereby:

1. Authorize the Acting Executive Director, or her designee, to amend the Memorandum of Understanding (MOU) with the City and SMCTA to receive up to \$301,000 in additional funds for planning work associated with the Whipple Avenue Grade Separation Project, in forms approved by legal counsel; and
2. Amend to increase the FY2022 Capital Project Budget by \$301,000, as reflected in Attachment B and amend to increase the total FY2021 Capital Budget from \$67,234,919 to \$67,535,919; and
3. Authorize the Acting Executive Director, or designee, to file any other required documentation and to take any other actions necessary to give effect to this resolution.

Regularly passed and adopted this 7<sup>th</sup> day of October 2021 by the following

vote:

AYES:

NOES:

ABSENT:

---

Chair, Peninsula Corridor Joint Powers Board

ATTESTS:

---

Secretary



FY2022 CAPITAL BUDGET

Attachment B  
Amendment 4  
October 2021

Item #	PROJECT NAME	PRIOR YEARS APPROVED	AMENDED FY2022 CAPITAL BUDGET	Federal Funds	STA SOGR Funds	Measure RR	Others	AMENDED FY2022 CAPITAL BUDGET
<b>i. STATE OF GOOD REPAIR</b>								
<b>Bridges</b>								
1	Guadalupe River Bridge Replacement and Extension	12,400,000	1,989,000	1,591,200	397,800	-	-	1,989,000
			1,989,000	1,591,200	397,800	-	-	1,989,000
<b>Right of Way</b>								
2	Track SOGR	11,220,000	5,437,771	4,350,217	1,087,554	-	-	5,437,771
3	Right of Way Fencing	585,000	156,000	-	-	156,000	-	156,000
			5,593,771	4,350,217	1,087,554	156,000	-	5,593,771
<b>Signal &amp; Communications</b>								
4	Communications SOGR	2,000,000	416,000	332,800	5,667	77,533	-	416,000
5	Fiber Optics SOGR	1,000,000	572,000	457,600	-	114,400	-	572,000
6	Signal SOGR	-	1,248,000	998,400	-	249,600	-	1,248,000
7	Migration To Digital Voice Radio System	700,000	832,000	665,600	-	166,400	-	832,000
			3,068,000	2,454,400	5,667	607,933	-	3,068,000
<b>Rolling Stock</b>								
			-	-	-	-	-	-
<b>Facilities &amp; Intermodal Access</b>								
8	Stations SOGR	1,500,000	208,000	-	-	208,000	-	208,000
9	Historic Stations SOGR	-	1,352,000	-	-	1,352,000	-	1,352,000
29	South San Francisco Station Improvement <sup>3</sup>	71,600,000	25,000,000	-	-	-	25,000,000	25,000,000
			26,560,000	-	-	1,560,000	25,000,000	26,560,000
	<b>Total SOGR</b>		<b>37,210,771</b>	<b>8,395,817</b>	<b>1,491,021</b>	<b>2,323,933</b>	<b>25,000,000</b>	<b>37,210,771</b>
<b>ii. LEGAL MANDATES AND ELECTRIFIED SERVICE RAIL PROGRAM INTEGRATION</b>								
10	Rail Program Integration and Transition	-	4,658,148	-	-	4,658,148	-	4,658,148
11	Hayward Park Remediation	-	51,000	-	-	51,000	-	51,000
			4,709,148	-	-	4,709,148	-	4,709,148
<b>iii. OPERATIONAL IMPROVEMENTS/ENHANCEMENTS</b>								
12	PADS Replacement	-	1,040,000	-	-	1,040,000	-	1,040,000
13	Grade Crossing Improvements Construction	500,000	1,040,000	-	-	1,040,000	-	1,040,000
14	Caltrain VoIP	-	520,000	-	-	520,000	-	520,000
15	TVM Upgrade Phase 5	2,795,000	1,040,000	832,000	-	208,000	-	1,040,000
16	Caltrain Fiber Connectivity to Caltrain Stations and Digital Voice Base Station	-	624,000	-	-	624,000	-	624,000
17	Next Gen Clipper Validators Site Prep	2,500,000	1,560,000	1,248,000	-	312,000	-	1,560,000
18	Mountain View Transit Center Grade Separation and Access Project <sup>1</sup>	-	11,200,000	-	-	-	11,200,000	11,200,000
31	Broadway Burlingame Grade Separation <sup>5</sup>	24,388,000	1,025,000	-	-	-	1,025,000	1,025,000
			18,049,000	2,080,000	-	3,744,000	12,225,000	18,049,000
<b>iv. PLANNING/STUDIES</b>								
19	Operations, Access and Customer Interface Planning	-	260,000	-	-	260,000	-	260,000
20	Business Strategy and Policy Development	-	780,000	-	-	780,000	-	780,000
21	Electrification Expansion and Integration - Preliminary Planning	-	520,000	-	-	520,000	-	520,000
22	Capital Planning Technical Support	-	286,000	-	-	286,000	-	286,000
23	Transit-oriented Development Studies	-	1,040,000	-	-	1,040,000	-	1,040,000
24	Diridon Integrated Station Concept Plan (DISC) <sup>2</sup>	-	720,000	-	-	-	720,000	720,000
30	SF Railyards Preliminary Business Case <sup>4</sup>	-	2,000,000	-	-	-	2,000,000	2,000,000
32	Whipple Avenue Redwood City Grade Separation <sup>5</sup>	850,000	301,000	-	-	-	301,000	301,000
			5,907,000	-	-	2,886,000	3,021,000	5,907,000
<b>iv. CAPITAL CONTINGENCY FUNDS</b>								
25	Capital Contingency Funds - Engineering	-	330,000	-	-	330,000	-	330,000
26	Capital Contingency Funds - Rail	-	660,000	-	-	660,000	-	660,000
27	Capital Project Development	-	335,000	-	-	335,000	-	335,000
28	Capital Program Management	-	335,000	-	-	335,000	-	335,000
		132,038,000	1,660,000	-	-	1,660,000	-	1,660,000
	<b>Total FY2022 Capital Budget</b>		<b>67,535,919</b>	<b>10,475,817</b>	<b>1,491,021</b>	<b>15,323,081</b>	<b>40,246,000</b>	<b>67,535,919</b>

<sup>1</sup> \$10.0 million from Santa Clara Valley Transportation Authority (VTA) per Reso 2020-39 and \$1.2 million from the City of Mountain View

<sup>2</sup> City of San Jose

<sup>3</sup> San Mateo County Transportation Authority and City of South San Francisco

<sup>4</sup> Prologis LLC

<sup>5</sup> San Mateo County Transportation Authority (TA)

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **REAFFIRM THE PENINSULA CORRIDOR JOINT POWERS BOARD INVESTMENT  
POLICY AND REAUTHORIZE INVESTMENT OF MONIES WITH THE LOCAL  
AGENCY INVESTMENT FUND**

Finance Committee Recommendation     Work Program-Legislative-Planning Committee Recommendation     Staff Coordinating Council Reviewed     Staff Coordinating Council Recommendation

**ACTION**

Staff proposes the Committee recommend the Board:

1. Reaffirm the Peninsula Corridor Joint Powers Board (JPB) Statement of Investment Policy which aligns with current State law, including California Government Code Section 53601. This Investment Policy provides guidelines for the investment of JPB's funds and includes delegations of authority to invest such funds; and
2. Reauthorize the investment of JPB monies in Local Agency Investment Funds (LAIF) in compliance with LAIF requirements.

**SIGNIFICANCE**

The Executive Director or his designee serves as the JPB's trustee for purposes of placing investments pursuant to the Investment Policy. The Board of Directors, in accordance with California Government Code Section 53646(a), may review the Investment Policy and also reauthorize the included delegations of authority on an annual basis at a public meeting. After consideration of the existing policy, by staff, and in conjunction with the JPB's Investment advisor, no changes are currently recommended to the existing Investment Policy. Staff will continue to review the Investment Policy on a regular basis, and especially as increases in investable balances may lead to any appropriate changes. As such, the proposed action will:

- Reaffirm the Investment Policy's limitations for investment instruments consistent with the limitations set forth in *California Government Code Sections 53600 et seq.* for the JPB's current portfolios and to be updated annually by the Executive Director or his designee with advice from the JPB's investment advisers; and
- Reauthorize the investment of JPB monies in LAIF.

**BUDGET IMPACT**

Reaffirmation of the Investment Policy and reauthorization of investment in LAIF will have no impact on the JPB budgets.

**BACKGROUND**

The JPB's investments continue to be in accordance with sound treasury management practices and comply with the objectives of safety, liquidity, and yield in that order of priority.

Continued investments through LAIF are consistent with these objectives.

Prepared by: Connie Mobley-Ritter, Director, Treasury

650.508.7765

August 5, 1999  
Reaffirmed August 3, 2000  
Amended August 2, 2001  
Reaffirmed September 2002  
Amended October 2003

Reaffirmed September 2004  
Reaffirmed October 2005  
Reaffirmed November 2006  
Amended November 2007  
Amended December 2008

Reaffirmed December 2009  
Amended November 2010  
Reaffirmed November 2011  
Amended November 2012  
Reaffirmed November 2013

Reaffirmed November 2014  
Amended August 2016  
Amended September 2017  
Reaffirmed October 2019  
Amended November 2020

## **EXHIBIT A**

### **PENINSULA CORRIDOR JOINT POWERS BOARD**

#### **STATEMENT OF INVESTMENT POLICY**

##### **I. PURPOSE**

This Statement of Investment Policy (Investment Policy) sets forth the investment guidelines for the prudent investment and cash management of the Peninsula Corridor Joint Powers Board's (PCJPB) funds. It is the goal of this Investment Policy to establish investment objectives in accordance with the provisions of the *California Government Code, Section 53600 et seq.* (hereafter "*Code*"), and investment guidelines to ensure that the funds under its purview are prudently invested to preserve capital, provide necessary liquidity, and achieve a market-average rate of return over an economic cycle consistent with the PCJPB's goals of preserving principal and minimizing the risk of diminishing the principal.

Investments may only be made as authorized by this Investment Policy, and subsequent revisions. This Statement of Investment Policy may be reviewed annually by the PCJPB's Board of Directors at a public meeting. (*California Government Code Section 53646(a)*). Irrespective of these policy provisions, should the provisions of the *Code* be, or become, more restrictive than those contained herein, then such provisions will be considered immediately incorporated into this Statement of Investment Policy.

##### **II. OBJECTIVE**

The PCJPB's cash management system is designed to monitor and forecast accurately, expenditures and revenues, thus enabling the PCJPB to invest funds to the fullest extent possible. Idle funds of the PCJPB shall be invested in accordance with sound treasury management and in accordance with the provisions of the *Code* and this Investment Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be applied in the context of managing an overall portfolio. PCJPB officials shall act in accordance with written procedures and the Investment Policy, and should report deviations from expectations in a timely fashion and take appropriate action to control adverse developments.

The PCJPB's primary objective with respect to its invested funds is to safeguard the principal of the funds. The second objective is to meet the liquidity needs of the PCJPB. The third objective is to achieve a return on its invested funds.

##### **III. BENCHMARKS**

Investment performance will be compared to the performance benchmark selected by the PCJPB, which

approximates the PCJPB's portfolio and the specific restrictions on the PCJPB's portfolio in accordance with applicable current legislation by the State of California. The benchmark will be reviewed periodically to ensure it remains appropriate and consistent with the PCJPB's risk and return expectations.

#### IV. POLICY

At all times, the PCJPB shall invest its funds in accordance with the rules and restrictions established by the law of the State of California (including the *Code*). In addition, the PCJPB shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (*California Government Code Section 53600.3*).

The Executive Director of the PCJPB, or his designee, shall serve as the PCJPB's trustee for purposes of placing investments pursuant to this Investment Policy. The Board of Directors may review and specifically reauthorize this delegation of authority on an annual basis.

1. **Criteria for Selecting Investments.** Criteria for selecting investments and the order of priority are:
  - a. **Safety.** The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The PCJPB shall operate only in those investments that are considered safe. Investments in instruments and with institutions permitted under Section 2, 6, and Section 7, are deemed to constitute safe investments within the meaning of this Investment Policy.
  - b. **Liquidity.** An adequate percentage of the portfolio, in the approximate amount of six months' operating expenses, should be maintained in liquid short-term investments which can convert to cash if necessary to meet disbursement requirements. For purposes of this Investment Policy, fixed income securities maturing in one year or more are considered investment term, and fixed income securities maturing in less than one year are considered short-term cash equivalents. All funds available for investment shall be directed to the managers of the PCJPB's investment portfolio.
  - c. **Return on Investment.** The PCJPB's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, consistent with the portfolio's benchmark as described in the section entitled "Objective" (see above). This benchmark takes into account the PCJPB's investment risk constraints and the cash flow characteristics of the portfolio.
2. **Diversification.** The PCJPB will focus on diversification and invest in securities consistent with the diversification limits established by this policy and consistent with California Government Code.
3. **Safekeeping and Custody.** All security transactions, including collateral for repurchase

agreements, will be executed on a Delivery versus Pay Basis (DVP). The assets of the PCJPB shall be held in safekeeping by the PCJPB's safekeeping agent, or secured through third party custody and safekeeping procedures. A due bill or other substitutions will not be acceptable.

4. **Maturity of Investments.** The specific security guidelines including maximum maturities and qualified Fixed Income instruments can be found in Section 10 "Summary of Instruments & Limitations" of this Investment Policy.

The maximum dollar weighted average maturity of the fund is five years. This policy limitation leaves open the flexibility to take advantage of interest rate fluctuations as well as yield curve differences to maximize the return on investment. The imposed maximum dollar weighted five year average maturity limits the market risk to levels appropriate for an intermediate income fund. For the purposes of calculating the "average life" of the fund, callable and asset backed securities will be run to their stated final maturity.

5. **Deposit of Funds.** As far as possible, all money belonging to or in the custody of the PCJPB including money paid to the PCJPB to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by *California Government Code Section 53630*). Pursuant to *California Government Code Sections 53635, 53637 and 53638*, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

6. **Allowable Investment Instruments.** The PCJPB also may invest in any investment instrument as authorized by the *California Government Code*, as it may be amended from time to time, and subject to any conditions set forth in the *California Government Code*. This Policy may be more restrictive than *California Government Code* regarding the limitations of certain investment types, as shown in the table in Section 10. These investment instruments include but are not limited to:

- a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest, pursuant to *California Government Code Section 53601(b)*.
- b. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government sponsored enterprises, pursuant to *California Government Code Section 53601(f)*.
- c. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section. This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (*California Public Utilities Code*



*Section 11501, et seq.*). Pursuant to *California Government Code Section 53601(g)*.

- d. Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). Eligible commercial paper shall have a maximum maturity of 270 days or less. No more than 40 percent of the agency’s money may be invested in eligible commercial paper. The agency may invest no more than 10 percent of its total investment assets in the commercial paper and medium-term notes of any single issuer pursuant to *California Government Code Section 53601(h)*.
- e. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by *California Financial Code Section 5102*), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(i)*.
- f. Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements as defined in *California Government Code Section 53601(j)*.
- g. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of “A” or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(k)*. The agency may invest no more than 10 percent of its total investment assets in the commercial paper and the medium-term notes of any single issuer.
- h. Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as described by *California Government Code Section 53601(l)*.
- i. Local government investment pools. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 as described by *California Government Code Section 53601(p)*.
- j. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. Securities eligible for investment under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less. Purchase of securities authorized by this subdivision

may not exceed 20 percent of the agency's surplus moneys that may be invested pursuant to this *California Government Code Section 53601(o)*.

- k. Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Pursuant to *California Government Code 53601(c)*

Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Pursuant to *California Government Code 53601(d)*.

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Pursuant to *California Government Code 53601(e)*

- l. Supranational obligations including United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601(q)*.

- m. Collateral is defined in this Investment Policy to mean property (as securities) pledged by a borrower to protect the interest of the lender. For purposes of this Investment Policy, the following investments are considered to have collateral backing: Certificates of Deposit protected by either the FDIC or pledged securities in conformance with California Codes and this Investment Policy; or Bankers' Acceptances (protected by an irrevocable time draft or bill of exchange) whereby the accepting bank incurs an irrevocable primary obligation thus guaranteeing payment on the draft or bill. A secondary obligation rests with the issuing company; Commercial Paper (protected by an unsecured promissory note from the issuer who must be rated A1/P1/F1 or better) thereby guaranteeing that the earning power and/or liquidity had been established to fulfill the obligation to pay; and, asset backed securities which are rated AAA by both Moody's and Standard & Poor's.

- 7. **Local Agency Investment Fund & San Mateo County Investment Pool.** The Board of Directors also authorizes the PCJPB to invest in the Local Agency Investment Fund (LAIF) pursuant to *California Government Code Section 16429.1* and in the San Mateo County Investment Fund (SMCIF).

8. **Prohibited Investments.** The PCJPB shall not invest any funds in inverse floaters, range notes or mortgage derived interest-only strips. The PCJPB shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the PCJPB may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in *California Government Code Section 53601.6*.
9. **Portfolio Transactions.** The PCJPB's investment advisors are expected to seek best execution for all portfolio transactions. Best execution relates to the expected realized price net of commissions and is not necessarily synonymous with the lowest commission rate. Investment advisors are to obtain three independent bids from SEC licensed brokerage institutions, licensed by the state as a broker-dealer, as defined in *California Government Code Section 53601.5*, or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, prior to the execution of each portfolio transaction. The investment advisors, at their sole discretion and authority, will choose which broker dealers or brokerage firms from which to solicit bids and final selection is to be made based on the best interests of the PCJPB. Investment advisors may incur Realized capital losses in order to minimize the decrease in real purchasing power of the assets over an indefinite period of time.
10. **Summary of Instruments & Limitations.** Subject to the limitations set forth in *California Government Code Sections 53600 et seq.* which may be amended from time to time, the Executive Director or his designee may invest in the following instruments, subject to the limits of flexibility described above and in the table below. Limitations set in this Policy may be more restrictive than required by *California Government Code*:

Instrument	Credit Rating	% of Fund	% of Fund per Issuer	Maximum Maturity
(a) U.S. Treasury Obligations		100	N/A	15 years
(b) Obligations of U.S. Agencies or Government Sponsored Enterprises		100	N/A	15 years
(c) Bankers' Acceptances		40	30	180 days
(d) Commercial Paper	A1/P1/F1	40	10	270 days
Local agencies with less than \$100M of investment assets under management may invest no more than 25% of the agency's money in eligible commercial paper				
(e) Negotiable Certificates of Deposit		30	N/A	5 years
(f) Repurchase Agreements		100	N/A	1 year

Reverse Repurchase Agreements & Securities Lending		20	N/A	92 days
(g) Medium Term Corporate Notes	“A” category (split rated issues not allowed)	30	10	5 years
(h) Shares of beneficial interest issued by diversified management companies		20	10	N/A
(i) Local Government Investment Pools		100	N/A	N/A
(j) Asset-backed and mortgage-backed securities	“AA” category	20	N/A	5 years
(k) Municipal Obligations		100	N/A	10 years
(l) Supranational Obligations	“AA” category	30%	N/A	5 years
Local Agency Investment Fund				Up to current state limit
San Mateo County Investment Fund				Up to current state limit

**11. Oversight.**

- a. Quarterly, the Executive Director shall submit an investment report to the Board of Directors within 30 days of the end of the quarter. The report shall include the following information:
  1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the PCJPB;
  2. description of any of the PCJPB’s funds, investments or programs that are under the management of contracted parties, including lending programs;
  3. for all securities held by the PCJPB or under management by any outside party that is not a local agency or the State of California LAIF, a current market value as of the date of the report and the source of this valuation;
  4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
  5. statement that the PCJPB has the ability to meet its pool’s expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.
- b. Annually, the Executive Director shall perform, or cause to be performed, an independent audit of the PCJPB’s assets as reported for the investment program’s

activities. It is to be conducted in such a way as to determine compliance with the PCJPB's Investment Policy and State Codes. Such independent auditors will express an opinion whether the statement of assets is presented fairly and in accordance with generally accepted accounting principles.

- c. If the PCJPB places all of its investments in the LAIF, FDIC-insured accounts in a bank or savings and loan association, or the SMCIF (or any combination of these three), the Executive Director can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (*California Government Code Section 53646(b)-(e)*).

**RESOLUTION NO. 2021 –**

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

\* \* \*

**AMENDING THE STATEMENT OF INVESTMENT POLICY  
FOR THE PENINSULA CORRIDOR JOINT POWERS BOARD**

**WHEREAS**, as encouraged by applicable State law and in accordance with best practices, the Peninsula Corridor Joint Powers Board (JPB) adopted a Statement of Investment Policy in August 1999; and

**WHEREAS**, the JPB may annually render a statement of said Investment Policy to the Board of Directors for review and approval pursuant to Section 53646 of the State of California Government Code; and

**WHEREAS**, the JPB has amended or reaffirmed its Statement of Investment Policy over the years, most recently in November 2020, to align with descriptions of investments contained in the California state codes and to more clearly reflect the JPB's strategy for the investment of its funds; and

**WHEREAS**, in presenting the Statement of Investment Policy to the Board of Directors for this year, staff recommends reaffirming the Statement of Investment Policy to align with State law, including California Government Code Section 53601; and

**WHEREAS**, staff further recommends reappointment of the Executive Director, or his designee, as trustee for purposes of placing investments pursuant to the aforementioned policy.

**NOW, THEREFORE BE IT RESOLVED** the Board of Directors of the Peninsula Corridor Joint Powers Board (1) Amends the Statement of Investment Policy attached hereto as Exhibit A; and (2) Reappoints its Executive Director, or his designee, as the trustee for purposes of placing investments pursuant to said policy.

Regularly passed and adopted this 7<sup>th</sup> day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint  
Powers Board

ATTEST:

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JPB Secretary

**RESOLUTION NO. 2021 –**

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

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**REAUTHORIZING INVESTMENT OF PENINSULA CORRIDOR JOINT POWERS BOARD MONIES IN  
LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, pursuant to Government Code Section 16429.1, a Local Agency Investment Fund (LAIF) was created in the State Treasury for the deposit of local agency monies for purposes of investment by the State Treasurer; and

**WHEREAS**, staff recommends that the deposit and withdrawal of money in the LAIF in accordance with the provisions of Government Code Section 16429.1 is in the best interests of the Peninsula Corridor Joint Powers Board (JPB).

**NOW THEREFORE, BE IT RESOLVED** the Board of Directors of the Peninsula Corridor Joint Powers Board does hereby reauthorize the deposit and withdrawal of JPB monies in Local Agency Investment Fund in the State Treasury in accordance with the provisions of Government Code Section 16429.1, for the purpose of investment; and

**BE IT FURTHER RESOLVED** the Executive Director, or his designee, shall be authorized to order the deposit or withdrawal of JPB monies in the LAIF.

Regularly passed and adopted this 7<sup>th</sup> day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, Peninsula Corridor Joint Powers Board



ATTEST:

---

JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Melissa Reggiardo / Lawrence Leung  
Manager, Caltrain Planning / Manager, Rail Contracts & Budget

SUBJECT: **ON-CALL TRANSPORTATION PLANNING AND CONSULTANT SUPPORT SERVICES  
UPDATE**

Finance Committee Recommendation     Work Program-Legislative-Planning Committee Recommendation     Staff Coordinating Council Reviewed     Staff Coordinating Council Recommendation

**ACTION**

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

**SIGNIFICANCE**

This informational item is presented quarterly to the Board and reports on the following:

- Total amount of work directives (WDs) issued to each firm since contract inception
- List of WDs and amendments issued since the last reporting period with the WD number, title, description, JPB project manager, vendor, issuance date, start date, end date, and value

The tables below provide an update of contract activities from June 5<sup>th</sup>, 2021 thru September 3<sup>rd</sup>, 2021. Table 1 summarizes the contract capacity status. Table 2 updates the percentage of capacity used against the percent time elapsed. Table 3 shows the Board approved dates and amounts. Table 4 aggregates the WD amounts issued to each of the vendors. Table 5 describes each of the WDs issued since the last reporting period.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Pursuant to Resolution No. 2020-18, the Board of Directors (Board) awarded contracts to Fehr & Peers, HNTB Corporation, Kimley-Horn & Associates, Inc., Arup North America Ltd., Mott MacDonald Group Inc., and WSP USA, Inc., consisting of a five-year base term for an aggregate not-to-exceed amount of \$25,000,000 with two additional, one-year option terms in an aggregate not-to-exceed amount of \$5,000,000 for each option year.

**Table 1**

<b>Contract Summary</b>	<b>Years</b>	<b>Amount</b>
Total Capacity:	7.0	\$ 35,000,000
Exercised:	5.0	\$ 25,000,000
Work Directives Issued:		\$ 8,958,434
Remaining Capacity:		\$ 16,041,566

**Table 2**

<b>Contract Days</b>	<b>Days Elapsed</b>	<b>% Time Elapsed</b>	<b>Capacity Used</b>
1825	429	24%	36%

**Table 3**

<b>Contract Information</b>	<b>Start</b>	<b>End</b>	<b>Years</b>	<b>Capacity</b>	<b>Resolution/ Authorized</b>
Base	7/1/2020	6/30/2025	5.0	\$25,000,000	2020-18
Option #1	7/1/2025	6/30/2026	1.0	\$5,000,000	
Option #2	7/1/2026	6/30/2027	1.0	\$5,000,000	
Amendment			0.0		
<b>Total:</b>			<b>7.0</b>	<b>\$35,000,000</b>	

**Table 4**

<b>Vendor</b>	<b>Fehr &amp; Peers</b>	<b>HNTB</b>	<b>Kimley-Horn</b>	<b>ARUP</b>	<b>Mott</b>	<b>WSP</b>
<b>Contract #</b>	20-J-P-006A	20-J-P-006B	20-J-P-006C	20-J-P-006D	20-J-P-006E	20-J-P-006F
<b>Total WDs Issued</b>	\$1,895,466	\$981,354	\$2,609,172	\$1,033,094	\$2,339,439	\$99,909
<b>Previous Reporting Period</b>	\$1,427,247	\$595,198	\$1,240,743	\$622,093	\$583,474	\$99,909
<b>Current Reporting Period</b>	\$468,219	\$386,156	\$1,368,429	\$411,001	\$1,755,965	\$0

**Table 5**

WD#	Title	Description (Updates in Bold)	Vendor	Updated	Start	(Revised) End	Current Value
10446	Redwood City Station Area Planning	The main objective of the station area planning work is to provide inputs into Redwood City's Transit District planning process in the spring 2021 timeframe with consideration for the proposed redevelopment of Sequoia Station, the Whipple Avenue Grade Separation Study, Reimagine SamTrans and potential options related to the Dumbarton Rail Corridor Project. The scope of work will potentially produce street networks and a station area footprint to aid near-term land use development. It does not include public outreach, detailed design or cost estimates. <b>Added \$34k for additional support and extended from 6/30/21 to 12/31/21.</b>	Mott	8/31/2021	3/11/2021	12/31/2021	\$329,990.84
10468	Capital Planning Support	Support for potential capital projects that are currently being managed within the Planning Department or being transitioned from Planning to the Capital Projects/Development Department. Such projects require ongoing yet intermittent planning management and tracking, coordination with internal and external partners and stakeholders, development of agreements, technical reviews, etc. The goal is to acquire resources to support these projects up to a certain dollar value. <b>Extended from 8/31/21 to 12/31/22 to maintain flexibility.</b>	Kimley-Horn	8/26/2021	4/2/2021	12/31/2022	\$252,226.00
10469	SF Railyards PBC - PM & Ops	Obtain Project Management services for the completion of the San Francisco Railyards Redevelopment Preliminary Business Case, and; obtain services for the completion of rail service, storage, maintenance, and operations analysis associated with this potential redevelopment, including systemwide impacts and changes across the Caltrain corridor.	Kimley-Horn	8/23/2021	8/23/2021	6/30/2023	\$1,002,946.00
10448	SF Railyards PBC - Strategic Advisory Services	Obtain Technical Analysis and Business Case Development services for the completion of the San Francisco Railyards Redevelopment Preliminary Business Case.	Mott	8/20/2021	8/20/2021	6/30/2023	\$524,854.73
10449	SF Railyards PBC - Tech & BC Development	Obtain Technical Analysis and Business Case Development services for the completion of the San Francisco Railyards Redevelopment Preliminary Business Case.	Mott	8/20/2021	8/20/2021	6/30/2023	\$1,433,651.17
10337	Clipper 2.0 Implementation Project Management	Project management and consulting services for the Clipper 2.0 program (project) administered by the MTC. The project is currently underway with final design review expected to be provided in July 2021. The consultant will provide project management and ongoing consultant services for both Caltrain and SamTrans (the District). The expectation is that 50% of the CONSULTANT'S time will be dedicated to each of the two agencies.	HNTB	8/16/2021	8/16/2021	6/30/2022	\$126,379.00
10307	DSAP Development Support Services	Development support services associated with commercial development on the Caltrain-owned parcels within the Diridon Station Area Plan (DSAP) area in the City of San Jose. Specifically, the development team will be responsible for developing planning, land use, economic, environmental and development strategy associated with the City of San Jose's preliminary review application and formal planning application. \$573k budgeted thru FY24 but \$98k authorized for FY21. <b>Authorized additional \$254k for FY22.</b>	Fehr & Peers	8/6/2021	3/8/2021	6/30/2024	\$352,041.58
10306	<sup>3</sup> Caltrain DTX – Operations Analysis	Rail operations technical analysis to support Caltrain and California High-Speed Rail Authority (CHSRA) to assess service and infrastructure configurations for the San Francisco Downtown Rail Extension. <b>Added \$61k for additional support and extended from 7/31/21 to 9/30/21.</b>	Kimley-Horn	8/5/2021	9/1/2020	9/30/2021	\$354,875.00
10300	<sup>1</sup> Business Plan - Project Management Support	Project management to support the continuation and completion of the Caltrain Business Plan technical work. <b>Added \$30k for additional support and extended from 6/30/21 to 12/31/21.</b>	Fehr & Peers	7/20/2021	7/1/2020	12/31/2021	\$508,683.45
WD#	Title	Description (Updates in Bold)	Vendor	Updated	Start	(Revised) End	Current Value

10302	<sup>1</sup> Business Plan – Technical	Continuation and completion of Business Plan technical work including scenario planning; near-term service planning; and equity, connectivity and growth framework. <b>Added \$13k for additional support and extended from 6/30/21 to 12/31/21.</b>	Fehr & Peers	7/20/2021	8/1/2020	12/31/2021	\$351,527.53
10309	Caltrain Governance Support	Support for Caltrain’s governance process including the following tasks: assisting with designing and structuring meetings, providing meeting facilitation services, developing and producing visual communications and graphics, and providing notetaking services during meetings. <b>Added \$44k for additional support and extended from 12/31/21 to 6/30/22.</b>	Fehr & Peers	7/20/2021	2/22/2021	6/30/2022	\$147,940.82
10308	Internal Support for Interim Executive Director Transition	Internal support for the Interim Executive Director transition for the JPB and includes the following tasks: Development of Internal Action Plan for Transition Period, Support for Implementation of Internal Action Plan, Manage Special Projects as Identified by COO/ED, and Support Recruitment of Chief of Staff including Transitioning Internal Action Plan Tasks as Needed. <b>Added \$120k for additional support.</b>	Fehr & Peers	7/16/2021	3/15/2021	9/30/2021	\$328,338.00
10334	<sup>1</sup> Bike Parking and Micromobility Support	Continuation of bike parking and micromobility support as Caltrain replaces and expands bike parking infrastructure throughout the Corridor; includes demand analysis, conceptual station plans and micromobility best practices. <b>Added \$15k for additional support and extended from 5/31/21 to 9/15/21.</b>	HNTB	7/15/2021	9/1/2020	9/15/2021	\$194,304.33
10335	<sup>1</sup> 22nd St Station ADA Access Feasibility Study	Completion of the ADA Access Feasibility study for the 22nd Street Caltrain Station including background research; stakeholder engagement; conceptual designs; constructability and funding analysis; alternative screening; and final report. <b>Added \$14k for additional support and extended from 6/30/21 to 10/31/21.</b>	HNTB	7/8/2021	9/1/2020	10/31/2021	\$146,780.31
10304	<sup>2</sup> DISC Plan – PM & Outreach Support	Technical and outreach program management for the remainder of Phase I of the Diridon Station Concept Plan. <b>Added \$96k for additional support and extended from 6/30/21 to 10/31/21.</b>	Kimley-Horn	7/6/2021	9/3/2020	10/31/2021	\$404,443.00
10305	<sup>2</sup> DISC Plan – Technical Support & Analysis	Technical management and support and organizational, governance and funding analysis and strategy for the remainder of Phase I of the Diridon Station Concept Plan. <b>Added \$208k for additional support and extended from 6/30/21 to 10/31/21.</b>	Kimley-Horn	7/6/2021	9/3/2020	10/31/2021	\$594,682.00
10336	San Francisquito Creek Bridge Replacement - Planning and Outreach	Planning and outreach to accompany baseline engineering assessments and earliest concept designs for the San Francisquito Creek Bridge replacement. <b>Extended from 6/30/21 to 6/30/22.</b>	HNTB	6/28/2021	12/16/2020	6/30/2022	\$62,706.00
10447	Caltrain Go Pass Donation Program Support	Consultant support for the Go Pass Donation Program.	Mott	6/24/2021	6/14/2021	8/31/2021	\$50,942.33
22085 32000	Communications and Outreach Program Support for PCEP FY22	Communication and outreach program support including a comprehensive marketing and communications program for PCEP in FY22.	HNTB	6/23/2021	7/1/2021	6/30/2022	\$231,102.00
10299	Business Plan - Business Modeling Support	Business modeling support including the evaluation of potential service and operating scenarios and the development of business modeling tools. <b>Added \$27k for additional support and extended from 6/30/21 to 12/31/21.</b>	Fehr & Peers	6/22/2021	9/14/2020	12/31/2021	\$94,121.00
10301	<sup>1</sup> Business Plan - Outreach Support	Stakeholder outreach to support the continuation and completion of the Caltrain Business Plan technical work. <b>Extended from 6/30/21 to 12/31/21.</b>	Fehr & Peers	6/22/2021	7/1/2020	12/31/2021	\$104,208.64
10342	DSAP Architectural Services	Development support services including planning, land use, economic, environmental and development strategy associated with commercial development on the Caltrain-owned parcels within the Diridon Station Area Plan area in the City of San Jose. <b>\$1.085M budgeted thru FY23 but \$578k authorized for FY21 and \$411k authorized for FY22.</b>	ARUP	6/22/2021	1/6/2021	6/30/2022	\$989,259.00

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**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: JPB Finance Committee

THROUGH: Michelle Bouchard  
Acting Executive Director

FROM: Sebastian Petty  
Deputy Chief, Caltrain Planning

SUBJECT: **REGIONAL FARE COORDINATION AND INTEGRATION STUDY UPDATE**



Finance Committee  
Recommendation



Work Program-  
Legislative-Planning



Staff Coordinating  
Council Reviewed



Staff Coordinating Council  
Recommendation

**ACTION**

This report is for information only. No Board action is required at this time.

**SIGNIFICANCE**

The Regional Fare Coordination and Integration Study (FCIS) was launched by the Bay Area's transit operators and MTC to identify changes to the Bay Area's transit fare policies as a way to improve the passenger experience and grow transit ridership. Co-managed by BART and MTC, the study commenced in 2020 and is anticipated to conclude in fall 2021. The FCIS project management team will provide an informational update for the Caltrain Board on draft recommendations that are emerging from the study. Additional background and information on the FCIS are provided in the background section.

**BUDGET IMPACT**

There is no budget impact associated with receiving this report.

**BACKGROUND**

The Regional Fare Coordination and Integration Study (FCIS) was launched in 2020 by the Bay Area's transit operators and MTC to identify changes to the Bay Area's transit fare policies as a way to improve the passenger experience and grow transit ridership. The Study is co-managed by BART and MTC, with a team of staff from the majority of the Bay Area transit operators providing close input on study tasks and deliverables.

The Clipper Executive Board has established a Fare Integration Task Force consisting of the members of the Clipper Executive Board as well as the Chair and Vice Chair of the

Bay Area County Transportation Agencies (BACTA) group, currently the executive directors of the Solano Transportation Authority (STA) and the Napa Valley Transportation Authority (NVTA). The Fare Integration Task Force has project oversight responsibilities for all aspects of the project, and is chaired by Michael Hursh (AC Transit), with Denis Mulligan (Golden Gate Transit) as the vice chair.

Key objectives of the FCIS include:

- Developing goals for the regional fare system that will support an improved user experience, increased transit ridership and build on robust public outreach;
- Identifying barriers, especially barriers related to fares and the user experience, that are impeding increased ridership;
- Identifying opportunities to increase transit ridership by improving the regional fare system through regional fare coordination and integration strategies; and,
- Developing a detailed implementation plan, including funding plan, for recommended improvements.

The FCIS has included documentation of the existing conditions of fares in the Bay Area as well as a best practices/peer review of national and international examples of fare integration. Additionally, robust user research has been included in the FCIS to understand how people perceive fares and fare policies in the Bay Area, and how fares impact the decision to use transit. Six options for regional fare integration and coordination have been developed and analyzed using a business case methodology (which includes financial, ridership, and user impacts). With analysis now complete, the project team has been developing draft implementation strategies and recommendations.

Once the recommendations are drafted, the FCIS Project Manager team will attend the regular board meetings of the "Big 7" transit operators, including Caltrain, to present the draft recommendations and provide an opportunity for board members to review and comment. After these board meetings, the recommendations will be finalized and compiled in a report, anticipated to be adopted by the Fare Integration Task Force by fall 2021. The report will include recommended next steps for implementation of the final fare coordination and integration strategies, and any implementation activities would follow after completion of the study. For example, there may be pilot program opportunities as a next step once the study concludes, and a regional approach to Title VI could be developed to support implementation.

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