



BOARD OF DIRECTORS 2019

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AGENDA

PENINSULA CORRIDOR JOINT POWERS BOARD

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

June 6, 2019 – Thursday

10:00 am

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Public Hearing for Energy Service Contract for Energy-Efficient Lighting Retrofit at the Caltrain Stations RESOLUTION
 - a. Award of Contract to A Bright Idea Service, Inc. for Energy-Efficient Lighting Retrofit of 20 Caltrain Stations

4. Public Comment For Items Not on the Agenda

Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.

5. Consent Calendar

Members of the Board may request that an item under the Consent Calendar be considered separately

- a. Approve Meeting Minutes of May 2, 2019 MOTION
- b. Accept Statements of Revenues and Expenditures for April 2019 MOTION
- c. Receive Key Caltrain Performance Statistics – April 2019 INFORMATIONAL
- d. Receive State and Federal Legislative Update INFORMATIONAL
- e. Receive Caltrain Business Plan Monthly Update INFORMATIONAL
- f. Receive Capital Projects Quarterly Report INFORMATIONAL
- g. Authorizing Amendment of an Agreement with the County of San Mateo for Law Enforcement Services RESOLUTION
- h. Amendment to Increase the Capital Budget for the South Linden Avenue and Scott Street Grade Separation Planning Study RESOLUTION
- i. Adoption of Caltrain Short Range Transit Plan for Fiscal Years 2018 to 2027 RESOLUTION

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

Peninsula Corridor Joint Powers Board
June 6, 2019 Agenda

- j. Authorize the Execution of Contracts for Technology Related Products and Services to Vendors Under Cooperative Purchasing Programs **Pending final** RESOLUTION
- k. Authorize the Execution of Contracts for Information Technology Licenses, Maintenance Services and Professional Services **Pending final** RESOLUTION
- l. Approve and Ratify the Fiscal Year 2020 Insurance Program RESOLUTION
- 6. Report of the Chair
- 7. Report of the Citizens Advisory Committee
- 8. Report of the Executive Director
 - a. Peninsula Corridor Electrification Project Monthly Report for April 2019 INFORMATIONAL
 - b. Monthly Report on Positive Train Control System INFORMATIONAL
- 9. Adoption of Fiscal Year 2020 Operating Budget and Capital Budget, And Authorization to Use Revenue Stabilization Funds **Pending final** RESOLUTION
- 10. Amendment to Increase Executive Director's Contract Change Order Authority for the 25th Avenue Grade Separation Project **Pending final** RESOLUTION
- 11. Approval of Electric Train Reconfiguration and Bike Improvements **MISSING** RESOLUTION
- 12. Award of Contracts for Engineering Consultant Design Services RESOLUTION
- 13. Update on the San Jose Diridon Integrated Station Concept Plan INFORMATION
- 14. Correspondence
- 15. Board Member Requests
- 16. General Counsel Report
 - a. Closed Session: TBD
- 17. Date/Time of Next Regular Meeting: Thursday, July 11, 2019 at 10:00 a.m. San Mateo County Transit District Administrative Building, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070
- 18. Adjourn

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Derek Hansel
Chief Financial Officer

Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACT FOR ENERGY-EFFICIENT LIGHTING RETROFIT OF 20 CALTRAIN STATIONS**

ACTION

Following a public hearing regarding awarding an energy service contract for the energy-efficient lighting retrofit of 20 Caltrain Stations held earlier at this June 6, 2019 Board of Directors meeting, Staff Coordinating Council, recommends the Board:

1. Find that the cost to the Peninsula Corridor Joint Powers Board (JPB) for the Caltrain Stations Energy-Efficient Lighting Retrofit (Project) will be less than the anticipated marginal cost of electrical energy consumed by the JPB in the absence of the Project.
2. Find that it is in the best interest of the JPB to proceed with the Project.
3. Award a contract to A Bright Idea Service, Inc. (ABI) of Rocklin, California for a not-to-exceed amount of \$540,395.
4. Authorize the Executive Director, or his designee, to execute a contract with ABI in a form approved by legal counsel.
5. Authorize the Executive Director, or his designee, to execute an agreement with Ecology Action in a form approved by legal counsel.

SIGNIFICANCE

The Project will retrofit approximately 2,726 lights located on platforms, passenger shelters, pedestrian underpasses, parking lots and other buildings at 20 Caltrain stations. The efficient light-emitting diode (LED) lights are expected to reduce electricity costs by approximately \$261,000 per year and will reduce maintenance costs due to longer expected product lifetimes. The Project will commence this Fall and will conclude in December, 2019 to allow the JPB to submit documentation of Project completion by the end of the year to receive approximately \$210,000 in PG&E energy-efficiency rebates coordinated through San Mateo County Energy Watch (SMCEW). Given the reduction in energy costs and rebates, in aggregate, this project will achieve ROI in slightly more than three years. Staff has reviewed the proposal from ABI and the associated costs, and determined that completing this Project is in the best interest of the JPB.

BUDGET IMPACT

Funds for this contract are included in the Fiscal Year (FY) 2019 Station State of Good Repair Capital Project budget and will be included in the FY2020 request.

BACKGROUND

PG&E, in partnership with the City/County Association of Governments of San Mateo County (C/CAG), provides funding for audits, rebates, and other services for energy-efficient upgrades for San Mateo County residents, businesses and public agencies. SMCEW administers projects for the PG&E-C/CAG partnership. Ecology Action, located in Santa Cruz, is a non-profit organization that partners with PG&E to administer the rebates and select qualified contractors.

Staff engaged in discussions with SMCEW, which identified ABI as a contractor capable of performing the Project work. The firm was selected as part of a rigorous vetting, training and selection process conducted by Ecology Action. ABI has successfully completed LED retrofit projects within the past two years for the cities of Half Moon Bay, Burlingame, San Mateo, Pacifica, and Redwood City.

Of the 23 stations between San Francisco and Gilroy, the Palo Alto, California Avenue, and Santa Clara stations are not eligible for the rebate program because they are not located within the PG&E service area. A summary of the work is provided below.

| Station Locations | SF to Redwood City (northern) | Atherton to Gilroy (southern) | Total Quantity/ Amount |
|--|--------------------------------------|--------------------------------------|-------------------------------|
| Number of Stations | 10 | 10 | 20 |
| Estimated Number of lights to be converted to LED | 1,156 | 1,570 | 2,726 |
| Estimated annual savings on electricity | \$120,575 | \$140,566 | \$261,141 |
| Estimated PG&E Rebate amount | \$102,686 | \$107,216 | \$209,902 |
| Not-to-exceed amount* | \$243,430 | \$296,965 | \$540,395 |
| *Includes Labor, Material, Equipment, Warranty, and Recycling Fee. | | | |

California Government Code section 4217.10 et seq. (Section 4217.10), which the Legislature enacted to help public agencies expedite and finance energy conservation measures at their facilities, permits the Board to award this contract after finding the contract is in the best interest of the JPB and the cost of the Project will be less than the anticipated marginal cost of electrical energy consumed by the JPB in the absence of the Project. As required by Section 4217.10, staff provided an informational presentation and the Board conducted a hearing to receive public comment. The JPB complied with the two weeks' notice requirement in Section 4217.10 for the public hearing pursuant to agenda item #4F at the May 2, 2019 Board meeting.

Procurement Administrator II: Linda Tamtum 650.508.7933
Prepared By: Amelia Timbers Principal Planner, Sustainability 650.508.7713
Project Manager: Robert Scarpino, Deputy Director of Rail Infrastructure 650.508.7780

RESOLUTION NO. 2019 –

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

* * *

**AWARDING A CONTRACT TO A BRIGHT IDEA SERVICE, INC.
FOR A NOT TO EXCEED AMOUNT OF \$540,395
TO PROVIDE ENERGY-EFFICIENT LIGHTING RETROFIT SERVICES AT CALTRAIN STATIONS**

WHEREAS, the State of California seeks to encourage the implementation of energy projects at public facilities through legislation designed to provide the greatest possible flexibility to public agencies in structuring agreements for alternative energy projects (Government Code sections 4217.10 *et seq.*); and

WHEREAS, on June 6, 2019, pursuant to Government Code section 4217.12(a), the Peninsula Corridor Joint Powers Board (JPB) Board of Directors (Board) received public comment on, and considered the details of, the Caltrain Stations Energy-Efficient Lighting Retrofit Project (Project) at a public hearing for which public notice was given not less than two weeks in advance; and

WHEREAS, pursuant to Government Code section 4217.12(a), the Board finds that the cost for the Project will be less than the anticipated marginal cost of energy consumed by the JPB in the absence of the Project and that the Project is in the best interest of the JPB; and

WHEREAS, the JPB received a proposal for the Project from A Bright Idea Services Inc. (ABI) of Rocklin, California; and

WHEREAS, staff has reviewed the proposal and determined that ABI is a responsible contractor, with experience in successfully performing this type of work for other public agencies, and the proposed project cost is fair and reasonable; and

WHEREAS, Staff Coordinating Council recommends, and the Executive Director concurs, that the Board award a contract to ABI.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board finds that the cost for the Caltrain Stations Energy-Efficient Lighting Retrofit Project will be less than the anticipated marginal cost of electrical

energy consumed by the JPB in the absence of the Project and that the Project is in the best interest of the JPB; and

BE IT FURTHER RESOLVED that the Board hereby award a contract to ABI for a not-to-exceed amount of \$540,395; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to execute a contract on behalf of the JPB with ABI in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is authorized to execute an agreement with Ecology Action in a form approved by legal counsel.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, Peninsula Corridor Joint Powers Board

JPB Secretary

PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Caltrain

SUBJECT: **CALTRAIN BUSINESS PLAN – MONTHLY UPDATE COVERING MAY 2019**

ACTION

Staff Coordinating Council recommends the Board of Directors (Board) receive the attached memo providing an update on Caltrain Business Plan activities and progress during May of 2019.

SIGNIFICANCE

Peninsula Corridor Joint Powers Board (JPB) staff has prepared the attached memo describing project activities and outreach related to the Caltrain Business Plan that occurred during May of 2019.

Staff will provide the JPB with written monthly memos and presentation materials on a monthly basis throughout the duration of the Business Plan project. These written updates will periodically be supplemented by a full presentation to the Board.

BUDGET IMPACT

There is no budget impact associated with receiving this memo.

BACKGROUND

In 2017, the JPB secured full funding for the Peninsula Corridor Electrification Project and issued notices to proceed to its contractors for corridor electrification and purchase of Electric Multiple Unit railcars. Now that construction on this long-awaited project is underway, the agency has the opportunity to articulate a long-term business strategy for the future of the system.

The initial concept for a Caltrain “Business Plan” was brought to the Board in April of 2017. The Board reviewed a draft scope of work for the Business Plan in December of 2017 and adopted a final Business Strategy and Scope of Work in February of 2018. The Business Plan has been scoped to include long-range demand modeling, and service and infrastructure planning, as well as organizational analysis and an assessment of Caltrain’s interface with the communities it traverses. It is an extensive planning effort that includes outreach in multiple venues. The plan will be completed in 2019.

PROJECT UPDATE

The following is one in a series of monthly project updates for the Caltrain Business Plan. These updates provide a high level summary of project activities and progress and are paired, when applicable, with a presentation that reflects project materials and messaging shared with stakeholder groups during the subject month. The following “May” update covers work completed in late April of 2019 and May of 2019.

ONGOING TECHNICAL WORK

Through spring of 2019 the Caltrain Business Plan team continued intensive technical work on the plan. May was a quarterly update month where summary presentations of plan material were made to various stakeholder and public groups. New technical material was discussed with the Project Partner Committee but the CSCG and LPMG were cancelled and there was no new technical information presented publicly.

The following additional technical analysis is ongoing and will be presented in June;

- Continued service planning work including
 - Initiation of dynamic simulation of all service concepts
 - Exploration of additional service concepts and variations including integration options with the larger mega-regional rail network
- Specification and quantification of capital investments needed to support service scenarios including track and system upgrades, station modifications, fleet and support facilities and grade crossing improvements and separations
- Finalization of key inputs and assumptions into the integrated business model including the calculation of key operating and maintenance costs
- Ongoing organizational assessment work specifying key railroad functionalities, mapping of Caltrain organization and analysis of national and international comparison railroads as well as development of preliminary organizational recommendations
- Ongoing community interface documentation and development of comparison corridor case studies

MEETINGS AND OUTREACH

The following major stakeholder and public meetings occurred in late April and May;

- Update to the Bay Area Council (April 24th)
- Update to the Silicon Valley Leadership Group (May 1)
- Update to the Silicon Valley Regional Rail Working Group (May 3)
- Redwood City Council (May 6)
- Project Partner General Manager Group (May 7)
- MTC Programming and Allocations Committee (May 8)
- Code for San Francisco- Data Visualization Event (May 8)
- VTA Policy Advisory Committee (May 9)
- Business Plan Ad Hoc Committee (May 13)
- Palo Alto City Council Meeting (May 13)
- APA Event – Future of the Peninsula Corridor (May 14)
- Business Plan Stakeholder Advisory Group (May 15)
- Caltrain Citizen Advisory Committee (May 15)
- Caltrain Bicycle Advisory Committee (May 16)

In addition to public meetings, the Business Plan team also completed the second round of individual meetings with staff from each of the 21 local jurisdictions along the Caltrain corridor. Finalized “booklets” for each jurisdiction on the corridor have been developed and are available to the public under the “resources” tab at www.caltrain2040.org

The Project Partner Committee (PPC) held its regular, full meeting on May 7.

NEXT STEPS

The first part of the Business Plan is focused on the development of a long-range service vision for the railroad accompanied by an assessment of the community-corridor interface and the Caltrain organization. **The Business Plan team intends to bring a full set of draft materials related to the selection of a long range vision to the Board at their July 11 for their consideration. Based on feedback received at the meeting and from stakeholders and the public, staff will return to the Board to ask them to take action at a subsequent meeting.**

The remainder of the project will be focused on the creation of the implementation plan, including a detailed business plan and funding approach. The Business Plan team will continue to provide monthly updates throughout the Business Plan. Over the next several months the team will provide significant updates on further service planning details, ridership projections, and capital and operating costs associated with each scenario.

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
3RD QUARTER FISCAL YEAR 2019**

ACTION

Staff Coordinating Council recommends the Board receive the Capital Projects Quarterly Status Report link to report:

(Pending link)

SIGNIFICANCE

The Capital Projects Quarterly Status Report is submitted to keep the Board advised as to the scope, budget and progress of current ongoing capital projects.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff prepares the Capital Projects Quarterly Status Report for the Board on a quarterly basis. The report is a summary of the scope, budget and progress of capital projects. It is being presented to the Board for informational purposes and is intended to better inform the Board of the capital project status.

PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Carter Mau
Deputy General Manager

SUBJECT: **APPROVAL OF COUNTY LAW ENFORCEMENT SECOND, ONE YEAR OPTION
EXTENSION**

ACTION

Staff Coordinating Council recommends the Board:

1. Authorize the Executive Director, or his designee, to amend the Law Enforcement Services Agreement between the San Mateo County Transit District (District), the Peninsula Corridor Joint Powers Board (JPB) and the County of San Mateo (County) for law enforcement services, extending the term through June 30, 2020, and making adjustments to the scope of services and payment provisions, for an estimated amount of \$5,616,106 through June 30, 2020, with the understanding that the PCJPB proportional share for the costs of services is estimated at \$4,380,562 and the balance of the costs will be paid by the District;
2. Authorize the Executive Director, or his designee, to take such further actions as may be required.

SIGNIFICANCE

The Law Enforcement Services Agreement was awarded in August, 2015 for a three-year base term, with two one-year options. Staff recommends exercising the second of the one-year option terms to provide services for Fiscal Year (FY) 2020, at an estimated cost of \$4,380,562.

BUDGET IMPACT

The original Law Enforcement Services Agreement combined services of both the Sheriff's Department and the County 911 Communications Center for a three-year base term with a total contract capacity of \$15,333,925. The cost of these law enforcement services for FY2020 is \$5,616,106, which is shared between the District and the JPB. The JPB's share of this FY2020 cost is \$4,380,562.

ACKGROUND

In 2004, the District, on its behalf and on behalf of the JPB, entered into an agreement with the County for the provision of law enforcement services and related communications services for both bus operations and rail operations, with the JPB and District providing proportionate funding for the services provided to each respective agency. In 2015, for a variety of reasons, including efficiency of operations, comprehensiveness of services and ease in administration of the agreement, the Law Enforcement Services Agreement between the District and the County was changed to include the JPB as a separate party. The agreement was authorized by the Boards of Directors of both the District and the JPB, and costs of services were separated out with the JPB paying 78 percent of the total costs and the District paying 22 percent.

The JPB's cost-share is higher than the District's because of the highly specialized nature of the rail response services, requiring significantly more of the County's law enforcement services than the bus operations, as well as the broader geographical area the County covers for Caltrain.

Under the Law Enforcement Services Agreement, the County coordinates all requests for police service, collision investigations, police reports and similar functions. Benefits to the District include explosive-detecting K 9 units, crime scene investigation and criminal forensics, coroner's services, and backup personnel as required.

The amended Law Enforcement Services Agreement is the result of negotiations between Staff and the San Mateo County Sheriff.

Staff is currently developing a Request for Proposals (RFP) to procure these services at the end of the proposed extension term. An Evaluation Committee composed of qualified staff from Bus Operations, Rail Operations and Safety & Security departments will review, score and rank the proposals in accordance with weighted criteria that will be set forth in the RFP. Results of the procurement will be brought back to the Board at the appropriate time.

Prepared by: Ben Burns, Acting Deputy Director Safety and Security 650.622.7820

RESOLUTION NO. 2019 –

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

* * *

**AUTHORIZING AMENDMENT OF AN AGREEMENT WITH THE COUNTY OF SAN MATEO FOR
LAW ENFORCEMENT SERVICES FOR AN ESTIMATED AMOUNT OF \$4,380,563**

WHEREAS, in 2004, the San Mateo County Transit District (District), on its behalf and on behalf of the Peninsula Corridor Joint Powers Board (JPB)(collectively "Agencies"), entered into an agreement with the County of San Mateo (County) for the provision of law enforcement services and related communications services for both bus operations and rail operations, with the JPB and District providing proportionate funding for the services provided to its respective agency; and

WHEREAS, in 2015, for a variety of reasons, including efficiency of operations, comprehensiveness of services and ease in administration of the agreement, a single contract (Law Enforcement Services Agreement) between the District, the County and the JPB was authorized by the JPB's and District's respective Boards of Directors, with the JPB paying 78 percent of the total costs and the District paying 22 percent, for services provided; and

WHEREAS, the first option term of the Law Enforcement Services Agreement is set to expire on May 31, 2019, and the Agencies have the option to extend the contract term for one additional one-year period; and

WHEREAS, the Agencies desire that the County continue to provide these essential services; and

WHEREAS, the Staff Coordinating Council recommends that the Board authorize amendment of the Law Enforcement Services Agreement, exercising the second one-year option term to extend the Agreement through June 30, 2020, and making

adjustments to the scope of services and payment provisions, with costs to be based on actual costs to the County to provide the services, in an estimated amount \$5,616,106 through June 30, 2020, with the understanding that the JPB's proportional share for the costs of services during the extension term is estimated at \$4,380,563 with the balance of the costs to be paid by the District.

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

1. Authorizes the Executive Director, or his designee, to amend the Law Enforcement Services Agreement between the District, the JPB and the County for law enforcement services, extending the term through June 30, 2020, for an estimated amount of \$5,616,106 through June 30, 2020, with the understanding that the JPB's proportional share for the costs of services is estimated at \$4,380,563 and the balance of the costs will be paid by the District; and

2. Authorizes the Executive Director, or his designee, to take such further actions as may be required to give effect to this Resolution.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

DATE: February 28, 2019
TO: Bill Grizard, Director of Safety and Security, San Mateo County Transit District
FROM: David Perron, Management Analyst
SUBJECT: FY2019-20 Budget - San Mateo County Transit District

The San Mateo County Transit District contracts with the Sheriff's Office for law enforcement services. Each year, the Sheriff's Office prepares a budget outlining the cost for these services. The three major categories of expenses include:

- Personnel Costs: Salaries and benefits associated with staff providing patrol, investigative services, and administrative and support services.
- Direct Operating Expenses: Costs associated with operational activities such as vehicle and equipment expenses, training, software, and general supplies.
- Support Services: Costs associated with technical services, records and evidence management, fiscal services, and personnel and human resources.

Attached is the FY2019-20 budget for contracted law enforcement services. Total expenses (Sheriff's Basic Services) of \$5,616,106 represent an increase of \$163,564 from the FY2018-19 budget.

The most significant activity in the budget is attributed to Personnel Costs which total \$4,826,255 an increase of \$99,979. Staffing levels remain unchanged. The increase in Direct Operating Expenses is primarily due to an increase in the mileage maintenance charge, K-9 expenses, and the training costs. Departmental Support Services reflect increases for support provided by the following units: administration, fiscal, property, technical services, payroll, training, and records.

The Sheriff's Office also provides supplemental support at special events at an additional cost. This is referenced under "Augmented Services" of the Agreement. These services are invoiced separately from the services outlined in the FY 2019-20 budget and have totaled approximately \$600,000 annually.

The current contract expires on June 30, 2019. The agreement includes the option to renew for an additional one-year period to June 30, 2020. This renewal option outlining the cost of service for FY2019-20 will need to be prepared and approved by the Peninsula Corridor Joint Powers Board and the Sheriff before June 30, 2019.

Attached: FY 2019-20 Budget - San Mateo County Transit District

CC: Greg Rothaus, Assistant Sheriff
Paul Kunkel, Captain
Victoria O'Brien, Lieutenant
Pam Deal, Finance Director
Narayan Nair, Finance Manager
Veronica Ruiz, Management Analyst

San Mateo County Sheriff's Office
 Transit Police Bureau (SamTrans): FY 2019-20 Budget
 (Does not include supplemental services)

| Service Description | Employee Salaries | Employee Benefits | Workers Comp Insurance | Night Shift Pay | Leave and Overtime | Other Costs (training, uniforms, experience pay, etc.) | Total Costs | |
|---|---|--------------------|------------------------|-----------------|--------------------|--|--------------------|-----------|
| Patrol | | | | | | | | |
| (4) Deputies 0500-1700 | \$482,618 | \$436,810 | \$50,989 | \$2,309 | \$184,259 | \$54,643 | \$1,211,628 | |
| (1) K-9 Deputy 0500-1700 | \$120,654 | \$113,733 | \$13,407 | \$577 | \$48,447 | \$20,586 | \$317,405 | |
| (3) Deputies 1300-0100 | \$361,963 | \$334,404 | \$39,231 | \$12,120 | \$141,768 | \$40,982 | \$930,468 | |
| (2) K-9 Deputies 1300-0100 | \$241,309 | \$235,773 | \$28,022 | \$13,851 | \$101,263 | \$41,173 | \$661,390 | |
| Investigations | | | | | | | | |
| 1 Detective | \$114,909 | \$113,302 | \$13,344 | | | \$26,224 | \$267,778 | |
| Supervision | | | | | | | | |
| (1) Team I Sergeant 1000-2200 | \$153,094 | \$136,195 | \$16,675 | \$2,929 | \$51,651 | \$20,129 | \$380,673 | |
| (1) Team II Sergeant 1000-2200 | \$153,094 | \$136,195 | \$16,675 | \$2,929 | \$51,651 | \$20,129 | \$380,673 | |
| Support | | | | | | | | |
| (1) Management Analyst | \$119,970 | \$68,237 | \$780 | | | | \$188,987 | |
| (1) Special Enforcement Officer | \$58,531 | \$44,356 | \$380 | | \$11,968 | \$650 | \$115,886 | |
| Administration | | | | | | | | |
| (1) Lieutenant | \$174,496 | \$153,062 | \$18,890 | | | \$24,921 | \$371,369 | |
| Total Personnel Costs | \$1,980,639 | \$1,772,066 | \$198,393 | \$34,715 | \$591,005 | \$249,437 | \$4,826,255 | |
| Vehicles | | | | | | | | |
| Patrol Vehicles - Per Mile Charge | 5 Patrol Cars (4 marked and 1 unmarked), 3 K-9 cars, 1 unmarked (Detective) | | | | | | | \$224,000 |
| Patrol Vehicles - Replacement Charge | 5 Patrol Cars (4 marked and 1 unmarked), 3 K-9 cars, 1 unmarked (Detective) | | | | | | | \$103,114 |
| Allocated Share of Patrol Costs | | | | | | | | |
| Radio and Communications (14 portable radios) | | | | | | | \$16,758 | |
| Information Service Charges | | | | | | | \$50,154 | |
| Service Charges | | | | | | | \$27,456 | |
| K-9 Expenses (3 dogs) | | | | | | | \$19,668 | |
| Office Supplies | | | | | | | \$13,087 | |
| Other Miscellaneous Expenses | | | | | | | \$7,130 | |
| In-Car Computer/Video (operating expenses) | | | | | | | \$9,000 | |
| Training | | | | | | | \$13,920 | |
| Total Direct Operating Expenses | | | | | | | \$484,287 | |
| Departmental Support Services | | | | | | | | |
| Administration, Fiscal, Personnel, Training, Records, Tech Services, Property | | | | | | | \$305,564 | |
| Total Expenses (Sheriff's Basic Services) | \$1,980,639 | \$1,772,066 | \$198,393 | \$34,715 | \$591,005 | \$249,437 | \$5,616,106 | |

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Harnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **AMENDMENT TO INCREASE THE FISCAL YEAR 2019 CAPITAL BUDGET BY \$60,000 FROM \$301,886,255 TO \$301,946,255 FOR THE SOUTH LINDEN AVENUE AND SCOTT STREET GRADE SEPARATION PLANNING STUDY**

ACTION

Staff Coordinating Council recommends the Board increase the Peninsula Corridor Joint Powers Board (JPB) Fiscal Year (FY) 2019 Capital Budget by \$60,000, from \$301,886,255 to \$301,946,255 to reflect the receipt and expenditure of \$60,000 from the City of San Bruno (City) for the South Linden Avenue and Scott Street Grade Separation Planning Study (Study).

SIGNIFICANCE

This action increases the FY 2019 Capital Budget so the JPB is able to accept \$60,000 from the City and fund additional traffic analysis requested by the City for the Study.

BUDGET IMPACT

The South Linden and Scott Street Grade Separation Planning Study was approved by the Board in FY 2016. This request increased the Board Authority for this project from \$765,349 to \$825,3549.

No JPB member agency funds are budgeted for the work associated with this additional analysis for the Study. The City is solely responsible for obtaining and providing all funding required for the additional scope of work. Additionally, the City is responsible for any costs that exceed the \$60,000 set aside for the analysis.

BACKGROUND

The Study is governed by a four-party memorandum of understanding (MOU) which was executed on April 20, 2016 by the San Mateo County Transportation Authority (TA), the JPB, the City of South San Francisco, and the City. As part of the MOU, the TA provided \$650,000 in funding, while the City of South San Francisco provided an additional \$100,000 for a total of \$750,000.

During the development of the original scope of the MOU for the Study, a high-level traffic analysis was included based on previous studies and some additional information. However, when the closure of Scott Street became a possible alternative, the San Bruno City Council requested that further traffic analysis be conducted to ensure the community is fully informed as alternatives are considered.

The Study has been significantly delayed due to the City's request for additional traffic analysis and the need to identify City funding available for the extra work.

The JPB and the City will execute a separate side agreement that refers back to the MOU but does not involve the TA or the City of South San Francisco because the proposed scope for the additional traffic study only involves the City.

The findings of the traffic analysis will be presented at a San Bruno-only community meeting, which is tentatively scheduled for August 27, 2019. Following the community meeting, the evaluation of alternatives can resume.

South Linden Avenue in the South San Francisco and Scott Street in San Bruno together were ranked the fifth highest priority for grade separation projects in the California Public Utilities Commission's *California Grade Separation Program Priority List* (for State Fiscal Year 2017-2018).

In 2004, San Mateo County voters reauthorized Measure A – a ½ cent sales transportation tax in San Mateo County – from 2009 through 2033. The measure provided \$225 million in funding for grade separations within San Mateo County. Measure A is the primary funding source for the Study.

No costs have been incurred by the JPB or its member agencies for the Study.

Prepared By: Daniel Krause, Principal Planner, Caltrain Planning

650.508.7907

RESOLUTION NO. 2019 –

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

* * *

**AMENDING TO INCREASE THE FISCAL YEAR 2019 CAPITAL BUDGET BY \$60,000
FROM \$301,886,255 TO \$301,946,255
FOR THE SOUTH LINDEN AVENUE AND SCOTT STREET GRADE SEPARATION PLANNING STUDY**

WHEREAS, on April 20, 2016, the City of San Bruno (City), the City of South San Francisco, the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (TA) entered into a memorandum of understanding (MOU) to complete the planning phase for the South Linden Avenue and Scott Street Grade Separations, which are located in South San Francisco and the City, respectively; and

WHEREAS, the JPB currently is the lead agency for the South Linden Avenue and Scott Street Grade Separation Planning Study (Study); and

WHEREAS, the City has requested that JPB conduct additional traffic analysis of potential traffic impacts of the alternatives currently being examined for the Scott Street grade crossing by expanding the scope of work of the Study; and

WHEREAS, the City has approved \$60,000 for additional traffic analysis for the Study, which is based on an engineer's estimate conducted by JPB; and

WHEREAS, the JPB and the City will execute a two-party agreement for the funding of the additional traffic analysis that is separate from, but references, the four-party MOU created for the Study; and

WHEREAS, the Executive Director recommends and the Staff Coordinating Council concurs that the Board of Directors amend the Fiscal Year 2019 Capital Budget

to increase it by \$60,000, from **\$301,886,255** to **\$301,946,255**, to reflect the receipt and expenditure of additional funds from the City for the Study.

BE IT RESOLVED, that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby amends the Fiscal Year 2019 Capital Budget to increase it by \$60,000, from \$301,886,255 to \$301,946,255, to reflect the receipt and expenditure of \$60,000 from the City of San Bruno for the South Linden Avenue and Scott Street Grade Separation Planning Study.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary

| Item # | PROJECT TITLE / Description | Previously Programmed | Proposed BUDGET | Federal Funds | State Funds | STA SOGR Funds | Members | | | Member Funds | Others | | Other Funds | Total Funds |
|---|---|-----------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|----------|------------------|------------------|-------------------|
| | | | | | | | SF | SM | VTA | | Federal | Non-Federal | | |
| i. SOGR | | | | | | | | | | | | | | |
| Right of Way | | | | | | | | | | | | | | |
| 1 | Guadalupe River Bridge Replacement | x | 3,000,000 | 2,400,000 | | | 600,000 | | | 600,000 | | | | 3,000,000 |
| 2 | Marin St. & Napoleon Avenue Bridges Rehabilitation | x | 540,000 | 432,000 | | | 108,000 | | | 108,000 | | | | 540,000 |
| 3 | System Wide Track Rehab- SOGR 2019 | | 5,500,000 | 4,400,000 | | | 1,100,000 | | | 1,100,000 | | | | 5,500,000 |
| 4 | Tunnel 1 & 4 Track and drainage Rehabilitation | x | 6,500,000 | 5,200,000 | | | 1,300,000 | | | 1,300,000 | | | | 6,500,000 |
| 49 | Rensgstorff Avenue Grade Separation- Preliminary ⁴ | | 3,500,000 | | | | | | | 0 | | 3,500,000 | 3,500,000 | 3,500,000 |
| 50 | Broadway Grade Separation- Preliminary ⁶ | | 200,000 | | | | | | | 0 | | 200,000 | 200,000 | 200,000 |
| 51 | So. Linden Ave and Scott St. Grade Separation Planning Study ⁷ | x | 60,000 | | | | | | | - | | 60,000 | 60,000 | 60,000 |
| | | | 19,300,000 | 12,432,000 | 0 | 0 | 3,108,000 | 0 | 0 | 3,108,000 | 0 | 3,760,000 | 3,760,000 | 19,300,000 |
| Signal & Communications | | | | | | | | | | | | | | |
| 5 | Signal System SOGR FY19 | | 300,000 | 240,000 | | | 60,000 | | | 60,000.00 | | | | 300,000 |
| 6 | Railroad COM SOGR FY19 | | 532,000 | 425,600 | | | 106,400 | | | 106,400 | | | | 532,000 |
| | | | 832,000 | 665,600 | 0 | 0 | 166,400 | 0 | 0 | 166,400 | 0 | 0 | 0 | 832,000 |
| Rolling Stock | | | | | | | | | | | | | | |
| 7 | Bombardier Car Mid-Life Overhaul | | 3,319,948 | | | | 3,268,650 | | | 3,268,650 | | 51,298 | 51,298 | 3,319,948 |
| 8 | Bombardier Car SOGR | | 267,803 | | 243,206 | | | | | | | 24,597 | 24,597 | 267,803 |
| 9 | F40 In-Frame Overhaul FY19 | | 1,267,150 | | 728,685 | | 538,465 | | | 538,465 | | | | 1,267,150 |
| 10 | F40 Locomotive SOGR FY19 | | 366,459 | | | | | 344,397 | | 344,397 | | 22,062 | 22,062 | 366,459 |
| 11 | Gallery Car Mid-Life Overhaul | | 2,694,057 | | 1,193,602 | 1,245,276 | 0 | 255,179 | | 255,179 | | | | 2,694,057 |
| 12 | Gallery Car SOGR | x | 792,510 | | | | | 442,579 | | 442,579 | | 349,931 | 349,931 | 792,510 |
| 13 | MP36 Mid-Life Overhaul | x | 7,514,100 | | 14,100 | | | | 7,500,000 | 7,500,000 | | | | 7,514,100 |
| 14 | MP36 SOGR | | 217,228 | | 65,115 | | | 152,113 | | 152,113 | | | | 217,228 |
| 15 | Other MOE(Includes CEMOF, minor parts and activities) | | 500,000 | | | | | | | | | 500,000 | 500,000 | 500,000 |
| 16 | Switcher Locomotives SOGR | | 95,400 | | 95,400 | | | | | | | | | 95,400 |
| | | | 17,034,655 | 0 | 2,340,108 | 1,245,276 | 3,807,115 | 1,194,268 | 7,500,000 | 12,501,383 | - | 947,888 | 947,888 | 17,034,655 |
| Station & Intermodal Access | | | | | | | | | | | | | | |
| 17 | CCF Quarters | | 100,000 | | | | | 100,000 | | 100,000 | | | | 100,000 |
| 18 | South San Francisco Station Improvement | x | 1,300,000 | | | | | | | | | 1,300,000 | 1,300,000 | 1,300,000 |
| 19 | System Wide Station Improvements- SOGR | x | 500,000 | | 120,143 | | | 379,857 | | 379,857 | | 0 | 0 | 500,000 |
| 20 | Ticket Vending Machine Rehab Program | | 500,000 | 180,000 | 45,000 | | 218,485 | 43,392 | | 261,877 | | 13,123 | 13,123 | 500,000 |
| 21 | San Francisco Restroom Renovation | | 200,000 | | | | 200,000 | | | 200,000 | | | | 200,000 |
| 46 | Wayside Bike Parking Improvements ² | | 4,000,000 | | 3,500,000 | | | | | | | 500,000 | 500,000 | 4,000,000 |
| | | | 6,600,000 | 180,000 | 3,665,143 | - | 418,485 | 523,249 | | 941,734 | - | 1,813,123 | 1,813,123 | 6,600,000 |
| | Total SOGR | | 43,766,655 | 13,277,600 | 6,005,251 | 1,245,276 | 7,500,000 | 1,717,517 | 7,500,000 | 16,717,517 | - | 6,521,011 | 6,521,011 | 43,766,655 |
| ii. LEGAL MANDATES AND REQUIRED ENHANCEMENTS | | | | | | | | | | | | | | |
| 22 | Transit Asset Management | | 600,000 | | 316,339 | | | 283,661 | | 283,661 | | | | 600,000 |
| 23 | Updated SRTP | | 300,000 | | | | | 239,488 | | 239,488 | 48,410 | 12,102 | 60,512 | 300,000 |
| 24 | Personal Credit Information Infrastructure | | 426,831 | | | | | 426,831 | | 426,831 | | | | 426,831 |
| | | | 1,326,831 | 0 | 316,339 | 0 | 0 | 949,980 | 0 | 949,980 | 48,410 | 12,102 | 60,512 | 1,326,831 |

| Item # | PROJECT TITLE / Description | Previously Programmed | Proposed BUDGET | Federal Funds | State Funds | STA SOGR Funds | Members | | | Member Funds | Others | | Other Funds | Total Funds |
|---|---|-----------------------|--------------------|-------------------|--------------------|------------------|------------------|------------------|------------------|-------------------|---------------|-------------------|-------------------|--------------------|
| | | | | | | | SF | SM | VTA | | Federal | Non-Federal | | |
| iii. OPERATIONAL IMPROVEMENTS/ENHANCEMENTS | | | | | | | | | | | | | | |
| 25 | Clipper CID installation and Relocation plan construction | | 200,000 | | | 0 | | 134,621 | | 134,621 | | 65,379 | 65,379 | 200,000 |
| 26 | FY19 Grade crossing Improvements | | 400,000 | | | 0 | | 352,113 | | 352,113 | | 47,887 | 47,887 | 400,000 |
| 27 | Right of way Fencing | | 469,000 | | | | | | | 0 | | 469,000 | 469,000 | 469,000 |
| 28 | Security Network Voip | | 38,462 | | | | | 38,462 | | 38,462 | | | | 38,462 |
| 29 | Security Network Voip-media converter replacement | | 7,692 | | | | | 7,692 | | 7,692 | | | | 7,692 |
| 30 | Security Network Voip- ROW & dist access layer switch | | 34,615 | | | | | 34,615 | | 34,615 | | | | 34,615 |
| 31 | Backup Central Control Facility Office Remodel | | 900,000 | | | | | 900,000 | | 900,000 | | | | 900,000 |
| | | | 2,049,769 | 0 | 0 | - | 0 | 1,467,503 | 0 | 1,467,503 | - | 582,266 | 582,266 | 2,049,769 |
| iv. PLANNING/STUDIES | | | | | | | | | | | | | | |
| 32 | Capital Contingency Funds - Engineering | | 330,000 | | | | | 330,000 | | 330,000 | | | - | 330,000 |
| 33 | Capital Contingency Funds - Rail | | 660,000 | | | | | 660,000 | | 660,000 | | | - | 660,000 |
| 34 | Capital Program Management | | 500,000 | | | | | 500,000 | | 500,000 | | | - | 500,000 |
| 35 | Capital Project Development | | 500,000 | | | | | 500,000 | | 500,000 | | | - | 500,000 |
| 36 | Grade Crossing Policy Development & Program Management | | 350,000 | | | | | 350,000 | | 350,000 | | | - | 350,000 |
| 37 | Historic Station Evaluation Study | x | 100,000 | | | | | 100,000 | | 100,000 | | | - | 100,000 |
| 38 | Rail Corridor Use Policy | x | 100,000 | | | | | 100,000 | | 100,000 | | | - | 100,000 |
| 39 | Regional Rail/ Mega Regional Rail Planning | | 75,000 | | | | | 75,000 | | 75,000 | | | - | 75,000 |
| 40 | SF Station Building Corrosion Study & Rehab | | 350,000 | | | | | 350,000 | | 350,000 | | | - | 350,000 |
| 41 | Station Management Toolbox | x | 100,000 | | | | | 100,000 | | 100,000 | | | - | 100,000 |
| 42 | Updated Strategic Plan | | 300,000 | | | | | 300,000 | | 300,000 | | | - | 300,000 |
| 43 | San Jose Diridon Station Planning Project ² | | 500,000 | | | | | | | - | | | - | 500,000 |
| 45 | Caltrain Business Plan ² | | 2,500,000 | | | | | | | - | | | - | 2,500,000 |
| | | | 6,365,000 | - | 3,000,000 | - | - | 3,365,000 | - | 3,365,000 | - | - | - | 6,365,000 |
| v. CALTRAIN MODERNIZATION | | | | | | | | | | | | | | |
| 45 | CBOSS / Positive Train Control | | 51,800,000 | 42,400,000 | 1,000,000 | | | 2,000,000 | | 2,000,000 | | 6,400,000 | 6,400,000 | 51,800,000 |
| 47 | Broadband Communications ² | | 14,000,000 | | 14,000,000 | | | | | 0 | | | | 14,000,000 |
| 48 | EMU Procurement ^{2,3} | | 182,638,000 | | 144,022,000 | | | | | 0 | | 38,616,000 | 38,616,000 | 182,638,000 |
| | | | 248,438,000 | 42,400,000 | 159,022,000 | 0 | 0 | 2,000,000 | 0 | 2,000,000 | 0 | 45,016,000 | 45,016,000 | 248,438,000 |
| GRAND TOTAL | | | 301,946,255 | 55,677,600 | 168,343,590 | 1,245,276 | 7,500,000 | 9,500,000 | 7,500,000 | 24,500,000 | 48,410 | 52,131,379 | 52,179,789 | 301,946,255 |

¹ reserves designated for capital use

² TIRCP

³ from other grant funds to be secured between now and FY2021

⁴ City of Mountain View Capital Improvement Program

⁵ SMCTA

⁶ City of Burlingame

⁷ City of San Bruno

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **ADOPT CALTRAIN SHORT RANGE TRANSIT PLAN FOR FISCAL YEARS 2018 TO 2027**

ACTION

Staff Coordinating Council recommends the Board adopt the Caltrain Short Range Transit Plan for Fiscal Years (FY) 2018 – 2027.

SIGNIFICANCE

The Metropolitan Transportation Commission (MTC) requires transit agencies in the Bay Area to periodically complete and submit Short Range Transit Plans (SRTP). MTC requires each operator's governing board to review and adopt the SRTP prior to final submission to MTC. Caltrain's last SRTP update was adopted by the Peninsula Corridor Joint Powers Board (JPB) in October 2015 for FY2015 – 2024. MTC requires the JPB to complete and submit another update by spring 2019 for FY2018 – 2027.

The Caltrain SRTP provides an overview of the transit system, goals and performance measures, information on service and system evaluation, and the JPB's operating and capital investment plan across a 10-year planning horizon. This document complies with SRTP requirements per MTC Resolution No. 4276, MTC's most recently-adopted (2017) resolution for SRTPs at the time the proposed SRTP was developed.

The Executive Summary of the proposed SRTP is attached to this staff report, and the full SRTP is available on Caltrain's website at http://www.caltrain.com/projectsplans/Plans/Short_Range_Transit_Plan.html.

BUDGET IMPACT

Development of the proposed SRTP was funded through the FY2019 Operating Budget. No additional funding is needed for adoption of the SRTP and submission to MTC.

BACKGROUND

MTC requires that each Bay Area transit operator prepare an updated SRTP every two to four years, depending on the size of the operator, in order to remain eligible for state and federal funding. This is the first update to the Caltrain SRTP that MTC has required

since 2015. The proposed SRTP reflects a baseline, “stay the course” approach to Caltrain’s future – both in terms of the services and projects described as well as the projections of revenues and costs. It is consistent with existing Board-adopted plans and policies as well as the JPB’s preliminary FY2020 Operating and Capital Budgets, which will also be proposed for Board adoption at this June 2019 JPB meeting.

The JPB completed the updated SRTP in the spring of 2019 while simultaneously proceeding with development of the Caltrain Business Plan, an effort to establish a long-range service vision for the railroad. The extensive planning process for the Caltrain Business Plan commenced in 2018 and is anticipated to be completed by the end of 2019. Once adopted by the Board of Directors, the Business Plan will largely supersede this SRTP and will serve as the record of the JPB’s plans for Caltrain going forward. Looking forward, future updates to Caltrain’s SRTP (anticipated to be required in the next two to three years by MTC) will be consistent with the adopted Business Plan.

After Board adoption, Caltrain’s SRTP will be used by MTC to inform the development of the Regional Transportation Plan and the Transportation Improvement Program and will fulfill key regulatory requirements by the Federal Transit Administration. Additionally, the goals, objectives, and standards in the Caltrain SRTP will serve as a basis for the assessment of Caltrain’s performance in MTC’s Triennial Performance Audits.

Prepared By: Melissa Jones, Principal Planner, Caltrain Planning

650.295.6852

Caltrain SRTP FY2018 – FY2027

Executive Summary

The following document is a full update of the Caltrain 10-Year Short Range Transit Plan (SRTP) for fiscal years (FY) 2018-2027 produced by the Peninsula Corridor Joint Powers Board (JPB), the entity that owns and operates the Caltrain commuter rail service. The Executive Summary provides an introductory summary of the SRTP, discussing Caltrain’s major programs and challenges and highlighting the 10-year operating plan and 10-year capital improvement program (CIP).

Policy Context

This SRTP follows a set of guidelines prescribed by the Metropolitan Transportation Commission (MTC). SRTPs serve as a management and policy document for Caltrain, as well as a means of providing FTA and MTC with the information necessary to meet regional fund programming and planning requirements. It provides an overview of the transit system, goals and performance measures, information on service and system evaluation, and the JPB’s operating and capital investment plan across a 10-year planning horizon. This document complies with SRTP requirements per MTC Resolution No. 4276, the Commission’s most recently-adopted (2017) resolution for SRTPs at the time of developing this document for Caltrain.

Relationship to the Caltrain Business Plan

It is important to note that this is the first update to the SRTP that MTC has required Caltrain to produce since 2015. In spring of 2019, the agency completed this updated SRTP while simultaneously proceeding with development of the Caltrain Business Plan, an effort to establish a long-range service vision for the railroad. The extensive planning process for the Caltrain Business Plan commenced in 2018 and is anticipated to be completed by the end of 2019. Once adopted by the Caltrain Board of Directors, the Business Plan will largely supersede this SRTP and will serve as the record of Caltrain’s plans going forward. The completed Caltrain Business Plan will identify a service vision for the railroad through 2040, including train service patterns, infrastructure needs, and estimated costs and outcomes. Overall, it will identify a broader range of choices, services, investments, and changes available to Caltrain. It will also include a business case for the service vision and an implementation plan for achieving it.

Overall, this SRTP reflects a baseline, “stay the course” approach to Caltrain’s future – both in terms of

the services and projects described as well as the projections of revenues and costs. This update to the SRTP was required to be completed before the process for developing the Caltrain Business Plan could be concluded. Therefore, this document serves to meet MTC's requirements by providing an update to Caltrain's 2015 SRTP; it is consistent with existing Board-adopted plans and policies as well as the agency's most recently published information on capital and operating plans as of spring 2019.

Caltrain Modernization

Both the SRTP and the Caltrain Strategic Plan are structured around the Caltrain Modernization Program (CalMod). Collectively, CalMod encompasses the delivery of a \$1.98 billion package of infrastructure projects to the Caltrain system by FY2022. The CalMod program is codified and funded through a 9-party Memorandum of Understanding that was signed by the JPB, the California High Speed Rail Authority (CHSRA), MTC, and other regional entities in 2012, as well as a 7-party supplement signed in 2016. This project is also included in the MTC Regional Transit Expansion Program (Resolution 3434) that was adopted in 2001 and amended in 2008.

By FY2022, the Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety, and reliability of Caltrain's commuter rail service through the delivery of several key projects. This project includes the electrification of the existing Caltrain corridor between San Francisco and San Jose (also known as PCEP, the Peninsula Corridor Electrification Project) and the replacement of a majority of Caltrain's diesel trains with high-performance electric trains called Electric Multiple Units (EMUs).

Operational Challenges

Today, Caltrain operates a total of 92 diesel locomotive-hauled trains per day on the weekdays between San Francisco and San Jose with limited service further south to Gilroy. Over the 10-year timeframe addressed in the SRTP, Caltrain will expand its service to 114 trains per weekday day using a mixed fleet of diesel locomotive-hauled rolling stock and new EMU trains. This shift poses both a tremendous opportunity and challenge that underlies the agency's operational planning across the coming 10 years. Caltrain has experienced rapid ridership growth and many of its peak-hour trains currently operate near, at, or above their seated capacity. Meeting growing customer demand while maintaining a high standard of safe, reliable, and comfortable service is the preeminent operational challenge over the time horizon of the SRTP. It is anticipated that this challenge will be especially acute during the primary electrification construction period (through FY2021) when Caltrain will need to maintain reliable service

in the midst of a corridor-wide construction project. Caltrain will also need to ensure its operational integrity by evolving its organization to operate and maintain an expanded, electrified system.

Operating Plan and Budget

The 10-year Operating Plan assumes Caltrain will operate a 92-train weekday schedule with its current service pattern through FY2022 with only minor schedule modifications. In FY2022, following the implementation of the Peninsula Corridor Electrification Project, Caltrain will significantly modify its weekday service, adding 22 additional trains per day and increasing service frequencies during the commute periods and the midday hours. This service plan is discussed in more detail in Chapter 4.

The 10-year Financial Plan shows a deficit in FY2019 through FY2027, with operating and maintenance costs exceeding revenues from fares, partner contributions, and other sources. This occurs because Caltrain does not have a dedicated source of funding and has an on-going structural deficit in its operating budget. Caltrain is currently developing strategies to balance the annual budget through FY2027 and will comprehensively evaluate a variety of factors that influence the system's operating deficit. These factors and strategies include: fare policy and pass programs, a potential three-county sales tax ballot measure, increased member agency contributions, increased state funding, and cost containment strategies.

Capital Improvement Plan

Caltrain's 10-year CIP is a \$3 billion program focused on maintaining the JPB's assets in a state-of-good repair (SOGR), enhancing the reliability of the system, and delivering electrified service from San Francisco to San Jose by FY2022. Revenue sources included in the CIP reflect Caltrain's reasonable expectation of funding levels. Caltrain will, however, continue to work with its funding partners to solidify the Caltrain 10-year CIP funding plan. Among other options, Caltrain will explore both traditional (e.g., grants) and innovative funding strategies including the possibility of new public and private partnerships.

RESOLUTION NO. 2019 –

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

ADOPTING THE CALTRAIN SHORT RANGE TRANSIT PLAN FOR FISCAL YEARS 2018 TO 2027

WHEREAS, the Metropolitan Transportation Commission (MTC) requires transit agencies in the Bay Area to periodically complete and submit Short Range Transit Plans (SRTPs) to comply with federal and state requirements and to inform the development of the Regional Transportation Plan and the Transportation Improvement Program; and

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB) last updated the Caltrain SRTP in 2015 and is now required by MTC to submit an updated Caltrain SRTP by spring 2019; and

WHEREAS, the Caltrain SRTP for Fiscal Years (FY) 2018 – 2027 provides an overview of the transit system, its goals and performance measures, information on service and system evaluation, and the JPB's operating and capital investment plan for Caltrain across a 10-year planning horizon; and

WHEREAS, the Staff Coordinating Council recommends, and the Executive Director concurs, that the Board adopt the Caltrain SRTP for FY2018 – 2027 for submission to MTC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby adopts the final draft of the Caltrain Short Range Transit Plan for FY2018 – 2027 attached and incorporated by this reference.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **APPROVAL AND RATIFICATION OF THE FISCAL YEAR 2020 INSURANCE PROGRAM**

ACTION

Staff Coordinating Council (SCC) recommends the Board approve and ratify the Peninsula Corridor Joint Powers Board (JPB) insurance program for Fiscal Year (FY) 2020 at a total premium cost not to exceed \$3,439,191 inclusive of the following:

- Maintain the \$2 million self-insured retention on the liability program
- Purchase \$198 million of coverage for Railroad Liability, Commercial General Liability and Excess Automobile Liability, including terrorism coverage, at an annual premium of \$3,247,412;
- Purchase a \$15 million Public Officials Liability policy at an annual premium of \$118,317.
- Purchase an annual Special Events and Emergency Drill liability policy with a \$2 million limit for a premium of \$28,521;
- Purchase Railroad Protective Liability coverage at an annual premium of \$44,941; and

SIGNIFICANCE

The proposed FY 2020 insurance program will provide the JPB with coverage levels similar to those that exist in the FY 2019. With a slight 3.9 percent increase, the Railroad Liability coverage is being obtained at a competitive rate due to the JPB's excellent loss experience.

Limits on the JPB's Public Officials liability program remain the same, at \$15 million, while the deductible of \$75,000 is also the same. The premium for Public Officials liability remains flat. The JPB was able to renew an annual Special Events liability policy with a limit of \$2 million. This coverage includes a \$25,000 self-insured retention and protects the JPB during what are sometimes higher hazard operations for its annual special train events and Emergency Training exercises. The JPB is in the second year of a two-year

term for Pollution Liability. The JPB maintains the blanket Railroad Protective Liability program with the same program limits.

Below is an overview of the JPB's FY 2019 and FY 2020 premiums:

| <u>Premium Element</u> | <u>FY2019</u> | <u>FY2020</u> |
|--|---------------|---------------|
| Liability: Railroad, Commercial General, Excess Automobile | \$3,125,484 | \$3,247,412 |
| Liability: Environmental (no premium was included for FY2018) | \$ 73,551 | \$ 0 |
| Public Officials, Special Events & Railroad Protective Liability | \$ 191,344 | \$ 191,779 |
| Property | \$ 782,639 | \$ pending |
| Totals | \$4,356,492 | \$3,439,191 |

BUDGET IMPACT

Estimated funds to underwrite the recommended program are included in the FY 2020 Operating Budget proposed for adoption at this June 6 Board meeting.

BACKGROUND

The JPB's liability limits remain at \$200 million with an additional \$100 million provided by *Transit America Services, Inc. (TAS)* for a total of \$300 million in FY 2020. Underwriters are continuing to focus on risk selection, adjusting pricing to reflect exposures and claims.

Prepared by: Marshall Rush, Insurance & Claims Administrator

650.508.7742

RESOLUTION NO. 2019-

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

* * *

APPROVING AND RATIFYING THE INSURANCE PROGRAM FOR
FISCAL YEAR 2020

WHEREAS, the Executive Director of the Peninsula Corridor Joint Powers Board (JPB) has approved an insurance program for Fiscal Year (FY) 2020 with premiums totaling \$3,439,191, which program was presented to the Staff Coordinating Council (SCC); and

WHEREAS, in conjunction with the expiration of the JPB's existing insurance program on June 30, 2019, JPB staff renewed its insurance program for FY2020 based on the plan approved by the Executive Director, with the following significant elements:

1. A self-insured retention in the amount to \$2 million;
2. Railroad Liability, Commercial General Liability and Excess Automobile Liability policies, including Terrorism (TRIA) coverage, with a total limit of \$198 million, in excess of the \$2 million self-insured retention, at an annual premium of \$3,247,412;
3. Public Officials Liability coverage with \$15 million limits at an annual premium of \$118,317;
4. Annual Special Events and Emergency Drill liability with a \$2 million limit at a premium of \$28,521;
5. Railroad Protective Liability coverage with an annual premium of \$44,941;

WHEREAS, SCC recommends that the Board approve and ratify the renewal of the JPB's insurance program for FY2020, as delineated above.

NOW, THEREFORE, BE IT RESOLVED that the Peninsula Corridor Joint Powers Board hereby approves and ratifies the renewal of the JPB's insurance program for FY2020,

including the types of coverage, limits and premiums recited above.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors

ATTEST:

JPB Secretary

PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT

TO: Joint Powers Board

FROM: Jim Harnett
Executive Director

Michelle Bouchard
Chief Operating Officer

Derek Hansel
Chief Financial Officer

SUBJECT: **ADOPTION OF FISCAL YEAR 2020 OPERATING BUDGET AND FISCAL YEAR 2020 CAPITAL BUDGET, AND AUTHORIZATION TO USE REVENUE STABILIZATION FUNDS**

ACTION

Staff Coordinating Council (SCC) recommends the Board:

1. Adopt a Fiscal Year (FY)2020 Operating Budget of \$156,359,472;
2. Adopt an FY2020 Capital Budget of \$72,899,176; and
3. Authorize use of \$1,719,864 from the Revenue Stabilization Fund (RSF) from Peninsula Corridor Joint Powers Board (JPB) reserves to balance the FY2020 Operating Budget.

SIGNIFICANCE

In the development of the Fiscal Year FY20 Proposed Budget, staff has attempted to address a number of issues that continue to challenge the ability to achieve structural balance. These include increasing costs for “baseline” service, costs associated with legal mandates (including Positive Train Control), risks associated with certain uncontrollable expenses (including fuel), and Caltrain’s lack of a dedicated non-fare revenue stream. These challenges are exacerbated by member funding which has, over the past several years, not been able to keep up with the demands of the system, and by a system operating at capacity during peak hour periods, which materially limits Caltrain’s flexibility to address its challenges through service modification.

The Proposed Operating Budget, outlined in the attached document, makes a number of hard choices. Service levels in the Proposed Operating Budget remain unchanged from the current service levels. On the revenue side, we have included increased fare revenue associated with the fare increases adopted by the Board in August 2017 (the last of which was the GoPass increase effective January 2019), as well as an assumption of 1.65% ridership growth (which is consistent with longer-term trends, but may be challenging to achieve). On the expense side of the budget, a number of costs are projected to increase due to inflation and contractual requirements. Operating costs associated with PTC implementation are projected to increase by approximately \$1.0 million from the FY19 Budget – this will likely increase substantially in FY21.

Position additions in the Proposed budget total 3.0 FTEs – this additional cost is largely offset by a decrease in the fringe benefit rate. Use of contract resources, both for specific projects as well as seconded staff, is projected at a 20% decrease from the FY19 forecast and budget. The budget includes an assumption of stable diesel fuel prices, and assumes that the need to reserve for insurance claims remains relatively modest.

Assuming no increase in operating funding contributions from the JPB members, this would leave a projected budget deficit of approximately \$6.2 million. As discussed with the Board last year, staff had laid out a strategy of increased member agency investments over a two year period. Initial indications are that the members will be able to provide operating funding of approximately \$29.9 million, which would leave a projected deficit of \$1.7 million. Staff will be working over the next few weeks to develop gap closing proposals that will lead to the presentation of a balanced budget at the Board’s June 6, 2019 meeting. This will likely include some draw on the Revenue Stabilization Fund created by the Board in June 2018.

On the capital budget, we are proposing that member funding be maintained at \$22.5 million in aggregate (\$7.5 million per member). This maintained level allows us to do a certain level of critical work relative to rolling stock “state-of-good-repair” that has been deferred for a number of years; nonetheless, it is important to note that even with this funding our capital budget falls well short of desired levels in these critical areas. If capital funding for members were dropped to the FY18 levels, it would not be possible to do this work, which we believe could impact system-wide performance levels.

This is an exciting period in the evolution of Caltrain, and we have many positive things on which we are working and to which we look forward. This Proposed budget is an important step along the way towards that future, and we look forward to a robust discussion of the budget and how Caltrain will continue to serve as a critical mobility asset for the Peninsula and the broader San Francisco Bay region.

BUDGET IMPACT - CALTRAIN'S OPERATING BUDGET

Please refer to Attachment A – FY20 Proposed JPB Financial Statement- Comparative Budgets

A comparative schedule of the FY20 Proposed Operating Budget shows the FY18 Actual, FY19 Revised Budget, FY19 Forecast and the FY20 Proposed Budget

The line numbers for each revenue and expense item refer to the corresponding line numbers on Attachment A

Following is a description of the sources of revenue for PCJPB.

Fiscal Year 2020 Revenue Projections

Total revenues for FY20 are projected at \$154.6 million, an increase of \$7.5 million or 5.1% over the FY19 Forecast.

Revenue from Operations for FY20 is projected at \$117.7 million, an increase of \$2.4 million or 2.0% over the FY19 Forecast. The revenue from Operations accounts for 76.1% of total revenue.

Revenue from Contributions for FY20 is projected at \$37.0 million, an increase of \$5.2 million or 16.3% higher than the FY19 Forecast.

REVENUE FROM OPERATIONS

Line 1 Farebox Revenue

Farebox revenue includes fare receipts collected directly from rail passengers or through pass sales.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|-----------------|------------------|-----------------------------|--------------------|--------------------|--|--|
| Caltrain Fares | 79,211,206 | 87,297,684 | 81,765,000 | 82,950,000 | 1,185,000 | 1.4% |
| GoPass | 17,838,989 | 20,497,645 | 21,735,000 | 23,050,000 | 1,315,000 | 6.1% |
| Farebox Revenue | 97,050,195 | 107,795,329 | 103,500,000 | 106,000,000 | 2,500,000 | 2.4% |

Total Farebox Revenue is estimated to increase by \$2.5M in FY20 from the FY19 Forecast. The Go Pass rate was increased from \$237.50 per year per eligible user to \$285 in January 2019. That increase will annualize in FY20, increasing Farebox Revenue by an estimated \$1.0 million. Total ridership is assumed to increase in FY20 by 1.65% which will increase Farebox Revenue by an estimated \$2.5 million from the FY19 Forecast.

Line 2 Parking Revenue

Parking revenue is generated from fees at parking lots at various passenger stations and from a parking lot located at the SAP Center adjacent to the San Jose Diridon station. For FY20 there are no increases currently Proposed for the monthly parking pass. The last parking rate increase went into effect October 2017. Parking revenue for FY20 Proposed budget is projected to be the same as the FY19 Forecast.

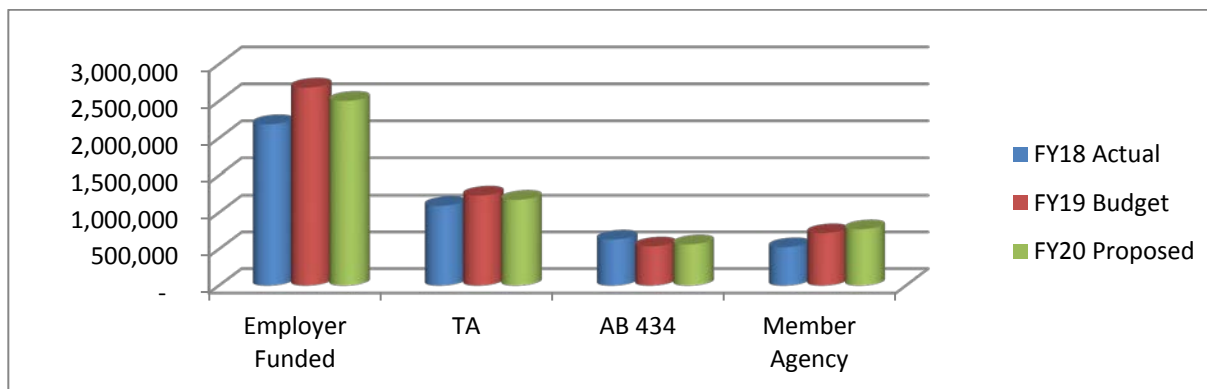
| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|-----------------|------------------|-----------------------------|--------------------|--------------------|--|--|
| Parking Revenue | 5,603,407 | 5,845,900 | 5,500,000 | 5,500,000 | - | 0.0% |

Line 3 Shuttle Revenue

The Shuttle Service Program is funded by participating employers, the San Mateo County Transportation Authority, AB434 Bay Areas Air Quality Management District funds and JPB operating funds. This account refers to the revenue generated from participating local area employers who provide rail passengers the last-mile connections between Caltrain stations and the participating local area employers.

The FY19 Forecast is lower than the FY19 Revised budget due to reduced service levels for routes affected by driver shortages. For FY20, shuttle revenue is projected at \$2.5 million, an increase of \$0.5 million over the FY19 Forecast and is based on 3 vehicles continuing to be suspended from service.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|--|------------------|-----------------------------|--------------------|--------------------|--|---|
| Employer Share - SamTrans/JPB Shuttle Programs | 2,186,561 | 2,683,400 | 2,000,000 | 2,503,200 | 503,200 | 25.2% |



Over a 3-year period, employer share has averaged 50.4% of total shuttle funds.

Line 4 **Rental Income**

Rental income is generated from Caltrain right of way properties and from bike locker rentals. Rental income for FY20 is projected at \$2.1 million or 1.9% lower than the FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|----------------|------------------|-----------------------------|--------------------|--------------------|--|---|
| Rental Revenue | 2,070,135 | 1,873,000 | 2,100,000 | 2,060,540 | (39,460) | -1.9% |

Line 5 **Other Income**

Other Income consists of income earned on invested funds, shared track usage maintenance fees, and advertising income. Other Income for FY20 is projected at \$1.6 million, or 27.8% lower than the FY19 Forecast.

Advertising revenue, which accounts for 46.5% of total Other Income, is generated from train wraps, stations, ad cards, and digital displays. The FY20 estimates are based on contractual minimum annual guarantees. In early FY19, digital displays, a new ad medium, was introduced and showed a slow start but has since picked up considerably.

Shared track usage maintenance fees come principally from the Union Pacific Railroad.

| Description | FY2018 ACTUAL | FY2019 | | FY2020 PROPOSED | Change | % Change |
|----------------------------------|------------------|-------------------|--------------------|--------------------|--------------------------------------|-----------------------------------|
| | | REVISED BUDGET | FY2019 FORECAST | | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Misc. Operating Revenue | 72,968 | 260,000 | 44,000 | 73,000 | 29,000 | 65.9% |
| Charter & Special Movement | 15,000 | - | - | - | - | 0.0% |
| Shared Track Maintenance Revenue | 637,774 | 350,000 | 330,000 | 463,000 | 133,000 | 40.3% |
| Other Non-Transit Revenues | 401,121 | 162,000 | 440,000 | 264,000 | (176,000) | -40.0% |
| Insurance Reimbursements | - | - | - | - | - | 0.0% |
| Advertising Income | 1,016,385 | 400,000 | 1,166,000 | 738,450 | (427,550) | -36.7% |
| Other Interest Income | 59,064 | 20,000 | - | - | - | 0.0% |
| Interest Income - Bond Trustee | 25,806 | - | 44,000 | 50,000 | 6,000 | 13.6% |
| Interest income-LAIF | - | - | 154,000 | - | (154,000) | -100.0% |
| Interest Income - County Pool | - | - | 22,000 | - | (22,000) | -100.0% |
| Other Income | 2,228,119 | 1,192,000 | 2,200,000 | 1,588,450 | (611,550) | -27.8% |

There is no interest income projected for FY20 Interest income – Local Agency Investment Fund (LAIF) as JPB withdrew the LAIF balances in FY19. Only the Bond Trustee fund remains. Changes effectuated through the 2019 financing allow Treasury staff to maintain tighter cash balances, which has positive offsets elsewhere in the budget.

CONTRIBUTIONS

Line 9 AB434 & TA Shuttle Funding

In 1991, Assembly Bill (AB) 434, the California State Legislature authorized the State to impose a \$4 surcharge on cars and trucks to fund projects that reduce on-road motor vehicle emissions. This fund provides partial funding for the JPB shuttle program through a competitive grant process. AB434 & TA Shuttle Funding for FY20 is projected at \$1.7 million or 1.7% lower than the FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 | | FY2020 PROPOSED | Change | % Change |
|--------------------------------|------------------|-------------------|--------------------|--------------------|--------------------------------------|-----------------------------------|
| | | REVISED BUDGET | FY2019 FORECAST | | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| AB434 - California Clean Air A | 632,025 | 537,200 | 537,200 | 565,050 | 27,850 | 5.2% |
| TA Contr-SM Cnty Caltrain Shut | 1,091,229 | 1,230,500 | 1,230,500 | 1,172,900 | (57,600) | -4.7% |
| AB434 & TA Shuttle Funding | 1,723,254 | 1,767,700 | 1,767,700 | 1,737,950 | (29,750) | -1.7% |

Line 10 **Operating Grants**

State Transit Assistance (STA) revenue is generated from the statewide sales tax on diesel fuel and is allocated to the region's transit operators by formula. The formula allocates funds on the basis of population, amount of passenger fares and local support revenues collected by transit operators. The State sends out projections assuming a growth rate and adjusts these throughout the year.

The State funding for FY20 is projected at \$5.3 million, an increase of \$1.6 million over the FY19 Forecast. The FY20 increase of \$1.6 million reflects \$0.6 million of FY18 carryforward and a \$1.0 million assumed growth in revenues based on Governor Newsom's Proposed FY20 State budget.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Operating Grants | 4,265,650 | 3,700,607 | 3,700,607 | 5,327,497 | 1,626,890 | 44.0% |

Line 11 **JPB Member Agencies**

JPB has three member agencies: the City and County of San Francisco, the San Mateo County Transit District and the Santa Clara Valley Transportation Authority. Funds from agency members are calculated based on an allocation methodology based on the average mid- weekday boarding data including Gilroy, adjusted with passenger data collected in FY19. The FY20 Proposed Budget shows an increase of \$4.5 million over the FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|---------------------|------------------|-----------------------------|--------------------|--------------------|--|--|
| JPB Member Agencies | 20,448,014 | 25,448,014 | 25,448,014 | 29,921,971 | 4,473,957 | 17.6% |

EXPENSES

Following is a description of the primary expenses incurred by JPB. A comparative schedule of the FY20 Operating Budget shows the FY18 actual expenses, FY19 Revised Budget, FY19 Forecast and the FY20 Proposed Budget.

Fiscal Year 2020 Expense Projections

Grand Total Expense for FY20 is projected at \$156.4 million, an increase of \$9.2 million or 6.3% over the FY19 Forecast.

Operating Expense for FY20 is projected at \$128.9 million, an increase of \$8.0

million or 6.6% over the FY19 Forecast.

Administrative Expense for FY20 is projected at \$24.8 million, an increase of \$0.2 million or 0.9% over the FY19 Forecast.

OPERATING EXPENSE

Line 19 Rail Operator Service

The JPB contracts out for rail operator service. The current operator contract is with TransitAmerica Services, Inc. (TASI). TASI was awarded the contract on September 1, 2011 for a five year agreement which expired on June 30, 2017, with an option to extend for up to another 5 years. On February 2, 2017, the Board approved to execute an amendment to exercise the five one-year options to extend the contract through June 30, 2022.

TASI provides rail operations, maintenance and support services in the following areas: Administration/Safety, Operations and Dispatch, Maintenance of Equipment, Track, Communications and Signals, Stations; Construction Support and SOGR. TASI is paid on a cost plus performance fee contract structure.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change |
|-----------------------|------------------|-----------------------------|--------------------|--------------------|---|--------------------------------------|
| | | | | | | FY19 Forecast to FY20 Proposed |
| Rail Operator Service | 83,193,402 | 87,385,577 | 87,385,577 | 90,875,696 | 3,490,119 | 4.0% |

The FY20 Proposed Budget reflects a 4.0% increase or \$3.5 million higher than the FY19 Forecast. The primary drivers of TASI contract increase are the built-in salary increases in the labor contracts and the contractual General and Administration rate increase from 6.5% to 7.0%.

Line 20 Positive Train Control

Positive Train Control (PTC) is an advanced signal system that will equip the corridor with federally-mandated safety technology and increase system capacity to help accommodate future increases in ridership demand. This control technology will provide a system capable of reliability and functionality to prevent train-to-train collisions, over-speed derailments, and the movement of a train through a main line switch in the wrong position.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change |
|------------------------|------------------|-----------------------------|--------------------|--------------------|---|-----------------------------------|
| | | | | | | FY19 Forecast to FY20 Proposed |
| Positive Train Control | 169,619 | 1,442,000 | 572,481 | 2,400,000 | 1,827,519 | 319.2% |

The FY20 Proposed Budget of \$2.4 million includes \$0.9 million for a maintenance contract, \$0.5 million to support 5 additional FTEs and \$1.0 million for training.

In FY19, \$1.4 million was budgeted for the PTC maintenance contract negotiations

which were not completed. Thus, several transfers of funds from the PTC budget were made to Facilities & Equipment (\$144k), Utilities (\$200k), and Other Office Expense (\$526k) to cover PTC related expenses. The FY19 Forecast reflects these transfers accordingly as reductions in the PTC budget and as increases in the other three aforementioned categories.

Line 21 Security Services

Security services are provided through a law enforcement contract and a communications services contract with the San Mateo County Sheriff’s Office. These services support Rail operations and provide for additional sheriff coverage for special events. These contracts were renegotiated in the second half of FY18. A 3% increase in service capacity as provided by the contract is also reflected in the FY20 estimate.

| Description | FY2018 ACTUAL | FY2019 | | FY2020 PROPOSED | Change | % Change |
|-------------------|------------------|-------------------|-----------|--------------------|--------------------------------------|--------------------------------------|
| | | REVISED BUDGET | FORECAST | | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Security Services | 5,850,526 | 6,172,151 | 6,172,151 | 6,544,183 | 372,032 | 6.0% |

Security services are projected at \$6.5 million for FY20, an increase of \$0.4 million or 6.0% over the FY19 Forecast. In FY20, the security and services budget will also include one-time FY20 expenses to cover training, safety promotion campaigns, and security software upgrades.

Line 22 Shuttles

The shuttle service program provides the last mile connections for Caltrain passengers. The FY19 Forecast is lower than the FY19 Revised budget due to the reduced service levels for routes affected by driver shortages. The FY20 Proposed budget is projected at \$5.3 million or a 23.4% increase over the FY19 Forecast. The FY20 Proposed budget is based on 3 vehicles continuing to be suspended from service and increased rider participation with Caltrain’s partnership with commute.org.

| Description | FY2018 ACTUAL | FY2019 | | FY2020 PROPOSED | Change | % Change |
|-----------------|------------------|-------------------|-----------|--------------------|--------------------------------------|--------------------------------------|
| | | REVISED BUDGET | FORECAST | | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Shuttle Service | 4,713,180 | 5,444,500 | 4,287,506 | 5,290,100 | 1,002,594 | 23.4% |

Line 23 Fuel

This covers the cost of diesel fuel for JPB locomotive operations, including the associated taxes. Fuel costs for FY20 are projected at \$11.0 million, an increase of \$0.2 million or 2.2 % over the FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|---------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Fuel and Lubricants | 10,301,806 | 10,765,356 | 10,765,356 | 11,003,417 | 238,062 | 2.2% |

| | FY19 Proposed Budget | FY20 Proposed Budget |
|---|-------------------------|-------------------------|
| Price / Gallon | \$ 2.10 | \$ 2.10 |
| Projected Fuel Consumption - No. of Gallons | 4,238,525 | 4,136,549 |
| Projected Fuel Cost | \$ 8,900,902 | \$ 8,686,753 |
| Taxes | \$ 1,864,455 | \$ 2,316,664 |
| Total Projected Fuel Cost including taxes | \$ 10,765,356 | \$ 11,003,417 |
| Price/Gallon without taxes | \$ 2.10 | \$ 2.10 |
| Price/Gallon with taxes | \$ 2.54 | \$ 2.66 |

Fuel budget assumes a lower fuel consumption rate per train mile from 3.15 in FY19 to 3.08 for FY20.

Line 24 **Timetables and Tickets**

Timetables and Tickets include the cost of design, update and printing of Time Tables, Schedules, Maps and the Caltrain tickets. Timetables and Tickets costs for FY20 are projected at same level as FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|--------------------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Time Tables, Schedules, & Maps | 57,507 | 90,000 | 90,000 | 90,000 | - | 0.0% |
| Tickets | 19,245 | 53,500 | 53,500 | 53,500 | - | 0.0% |
| Timetables and Tickets | 76,752 | 143,500 | 143,500 | 143,500 | - | 0.0% |

Line 25 **Insurance**

The insurance budget includes premiums, deductibles, adjuster fees, broker fees and other insurance costs. The FY20 Proposed is projected at \$4.5 million. Rates reflect costs for property, casualty, and liability insurance.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|-------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Premiums | 4,368,714 | 4,798,206 | 4,798,206 | 4,506,064 | (292,142) | -6.1% |

Line 26 **Claims, Reserves and Payments**

The budget for claims, reserves and payment cover claims reserves and the associated legal fees. The FY20 Proposed Budget for this line is the same level as the FY19 Forecast at just under \$1.0 million.

| Description | FY2018 | FY2019 | FY2019 | FY2020 | Change | % Change |
|----------------------|-------------|----------------|----------|----------|--------------------------------|--------------------------------|
| | ACTUAL | REVISED BUDGET | FORECAST | PROPOSED | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Claims Expense - Gen | (3,180,809) | 951,794 | 951,794 | 951,794 | - | 0.0% |

Line 27 **Facilities and Equipment Maintenance**

This budget covers expenses related to Clipper Operator charges, revenue collection services, ticket vending machines, ATT data line services and other contract services.

Facilities and Equipment Maintenance for FY20 is projected at \$3.5 million, an increase of \$0.8 million or 31.1% over the FY19 Forecast. The FY19 Forecast reflects lower than expected TVM related maintenance and lower use of contract services. For the FY20 Proposed Budget, estimated costs are maintained closer to the FY19 Revised.

| Description | FY2018 | FY2019 | FY2019 | FY2020 | Change | % Change |
|------------------------------------|-----------|----------------|-----------|-----------|--------------------------------|--------------------------------|
| | ACTUAL | REVISED BUDGET | FORECAST | PROPOSED | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Facilities & Equipment Maintenance | 2,626,683 | 3,158,276 | 2,700,000 | 3,539,391 | 839,391 | 31.1% |

The FY19 Forecast reflects the transfer of funds from the PTC project and lower than expected TVM related maintenance costs.

Line 28 **Utilities**

This budget covers the cost of gas & electric, data circuits, telephone, and water & sewer. Utilities for FY20 are projected at \$2.1 million, closer to the FY19 Budget. The FY19 Forecast also reflects the previously mentioned transfer of funds from the PTC project.

| Description | FY2018 | FY2019 | FY2019 | FY2020 | Change | % Change |
|-------------|-----------|----------------|-----------|-----------|--------------------------------|--------------------------------|
| | ACTUAL | REVISED BUDGET | FORECAST | PROPOSED | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Utilities | 1,899,260 | 2,065,720 | 1,900,000 | 2,105,422 | 205,422 | 10.8% |

Line 29 **Maintenance & Services – Building and Other**

This budget covers the cost of building maintenance services, printing and information services, the repair and maintenance of computers and office equipment. Services for FY20 are projected at \$1.6 million, an increase of \$0.3 million over the FY19 Forecast.

FY20 Proposed includes additional computers for projected new hires in Rail, and printing for Web & creative services. The FY19 Forecast reflects lower expenditures for IT equipment.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|----------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Maintenance Services | 1,336,698 | 1,529,098 | 1,267,708 | 1,587,930 | 320,222 | 25.3% |

ADMINISTRATIVE EXPENSE

Line 33 Wages & Benefits

Wages & Benefits reflects the cost of staffing for 66.7 FTEs for Caltrain operations. Wages & Benefits for FY20 is projected at \$12.1 million, \$1.9 million or 18.8% higher than the FY19 Forecast. Built into this budget is a 4.0% vacancy rate, a 3% wage increase, a decrease in fringe benefit rate and the planned recruitment schedule of vacant positions. Fringe benefits reflect current medical/dental/PERs costs plus a reconciliation carry forward credit from FY18.

The FY18 Actual is substantially below the FY19 Revised budget due to very high vacancy rates which the JPB is working to address. Therefore, the bulk of the growth in this area is tied to the filling of currently and recently vacant positions.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|------------------|------------------|-----------------------------|--------------------|--------------------|--|--|
| Wages & Benefits | 8,058,146 | 11,507,400 | 10,171,262 | 12,084,610 | 1,913,348 | 18.8% |

Fringe benefit costs are applied to actual staff wages as a rate. With SamTrans as the managing agency for the three business units, the District aggregates all estimated annual fringe benefit costs (payroll taxes, pension, medical, dental and vision premiums, life insurance, long-term disability, unemployment, and paid time-off) and then divides that amount by the total projected wages for the upcoming year to arrive at a fringe benefit rate. Actual fringe benefits costs are trued-up annually and reflected in future years' fringe benefits rates. The FY20 Proposed budget includes a request for additional 2.92 full time equivalent positions.

| FY2020 FTE - Operating | Finance | Planning | Executive | Comm | Admin | Bus | Rail | CalMod | Total |
|------------------------|------------|------------|------------|-------------|------------|------------|-------------|------------|-------------|
| Represented | - | - | - | 3.8 | - | 7.5 | - | - | 11.3 |
| Non-Represented | 5.4 | 2.5 | 0.5 | 12.2 | 4.9 | 2.0 | 25.0 | 0.1 | 52.5 |
| New FTEs | 0.8 | 0.1 | - | 1.3 | 0.6 | - | 0.2 | - | 2.9 |
| Total Operating | 6.2 | 2.6 | 0.5 | 17.2 | 5.5 | 9.5 | 25.2 | 0.1 | 66.7 |

Line 34 Managing Agency Admin OH Cost

Managing Agency Admin OH Cost reflects the cost of Samtrans personnel dedicated to the Caltrain business. The Managing Agency Admin OH estimate of \$5.1 million is a placeholder until the Internal Cost Allocation Plan (ICAP) is finalized, as the consultant

was behind schedule working on this. The ICAP is expected to be finalized and incorporated into the FY20 Proposed Budget that will be presented to the Board in June for adoption.

| Description | FY2018 | FY2019 | FY2019 | FY2020 | Change | % Change |
|-------------------------------|-----------|----------------|-----------|-----------|--------------------------------|--------------------------------|
| | ACTUAL | REVISED BUDGET | FORECAST | PROPOSED | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Managing Agency Admin OH Cost | 5,886,046 | 5,899,231 | 6,300,000 | 5,098,065 | (1,201,935) | -19.1% |

These amounts are determined pursuant to the application of an Internal Cost Allocation Plan (ICAP). The ICAP calculates the indirect cost rate used to recover overhead costs related to agency indirect administrative overhead and capital projects. The District procured the assistance of an outside consulting firm to develop a methodology that equitably allocates the costs incurred by SamTrans for services and functions shared by the different agencies. The consultant team was chosen for its experience and knowledge in developing allocation methodologies for governmental and public entities.

The ICAP was prepared in accordance with the principles and guidelines set forth in the Office of Management and Budget (OMB) Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" and ASMB C-10 "Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government".

The ICAP calculates two components:

Agency Indirect Administration (AIA) – The pool of costs that cannot be directly attributed to a specific agency.

This is made up of labor and non-labor support function costs that benefits each of the 3 agencies managed by SamTrans. Examples include the time charged by the Payroll Department to process the biweekly payroll or the time charged by the Human Resource Department to post recruitments on industry websites. These costs are distributed to each department based on specific statistics. The payroll department costs, for example, are distributed to each department based on the number of Full Time Equivalent (FTEs). SamTrans incurs all of the AIA costs but then recovers from SamTrans Capital, JPB Operating and Capital and the TA budgets for their share of the AIA.

Capital Overhead – The pool of costs that support the capital projects and cannot be directly attributed to a specific capital project.

The capital overhead rate is calculated for each agency. An example of a capital overhead cost would be the time charged by an administrative assistant who supports multiple capital project engineers. The capital overhead costs are tracked and collected and included in the ICAP rate that is charged to each capital project.

Line 35 Board of Directors

This covers the cost of honoraria, seminars & training, business travel and meetings for the Board of Directors. The Board of Directors budget for FY20 is projected to remain the same as the FY19 Forecast.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|--------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Board of Directors | 14,057 | 14,600 | 14,600 | 14,600 | - | 0.0% |

Line 36 Professional Services

This covers the cost of consultants, legal services, audit services and legislative advocacy expenses. Professional Services expenses for FY20 are projected at \$4.1 million, a reduction of \$1.0 million or 20.2% less the FY19 Budget. This is due primarily to consultancy contracts that are no longer Proposed for extension in FY20.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|-------------------------|------------------|-----------------------------|--------------------|--------------------|--|--|
| Legal Services | 2,108,611 | 1,575,000 | 1,575,000 | 1,800,000 | 225,000 | 14.3% |
| Audit Services | 69,020 | 69,140 | 69,140 | 76,054 | 6,914 | 10.0% |
| Legislative Advocate | 205,741 | 202,238 | 202,238 | 169,200 | (33,038) | -16.3% |
| Consultants | 2,689,973 | 3,153,622 | 3,153,622 | 1,880,329 | (1,273,293) | -40.4% |
| Other Contract Services | - | 125,000 | 125,000 | 165,000 | 40,000 | 32.0% |
| Professional Services | 5,073,344 | 5,125,000 | 5,125,000 | 4,090,583 | (1,034,417) | -20.2% |

Line 37 Communications and Marketing

This covers the cost of promotional advertising for fares, schedule changes and the cost of providing the riding public with a mobile app. The promotional advertising expenses for FY20 are projected at \$0.3 million, a reduction of 4.7% from the FY19 Forecast.

| Description | FY2017 ACTUAL | FY2018 REVISED BUDGET | FY2018 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|------------------------------|------------------|-----------------------------|--------------------|--------------------|---|---|
| Communications and Marketing | 194,390 | 316,500 | 316,500 | 301,500 | (15,000) | -4.7% |

Line 38 Other Office Expense and Services

This covers the cost of software maintenance & license renewal, recruitment advertising, professional development, rent expense, bank fees, agency fees, office vehicle maintenance, property taxes and leases on properties along the Right Of Way (ROW) in support of commuter services. These ROW leases include critical facilities such as sites for radio transmission antennas and real estate for storage modules for train equipment, supplies and spare parts.

| Description | FY2018 ACTUAL | FY2019 REVISED BUDGET | FY2019 FORECAST | FY2020 PROPOSED | Change FY19 Forecast to FY20 Proposed | % Change FY19 Forecast to FY20 Proposed |
|-----------------------------------|------------------|-----------------------------|--------------------|--------------------|---|--|
| Other Office Expense and Services | 2,375,124 | 3,497,239 | 2,625,900 | 3,182,845 | 556,945 | 21.2% |

Other Office Expense and Services for FY20 are projected at \$3.2 million, an increase of \$0.6 million over the FY19 Forecast. The FY19 Forecast reflects less than projected IT related expenditures and savings in bank fees and the transfer of funds from PTC.

The FY20 Proposed budget also reflects the planned purchase of the Backup Central

Control Facility (BCCF) in the first quarter, increases in software licenses and recruitment advertising, and the one-time purchase of emergency management requirements.

Mobile processing fees related to the use of the Caltrain mobile app introduced in FY19, are estimated at \$0.2 million. The Caltrain mobile app is estimated to account for \$4.2 million of fare revenue in FY20 which is at the same level as FY19.

Line 41 Long Term Debt Expense

This covers the interest cost and principal retirement of debt incurred for the acquisition and rehabilitation of passenger rail cars, for the acquisition of real property, and for maintenance of a revolving line of credit.

| Description | FY2018 | FY2019 | FY2019 | FY2020 | Change | % Change |
|------------------------|-----------|----------------|-----------|-----------|--------------------------------|--------------------------------|
| | ACTUAL | REVISED BUDGET | FORECAST | PROPOSED | FY19 Forecast to FY20 Proposed | FY19 Forecast to FY20 Proposed |
| Long-term Debt Expense | 1,500,522 | 1,298,675 | 1,619,175 | 2,639,773 | 1,020,598 | 63.0% |

In February 2019 the JPB refunded bonds issued in 2007 and 2015 to achieve interest savings and restructure debt. In conjunction with this issuance, the JPB issued additional bonds, the proceeds of which are intended to be used for the purchase of two pieces of real property currently leased by the JPB.

BUDGET IMPACT - CALTRAIN'S PROPOSED CAPITAL BUDGET

Adoption of the FY20 Capital Budget will present a number of difficult choices given the lack of funding. The initial identification of "unconstrained" needs is \$72.9 million.¹ Staff worked with our partners in the development of the FY19 Proposed Capital Budget to obtain increases above the \$5.0 million previously provided annually by each partner. They agreed to increase these amounts to \$7.5 million annually, and appear to be prepared to maintain these levels for FY20. Even at these increased levels, we are unable to perform certain important state-of-good-repair work to Caltrain's rolling stock (especially the passenger cars). This follows several years of SOGR and Mid-life deferral on Caltrain's rolling stock. In the event that these funding commitments from the partners are not met, staff will make adjustments to the capital project requests.

We note that this capital budget excludes all items associated with the Calmod program, which is budgeted for separately. We also note that this capital budget

¹ This "unconstrained" figure is actually significantly constrained by the knowledge of program managers of funding constraints and relative priorities.

currently excludes any additional program costs associated with Positive Train Control implementation. Additional analysis is being conducted on the need for additional program costs beyond calendar 2020, and we will return to the Board with a Capital Budget amendment as necessary.

Please refer to Attachment B – FY20 Unconstrained Capital Budget Summary

PROPOSED FY20 CAPITAL BUDGET - \$72,899,176

i. STATE OF GOOD REPAIR (SOGR) - \$48,169,176

RIGHT OF WAY - \$21,995,000

1. Guadalupe River Bridge Replacement – Request: \$5,000,000
Replace the Guadalupe River Bridge in San Jose that has been damaged by weather and arson.
2. Marin St. & Napoleon Avenue Bridges Rehabilitation- Request: \$2,700,000
Rehabilitate the bridges over Marin Street and Napoleon Avenue in San Francisco.
3. Structure Maintenance – Request: \$800,000
Restore the integrity of various bridge structures back to a fair condition, increase the safety, security and prolong the useful life of the asset.
4. Track Rehab – SOGR 2020 - Request: \$8,700,000
Replace track components, wedging, surfacing and selected minor bridge repairs.
5. Redesign and Replace Crossover at CP Shark – Request: \$2,500,000
Replace this crossover to eliminate operating delays due to point detector indications as well as reduce switch point, frog and rail wear and replacement within the switch.
6. ROW DVD Update – Request: \$395,000
Establish a Digital Video baseline of the PCJPB Right of Way (ROW) and infrastructure. The Interactive DVD gives users a locomotive engineer perspective along the 52 miles of track at the click of a mouse. This update would document the improvements made over the last 3 years along and adjacent to the corridor.
7. ROW Fencing FY20-22 – Request: \$1,680,000
Continue to install vandal-resistant fencing at key locations along the PCJPB main line rail corridor to deter trespassing. This work plan is intended to span three years picking up where the last three year contract was successfully completed.
8. Track Chart Revision RP – Request: \$220,000

Update the existing CADD files to reflect the changes which have occurred throughout the 52 mile corridor. We will use recent property surveys and aerial photographs from the Electrification project to enhance this Right of Way tool. Updated aerial photographs shall be included as part of the 2020 Track Chart as well. The new property surveys will redefine property widths throughout the corridor to eliminate confusion on ownership.

SIGNALS & COMMUNICATIONS - \$3,812,040

- 9. CCF BCCF Virtualization - Request: \$2,000,000**
Replace aging train control servers while designing and building a virtualized private cloud infrastructure and server farm. Project will support Caltrain's operational systems and provide an efficient, scalable architecture with enhanced redundant capabilities.
- 10. Cybersecurity Assessment – Request: \$500,000**
Assess current cybersecurity posture will be conducted by a third party vendor and new security controls will be implemented to remediate potential vulnerabilities in the control center.
- 11. Migration to Digital Voice Radio System - Request: \$700,000**
Design and construct a digital voice radio system for the Caltrain railroad. The design will include migration from the existing analog voice radio system to the digital system. The digital voice format will be required with the new fleet.
- 12. Signal Equipment for Rail Operator – Request: \$112,040**
Procure and replace equipment in the field. These include 4 Wabtec Master Control Packages (MCPs) data radios, 25 new rectifiers that charges the batteries, 25 new hollow steel switch ties, and 25 battery trays for signal houses. These replacements are expected to fix field issues and will be installed by Caltrain Contractor Operator.
- 13. Upgrade to Engineering Standard & Communication Systems – Request: \$500,000**
Initiate a work directive for a Communication Systems Engineering Consultant who will work with Engineering and Operations stakeholders to define updates to standards around the communication systems. These updates will include adding Fiber and PTC standards to design criteria, drawings, and specifications to the master list.

ROLLING STOCK - \$15,392,136

- 14. Bombardier Cars - Request: \$5,034,387**
Implement scheduled maintenance for FY20 and includes: mid-life over-haul, replacing the 480 cables, anti-skid, seats, batteries, cab refurbishment, HVAC

and 480 cables. While these systems are completely rebuilt or replaced during mid-life overhaul, they do not typically last half the life of the railcar, and require capital-type rebuild efforts.

15. CEMOF FY20 - Request: \$474,200

Implement scheduled maintenance FY20 and includes: replace train wash brushes, domestic water pumps, carwash light fixtures, lunchroom wallpaper, oil room piping, handheld radios, forklift, S&I step stools. Train wash vault cleaning, repaint the Caltrain logo, facility tank integrity testing, clean oil/water separator, DC suppression upgrade.

16. F40 SOGR FY20 - Request: \$1,576,881

Implement scheduled maintenance for FY20 and includes: In-Frame overhaul, cab refurbishment, toilet, HVAC, batteries, contactor, controller, SEP-HEP replacement and F40 Dynamic Brake System upgrade/refurbishment.

17. MP36 SOGR FY20 - Request: \$212,104

Implement scheduled maintenance for FY20 include: traction motor replacement.

18. Vehicle Rubber Tire (Rail Operator) - Request: \$3,095,000

Address the state of rubber-tire vehicles currently leased by the JPB and utilized by TASI (Rail Operator) which have reached or exceeded the expected life, resulting in mounting maintenance cost and unreliability of the vehicles.

19. Gallery Car SOGR FY20 – Request: \$4,999,564

Continue the Gallery Cars SOGR Maintenance Cycle program to maintain equipment reliability until the time of replacement vehicles for electrification is scheduled or their useful life.

STATION AND INTERMODAL ACCESS - \$6,970,000

20. Bayshore Station Overpass Pedestrian Bridge Rehab - Request: \$2,300,000

This pedestrian bridge is a 75 foot long through truss and was built in 2004. The structure is experiencing corrosion with minor section loss on the underside of the floor system, top lateral system and tower supports. This work has been deferred for the last three budget years.

21. Mini-High Platforms FY20 – Request: \$1,190,000

Design, purchase and install new Mini-High Platforms at 7 Passenger Stations where they do not exist today. These platforms will help expedite the loading/unloading of PNA passengers at these locations. This work plan is intended to span one year.

22. Station Enhancement and Improvements FY20 - Request: \$980,000

The inspection of the San Francisco Station indicates several deficiencies in the paint and framing members of the building structure. The corrosion study will identify a clear and concise direction on repairs and repainting of the station,

the Emergency Transfer Switches provides a stable power source and uninterrupted service. Remove existing team tracks and a loading dock from the existing station to allow JPB to make station improvements.

23. Stations - SOGR - Request: \$ 1,000,000

Address immediate SOGR needs to keep the various stations and includes replacement of center track fences, shelters, information display cases and other amenities found at stations; Repaint the San Jose Diridon (post fire) pedestrian tunnel and epoxy coat all of the ramps leading to the platforms.

24. Ticket Vending Machine (TVM) Upgrade Phase 3 - Request: \$1,500,000

Upgrade 28 TVMs so that each station platform will have one upgraded TVM with Clipper capabilities. Phase 1 of this project upgraded to a new operating system and build 2 prototypes for testing. Phase 2 will upgrade 12 TVMs at the busiest stations. To date, Caltrain has a total of 105 TVMs.

ii. LEGAL MANDATES AND REQUIRED ENHANCEMENTS - \$500,000

25. Resolve Speed and Route Signaling Conflict - Request: \$500,000

Develop and implement a solution to resolve a conflict in railroad signal displays as recommended by the Federal Railroad Administration (FRA).

iii. OPERATIONAL IMPROVEMENTS / ENHANCEMENTS - \$11,740,000

26. Automatic Passenger Counters (APC) at 4th & King - Request: \$740,000

Design the hardware installation of the APC at 4th & King and implement the software to retrieve the APC data and analyze it remotely and also develop an IFB for a contractor to install the APC equipment at 4th & King.

27. Backup Central Control Facility (BCCF) Voice over Internet Protocol (VoIP) and Data Network for Offices – Request: \$500,000

Install new infrastructure for data and phone including 4 digit dialing and 911. Required for occupancy of BCCF.

28. On-board Bike Security – Request: TBD

Implement configuration changes on the EMUs to address security concerns related to seating in view of bikes. The scope of this project is contingent on a staff recommendation that will be forthcoming at the June Board Meeting.

29. Caltrain Station Infrastructure Refresh - Request: \$1,000,000

Install new infrastructure on Right Of Way to replace end of life equipment which will support the rollout of IOT along ROW and support PCEP and PTC requirements over the coming years.

30. CCTV and Facility Security Systems – Request: \$150,000

Use of intrusion detection for trespassers, aerial surveillance of parking lots for crime management, use of motion and infrared detectors for protection of

critical assets, facility specialty systems monitoring for fire, smoke, heat, water flow, halon suppression, geo fencing and cyber intrusion monitoring on critical networks. Cost to include C&P procurement, installation and maintenance contracts, Safety and Security staff support. This is a 3-year project estimated total cost of \$1.1 million.

- 31. Clipper/Card Interface Devices (CID) Installation & Relocation – Request: \$300,000**

Develop a plan to upgrade all of the stations to meet the growing and changing customer need of CIDs. In addition, this project will pilot test the relocation and installation at 3 key stations using the developed plan. In FY21 and future years, this upgraded plan will be implemented at the remaining stations.

- 32. Grade Crossing Improvements FY20 – Request: \$2,040,000**

Construct the safety improvements that were designed under the FY19 Grade Crossing Improvement project approved in FY19 for design. This phase will take the design through procurement and into construction.

- 33. Modernization of Project Management Software – Request: \$200,000**

Implement new software tools and update others to improve current Project Management processes which include Schedule Management, Document Management, Risk Management, Change Management, Field Inspections, Progress Reporting, and others. Software tools included are: Primavera P6, and a Project Management Solution.

- 34. Next Gen Visual Message Signs (VMS) & Predictive Arrival Departure System (PADS) – Request: \$3,100,000**

Deliver a conceptual design with all the system requirements and a cost estimate for the system implementation of a next generation predictive train arrival system using accurate GPS data. The current PADS and VMS technology and equipment has reached the end of its useful life. The existing VMS signs are no longer available and will not be supported by the manufacturer soon.

- 35. Right Of Way (ROW) Monitoring Tool – Request: \$100,000**

Establish a baseline cloud solution that will create a shared Track Chart for the Rail Infrastructure Group. It will implement a construction productivity software that will be utilized to track and monitor the Rail infrastructure changes, issues, and progress of work. The ability to work off the cloud from 1 shared set of Track Charts will provide information in real time that can create better communication and productivity in the Caltrain workflow.

- 36. San Francisquito Creek Bridge Replacement - Request: \$ 600,000**

Engineering design for the replacement of 118 year old San Francisquito Creek Bridge with a brand new 100 year design life of a modern railway bridge.

- 37. Station Elevator Alarm & Notification System – Request: \$250,000**

Develop and install an alarm and notification system to Caltrain of its elevators working status and provide a means for customers who may become stuck on

its elevators. System will also notify Caltrain if there are occupants in the elevators when not in use.

38. Station Indicators – Request: \$500,000

Install the needed infrastructure at Stations to send the info back to Rail Operator Control Systems when the trains are stopped at the Stations.

39. Storage Yard Improvement – Request: \$2,260,000

Identify key yard areas that can be used by our operating contractor to utilize for storing materials and parts as needed to keep Caltrain operating constantly in a state of good repair. The clean-up of railroad materials that have been accumulated over the life of the railroad will free up prime real estate for yard usage. There are key areas that can be re-developed with addressing drainage and grading. It will further look into possible satellite yards that can be utilized along our 52 mile corridor to reduce travel time which will increase productivity and response times should an emergency present itself.

iv. PLANNING / STUDIES - \$ 12,490,000

40. Capital Planning (CIP) – Request: \$ 750,000

Capital Planning activities to include: Major Capital Project Planning, Capital Grant Support, Planning Support to Individual Grade Separation Projects and to Other Capital Projects.

41. Contracting and Delivery Analysis – Request: \$ 500,000

Planning support would include development of a new operating contract including the analysis of delivery options and structures, relationship to larger organizational and governance conversations, development and management of process, and identification of key performance indicators.

42. Long Range Planning and Policy – Request: \$ 750,000

Address key policy issues for the railroad such as development and land planning, fare planning and policy, inter-agency agreements, plans and organizational design, modeling and tools, research and partnerships, and business planning.

43. Major Initiatives Corridor-wide Grade Crossing – Request: \$ 5,000,000

Because a sealed corridor will be necessary to operate high levels of Caltrain service as dictated by the Caltrain Business Plan, Caltrain must help corridor cities address what is a corridor-wide megaproject in terms of project development, funding/ financing and implementation.

44. Major Stations and Terminals Planning and Policy – Request: \$ 2,000,000

Planning work related to major stations to include: ongoing participation in the Diridon Integrated Station Concept Plan (a combined effort with the City of San Jose, VTA and High Speed Rail) as well as independent planning and

analysis related to the Diridon project; San Francisco terminal planning including the area between Salesforce Transit Center and 22nd Street with a particular focus on engagement with parties planning on and around 4th & King; development of major conceptual planning and design effort for an expanded station at Redwood City.

- 45. Service and Access Planning – Request: \$ 1,500,000**
Planning activities to include blended service planning (considering future High Speed Rail service on the Caltrain Corridor and the development of related inter-agency agreements.
- 46. Capital Contingency Funds - Engineering - Request: \$330,000**
Support unforeseen capital expenditure related to the delivery of capital projects/programs.
- 47. Capital Contingency Funds - Rail - Request: \$660,000**
Support unforeseen capital expenditure related to rail operations.
- 48. Capital Program Management - Request: \$500,000**
Support unforeseen capital needs related to rail operations.
- 49. Capital Project Development - Request: \$500,000**
Implement planning and engineering study activities.

RESOLUTION NO. 2018-

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

* * *

ADOPTING FISCAL YEAR 2020 OPERATING BUDGET IN THE AMOUNT OF
\$156,359,472 AND FISCAL YEAR 2020 CAPITAL BUDGET IN THE AMOUNT OF
\$72,899,176, AND AUTHORIZING USE OF \$1,719,864 FROM THE REVENUE
STABILIZATION FUND

WHEREAS, the Joint Powers Agreement of the Peninsula Corridor Joint Powers Board (JPB) requires the Board of Directors (Board) to approve annual operating and capital budgets; and

WHEREAS, the adoption of an operating budget is necessary for obtaining both Federal and State funds to support the Peninsula Commute Service operation known as Caltrain; and

WHEREAS, the adoption of a capital budget complements the JPB's strategic planning process; and

WHEREAS, the Executive Director and the Staff Coordinating Council recommend that the Board adopt the Fiscal Year (FY) 2020 Operating Budget shown as Attachment A, and the FY2020 Capital Budget shown as Attachment B; and

WHEREAS, the Executive Director and Staff Coordinating Council recommend that the Board authorize use of \$1,719,864 from the \$4.0 million Revenue Stabilization Fund to help balance the FY2020 Operating Budget

WHEREAS, the local match funding component of the FY2020 Capital Budget is \$22.5 million, requiring a capital investment of \$7.5 million from each of the JPB's three member agencies; and

WHEREAS, the City and County of San Francisco will provide its \$7.5 million FY2020 capital investment from Proposition K funds through the San Francisco County Transportation Authority; and

WHEREAS, San Mateo County will provide its \$7.5 million FY2020 capital investment through the San Mateo County Transportation Authority; and

WHEREAS, Santa Clara County will provide its \$7.5 million FY2020 capital investment through the Santa Clara Valley Transportation Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby adopts the FY2020 Operating Budget, a copy of which is attached hereto and incorporated herein as Attachment A, in the amount of \$156,359,472, and which includes use of \$1,719,864 from the JPB Revenue Stabilization Fund; and

BE IT FURTHER RESOLVED that the Board adopts the FY2020 Capital Budget in the amount of \$72,899,176, attached hereto and incorporated herein as Attachment B, with the understanding that the three JPB member agencies will each contribute \$7.5 million to meet their FY2020 capital investment commitments; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is requested to forward a copy of the FY2020 Operating Budget and the FY2020 Capital Budget to the JPB member agencies at the earliest practicable date; and

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director, or his designee, to take such additional actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **INCREASE EXECUTIVE DIRECTOR'S CONTRACT CHANGE ORDER AUTHORITY
BY \$7,000,000 FOR THE 25th AVENUE GRADE SEPARATION PROJECT**

ACTION

Staff Coordinating Council recommends the Board approve an increase of \$7,000,000 in the Executive Director's change order authority for the 25th Avenue Grade Separation Project (Project) contract with Shimmick/Disney Joint Venture (Contract), resulting in total Contract authority of \$106,468,000.

SIGNIFICANCE

The Project improves safety at the existing 25th Avenue Grade Crossing in San Mateo, reduces potential operational delays, and improves east-west connectivity for cars, bikes and pedestrians. It includes raising the Caltrain tracks between State Route (SR) 92 and Hillsdale Boulevard, slightly lowering the road at East 25th Avenue, completing east-west street connections at 28th and 31st Avenues, and constructing a new elevated, center-board Hillsdale Station and new parking lots. To minimize complexities and costs, the Project was scheduled for completion during design and construction of the Peninsula Corridor Electrification Project (PCEP). The Project also includes installation of the foundations for the PCEP Overhead Catenary System poles within the Project limit.

The Project requires the relocation of several major utilities, including a Third Party Fiber Optic Cable (TPFOC). To meet the PCEP schedule, it was necessary to award the Contract prior to relocating the TPFOC, but with the expectation that the TPFOC would be relocated in advance of the Project work. Relocation of the TPFOC required UPRR approval, which took longer than anticipated, thereby delaying relocation of the TPFOC and delaying the Project by nine months. The Project delay has resulted in higher costs associated with an extended performance period, material and labor cost escalation, remobilization of equipment and subcontractors, and additional protective measures that have been required as work has proceeded around the live TPFOC.

BUDGET IMPACT

The project is budgeted in the JPB capital budget in the amount of \$179.8 million.

The funding sources are comprised of \$74 million from the San Mateo County Transportation Authority (TA), \$84 million in California High Speed Rail Authority Funds, \$10 million in California State Department of Transportation (Caltrans) Section 190 Program funds and \$11.8 million from the City of San Mateo.

There is no budget impact due to this resolution.

BACKGROUND

Per Board Resolution No. 2017-32, the original award amount for the Contract was \$82,890,000, which also included Executive Director Contract change order authority of 20 percent of the total Contract amount, or \$16,578,000, for a total of \$99,468,000.

The immediate schedule and cost impacts of the TPFOC delay have been addressed within the Executive Director's initial Contract change order authority; however, the estimate for additional pending and contemplated change orders, including the current risk register for the Project, exceeds the Executive Director's Contract Change Order Authority by \$7,000,000. It is anticipated the additional Contract Change Order Authority is sufficient to complete the Project and address all known, projected and anticipated Change Orders.

| | |
|--|----------------|
| Negotiated Change Orders: | \$ 12,727,039 |
| Estimate of Additional Change Orders: | \$ 8,500,000 |
| Total Negotiated & Additional Change Orders: | \$ 21,227,039 |
| Current Change Order Authority: | \$ 16,578,000 |
| Requested Increase in Change Order Authority | \$ 7,000,000 |
| | |
| Original Contract Value: | \$ 82,890,000 |
| Not-to-Exceed Revised Contract Authority: | \$ 106,468,000 |

Project Manager: Rafael Bolon

650.508.7805

RESOLUTION NO. 2019 – xx

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

* * *

**INCREASING THE EXECUTIVE DIRECTOR'S CHANGE ORDER AUTHORITY BY \$7,000,000 FOR
25th Avenue Grade Separation Project**

WHEREAS, on July 6, 2017, pursuant to Resolution No. 2017-32, the Peninsula Corridor Joint Powers Board (JPB) awarded a contract to Shimmick/Disney Joint Venture (Contract) to perform construction for the 25th Avenue Grade Separation Project (Project), in an amount not to exceed \$82,890,000; and

WHEREAS, the Executive Director's original Contract change order authority was established at 20 percent of the total contract amount, or \$16,578,000; and

WHEREAS, a total of \$12,727,039 in change orders have been approved to-date to address differing site conditions which necessitated changes to construction sequencing, hazardous material handling, and work associated with third-party utilities; and

WHEREAS, staff estimates that there will be an additional \$8,500,000 in change orders needed for JPB-initiated design changes, time, and time related costs associated with the delay in relocating third party fiber optic utilities, additional changes due to differing site conditions; and

WHEREAS, the combined total of executed and additional change orders will exceed the Executive Director's Contract change order authority by \$4,650,000; and

WHEREAS, Staff Coordinating Counsel recommends the Executive Director's Contract change order authority be increased in an amount not to exceed \$7,000,000, which will permit execution of essential change orders required for the Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby increases the Executive Director's change order authority for the Contract with Shimmick/Disney Joint Venture for the 25th Avenue Grade Separation Project in an amount not to exceed \$7,000,000, for a total not-to- exceed revised Contract authority amount of \$106,468,000.

Regularly passed and adopted this 6th day of June, 2019 by the following
vote:



25th Avenue Grade Separation

JPB Board May 2, 2019 – Agenda Item #10

Agenda

- I. The Project
- II. Project Delay
- III. Financial Status

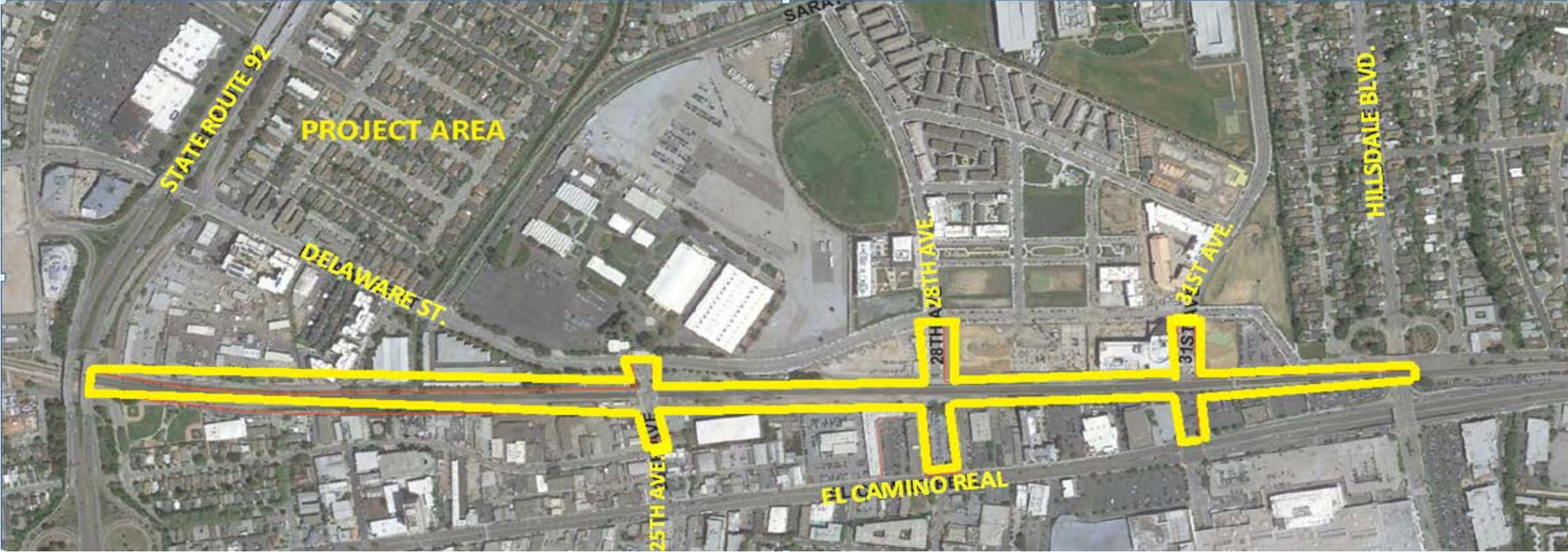


The Project

The Project

- Grade Separation of Three Road Crossings and One Pedestrian/Bike Underpass
- New Relocated Hillsdale Station

Project Location





Project Delay

Project Delay

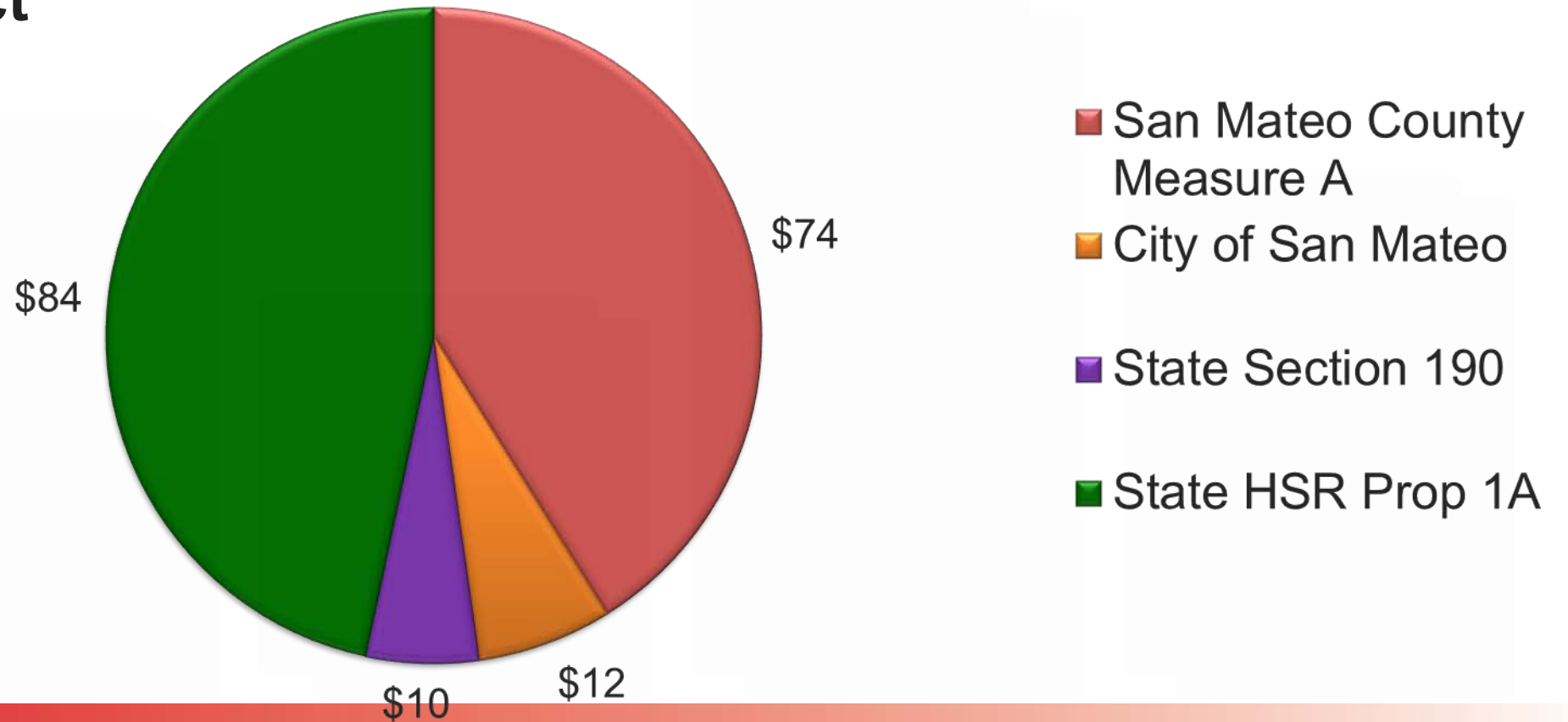
- The project has been delayed up to 12 months (primarily due to Utility Impacts)
- The delay has resulted in additional project costs, including:
 - Inefficiency
 - Direct and Indirect time related costs
 - Escalation



Financial Status

Project Funding, in Millions

\$ 180 Project



Construction Contract

- The Engineers Estimate for the Construction Contract was **\$107,800,000**
- Construction Contract awarded to Shimmick Disney JV for **\$82,890,000**
- In addition the Board Authorized a 20% Contingency, of **\$ 16,600,000.**

Projected Contingency

- **\$ 12.7 M** in Change Orders have been negotiated and executed.
- An additional **\$ 8.5 M** in Change Orders are anticipated to complete the Project
- Therefore an additional **\$ 7.0 M** in Change Order Authority is being requested from the Board.

Projected Budget

- **No additional budget is being requested.**
- The available funding is sufficient to cover the potential \$ 7.0 M in Change Orders



Questions?

PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Derek Hansel
Chief Financial Officer

Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACTS FOR ENGINEERING CONSULTANT DESIGN SERVICES**

ACTION

Staff Coordinating Council recommends the Board:

1. Award a single source contract to HDR Engineering, Inc. of Walnut Creek, California (HDR) for a total not-to-exceed amount of \$5,640,321 to provide design support for three projects for a three-year term at the negotiated rates specified in the contract.
2. Award a single source contract to Rail Surveyors & Engineers, Inc. of Belmont, California (RSE) for a total not-to-exceed amount of \$3,089,246 to provide design support for two projects for a two-year term at the negotiated rates specified in the contract.
3. Authorize the Executive Director, or his designee, to execute a contract with each of the above firms in full conformity with the terms and conditions of the negotiated agreements and in a form approved by legal counsel.

SIGNIFICANCE

The Peninsula Corridor Joint Powers Board (JPB) is currently under contract with HDR and RSE to provide design services in support of five capital projects. To ensure continuity, quality, and safety in the provision of engineering design services, staff desires to award contracts to HDR and RSE for these services through the successful completion of the project phases listed in the table below.

| # | Projects with HDR | Services | Proposed Cost |
|--|--|--|--------------------|
| 1. | Broadway Burlingame Grade Separation | Provide 35% design plans and support environmental clearance. | \$617,220 |
| 2. | Guadalupe Bridge Replacement (San Jose) | Provide final design for bid and construction documents; support for environmental permits; and design services during construction. | \$3,087,626 |
| 3. | 25th Avenue Grade Separation (San Mateo) | Continue to provide design services during construction. | \$1,935,475 |
| Grand Total Not-to-Exceed Cost: | | | \$5,640,321 |

| # | Projects with RSE | Services | Proposed Cost |
|---|-------------------|----------|---------------|
|---|-------------------|----------|---------------|

| | | | |
|--|---|--|--------------------|
| 1. | Marin & Napoleon Bridge Removal (San Francisco) | Provide bid support and design services during construction. | \$764,826 |
| 2. | South San Francisco Station Improvements | Continue to provide design services during construction. | \$2,324,420 |
| Grand Total Not-to-Exceed Cost: | | | \$3,089,246 |

BUDGET IMPACT

Each project contains a defined scope of services, with a discrete schedule and budget. Projects will be funded from approved capital budgets using a variety of funding mechanisms and sources and may include Federal, State, and local revenues and grants.

BACKGROUND

The Board, pursuant to Resolution 2013-18, awarded on-call general engineering consultant services contracts to HDR and RSE on April 4, 2013 (Contracts). The Contracts expire on June 30, 2019. During the Contracts' term, staff issued Work Directives for the five projects' various design services needs. Due to unanticipated schedule delays, project completion will extend beyond the current Contracts term. The projects require continuous design services at the design development phase as well as during construction.

The JPB would incur substantial cost, loss of quality, and more project delays if the engineering design firms change. Additionally, the JPB would have difficulty attracting other firms to take on these projects because they have been substantially designed by HDR and RSE. Therefore, non competitive letter request for proposals were issued to each firm to maintain continuity of services and retain the firms' extensive experience and design knowledge on the projects.

Both firms are qualified and established consultants that have worked successfully for many years with the JPB. They possess the requisite experience and qualifications required for successful performance of the scope of services defined in the solicitation documents, and are fully capable of providing the specified services. Staff negotiated contract terms and conditions, including price, with each firm. Staff determined prices to be fair, reasonable, and consistent with those currently paid by the JPB, and other public agencies in the Bay Area for similar services.

Procurement Administrator II: Patrick Ng 650.622.8018
Project Manager: Howard Beckford, Senior Project Manager 650.622.7852

RESOLUTION NO. 2019-

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

* * *

AWARDING CONTRACTS TO HDR ENGINEERING, INC. FOR
A TOTAL NOT-TO-EXCEED AMOUNT OF \$5,640,321 FOR A THREE-YEAR TERM
AND RAIL SURVEYORS & ENGINEERS, INC. FOR
A TOTAL NOT-TO-EXCEED AMOUNT OF \$3,089,246 FOR A TWO-YEAR TERM
FOR ENGINEERING CONSULTANT DESIGN SERVICES

WHEREAS, pursuant to Board Resolution 2013-18, HDR Engineering, Inc. of Walnut Creek, California (HDR) and Rail Surveyors & Engineers, Inc. of Belmont, California (RSE) were awarded contracts for on-call general engineering consultant services (Contracts); and

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB) requires ongoing and continuous engineering design services for five capital projects; and

WHEREAS, HDR has been providing engineering design services for the Broadway Burlingame Grade Separation, Guadalupe Bridge Replacement, and 25th Avenue Grade Separation projects (HDR Projects), and RSE has been providing engineering design services for the Marin & Napoleon Bridge Removal and South San Francisco Station Improvements projects (RSE Projects) (together, "Projects"); and

WHEREAS, the current Contracts will expire on June 30, 2019 and the Projects require additional services that will extend beyond the Contracts term; and

WHEREAS, the JPB issued letter request for proposals to HDR and RSE for continuation of services to complete the Projects; and

WHEREAS, staff reviewed the proposals, negotiated costs and determined that HDR and RSE possess the necessary qualifications and requisite experience to continue

performing the services for the Projects, and HDR and RSE have agreed to perform the specified services at fair and reasonable prices; and

WHEREAS, staff and legal counsel have reviewed the proposals and have determined that the proposals comply with the requirements of the solicitation documents; and

WHEREAS, Staff Coordinating Council recommends, and the Executive Director concurs, that the Board of Directors award contracts to HDR for engineering consultant design services for the HDR Projects for a not-to-exceed amount of \$5,640,321 for a three-year term and to RSE for engineering consultant design services for the RSE Projects for a total not-to-exceed amount of \$3,089,246 for a two-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards contracts to HDR Engineering, Inc. for engineering consultant design services for the HDR Projects for a three-year term for a total not-to-exceed amount of \$5,640,321; and Rail Surveyors & Engineers, Inc. for engineering consultant design services for the RSE Projects for a two-year term for a total not-to-exceed amount of \$3,089,246; and

BE IT FURTHER RESOLVED the Executive Director, or his designee, is authorized to execute contracts with HDR and RSE in full conformity with all of the terms and conditions of the negotiated agreements and in a form approved by legal counsel.

Regularly passed and adopted this 6th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary

PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT

TO: Joint Powers Board

THROUGH: Jim Hartnett
Executive Director

FROM: Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **UPDATE ON THE SAN JOSE DIRIDON INTEGRATED STATION CONCEPT PLAN**

ACTION

Staff Coordinating Council recommends the Board receive the attached memo and brief presentation regarding the current status of the Diridon Integrated Station Concept Plan (Plan).

SIGNIFICANCE

Since September Caltrain staff have been engaged in co-creating the Diridon Integrated Station Concept Plan, which is developing 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 Plan is being developed with the assistance Arcadis/Bentham Crouwel (ABC), a consultant team solicited and managed by the Partners. ABC is tasked with developing three spatial layouts for a future Diridon Station, which draws upon their international expertise in areas such as transit operations, urban design, architecture and engineering. Spatial layouts are made up of a couple "big moves" including the vertical configuration of the tracks and where the station platforms and concourse are located.

The three spatial layouts and big moves currently being investigated include:

- **San Fernando Street** – At-grade station on San Fernando Street, which is most similar to today's station layout. It utilizes the existing northern and southern track alignment.
- **Santa Clara Street** – Elevated station on Santa Clara Street, which locates the station closer to BART, introduces an optimized northern track alignment and presents the opportunity to relocate the Caltrain Central Equipment and Maintenance Facility (CEMOF). This layout also provides an option to operate some rail service over a new southern rail alignment on a viaduct over Interstate 280/State Route 87.

- **Stover Street** – Elevated station on Stover Street (between San Fernando Street and Santa Clara Street), which locates the station closer to BART, introduces an optimized northern track alignment and presents the opportunity to relocate CEMOF.

Spatial layouts are also referred to as a “kit of parts” or a variety of station facilities and elements that facilitate access to and from the station and integration with the surrounding community and supporting private development. Such elements include pedestrian, bike, local bus, intercity bus, light rail, taxi/transit network company, private vehicle and parking access. In the coming months, ABC will assist the Partners in formulating a preferred spatial layout, which will likely be a combination of favored elements from the three spatial layouts.

It is important to note that ABC and the Partners are taking a “transit first” or “design from the tracks out” approach where rail infrastructure needs are established first to ensure sufficient space is set aside to accommodate future rail service as rail infrastructure is a less flexible, long-lasting and significant investment. To ensure assumptions about future rail service are consistent with the Caltrain Business Plan, ABC continues to actively coordinate with the Business Plan team to develop inputs to the Concept Plan effort. These include the program of platform, track and supporting facilities needed to support the long range growth of Caltrain and other passenger rail services.

The Plan is expected to be completed in two main phases. Phase 1 of the Plan will conclude with the Partners selecting a preferred spatial layout by fall 2019. The preferred layout would need to be endorsed by the governing body of each partner agency. Assuming consensus is reached, Phase II of the Concept Plan effort would begin around fall or winter 2019 and include further development of the preferred spatial layout to arrive at a fully detailed Concept Plan.

BUDGET IMPACT

There is no impact on the budget.

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 announced intentions 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.

The estimated cost for the completion of Phases I and II is approximately \$6.5 million, with Phase I estimated at about \$3.4 million, Phase II at about \$2.5 million and a contract contingency. Currently, the Partners' contributions plus additional grant funds will adequately fund Phase I. The Partners have agreed to jointly pursue funding for Phase II.

Prepared by: Melissa Reggiardo, Principal Planner

650.508.6283

SUBJECT

Update on technical work accomplished to date on the San José Diridon Integrated Station Concept Plan.

BACKGROUND

San José Diridon Station, owned by the Peninsula Corridor Joint Powers Board (PCJPB), is the primary transit hub of the South Bay, currently serving approximately 17,000 daily passengers. Today's Station is a historic depot with passenger rail service provided by PCJPB (the "Caltrain" commuter rail service), Amtrak, Capitol Corridor Joint Powers Authority, Altamont Commuter Express (ACE), with connecting Santa Clara Valley Transportation Authority (VTA) light rail and bus service as well as other regional bus transportation providers. With the introduction of Bay Area Rapid Transit (BART) and California High-Speed Rail service to San José Diridon in the coming years, the Station's importance as a transportation hub will increase significantly. In addition to these new rail services, electrified Caltrain and expanded services from ACE, Capitol Corridor, and Amtrak will lead to San José Diridon becoming one of the busiest train stations in California. Increased rail and bus service in the Station area will also support the development envisioned in San José's guiding land use policy documents. The 2040 General Plan and the Diridon Station Area Plan (DSAP) foresee a marked expansion of the city's relatively small downtown core to a size and density more appropriate for a city of one million people.

AGENCY PARTNERSHIP - COOPERATIVE AGREEMENT

The City of San José, VTA, PCJPB, and the California High-Speed Rail Authority (the "Partner Agencies") formed a public agency partnership via a Cooperative Agreement (dated July 12th, 2018) to redesign and expand Diridon Station. Key to this is the agreement to coordinate their respective capital projects in a manner that integrates the transit station facilities and the surrounding development area.

The Partner Agencies agree that a unified vision and cohesive strategy for investments at the Station and the broader Station area will generate more value than if the Partner Agencies planned and acted on transportation projects and development opportunities individually. The Partner Agencies hired a consultant team led by Arcadis and Bentham Crouwel Architects ("Team ABC") to prepare the Integrated Station Concept Plan ("Concept Plan"). Team ABC is familiar with complex, multi-agency infrastructure and urban design projects, such as major capital transit and station projects, through their experience in Europe and elsewhere.

WHAT IS THE DIRIDON INTEGRATED STATION CONCEPT PLAN?

When BART, commuter rail, high-speed rail, light rail, and supporting bus services converge, Diridon Station will support more high-capacity transit connections than any other place in the



Bay Area. To effectively accommodate this planned growth in transit and development activity as well as to make it easy to use, the Station should be redesigned and expanded to function as an integrated whole. Rather than having individual transit projects converge at the station in an uncoordinated piecemeal manner, the Concept Plan will set forth a single, unified vision for bringing together all transportation and land use components into a single station project.

The Concept Plan scope includes two primary parts:

1. A spatial design component
2. An organizational component

The spatial design component will establish (a) transportation infrastructure to enable capacity for future, expanding transit services, (b) an optimal physical relationship between transportation modes, and (c) a balanced relationship between the Station and surrounding neighborhoods. This will frame the vision for what the Station will become over time. The Concept Plan will focus on the functionality of the Station, rather than its architectural appearance. Later phases of work will include detailed design and engineering, as well as environmental review.

The organizational component. The redevelopment of Diridon Station is a project that is not simply complex from a physical design perspective but also from an organizational perspective. As such, an important second pillar of the Concept Plan is the development an organizational structure that can effectively deliver and operate the future Station.

The Concept Plan began in early September 2018. The 18-month Concept Plan process includes two phases and the following steps:

Phase I: Development of Spatial Layouts

- Ambitions, layout development and evaluation
- Selection of a Vision (Single Preferred Option)

Phase II: Advance the Vision and Preparation of Concept Plan

- Continue planning and conceptual engineering
- Program development activities such as preliminary cost estimate, delivery strategies, phasing planning, and funding strategies
- Development of the organizational components for project delivery and operations

AMBITIONS AND OBJECTIVES

The Partner Agencies established a philosophy for what the future Diridon Station is aimed to become. This provides a guiding set of objectives, or ambitions, for the Concept Plan development. These ambitions articulate what the Partner Agencies hope to achieve for both the urban design form and the associated organization for the project.

The key objectives are:

- A Multi-modal, Integrated, and Human-centered Station
- The Station as Catalyst for the Urban Environment
- The Station as a Destination
- A Compelling Vision for the Future of Diridon Station
- A Futureproof, Flexible, Adaptive, and Innovative Station
- Organizational Partnership
- Internal & External Stakeholder engagement
- Funding Objectives and Risk Management

CONCEPT PLAN PROCESS

Team ABC began work on the Concept Plan with a series of interviews with the Partner Agencies. In these interviews, ABC gained a sense of the ambitions of each agency for the project, individual design requirements, as well as requirements relating to design criteria and critical information about site constraints. This information set an important foundation in the concept planning process. Subsequently, in order to turn requirements into a conceptual program, Team ABC led a series of interdisciplinary, interactive workshops with technical experts from each Partner Agency. The workshops focused on urban integration, station configuration, track configuration and access planning. Based on requirements, ambitions, and workshop collaboration, Team ABC proposed design approaches for the following elements:

- Alignment and vertical profile of the heavy rail tracks at the station, as well as track approaches into station from the north and south.
- Location of passenger rail concourse and heavy rail passenger platforms
- Pedestrian and bicycle access to and through the station, as well as facilities for emerging modes of “micromobility” such as e-scooters.
- Integration of all high-capacity modes at the station, including BART, light rail, and local bus
- Facilities for other access modes and private vehicles, including long-distance bus, private shuttles, taxi, transportation network companies (TNC), kiss-and-ride, and park-and-ride.

DESIGN PROCESS TO DATE: BIG MOVES AND KIT OF PARTS

Using the elements described above, Team ABC and the Partner Agencies have explored two big moves for the future Station’s spatial layout: a) vertical configurations for the rail corridor and station platforms; and b) the location of the future station concourse. Additionally, Team ABC created a kit of parts of more flexible elements that can be combined into possible layouts for the future Station.

Big Move #1: Vertical Configurations for the Rail Corridor and Station Platforms

An early focus of the design process has been on the Caltrain rail corridor and platforms. An important lesson from the 2017 Study Trip to visit successful European stations by the Partnership and other interested stakeholders, was the notion to “design from the tracks out.” This is based on the notion that the heavy rail tracks are the least flexible element of a station design effort and that there are only a limited number of ways in which heavy rail infrastructure can be brought through a dense urban center. The following vertical rail options have been selected because they hold the most promise for achieving the project objectives:

- **At-Grade:** The station remains at the current at-grade elevation;
- **Elevated 25’ above existing grade:** All tracks and platforms would be elevated approximately 25 feet above the current track elevation;

Big Move #2: The Location of the Future Station Entrance

Team ABC and the Partner Agencies are also considering the location of the main station entrance relative to the rail platforms, how it relates to the surrounding area, and how well it interacts with the other transit modes, such as the new BART station. Three of the options currently appear to hold the most promise to best meet the ambitions for the future vision, and they are:

- the station generally in the same location as the Diridon Station today on Stover Street;
- the station entrance shifts to the south to sit on San Fernando Street;
- the station entrance shifts to the north to sit on Santa Clara Street.

The Kit of Parts

The kit of parts is comprised of all the elements that must be organized together to create a new intermodal hub. The way in which this heavy infrastructure is brought through a city has profound place-defining effects. Team ABC and the Partner Agencies are also considering the track and station hall options’ effect on the overall urban integration of the area for development, movement of people to/from and through the station, and connections between other transit modes (buses and VTA light rail). These access and urban integration considerations are critical in creating a successful multi-modal Station. These elements comprise a kit of parts and include:

- Light rail;
- Bus station and circulation;
- Pedestrian and bike routes, scooter and bike parking;
- Intercity buses, taxis, TNCs, and company shuttle; and
- Automobile circulation and facilities.

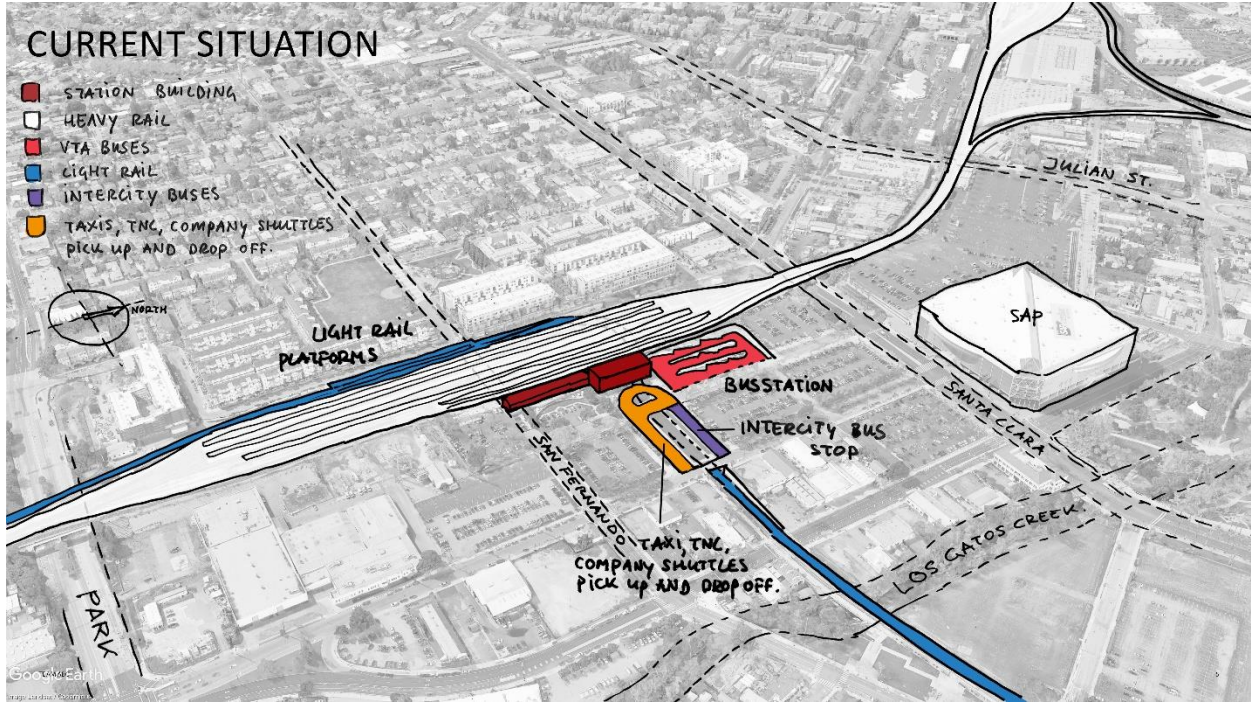
DESIGN PROGRESS TO DATE: THREE SPATIAL LAYOUTS

The kit of parts exists to create possible spatial layouts to demonstrate how the Station could operationally function and enhance the urban environment. Team ABC designed three possible layouts to begin a public conversation about the future Station and illustrate benefits and tradeoffs that must be evaluated in the concept planning process.

Two of the possible layouts feature an elevated track design. Elevating the tracks and platforms would bring significant benefits in terms of urban integration. Elevated tracks would allow pedestrians, cyclists and vehicles to pass underneath the station at street-level. This would help to knit together the neighborhoods to the east and west of the tracks. It also creates a significant amount of street-level space that can be used to house station facilities as well as storefronts and workspace to enliven the street in the station area. However, elevating the tracks creates a more complicated construction phasing scheme and more expensive trackwork north and south of the station to reconnect to the rail network on both ends.

Additionally, two of the possible layouts shift the station platforms to the north and, as a result, require a new northern track alignment to reconnect the station platforms to the existing at-grade Caltrain tracks. Because it would be difficult to access the existing Caltrain maintenance and storage facility from this new northern track alignment, the Caltrain facility would need to be relocated. Moving the maintenance and storage facility to a location south of Tamien presents benefits to Diridon Station as well as the Caltrain system as a whole. First, trains would be able to run through Diridon and enter a relocated maintenance and storage facility to the south, where they would be maintained and stored until needed for service again. This would reduce the number of trains laying over and turning around at Diridon to head north to go to the existing maintenance facility, allowing for more efficient use of rail infrastructure at Diridon, which is appropriate for an urban station. Second, moving the maintenance and storage facility to a larger site would better enable fleet and service growth for the Caltrain system.

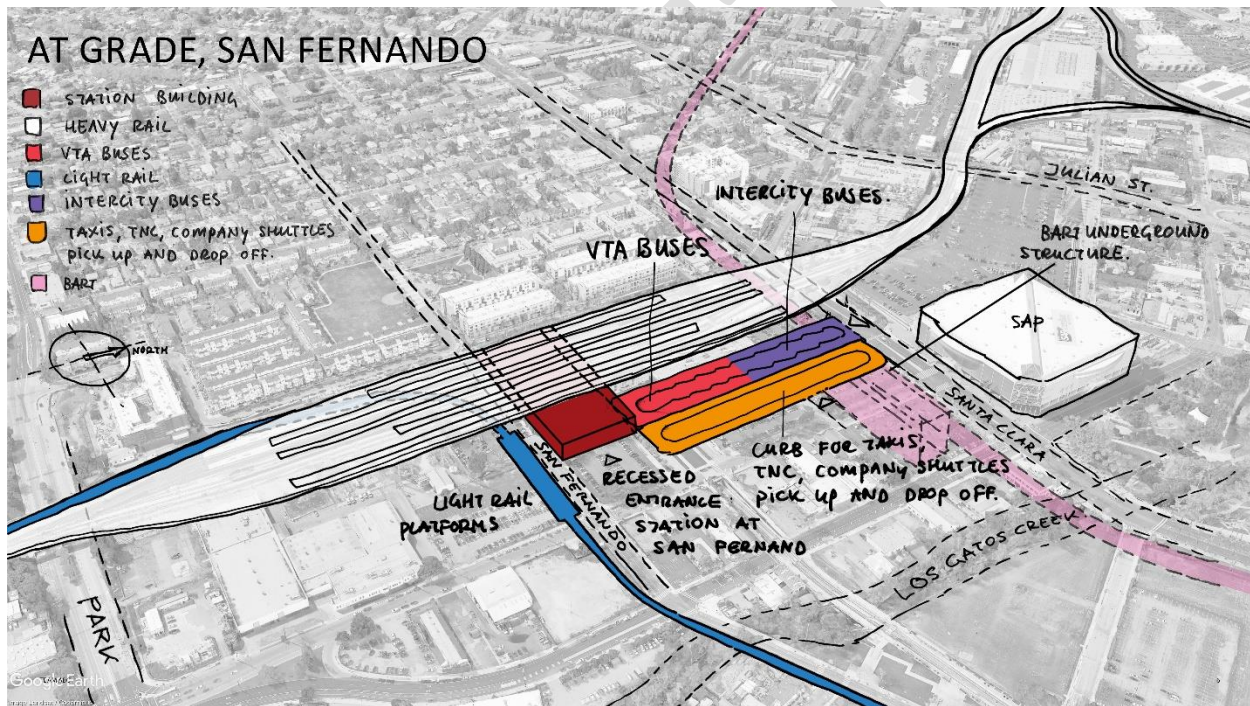
Today's Station Layout



DRAFT

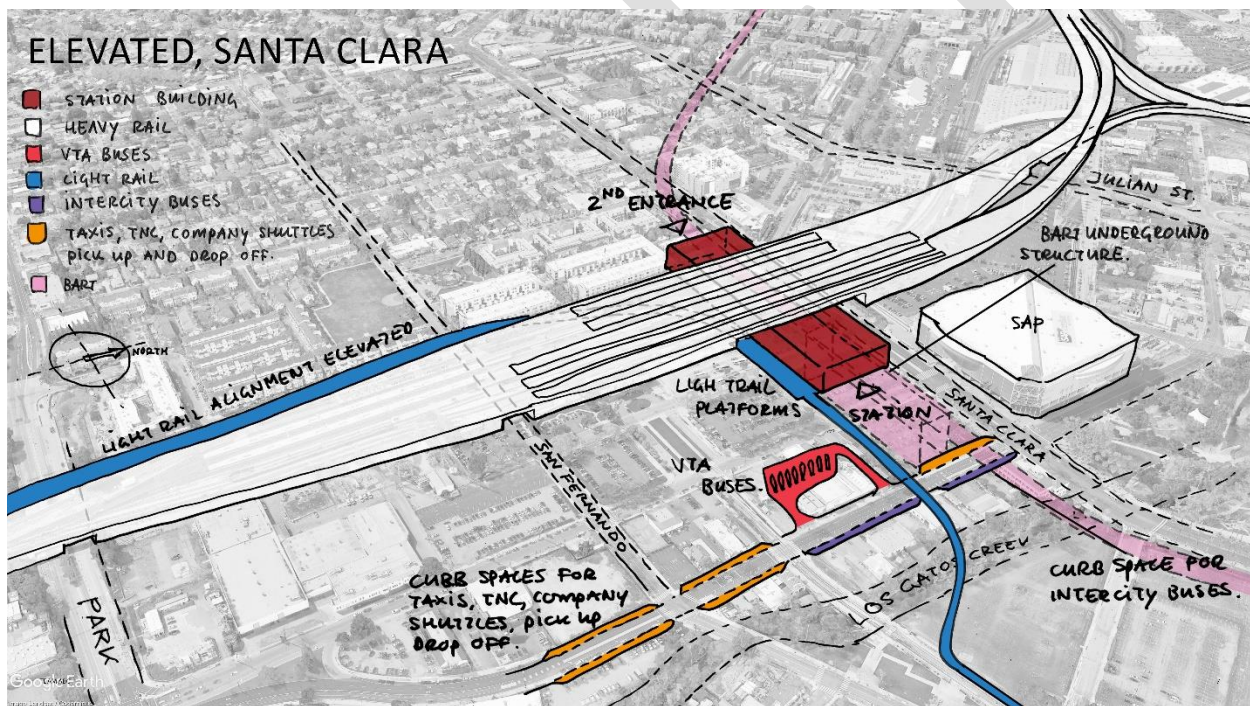
Layout #1: San Fernando Street

The first potential layout locates the station at San Fernando Street, with platforms and tracks at-grade, and utilizes the existing northern and southern track alignment. The major advantage of this option is that it would potentially be the least complex to build and phase, and would also likely be the most cost effective. Also, an at-grade track configuration would reduce the vertical transfer distance for passengers between heavy rail modes and BART. However, this option offers little improvement in terms of urban integration (especially east/west across tracks), it puts the rail concourse farthest from BART, and dedicates a large amount of land within the station area to bus, taxi, and shuttle circulation. Development could potential occur over the surface level elements in this layout.



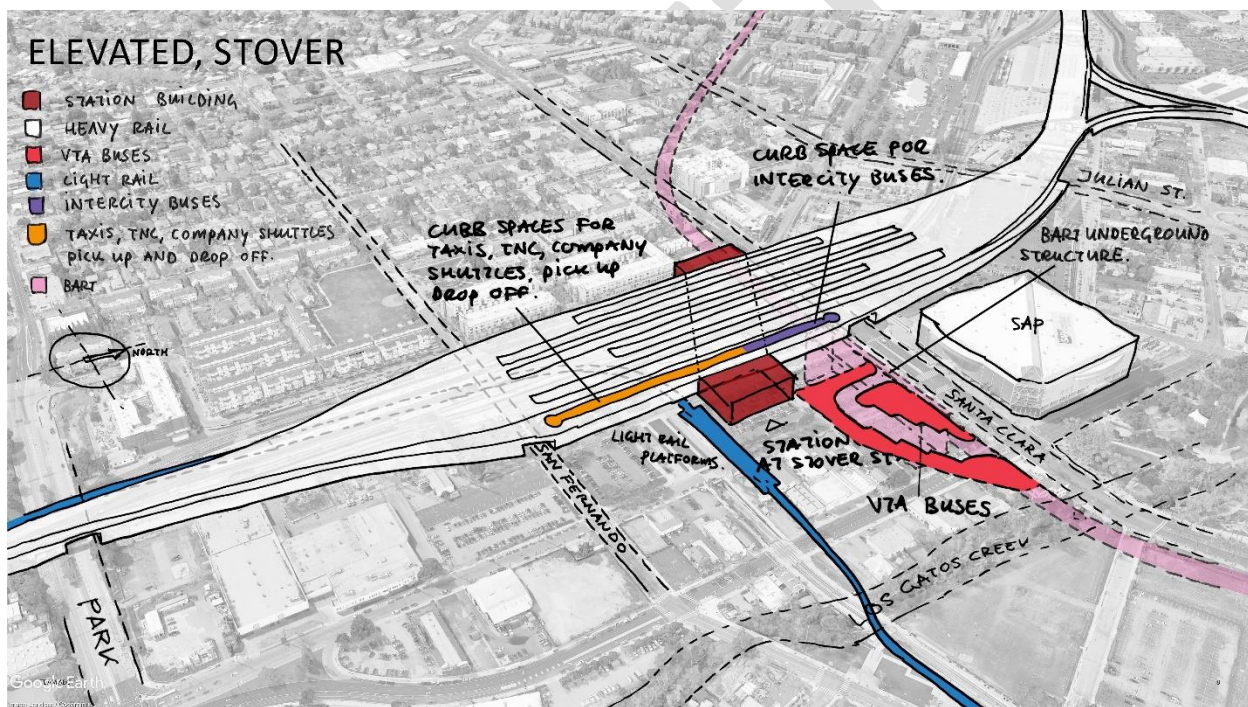
Layout #2: Santa Clara Street

The second layout locates the station at Santa Clara Street, with the platforms and tracks elevated. This layout shifts the station platforms to the north, which requires a new northern track alignment to reconnect station platforms to the existing at-grade Caltrain tracks. This layout also provides the option to operate some rail service over a new southern rail alignment on a new viaduct over Interstate 280. The elevated tracks foster street life along Santa Clara Street and brings the heavy rail concourse closest to BART. This may make for more complicated vertical transfers to and from BART. The bus facility is placed along Autumn street, further removed from the main station. This layout could reasonably have property impacts, both positive and negative, along the new northern track alignment. It also would require the relocation of the Caltrain maintenance facility. The Interstate 280 viaduct will be complex and costly to construct and result in possible property impacts, both positive and negative, to the station area and other neighborhoods.



Layout #3: Stover Street

The third layout locates the station at Stover Street, with the platforms and tracks elevated, and utilizes the existing southern track alignment. This layout shifts the station platforms to the north, which requires a new northern track alignment to reconnect station platforms to the existing at-grade Caltrain tracks. The elevated tracks foster street life along Santa Clara Street and in the adjacent blocks. It creates a strong visual presence for the station entrance and unique connection to downtown and surrounding neighborhoods. It also brings the heavy rail concourse closer to BART. In this layout, there are potential property impacts along the new northern track alignment. It also would require the relocation of the Caltrain maintenance facility.



In summary, Team ABC designed three possible layouts to begin a public conversation about the future Station and illustrate benefits and tradeoffs that must be evaluated in the concept planning process. The layouts highlight a range of options for the station elevation, entrance location, and intermodal connections. In the coming months, the Partner Agencies are seeking public input on the three layouts and additional opportunities presented through the kit of parts. This input will be used as part of a design optimization process that includes mixing and matching preferred parts from each layout to create a Preferred Layout.

EVALUATION FRAMEWORK

Team ABC and the Partner Agencies designed an evaluation framework based on the project goals and ambitions and the emerging themes from community feedback. The framework will be used to review the three layouts and highlight opportunities for optimization. The evaluation criteria used in the framework are:

1. Operational Efficiency
2. Multi-modal Integration
3. Access
4. Urban Integration
5. Development Potential
6. Community Effects
7. Environmental Effects
8. Implementation

Over the next few months, the framework will be used to optimize the layouts by mixing and matching from the kit of parts to create a Preferred Layout that leads to a Draft Vision for the Integrated Concept Plan.

COMMUNITY ENGAGEMENT

The Partners developed a Community Outreach Strategy with the aim to:

- Inform and educate the public about the project and decision-making process
- Gather feedback for the Partner Agencies to consider during preparation of the Concept Plan
- Foster a sense of pride and collective ownership in the vision established by the Concept Plan

The Partner Agencies are seeking to encourage active participation from a broad cross-section of the community. The Partner Agencies have completed two rounds of outreach on the Concept Plan to date. The objective of the first round of outreach was to introduce community members to the project and ask for feedback on the initial high-level vision and key objectives for the future station. The second round provided a status update and presented preliminary concepts under consideration, as well as a potential evaluation framework for narrowing down concepts into one draft vision.

Completed activities include:

- October 18, 2018: Presented to the City's Diridon Station Area Advisory Group
- December 10, 2018 Community Kick-off Meeting
- Supported SJSU Masters of Urban Planning capstone class project on Diridon Station
- January 24, 2019: Presentation to Adobe's employees
- February 13, 2019: Presentation to the Willow Glen Neighborhood Association
- March 11, 2019: Presented an update to the City's SAAG

May 17, 2019

San José Diridon Station Integrated Concept Plan

- March 18, 2019: Pop-up informational table outside of Diridon Station
- March 25, 2019: Community Meeting #2
- March 26, 2019: Presentation to the Delmas Park Neighborhood Association

The Partner Agencies will continue to engage the community and seek feedback on the three possible layouts. The anticipated engagement opportunities for the third round of outreach include:

- May 17, 2019: Presentation to the Joint Policy Advisory Board
- May 22, 2019: Presentation to the City's Station Area Advisory Group
- June 4, 2019: Presentation to the San Jose City Council
- June 6, 2019: Presentation to the Caltrain Board of Directors
- June 6, 2019: Presentation to the VTA Board of Directors
- June 18, 2019: Presentation to the High Speed Rail Board of Directors
- June 10, 2019: Community Meeting #3
- Online survey
- Pop-up information table outside of Diridon Station
- Discussions with community organizations

The project website with up-to-date information is available at www.diridonsj.org. The Partner Agencies have also developed an extensive email list to keep community members informed on the project progress. An additional round of community engagement is planned for Fall 2019 to solicit community input on the Draft Vision.

Community Engagement - Emerging Themes

Based on input received, the following priorities are emerging for the future of the Station:

- The Station must work well for the passenger above all
- The Station should function as a community hub, a destination in and of itself
- The Station should reflect the cultural diversity of San José through its design, art, accessibility, public spaces, and amenities
- The Station should be easy to get to from anywhere in the city, region and state.

The Partner Agencies also continue ongoing engagement with key stakeholders including MTC, BART, Capitol Corridor and ACE, the SAP Center, and Google.

COORDINATION WITH OTHER MAJOR PROJECTS

The Partner Agencies each have their own initiatives or major projects in development at the same time as the preparation of the Concept Plan. Part of the intent of the Cooperative Agreement is to ensure that the agencies are aligned with each other to realize not only their individual projects but also to work together to develop a new Diridon Station. The following projects are actively being coordinated with the Concept Plan:



| Lead Agency | Project |
|--------------------|---|
| VTA | VTA's BART Silicon Valley Phase II Extension |
| CHSRA | San José – Merced Project Segment of the statewide High-Speed Rail system |
| Caltrain | Caltrain Electrification |
| Caltrain | Caltrain Business Plan |
| City of San Jose | Diridon Station Area Plan (DSAP) amendment |
| City of San Jose | Google master plan/development project |
| City of San Jose | Downtown Transportation Plan |

ADDITIONAL INFORMATION

Additional information on the Concept Plan, including Frequently Asked Questions, can be found on the project website at www.diridonsj.org.