

**Peninsula Corridor Joint Powers Board
Finance Committee Meeting
1250 San Carlos Avenue, San Carlos CA 94070
Minutes of March 28, 2022**

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

Members Absent: None

Staff Present: M. Bouchard, G. Martinez, D. Santoro, J. Harrison, K. Yin, P. Shrestha, P. Ng, A. Piano, L. Millard-Olmeda, P. Skinner, L. Mai, A. Simmons, L. Leung, L. Guan, L. Mai, J. Ye, D. Seamans, S. Wong

1. Call to Order/Pledge Of Allegiance

Chair Monique Zmuda called the meeting to order at 2:31 pm and led the Pledge of Allegiance.

2. Roll Call

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

3. Public Comment For Items Not On The Agenda

Aleta Dupree, Oakland, commented on using Clipper START, vending machines, and reduced fares.

Adrian Brandt, San Mateo County, commented on the Special Finance Meeting, the current financial outlook, electric cars, and cutting down operational costs.

4. Consent Calendar

4a. Approve Meeting Minutes of February 21, 2022

4b. Award of Contract for Bayshore Station Painting Project and Authorization to Receive Funding and Amend the Project Budget from \$2,300,000 to \$6,870,000

4c. Amend and Increase the Fiscal Year 2022 Caltrain Capital Budget to \$156,862,394

4d. Award of Contract for On-Call Executive Recruitment Services

4e. Authorize the Filing of Applications with the Metropolitan Transportation Commission for Programming of Federal Transit Administration Formula Funds for Caltrain Capital Projects

4f. Authorize the Application For and Receipt of Annual Cap and Trade Funding for the Peninsula Corridor Electrification Enhancement Project (PCEE)

4g. Accept On-Call Transportation Planning and Consultant Support Services Update

The Board had a discussion and staff provided further clarification in response to the Board members comments and questions on Item 4b, which included the following:

- Why project costs increased and were over budget and what was done to reduce costs
- Why Caltrain is using gallery car rolling stock to pay for stations for Item 4b
- Future project cost increases and providing earlier notification for that will be over budget
- Taking items such as 4b off consent in the future
- What is being done in a cost containment perspective

The Board had a discussion and staff provided further clarification in response to the Board members comments and questions on Item 4c, which included the following:

- Why the costs increased two to three times after cost estimates
- Whether the Diridon Station project require cash infusions at every single stage of the project and whether the scope of work changed
- Clearly show where it is at in the planning process and note that it is an ongoing process that may require an additional estimate before it is done
- Support for the three agencies funding capital projects and ensuring there are formal annual requests for participation and for understanding of how those funds will be spent
- Include pictures within PowerPoints that show the project status concerns, such as pictures of the peeling paint

The Board had a discussion and staff provided further clarification in response to the Board members comments and questions on Item 4d, which included the following:

- The types of positions for these services
- Whether the firm is only used for specific positions

Motion/second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

Public comment

Aleta Dupree, Oakland, commented on the price used for painting instead of electrical items.

Adrian Brandt, San Mateo County, commented on creating maintenance issues, building a pedestrian tunnel, and implications for future costs.

5. Authorize Execution of Change Orders for Caltrain Centralized Equipment Maintenance and Operations Facility (CEMOF) Modification Contract and Tunnel Modification Contract Statement of revenues and expenses for the period ended January 31, 2021

Lin Guan, Project Delivery Deputy Director, said the report included the first forecast for the fiscal year and provided a presentation, which included the following:

- Staff recommendation to settle with Proven Management Inc. (PMI) for a contract total of \$6.5 million
- Background on the scope of work and original contract for CEMOF and tunnel modifications
- Final CMEOF and Tunnel settlements

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

- Have a budget line in the staff report to explain how this is a part of prior macro budget decision
- Having a process where the Board can approve changed orders and changes to the contract
- Include pictures with the PowerPoints

Public comment

Aleta Dupree, Oakland, commented on contact wire theft.

Adrian Brandt, San Mateo County, commented on the wire and copper theft epidemic, the Bayshore Project, and having a pedestrian underpass.

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

Items 6 and 7 were taken together.

6. Accept Report of the Chief Financial Officer (CFO)

Grace Martinez, Acting Chief Financial Officer, said the report included the first forecast for the fiscal year, which is done twice each year. She provided a presentation, which included the following:

- Measure RR update, net proceeds, and planning for the audit of Measure RR funds
- Preparing for the interim financial audit starting mid-May
- Revenues by tickets reports

7. Statement of revenues and expenses for the period ended February 28, 2022

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

- The preliminary budget presentation
- Formally make a request to member agencies for contributions to the capital budget

- Whether \$80 million would replenish reserves
- The amount of reserves would be on the operating side for the end of the fiscal year

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

Public comment

Aleta Dupree, Oakland, commented posting the requested information on the website.

8. Committee Member Requests

Director Hendricks requested a list of all future projects 200-300 percent over budgeted costs.

Director Hendricks requested the summary section (Item 4b) detail what is being done

Director Hendricks requested having a budget line explanation in the staff report to explain how this is a part of prior macro budget decision (Item 5).

Director Gee requested having a process where the Board approves change orders and changes to the contract for items such as Item 5

Director Gee requested including pictures with PowerPoints for items such as 4b.

Chair Zmuda requested a formal request to member agencies for contributions to the capital budget

Chair Zmuda requested the amount of reserves available on the operating side for the rest of the fiscal year at next month's Finance Committee meeting

9. Date/time of next regular finance committee meeting

Monday, April 25, 2022, at 2:30 pm via zoom (additional location, if any, to be determined)

10. Adjourn

The meeting adjourned at 3:41 pm.

An audio/video recording of this meeting is available online at

<https://www.caltrain.com/about/bod/video.html?> Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to board@caltrain.com.