



BOARD OF DIRECTORS 2022

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AGENDA

PENINSULA CORRIDOR JOINT POWERS BOARD

Finance Committee Meeting

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

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to [Assembly Bill 361](#) (Gov. Code section 54953).

Directors, staff, and the public may participate remotely via Zoom at <https://zoom.us/j/93388927360?pwd=SFJranR4KzVURGIZVW5VUXJMZGlxQT09> or by entering Webinar ID: # **933 8892 7360**, Passcode: **790810**, in the Zoom app for audio/visual capability or by calling 1-669-900-6833 (enter webinar ID and press # when prompted for participant ID) for audio only. The video live stream will be available after the meeting at <https://live-smctd-2021.pantheonsite.io/caltrain/video-board-directors>

Public Comments: Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@caltrain.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received after an agenda item is heard will be included in the Board's weekly correspondence and posted online at <https://www.caltrain.com/about-caltrain/meetings>

Oral public comments will also be accepted during the meeting through *Zoom or via the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Use the Raise Hand feature to request to speak. For public participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise the Hand feature for public comment and press *6 to accept being unmuted when recognized to speak for two minutes or less. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

June 27, 2022 - Monday

2:30 pm

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

3. Public Comment on Items not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff to reply.
4. Consent Calendar
Members of the Board may request that an item under the Consent Calendar be considered separately.
 - 4.a. Approve Meeting Minutes of May 23, 2022 Motion
 - 4.b. Regional All Agency Pass Pilot Program Participation. Motion
5. Approve and Ratify Fiscal Year 2023 Insurance Program Motion
6. Award of Contract for On-Call Communications & Signal Services Motion
7. Authorize Rejection of Bids for Right-of-Way Fencing Project and re-Advertisement of the Solicitation Motion
8. Report of the Chief Financial Officer (CFO) Informational
9. Accept Statement of Revenues and Expenses for the Period Ending May 31, 2022 Motion
10. Accept On-Call Transportation Planning and Consultant Support Services Update Informational
11. Broadband Wireless Communication Project Update Informational
12. Committee Member Requests
13. Date/Time of Next Regular Finance Committee Meeting: July 25, 2022 at 2:30 pm via Zoom (additional location, if any, to be determined)
14. Adjourn

Information for the Public

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board. If you have questions on the agenda, please contact the JPB Secretary at 650.508.6242. Agendas are available on the Caltrain website at www.caltrain.com. Communications to the Board of Directors can be e-mailed to board@caltrain.com. *Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287*

Date and Time of Board and Committee Meetings

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

Location of Meeting

Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person. *Should Zoom not be operational, please check online at <https://www.caltrain.com/about-caltrain/meetings> any updates or further instruction.

Public Comment*

Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@caltrain.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at <https://www.caltrain.com/about-caltrain/meetings>.

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Accessible Public Meetings/Translation

Upon request, the JPB will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that is distributed to a majority of the legislative body, will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

**Peninsula Corridor Joint Powers Board
Finance Committee Meeting
1250 San Carlos Avenue, San Carlos CA 94070
Draft Minutes of May 23, 2022**

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

Members Absent: None/Monique Zmuda

Staff Present: M. Bouchard, G. Martinez, L. Millard Olmeda, C. Mobley Ritter, R. Barnard, B. Thompson, C. Valbuena, S. Bullock, M. Kumar, J. Ye, D. Seamans, S. Wong, K. Scribner

1. Call to Order/Pledge Of Allegiance

Chair Monique Zmuda called the meeting to order at 2:34 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

There was no public comment.

4. Consent Calendar

4a. Approve Meeting Minutes of April 25, 2022

4b. Accept Quarterly Fuel Hedge Update

4c. Authorize the Execution of Agreement to Accept Funding and Act as Project Lead for the South Linden Avenue and Scott Street Grade Separation

4d. Update on Regional Fare Coordination and Integration Study

The Board had a discussion and staff provided further clarification in response to the Board members questions on Item 4d and whether whether the \$230,000 covered the whole first year cost or both first and second year costs.

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

5. Authorize Execution of Change Order to Wabtec Railway Electronics for Crossing Optimization Work Under Contract No 18JT49 and Completion of Crossing Optimization Project

Michelle Bouchard, Acting Executive Director, introduced Director Sherry Bullock, Director of Rail Integration, who provided the presentation on the following:

- Crossing Optimization Project Overview with project elements and benefits
- Crossing optimization change order, chronological events, and scope elements
- Caltrain Positive Train Control (PTC) project budget and cost at completion
- Project work accomplished, project schedule, and June Board Action

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

- Whether the work was part of the global settlement piece done a month ago
- Whether an element of the PTC project was part of the electrification project
- Why the contract contingency amount needs to be increased now rather than later
- Expanding the wireless crossing contract authority to tap into additional funds
- Approval of this contract amendment to complete the work in 2024

Motion/second: Gee/Zmuda

Ayes: Gee, Zmuda

Abstain: Hendricks

Noes: None

Absent: None

6. Execute Contracts for Technology Related Products and Services through Piggybacking Contracts and Cooperative Purchasing Programs

Michelle Bouchard, Acting Executive Director, introduced the Mehul Kumar, Executive Officer of IT, who noted that this contract was for executing contracts in excess of \$150,000 for standard license renewals and is done annually.

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

7. Execute Contracts for Information Technology Licenses, Maintenance Services, and Professional Services

Mehul Kumar, Executive Officer of IT, stated that this contract helps leverage cooperative agreements to reduce procurement timelines and do procurements at a faster pace.

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

Items 8 and 9 were heard together.

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

9. Statement of revenues and expenses for the period ended April 30, 2022

Grace Martinez, Acting Chief Financial Officer, provided the report, which included the following:

- There was an increase in insurance reserves to \$2 million to cover potential expenses not covered by the policy
- The forecast projection for Fiscal Year 2022 is about \$8.3 million

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

- Farebox revenue was down from what was forecasted and staff would follow up to clarify if it was because there was not as much growth and or decline in ridership
- Confirmed that this year's surplus will be used to balance next year's budget

Public comment

Aleta Dupree, Oakland, commented on Measure RR uses and appreciating the chart breakdown of fare revenues.

Jeff Carter, Millbrae, commented on seeing additional farebox revenue breakdowns.

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

10. Adopt Fiscal Year 2023 Proposed Operation and Capital Budgets

Michelle Bouchard, Acting Executive Director, stated this presentation incorporated feedback from prior Board workshop and meeting discussions. She stated this was a transitional year with efforts to drive ridership and revenue results and providing service levels that are attract riders. She noted that there may not be any additional federal aid while they were working on longer term budget solutions.

Grace Martinez, Acting Chief Financial Officer, provided a presentation on the following:

- The operating budget, similar to the preliminary budget presented in May, allowed for a 27 million funding reserve as consistent the Board policy for minimum reserves
- Operating budget relied on slow steady ridership recovery and maintaining service with no fare increases
- Assumptions included no further federal assistance and no member agency funding
- Reducing the deficit and proposed budget outlook, revenues, and expenditures
- Overview of significant changes on funding included advancement of Local Partnership Program (LPP) funds for the Guadalupe bridge replacement project
- Fiscal Year 2023 capital budget funding and the need for additional member contributions to balance
- Member contribution reduced to \$2.3 million for each agency
- Summary and next steps to seek Board adoption, finalize \$7.0 million in member contributions, and utilize \$21.7 million in unrestricted funds

Public comment

Aleta Dupree, Oakland, spoke in support of approving this to the full Board, capital budget for a bridge, no fare increases, setting up reserves, keeping service levels up, and once an hour service.

Jeff Carter, Millbrae, commented on keeping this budget, agency contributions to the capital budget, and agencies contribution for BART.

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

- Positioning for the next couple of years by adding to operational reserves
- Not using all of Measure RR in the operational budget
- Whether \$1.5 million is enough to get thru electrification
- Revenue assumptions based on steady recovery of riders
- Capital funding concerns causing the deferral of projects and planning work, and increased expenses and costs over time
- Discontinuing 'old' methods of all agencies meeting lowest member contribution funding
- Status of updated reserve policy

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

11. Committee Member Requests

None

12. Date/time of next regular finance committee meeting

Monday, June 27, 2022, at 2:30 pm via Zoom (additional location, if any, to be determined)

13. Adjourn

The meeting adjourned at 3:54 pm.

An audio/video recording of this meeting is available online at <https://live-smctd-2021.pantheonsite.io/caltrain/video-board-directors> . Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to board@caltrain.com.

DRAFT

**Peninsula Corridor Joint Powers Finance Committee
Staff Report**

TO: Finance Committee

THROUGH: Michelle Bouchard
Acting Executive Director

FROM: Grace Martinez
Acting Chief Financial Officer

SUBJECT: **Regional All Agency Pass Pilot Program Participation**



Finance Committee
Recommendation



Work Program-
Legislative-Planning



Staff Coordinating
Council Reviewed



Staff Coordinating Council
Recommendation

ACTION

Staff recommends that Caltrain participate in the Regional All Agency Pass Pilot Program and update the Fare Structure to reflect the fare changes and make other minor revisions. (Appendix A)

SIGNIFICANCE

The Regional Fare Coordination and Integration Study (FCIS) was launched by the Bay Area’s transit operators and the Metropolitan Transportation Commission (MTC) in 2020, with oversight from the Bay Area Fare Integration Task Force (FITF), to identify changes to the Bay Area’s transit fare policies as a way to improve the passenger experience and grow transit ridership. In November 2021, the FITF adopted a Policy Vision Statement for fare integration that stems from the recommendations of the FCIS and serves as a policy roadmap to improved fare integration in the Bay Area. The first action in the statement is the deployment of an all-transit agency institutional/employer pass demonstration pilot in 2022 with a focus on educational institutions, affordable housing properties, and employers of various sizes, pending available resources.

This action is to confirm the JPB’s intent to participate in the pilot which will allow for modification of the Fare Structure so that this new institutional pass fare product is accepted as valid fare media on the Caltrain system during the pilot period, which is slated to begin in August 2022 and is currently approved for six months. Caltrain currently has funding for the pilot to last 12-24 months, and Staff recommends that the pilot continue for the period approved by the FTA if funds are available, and approval from the FTA is received. Due to the scale and significance of this pilot, the project team is actively seeking a waiver from the Federal Transit Administration (FTA) to allow this fare pilot to last more than six months. If the pilot is considered successful, the Board will need to approve a Title VI analysis, based on data from the pilot before approving a permanent successor program.

BUDGET IMPACT

There is no budget impact associated with receiving this report. Caltrain's revenue statistics associated with the pilot program are presented in the Background section of this staff report.

BACKGROUND

The Clipper Executive Board established a Fare Integration Task Force (FITF) to oversee and manage all aspects of the Fare Coordination and Integration Study (FCIS). After an 18-month effort, the recommendations from the FCIS were finalized and compiled in a report, which was adopted in the form of a policy vision statement by the FITF in fall 2021. The first action identified in the policy vision statement is to advance the development of a pilot, all-agency, institutional pass.

The objective of the pilot is to evaluate the degree to which an institutional transit pass covering the fare of all operators may increase transit ridership and better meet the needs of users and institutions, as compared to their current passes. The pilot is therefore focused on institutions already participating in a transit pass program and is designed to evaluate the benefits of expanding access to all agencies and to collect data that could be used as the basis of a revenue model for a potential permanent program.

The pilot is proposed to be structured in two phases:

- Pilot Phase 1 (Target of 8/2022): Public educational institutions and affordable housing properties, including San Francisco State University, San Jose State University, UC Berkeley, Santa Rosa JC, and MidPen Housing (three San Mateo properties)
- Pilot Phase 2 (2023): Employers in transit-rich locations such as downtown San Francisco, Oakland, and San Jose

During phase 1 of the pilot, up to 50,000 all-agency passes would be layered on top of each participating institution's existing transit pass at no additional cost to the institution. The existing business relationship between each participating institution and the current transit agencies they hold passes for will remain unchanged. None of the proposed Pilot Phase 1 institutions are current Caltrain GoPass customers (Caltrain's institutional pass product) but several are located within the broader Caltrain service area.

The MTC has identified up to \$85M of regional funds for Transit Transformation Action Plan near-term priorities, including \$28M for fare integration activities. Of this amount, approximately \$6M is targeted toward this institutional/employer pilot project. This funding will be used to backfill any foregone revenue associated with newly generated trips taken on transit as a result of this pilot. Based on 2019 Clipper data from users of existing institutional fare projects at partner institutions, potential foregone revenue associated with the pilot is \$1.9M per year or \$3.8M over 2 years across all Bay Area transit agencies. To offset these potential impacts, \$4.5M is budgeted to make all transit operators whole for any adverse revenue impacts associated with phase 1. These funds would be distributed in two steps:

- MTC will distribute \$2.2M of funding among operators up-front based on their share of regional fare revenue in FY 2018-19 (minimum of \$5,000 to each transit operator)

- MTC will hold an additional \$2.2M in reserve as a “top up” to distribute in year 2 of the pilot based on actual year 1 results and estimated year 2 results

Caltrain is expected to receive \$230,000 in the first distribution of funds.

MTC will serve as lead agency for the Title VI process for the pilot program. The pilot project will operate as a “pilot” under Title VI, which requires that the Board of Directors approve Title VI analyses before any permanent successor program is launched. As noted earlier in the staff report, MTC and BART are working with FTA now to request permission for an initial pilot period lasting a minimum of 12 months for all participating agencies. Data from the pilot will inform Title VI analysis of any extension beyond 12 months and/or permanent program.

Prepared by:

| | | |
|-----------------|----------------------------------|--------------|
| Bruce Thompson | Manager, Fare Program Operations | 650-551-6106 |
| Sebastian Petty | Director of Special Projects | 650-790 8858 |

Appendix A

Adopted – May 6, 1992
Last Revised – July 7, 2022
Effective – July 7, 2022

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

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CALTRAIN FARE STRUCTURE

This document establishes the fare structure for use of Caltrain passenger rail service, which operates between San Francisco and Gilroy, California. For pricing, refer to Section V, Fare Chart.

I. FARE CATEGORIES

A. Full Fare

Full Fares apply to all customers except those who qualify for an Eligible Discount Fare or the Means-Based Fare Pilot Program.

B. Eligible Discount Fare

Customers qualifying for the Eligible Discount Fare pay one-half of the Full Fare, rounded to increments of approximately \$0.25. A customer qualifies for the Eligible Discount Fare by meeting or possessing any one or more of the requirements below. Proof of age or appropriate identification may be necessary when ticket is requested by the conductor or fare inspector.

1. Aged 65 years or older.
2. Aged 18 years or younger.
3. Disabled Person Placard Identification Card issued by the California State Department of Motor Vehicles (DMV).
4. Medicare Card.
5. Regional Transit Connection (RTC) Discount Card for persons with disabilities, including Clipper® cards that are designated as RTC Discount Cards. A personal care attendant travelling with an RTC Discount Card holder can pay the Eligible Discount Fare if the RTC Discount Card is marked with an attendant symbol.
6. Valid transit discount card issued by another California transit agency, which is equivalent to the RTC Discount Card.

C. Means-Based Fare Pilot Program

The Regional Means-Based Fare Pilot Program (Pilot Program), administered by the Metropolitan Transportation Commission (MTC), will run for 18 months starting July 15, 2020. Pending MTC's approval in summer 2021, the Pilot Program may be extended an additional 18 months (for a total duration of 36 months) through June 30, 2023. For the duration of the Pilot Program approved by MTC, Caltrain will offer a 50 percent discount off of One-way Clipper Card Fares to adults enrolled in the Pilot Program.

The Means-Based Fare is available only to participants who apply, are accepted and enroll in the Pilot Program. Participation is limited to adults aged 19 through 64, who are current residents in one of the nine San Francisco Bay Area counties, and who have an annual household income level at or below 200 percent of the Federal Poverty Level.

NEW ADDITION

D. Regional All Agency Pass

Available to passengers who are selected to participate in Regional Fare Coordination and Integration Study administered by the Bay Area Integration Task Force, managed by Metropolitan Transportation Commission and Bay Area Rapid Transit

E. Sworn Peace Officers

Uniformed and non-uniformed, sworn peace officers showing proper identification are allowed to ride Caltrain without paying a fare.

F. Children Four Years or Younger

One child aged four years or younger accompanied by a paying adult, including Go Pass users, may ride Caltrain without paying a fare. Additional children traveling with the same adult are required to pay a fare.

G. Special Promotional Fares

From time to time, the Executive Director may authorize the establishment of special or promotional fares.

H. Group Travel Discount

A 10 percent discount on regular cash fares is provided to fare-paying groups of 25 or more passengers that pre-purchase through the Caltrain Group Travel program.

II. FARE TYPES

A. One-Way Ticket

Valid for use within four hours of the date and time sold. One-way Tickets are honored for one-way passage away from the point of origin, including stopovers/transfers, within the zone(s) indicated on such tickets.

B. Day Pass

Valid for use on a single day, through the last train on the service day on which sold.
Day passes are honored for unlimited travel within the zone(s) indicated on the ticket.

C. Monthly Pass

Valid for use for the calendar month for which issued. Monthly Passes are honored for unlimited weekday trips between the zone(s) indicated on such passes. On Saturdays, Sundays and holidays, Monthly Passes are honored for unlimited trips between all zones. The Monthly Pass multiplier is 15 days per month (30 x One-way Ticket fare). Purchasers of Monthly Passes are eligible to purchase a Monthly Parking Pass. Temporary reduction of the multiplier to 12 days per month (24 x One-way Ticket fare) will be in effect through June 30, 2023.

D. Zone Upgrade Ticket

Valid for use within four hours of the date and time sold. Zone Upgrade Tickets are valid only when accompanying a Monthly Pass or a valid paper One-way Ticket or Day Pass, and cannot be used alone. The Zone Upgrade Ticket will be honored for one-way passage for additional zones purchased beyond the original ticket's zone limits. The Zone Upgrade Ticket's validity period does not supersede the original ticket's validity period.

E. Go Pass

Valid for use within the calendar year for which issued. The Go Pass is an annual transit pass sold to universities and other employers for all of their students and/or employees that work more than 20 hours per week, with an option to have employees that work 20 hours or less per week and interns participate. The Go Pass also is sold to residential complexes for all residents aged five years and older. Go Passes are subject to the terms of agreements between the JPB and each participating university/employer/residential complex.

CHANGING VERBIAGE OF THE GO PASS ON CLIPPER AS IS WAS AN ADMINISTRATIVE CHANGE NOT A PILOT

~~The Go Pass is a sticker affixed to a valid university, employer or residential complex-issued photo identification card. The Go Pass also is offered on Clipper as part of a pilot program. The Go Pass is administered via a Clipper Card accompanied by a valid university, employer, or residential complex-issued photo identification card or a sticker affixed to the above mentioned identification cards. The Go Pass is honored for unlimited trips between all zones. Go Pass participants are eligible to purchase a Monthly Parking Permit.~~

-The Go Pass is honored for unlimited trips between all zones. Go Pass participants are eligible to purchase a Monthly Parking Permit.

III. FARE PAYMENT

A. Ticket Vending Machines

Customers may purchase the following fare products at Caltrain stations via the ticket vending machines: (i) One-way Ticket; (ii) Day Pass; and (iii) Zone Upgrade. Cash, credit and debit cards are accepted.

B. Mobile Ticketing Application Pilot Program

Customers may purchase the following fare products via the Caltrain Mobile App: (i) One-way Ticket; (ii) Day Pass; and (iii) Zone Upgrade. Credit and debit cards, PayPal, Google Pay and Apple Pay are accepted.

C. Clipper

Customers may purchase the following fare products via the Clipper regional transit fare payment system: (i) One-way Ticket; (ii) Monthly Pass. Customers paying with Clipper for a One-way ride receive a 55-cent discount (Full Fare) or 15-cent discount (Eligible Discount Fare) compared to paper and mobile tickets.

The Clipper card, which is issued and administered by the Metropolitan Transportation Commission (MTC), is valid for use on public transit services throughout the San Francisco Bay Area. MTC may establish fees and a cash minimum associated with the use of a Clipper card.

JPB staff is empowered to distribute fare media through other means (e.g. a website) without amendment of this document.

IV. DESCRIPTION OF ZONES

The zone designations for Caltrain service are:

| | | |
|--|---|---|
| <p><u>Zone 1</u> San Francisco 22nd Street Bayshore South San Francisco San Bruno</p> | <p><u>Zone 2</u> Millbrae Broadway* Burlingame San Mateo Hayward Park Hillsdale Belmont San Carlos Redwood City</p> | <p><u>Zone 3</u> Menlo Park Palo Alto Stanford Stadium^ California Avenue San Antonio Mountain View Sunnyvale</p> |
| <p><u>Zone 4</u> Lawrence Santa Clara College Park# San Jose Diridon</p> | <p><u>Zone 5</u> Capitol# Blossom Hill#</p> | <p><u>Zone 6</u> Morgan Hill# San Martin# Gilroy#</p> |

- * Weekend service only
- ^ Football/Other Select Levy Stadium events only
- # Weekday service only

V. GENERAL CONDITIONS

A. Conditions of Use

Tickets and passes are non-transferable. Tickets mutilated, altered or changed in any way, or used in any manner other than in accordance with the provision of this Fare Structure shall be forfeited.

B. Enforcement

Passengers must have a valid ticket before boarding to ride Caltrain. Fares will be enforced by a Proof-of-Payment system as adopted and amended from time to time by the JPB. Proof of fare payment must be carried at all times while on Caltrain and must be presented for inspection upon request. Passengers without valid fare are subject to written warnings and citations with monetary penalties as authorized by California law.

C. Stopovers/Transfers

Stopovers and transfers are permitted within zones indicated on tickets provided travel is completed within the ticket's validity period. For One-way Tickets, travel can only continue and be completed in the original direction of travel. One-way Tickets cannot be used to reverse direction.

D. Delays

When a customer holding a valid ticket is delayed because of washout, wreck or other obstruction to tracks, public calamity, an act of God or of the public enemy so that the validity period of a passenger's ticket has expired, such ticket's validity may be extended by the conductor or fare inspector to the extent of such delay.

E. Refunds

1. One-way, Day Pass, and Zone Upgrade Tickets

One-Way, Day Pass and Zone Upgrade Tickets are not subject to refund.

2. Go Passes

Fees paid for Go Passes are subject to refund only in case of termination of a contract between the JPB and the Go Pass employer/university/residential complex. The JPB will refund the pro-rated portion of the Go Pass fee paid by the participating agency (equivalent to the number of unused months), less an administration fee, within 30 days of the

contract termination date, provided that within 10 working days of the effective termination date, all undistributed Go Passes issued to the participating agency are returned to the JPB and the participating agency verifies in writing that it has made every good faith effort to collect or destroy all Go Passes that it distributed.

3. Monthly Passes

Unused Monthly Passes may be returned for a full refund prior to the date the passes first become valid.

Monthly Passes returned for a refund during the validity period will be refunded for the difference between the fare paid and the value of the transportation furnished. The value of transportation furnished will be considered to be the value of two one-way fares per weekday up to the date the pass is returned.

VI. FARE PRICES

| Zones Travelled | Fare Type | Payment Option | Category | Current | Eff 7/1/2023 | Eff 7/1/2025 | Eff 7/1/2027 | Eff 7/1/2028 |
|-----------------|--------------|----------------------------|--------------------|----------|--------------|--------------|--------------|--------------|
| 1 | One-way | Ticket Machine, Mobile App | Adult | \$3.75 | \$4.25 | \$4.25 | \$4.75 | \$4.75 |
| | | | Eligible Discount | \$1.75 | \$2.00 | \$2.00 | \$2.25 | \$2.25 |
| | | Clipper | Adult | \$3.20 | \$3.70 | \$3.70 | \$4.20 | \$4.50 |
| | | | Adult Means-based^ | \$1.60 | | | | |
| | | | Eligible Discount | \$1.60 | \$1.85 | \$1.85 | \$2.10 | \$2.10 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$7.50 | \$8.50 | \$8.50 | \$9.50 | \$9.50 |
| | | | Eligible Discount | \$3.75 | \$4.00 | \$4.00 | \$4.50 | \$4.50 |
| | Monthly Pass | Clipper | Adult | \$76.80 | \$111.00 | \$111.00 | \$126.00 | \$135.00 |
| | | | Eligible Discount | \$38.40 | \$55.50 | \$55.50 | \$63.00 | \$63.00 |
| | | | Adult | \$6.00 | \$6.50 | \$6.75 | \$7.25 | \$7.25 |
| 2 | One-way | Ticket Machine, Mobile App | Adult | \$6.00 | \$6.50 | \$6.75 | \$7.25 | \$7.25 |
| | | | Eligible Discount | \$2.75 | \$3.00 | \$3.25 | \$3.50 | \$3.50 |
| | | Clipper | Adult | \$5.45 | \$5.95 | \$6.20 | \$6.70 | \$7.00 |
| | | | Adult Means-based^ | \$2.70 | | | | |
| | | | Eligible Discount | \$2.60 | \$2.85 | \$3.10 | \$3.35 | \$3.35 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$12.00 | \$13.00 | \$13.50 | \$14.50 | \$14.50 |
| | | | Eligible Discount | \$6.00 | \$6.00 | \$6.50 | \$7.00 | \$7.00 |
| | Monthly Pass | Clipper | Adult | \$130.80 | \$178.50 | \$186.00 | \$201.00 | \$210.00 |
| | | | Eligible Discount | \$62.40 | \$85.50 | \$93.00 | \$100.50 | \$100.50 |
| | | | Adult | \$8.25 | \$8.75 | \$9.25 | \$9.75 | \$9.75 |
| 3 | One-way | Ticket Machine, Mobile App | Adult | \$8.25 | \$8.75 | \$9.25 | \$9.75 | \$9.75 |
| | | | Eligible Discount | \$3.75 | \$4.00 | \$4.50 | \$4.75 | \$4.75 |
| | | Clipper | Adult | \$7.70 | \$8.20 | \$8.70 | \$9.20 | \$9.50 |
| | | | Adult Means-based^ | \$3.85 | | | | |
| | | | Eligible Discount | \$3.60 | \$3.85 | \$4.35 | \$4.60 | \$4.60 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$16.50 | \$17.50 | \$18.50 | \$19.50 | \$19.50 |
| | | | Eligible Discount | \$8.25 | \$8.00 | \$9.00 | \$9.50 | \$9.50 |
| | Monthly Pass | Clipper | Adult | \$184.80 | \$246.00 | \$261.00 | \$276.00 | \$285.00 |
| | | | Eligible Discount | \$86.40 | \$115.50 | \$130.50 | \$138.00 | \$138.00 |
| | | | Adult | \$10.50 | \$11.00 | \$11.75 | \$12.25 | \$12.25 |
| 4 | One-way | Ticket Machine, Mobile App | Adult | \$10.50 | \$11.00 | \$11.75 | \$12.25 | \$12.25 |
| | | | Eligible Discount | \$4.75 | \$5.00 | \$5.75 | \$6.00 | \$6.00 |
| | | Clipper | Adult | \$9.95 | \$10.45 | \$11.20 | \$11.70 | \$12.00 |
| | | | Adult Means-based^ | \$4.95 | | | | |
| | | | Eligible Discount | \$4.60 | \$4.85 | \$5.60 | \$5.85 | \$5.85 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$21.00 | \$22.00 | \$23.50 | \$24.50 | \$24.50 |
| | | | Eligible Discount | \$10.50 | \$10.00 | \$11.50 | \$12.00 | \$12.00 |
| | Monthly Pass | Clipper | Adult | \$238.80 | \$313.50 | \$336.00 | \$351.00 | \$360.00 |
| | | | Eligible Discount | \$110.40 | \$145.50 | \$168.00 | \$175.50 | \$175.50 |
| | | | Adult | \$12.75 | \$13.25 | \$14.25 | \$14.75 | \$14.75 |
| 5 | One-way | Ticket Machine, Mobile App | Adult | \$12.75 | \$13.25 | \$14.25 | \$14.75 | \$14.75 |
| | | | Eligible Discount | \$5.75 | \$6.00 | \$7.00 | \$7.25 | \$7.25 |
| | | Clipper | Adult | \$12.20 | \$12.70 | \$13.70 | \$14.20 | \$14.50 |
| | | | Adult Means-based^ | \$6.10 | | | | |
| | | | Eligible Discount | \$5.60 | \$5.85 | \$6.85 | \$7.10 | \$7.10 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$25.50 | \$26.50 | \$28.50 | \$29.50 | \$29.50 |
| | | | Eligible Discount | \$12.75 | \$12.00 | \$14.00 | \$14.50 | \$14.50 |
| | Monthly Pass | Clipper | Adult | \$292.80 | \$381.00 | \$411.00 | \$426.00 | \$435.00 |
| | | | Eligible Discount | \$134.40 | \$175.50 | \$205.50 | \$213.00 | \$213.00 |
| | | | Adult | \$15.00 | \$15.50 | \$16.75 | \$17.25 | \$17.25 |
| 6 | One-way | Ticket Machine, Mobile App | Adult | \$15.00 | \$15.50 | \$16.75 | \$17.25 | \$17.25 |
| | | | Eligible Discount | \$6.75 | \$7.00 | \$8.25 | \$8.50 | \$8.50 |
| | | Clipper | Adult | \$14.45 | \$14.95 | \$16.20 | \$16.70 | \$17.00 |
| | | | Adult Means-based^ | \$7.20 | | | | |
| | | | Eligible Discount | \$6.60 | \$6.85 | \$8.10 | \$8.35 | \$8.35 |
| | Day Pass | Ticket Machine, Mobile App | Adult | \$30.00 | \$31.00 | \$33.50 | \$34.50 | \$34.50 |
| | | | Eligible Discount | \$15.00 | \$14.00 | \$16.50 | \$17.00 | \$17.00 |
| | Monthly Pass | Clipper | Adult | \$346.80 | \$448.50 | \$486.00 | \$501.00 | \$510.00 |
| | | | Eligible Discount | \$158.40 | \$205.50 | \$243.00 | \$250.50 | \$250.50 |
| | | | Adult | \$15.00 | \$14.00 | \$16.50 | \$17.00 | \$17.00 |

^ Adult Means-base fare (Clipper START program) is a pilot program.

^^ Customers with a two-zone or greater Caltrain Monthly Pass get free local rides or free local ride credits on SamTrans and receive free transfers on Santa Clara Valley Transportation Authority (VTA) local, limited stop bus, bus rapid transit and light rail.

| Zone Upgrade | | | |
|----------------------------|-------------------|---------|---------------|
| Payment Option | Category | Current | Eff. 7/1/2025 |
| Ticket Machine, Mobile App | Adult | \$2.25 | \$2.50 |
| | Eligible Discount | \$1.00 | \$1.25 |

| Go Pass | | | |
|--|-------------|---------------|---------------|
| | Current | Eff. 1/1/2024 | Eff. 1/1/2026 |
| Minimum Cost | \$28,728.00 | \$30,156.00 | \$31,584.00 |
| Per Eligible Rider* | \$342.00 | \$359.00 | \$376.00 |
| * In 2022 a 25% renewal discount was provided to customers participating as of July 1, 2021, in 2023 a 20% renewal discount was provided to customers participating as of July 1, 2022 | | | |

Resolution No. 2022 –

**Board Of Directors, Peninsula Corridor Joint Powers Board
State Of California**

* * *

Postponing Approved Fare Increases and Adopting 2023 Go Pass Pricing

Whereas, on May 6, 1992, by Resolution No. 1992-31, the Board of the Directors (“Board”) of the Peninsula Corridor Joint Powers Board (“JPB”) adopted a Codified Tariff, setting forth the rate structure for the Caltrain service; and

Whereas, the JPB has previously amended the Codified Tariff to modify fares in order to implement policy and administrative changes in the Caltrain service; and

Whereas, the JPB is committed to the principles underlying its Caltrain Fare Policy, adopted on December 6, 2018, by Resolution 2018-49, including financial sustainability, equity, customer experience, and ridership; and

Whereas, the JPB revised the Fare Structure (which replaced the Codified Tariff) on September 5, 2019, by adopting Resolution No. 2019-32, in order to increase Go Pass prices every other year, reduce the Clipper® Discount, increase base and zone fares (alternating every other year), and participate in the regional means-based fare pilot program (Clipper START); and

Whereas, in light of the Covid-19 pandemic, on September 3, 2020, the JPB adopted Resolution 2020-47, postponing the previously-approved fare increases, which were to take effect on April 1 and July 1, 2020, until after Fiscal Year 2020-2021; and

Whereas, on June 4, 2020, by Resolution No. 2020-21, the JPB extended the duration of the 2020 Go Pass participant agreements through March 2021 to compensate for their users' loss of use of Caltrain for the duration of state and local shelter-in-place orders; and

Whereas, on June 4, 2020, by adopting Resolution 2020-30, the JPB increased the Caltrain discount associated with Clipper START from 20 percent to 50 percent off single-ride, adult Clipper fares; and

Whereas, on January 7, 2021, the JPB adopted Resolution 2021-01 to reduce the 2021 Go Pass pricing to reflect the shortened program year and continued commute pattern changes caused by COVID-19; to give added flexibility to Go Pass program participants by permitting them to offer otherwise unused 2021 Go Passes to on-site contractors, part-time employees, and graduate and post-doctoral students and to donate unused passes to qualified not-for-profit organizations, and to decrease the 2022 Go Pass price for the Go Pass program participants purchasing passes for at least the last six months of 2021; and

Whereas, in April and May 2021, the JPB engaged in public outreach, including published notices and virtual community meetings to afford members of the public an opportunity to comment on fare change proposals and held a duly-noticed public hearing at the May 24, 2021 meeting of the Finance Committee on the extension of the Caltrain Monthly Pass discount and accepted comments on fare changes; and

Whereas, on June 3, 2021, by adopting Resolution 2021-33, the JPB, based on the public comment it had received, extended the temporary 20 percent discount on Monthly Pass products, postponed two scheduled 5 percent increases in the Go Pass price, postponed a

reduction of the Clipper discount, delayed scheduled increases to the full-price base fare and zone charge, and extended Clipper START; and

Whereas, Staff recommends that the Board adopt the following changes to the current schedule of fare increases:

- A. Go Pass – Postpone two scheduled 5 percent price increases by one year from January 1, 2023, to January 1, 2024, and again from January 1, 2025, to January 1, 2026
- B. Clipper Discount – Postpone the April 1, 2022 reduction of the Clipper discount from \$0.55 to \$0.25 per one-way adult fare and corresponding changes to all Clipper Products except the Eligible Discount one-way fare to July 1, 2028
- C. Periodic Fare Increases – Delay scheduled increases to the full price one-way base fare and zone charge (and corresponding increases to related products), as follows:
 - Base Fare increase of \$0.50: Postpone from July 1, 2022, to July 1, 2023
 - Zone Charge increase of \$0.25: Postpone from July 1, 2024, to July 1, 2025
 - Base Fare increase of \$0.50: Postpone from July 1, 2026, to July 1, 2027

Whereas, Staff recommends that the Board adopt new Go Pass pricing and terms for 2023 as follows:

- A. Customers that are enrolled for the last 6 months of 2022 (i.e., an effective date no later than July 1, 2022) receive a 20 percent discount off the 2023 Go Pass price of \$342 per year (discounted to \$273.60)

- B. Maintain the current adopted incentive structure that allows for distribution to on-site contracted staff, part-time employees, and graduate and post-doctoral students as well as donation of the Go Pass to qualified not-for-profit organizations; and

Whereas, under Title VI of the Civil Rights Act of 1964 and implementing regulations, including Federal Transit Administration Circular C 4702.1B, the JPB is required to perform a Title VI Equity Analysis in conjunction with most fare changes to assess whether they will result in disparate impacts or disproportionate burdens on minority or low-income populations, respectively, and on April 4, 2013, the Board adopted Resolution No. 2013-21, which established Disparate Impact and Disproportionate Burden Policies to set thresholds for when fare or major service changes are deemed to have disproportionate effects on minority or low-income populations; and

Whereas, Staff has previously prepared, and the Board has previously adopted Title VI equity analyses on September 5, 2019 (Resolution No. 2019-32) related to the postponement of the previously-adopted fare changes that are the subject this action; and

Whereas on May 24, 2021, the Finance Committee held a duly-noticed public hearing regarding changes to the Fare Structure.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby:

1. Finds pursuant to Title VI of the Civil Rights Act of 1964 that the fare changes enacted hereby will not have a disparate impact on minority populations or a disproportionate burden on low-income populations;
2. Approves the following fare changes:

- a. Go Pass – Postpone a 5 percent price increase scheduled for January 1, 2023, to January 1, 2024, and postpone a second 5 percent price increase scheduled for January 1, 2025, to January 1, 2026
 - b. Clipper Discount – Postpone the April 1, 2022 reduction of the Clipper discount from \$0.55 to \$0.25 for a one-way adult fare and corresponding changes to all Clipper Products except the Eligible Discount one-way fare to July 1, 2028
 - c. Periodic Fare Increases – Delay scheduled increases to the full price one-way base fare and zone charge (and corresponding increases to related products), as follows:
 - i. Base Fare increase of \$0.50: Postpone from July 1, 2022, to July 1, 2023
 - ii. Zone Charge increase of \$0.25: Postpone from July 1, 2024, to July 1, 2025
 - iii. Base Fare increase of \$0.50: Postpone from July 1, 2026, to July 1, 2027; and
3. Approves the Go Pass pricing and terms for 2023 as follows:
- a. Customers that are enrolled for the last 6 months of 2022 (i.e., an effective date no later than July 1, 2022) receive a 20 percent discount off the 2023 Go Pass price of \$342 per year (discounted to \$287)
 - b. Maintain the current adopted incentive structure that allows for distribution to on-site contracted staff, part-time employees, and graduate and post-

doctoral students as well as donation of the Go Pass to qualified not-for-profit organizations; and

Be It Further Resolved That the Board of Directors directs the Acting Executive Director, or designee, to sign any agreements or other documents, or take any other actions required, to give effect to this resolution.

Regularly passed and adopted this 7th day of July 2022 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: Michelle Bouchard
Acting Executive Director
From: Grace Martinez
Acting Chief Financial Officer
Subject: **Approve and Ratify Fiscal Year 2023 Insurance Program**

Finance Committee
Recommendation

Work Program-
Legislative-Planning
Committee
Recommendation

Staff Coordinating
Council Reviewed

Staff Coordinating Council
Recommendation

Action

Staff recommends the Board ratify the binding of commitments for the Peninsula Corridor Joint Powers Board's (JPB) insurance program for Fiscal Year (FY) 2023 including:

- Renew of \$198 million Railroad Liability, Commercial General Liability and Excess Automobile Liability coverage with a \$2 million self-insured retention. The total premium for \$200 million liability coverage, inclusive of terrorism coverage, is \$3,821,250; and
- Renew blanket Railroad Protective Liability coverage subject to a zero self-insured retention at an annual premium of \$44,941 for various coverage levels of \$2 million to \$10 million; and
- Satisfy the Department of Transportation's Rail Passenger Liability Cap adjustment notice of February 2021 to \$323 million by adding \$23 million in excess of the combined JPB/TASI \$300 million for a total of \$323 million railroad liability coverage. The premium for the additional \$23 million railroad liability coverage is \$120,175; and
- Renew \$400 million limits real and personal property insurance with a \$500,000 deductible for an annual premium of \$2,000,621. Coverage extends to Centralized Equipment Maintenance and Operations Facility (CEMOF) property, stations, tunnels, bridges, culverts, signals, railroad equipment, and rolling stock. Coverage satisfies the State of California boiler and machinery inspection requirements against perils and provides for coverage against terrorism; and
- Renew the \$15 million Public Officials Liability policy with a deductible of \$75,000 at an annual premium of \$155,717; and
- Renew the 2-year pre-paid insurance program for Pollution Liability insurance for a pre-paid premium of \$78,697. The policy limit is \$10 million with a \$50,000 self-insured retention; and

- Renew Special Events and Emergency Drill Liability policy with a \$2 million limit and deductible of \$25,000 for a premium of \$27,967; and
- Renew Accidental Death & Dismemberment (AD&D) insurance with limits of \$100,000 and \$0 deductible at an annual premium of \$1,499.

Significance

Despite the hardening insurance market over the past few years and uncertainty surrounding Covid-19, the FY2023 insurance program provides the JPB with coverage levels similar to those in the FY2022 insurance program. Railroad Liability, Commercial General Liability and Excess Automobile Liability coverage remains the same at \$198 million with a \$2 million self-insured retention. TransitAmerica Services, Inc. (TASI) procures an additional \$100 million. The JPB added an additional \$23 million last year on top of TASI’s \$100 million to satisfy the federal government’s 2021 \$323 million liability cap. This measure taken by the JPB satisfies contractual obligations with certain vendors that require that the JPB maintain limits equal to or higher than the federal government’s liability cap.

Securing Rail Liability coverage remains a challenge. Available capacity in the insurance market has improved somewhat and the JPB’s long-term relationship with carriers and underwriters has helped ensure coverage levels are met. Liability premiums increased by about 6% compared to FY2022. Below is an overview of the JPB’s FY2022 premiums and updates on the FY2023 premiums we have as of the drafting of this report:

| <u>Premium Element</u> | <u>FY2022</u> | <u>FY2023</u> |
|--|---------------------------|---------------------------|
| Liability: Railroad, Commercial General, Excess Automobile | \$3,713,900 | \$3,941,425 |
| Liability: Environmental (2-year premium for FY2023) | 0 | 78,697 |
| Property Insurance | 1,689,789 | 2,000,621 |
| Public Officials, AD&D, Special Events & Railroad Protective Liability | 217,765 | 230,125 |
| Totals | <u>\$5,621,454</u> | <u>\$6,250,868</u> |
| | | |

Budget Impact

Funding for the payment of premiums associated with the recommended program is included in the FY2023 Operating Budget adopted at the June 2, 2022 Board meeting.

Background

The JPB’s liability limits will remain at \$200 million with an additional \$100 million provided by TASI. In addition, the JPB will maintain the additional \$23M in limits given the inflationary increase of the Passenger Rail Cap for a total of \$323 million FY2023.

Limits on the JPB’s Public Officials Liability program remain the same with limits of \$15 million and a self-insured deductible of \$75,000. In anticipation that some level of normalcy will be returning to the JPB commuter rail service, the JPB was able to renew the annual Special Events

and Emergency Drill 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 procures AD&D insurance for the volunteers working at these special events. The JPB will continue to carry the Railroad Protective Liability insurance program designed specifically for construction activities along the JPB right-of-way.

The property insurance market remains very challenging with insurers reducing capacity while at the same time increasing premiums and deductibles. Property catastrophes nationwide have been substantial in recent years, leading to this hardening of the market. Consequently, the JPB has had to seek out additional insurers to meet the \$400 million limit. The JPB increased its deductible from \$250,000 to \$500,000 for a meaningful premium difference.

Currently the JPB is working to add an additional line of coverage for Federal Employees Liability Act Insurance (FELA) to the Rail Liability program this year. FELA insurance is currently procured by TASI and has a different expiration date of October 11th. The JPB will be working to transition the FELA insurance into this program for a premium savings, and will bring a future staff report to the board for the proposed FELA changes.

Prepared By: Marshall Rush

Insurance and Claims
Administrator

650.508.7742

Resolution No. 2023-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**APPROVING AND RATIFYING THE INSURANCE PROGRAM FOR
FISCAL YEAR 2023**

WHEREAS, the Executive Director of the Peninsula Corridor Joint Powers Board (JPB) has approved an insurance program for Fiscal Year (FY) 2023 with premiums totaling \$6,250,868, 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, 2022, JPB staff renewed its insurance program for FY2023 based on the plan approved by the Executive Director, with the following significant elements:

1. A self-insured retention in the amount of \$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 \$3,821,250. JPB also procures \$23 million in excess of \$300 million additional policy limits so as to satisfy the federal government's new \$323 million Rail Passenger Liability Cap, as well as meet contractual requirements that the JPB maintain limits up to the rail liability cap, for an annual premium of \$120,175.
3. Property insurance, including Special Risk property policies, at an annual premium of \$2,000,621 with limits of \$400 million and a \$500,000 deductible to cover real and personal property, including stations, the Centralized Equipment Maintenance and Operations Facility, tunnels, bridges, culverts, signals, railroad equipment, and rolling stock, as well as Boiler and Machinery insurance sufficient to meet the State of California inspection requirements;
4. Public Officials Liability coverage with \$15 million limits at an annual premium of

\$155,717.

5. Pollution Liability for a 2-year policy term with a \$10 million limit at a premium of \$78,697.
6. Annual Special Events and Emergency Drill liability with a \$2 million limit at a premium of \$27,967.
7. Railroad Protective Liability coverage with an annual premium of \$44,941.
8. Volunteers AD&D for a premium of \$1,499; and

WHEREAS, SCC recommends that the Board approve and ratify the renewal of the JPB's insurance program for FY2023, 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 FY2023, including the types of coverage, limits and premiums recited above.

Regularly passed and adopted this 7th day of July, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: Finance Committee

Through: Michelle Bouchard
Acting Executive Director

From: Grace Martinez
Acting Chief Financial Officer

Subject: **Award of Contracts for On-Call Communication and Signal Services**

Finance Committee
Recommendation

Work Program-
Legislative-Planning
Committee
Recommendation

Staff Coordinating
Council Reviewed

Staff Coordinating Council
Recommendation

Action

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB):

1. Award contracts for On-Call Communication and Signal Services for an aggregate not-to-exceed amount of \$18 million for a five-year term to:
 - RSE Corporation of Belmont, CA
 - STV Incorporated of Oakland, CA
 - WSP USA, Inc. of San Francisco, CA
 - Xorail, Inc. of Ontario, CA
2. Authorize the Acting Executive Director or designee to execute contracts with the aforementioned firms in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreements, and in a form approved by legal counsel.

Significance

Approval of the above actions will benefit the JPB by providing a bench of dedicated, qualified firms to provide railroad communication and signal services on an on-call basis (Services) in support of ongoing JPB maintenance planning and oversight, engineering design, and construction activities on Caltrain-related projects.

Budget Impact

The funds for these contracts will come from a mix of Federal, State, regional and/or local revenues and grants from current and future capital and/or operating budgets.

Background

The JPB has an ongoing need for the Services to provide support for the planning, implementation, and execution of various Caltrain-related projects. The Services are currently provided to the JPB by Armand Consulting, Inc. and RSE Corporation (also known as Rail Surveyors Engineers, Inc.), under three-year term contracts with up to two additional one-year option terms with an aggregate shared total of \$14,500,000, including the option years. The current contracts with Armand Consulting and RSE Corporation will expire on September 30, 2022.

To meet the ongoing need for these Services, JPB staff decided to establish a “bench” of qualified and experienced firms, thus increasing efficiency and available resources to be assigned to various projects.

On January 18, 2022, the JPB issued a Request for Proposals (RFP), solicitation number 22-J-P-024, on the JPB procurement website to provide the Services. Staff held a pre-proposal conference and 19 potential proposers attended. The RFP allowed proposers to submit proposals for one or both of the signal and communication disciplines. The JPB received fourteen proposals from eight different firms, with seven proposing for each discipline.

A Selection Committee (Committee) composed of qualified staff from the JPB’s Rail Development Systems Engineering department reviewed and scored the proposals in accordance with the following weighted criteria:

- | | |
|--|-----------|
| • Approach to Providing Services: On-Call Team Organization and Financial Management | 15 points |
| • Approach to Providing Services: WD Management Plan and Procedures including Quality Control Plan | 20 points |
| • Qualifications and Experience of Key Personnel | 30 points |
| • Company Qualifications, Experience & References | 35 points |
| • Small Business Enterprise (SBE) Preference | 5 points |

In accordance with federal and state law governing the procurement of architecture and engineering services, the Committee evaluated, scored and ranked these proposals solely on qualifications, and then negotiated price only with the four highest-ranked firms.

After review, evaluation and ranking of proposals, the Committee determined that the four recommended firms possess the requisite depth of experience and are qualified for contract award. Negotiations were conducted successfully with these firms, and the Committee further determined that each is capable of providing the specified services at fair and reasonable prices. There is no guarantee of the amount of work that will be awarded to any of the selected firms. Work Directives (WDs) will be issued via a competitive process to assign work on an as-needed, project-by-project basis.

Prepared By: Alice Cho, Procurement Manager
Project Manager: Carlos Ortega, Deputy Director, Rail Systems
Engineering

650.508.6442
650.551.6191

Resolution No. 2022 –

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Awarding Contracts to RSE Corporation, STV Incorporated, WSP USA, Inc., and Xorail, Inc. for
On-Call Communication and Signal Services for an Aggregate Not-To-Exceed Amount of
\$18 Million for a Five-Year Term**

Whereas, on January 18, 2022, the Peninsula Corridor Joint Powers Board (JPB) issued a Request for Proposals (RFP), solicitation number 22-J-P-024, for On-Call Communication and Signal Services (Services); and

Whereas, in response to the RFP, the JPB received fourteen proposals from eight different firms, with seven proposing for each discipline; and

Whereas, an Evaluation Committee (Committee) evaluated, scored, and ranked these proposals according to the evaluation criteria set forth in the RFP, and determined that the following four firms possess the necessary qualifications and requisite experience to successfully perform the scope of services defined in the solicitation documents: RSE Corporation (RSE) of Belmont, California; STV Incorporated of Oakland, California; WSP USA, Inc. of San Francisco, California; and Xorail, Inc. of Ontario, California; and

Whereas, after the Committee completed its evaluation process, the Committee opened price negotiations and determined that all four firms will perform the Services at fair and reasonable prices; and

Whereas, staff and legal counsel have reviewed the selected firms' proposals and have determined they comply with the requirements of the solicitation documents; and

Whereas, staff recommends that the Board of Directors award contracts for the Services to the aforementioned four firms for an aggregate not-to exceed amount of \$18 million for a five-year term.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards contracts for on-call communication and signal services to RSE Corporation, STV Incorporated, WSP USA, Inc., and Xorail, Inc. for a five-year term for an aggregate not-to-exceed amount of \$18 million; and

Be It Further Resolved that the Board authorizes the Acting Executive Director or designee to execute contracts with the aforementioned firms in full conformity with all of the terms and conditions of the RFP and negotiated agreements, in a form approved by legal counsel.

Regularly passed and adopted this 7th day of July, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: Finance Committee

Through: Michelle Bouchard
Acting Executive Director

From: Grace Martinez
Acting Chief Financial Officer

Subject: **Authorize Rejection of Bids for Right-of-Way Fencing Project and re-Advertisement of the Solicitation**

Finance Committee
Recommendation

Work Program-
Legislative-Planning
Committee
Recommendation

Staff Coordinating
Council Reviewed

Staff Coordinating Council
Recommendation

Action

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) adopt a motion:

1. Rejecting the bids from Crusader Fence Company, LLC of Rancho Cordova, California (Crusader) and Roebbelen Contracting, Inc. of El Dorado Hills, California (Roebbelen) received by the JPB in response to the solicitation for the Right-of-Way Fencing Project (Project) because both bids contained bid errors and the second bid received from Roebbelen significantly exceeds the engineer's estimate.
2. Authorizing the Acting Executive Director or designee to re-advertise the Project and return to the Board with a recommendation for award of the contract upon completion of the re-solicitation process.

Significance

This Project is for continued and expanded implementation of fencing installation along the JPB Right of Way (ROW). The continuation of this critical work to install various types of fencing, including vandal-resistant fencing, at key locations along the JPB ROW will deter trespassing, illegal dumping, and homeless encampments. Staff recommends that the JPB re-solicit the Project and revise the period of performance from four years to two years to encourage more competition, especially from Small Business Enterprises (SBE) and Disadvantaged Business Enterprises (DBE), and allow for more accurate fixed unit bid prices during the entire contract term.

Budget Impact

Rejection of these bids will have no budget impact.

Background

The JPB issued Invitation for Bids (IFB) 22-J-C-031 on March 28, 2022; it was advertised in a newspaper of general circulation and on the JPB’s e-procurement website. The JPB established an SBE goal of eighteen and one-half percent (18.5%) for this contract. Bidders who meet or exceed this goal would be eligible for a 5% bid preference. Prior to releasing the IFB, staff performed extensive outreach for SBEs using the State of California’s Disadvantaged Business Enterprise database. Twenty-seven vendors downloaded the solicitation documents and two potential bidders attended the pre-bid meeting and site walk. The JPB received two bids as follows:

| Company | Grand Total Bid Price | Corrected Bid Price |
|--------------------------------|-----------------------|---------------------|
| Engineer’s Estimate | \$4,313,358.00 | |
| 1. Crusader Fence Company, LLC | \$4,170,147.42 | \$4,169,945.00 |
| 2. Roebbelen Contracting, Inc. | \$8,709,825.00 | \$19,586,325.00 |

The lowest bid from Crusader and the next lowest bid from Roebbelen both contained calculation errors. Crusader’s Grand Total Bid Price was \$4,170,147.42, but the mathematically correct bid price is \$4,169,945.00. Roebbelen’s Grand Total Bid price was \$8,709,825, but the mathematically corrected bid price is approximately \$19,586,325. The engineer’s estimate was \$4,313,358. Staff notified Crusader and Roebbelen of these calculation errors, and informed the bidders that, in accordance with the IFB, the JPB corrected these calculation errors and would consider the mathematically corrected totals. Crusader responded by asking for relief, stating that it could not honor its bid at the mathematically corrected bid price. Roebbelen’s bid was determined by staff not to be fair and reasonable as it significantly exceeds the engineer’s estimate.

Staff contacted six other potential bidders after the solicitation closed to determine why they did not submit a bid. Staff received various reasons, including one response stating they lacked the required certifications to participate as a prime contractor, and another that stated they were unable to attend the site visit.

Under the JPB’s procurement rules, the JPB may reject all bids submitted in response to a formal IFB if it is in the best interest of the JPB to do so. For the reasons discussed above, staff has determined that it is in the JPB's best interest to reject all bids and to re-solicit the Project.

Prepared By: Patrick Ng, Procurement Administrator II 650.622.8018
Project Manager: Rick Peredia, Rail Operations and Maintenance 650.508.7941

**Peninsula Corridor Joint Powers Board
Staff Report**

DATE: June 13, 2022

TO: Finance Committee

THROUGH: Michelle Bouchard
Acting Executive Director

FROM: Grace Martinez
Acting Chief Financial Officer

SUBJECT: **July 7, 2022 Finance Committee Report of the Acting Chief Financial Officer**

HIGHLIGHTS

- The interim audit was completed with no comments/findings. Staff is working on the preparations for the year-end close to start the audit and ACFR season.
- The first audit for the receipts of Measure RR will be conducted for fiscal year 2023 shortly after the regular financial audit for Caltrain is completed.
- With the adoption of the fiscal 2023 operating and capital budgets, Budget staff is in the process of “loading in” the budgets so that expense control procedures are ready by July 1st.
- The Staff Report on the Statement of Revenues and Expenses for the Period Ending May 31, 2022 follows.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard
Acting Executive Director
From: Grace Martinez
Acting Chief Financial Officer
Subject: **Accept Statement of Revenues and Expenses for the Period Ending May 31, 2022**

Finance Committee
Recommendation

Work Program-
Legislative-Planning
Committee
Recommendation

Staff Coordinating
Council Reviewed

Staff Coordinating Council
Recommendation

Action

Staff proposes that the Finance Committee of the Peninsula Corridor Joint Powers Board (JPB) accept and enter into the record the Statement of Revenues and Expenses for the month of May 2022.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through May 31, 2022. The statement has been designed to follow the Agency-wide line item rollup as included in the approved budget. The columns have been designed to provide easy comparison of year-to-date current actuals to the budget including dollar and percentage variances.

Significance

Annual Forecast: The annual forecast was updated based on actual revenue and expense trends through May 2022. The forecast was derived by analyzing trends and reviewing details with cost center managers.

Forecast Revenues: Total revenue (page 1, line 19) is forecast \$84.1 million higher than budget. This is driven primarily by \$101.1 million more allocation from the American Rescue Plan Act (ARPA) than budgeted. Measure RR (page 1, line 13), is \$9.0 million higher than budget reflecting updated estimates that continue to show recovery from the pandemic. Operating Grants (page 1, line 11) is \$3.0 million higher than budget due to true up of STA funding. Other Income (page 1, line 5) is \$0.6 million higher than budget driven primarily by parking citation revenue. Rental Income (page 1, line 4) is \$0.1 million higher than budget due to back rent from calendar year 2021. The revenue increase is partially offset by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) (page 1, line 14) which is \$27.1 million lower than budget as funding was previously received in FY21. Farebox Revenue (page 1, line 1) is \$2.0 million lower than budget as ridership recovery has been slower than anticipated, Parking revenue (page 1, line 2) is \$0.3 million lower than budget and Shuttles Revenue (page 1, line 3)

is \$0.3 million lower than budget due to lower shuttle service as routes have been reduced or suspended due to low ridership.

Forecast Expenses: Total Expense (page 2, line 54) is \$11.2 million lower than budget. The variance is primarily due to lower expense trends. Rail Operator Service (page 2, line 24) is \$4.6 million lower than budget due to resource constraints and vacancies. Shuttles Services (page 2, line 26) is \$0.7 million lower than budget due to reduction or suspended service as result of low ridership. Facilities & Equipment Maintenance (page 2, line 31) is lower than budget by \$1.7 million due to lower Clipper Operator Charges as a result of lower ridership and under-runs in other contract services. Wages & Benefits (page 2, line 38) is lower than budget by \$1.4 million due primarily to vacancies. Professional Services (page 2, line 41) is lower than budget by \$1.5 million as a result of under-runs in consultant and legal services. Other Office Expenses and Services (page 2, line 43) is lower than budget by \$1.5 million due to reduction in Bank Fees and other services. Measure RR ballot Costs (page 2, line 49) is lower than budget by \$1.6 million. Governance costs (page 2, line 50) is lower than budget by \$1.0 million. This is partially offset by Fuel and Lubricants (page 2, line 27) which is higher than budget by \$0.6 million reflecting the updated service to 104 weekday trains and rising fuel prices due to supply concerns arising from the conflict abroad, and Claims, Payments, and Reserves (page 2, line 30) which is higher than budget by \$2.5 million reflecting updates for recent claims.

The forecast also includes an \$80 million reserve of Measure RR funds to address significant capital requirements for the Electrification Program and to position the JPB to effectively compete for funds through a federal discretionary grant program that is intended to address the very kinds of revenue losses experienced by the JPB related to the COVID-19 pandemic. The reserve was approved at the November 2021 board meeting.

Year to Date Revenues: As of May year-to-date actual, the Grand Total Revenue (page 1, line 19) is \$62.6 million more than the approved budget. This is primarily driven by increases in Operating Grants (page 1, line 11), Measure RR (page 1, line 13) and ARPA fund (page 1, line 15) which are partially offset by CRRSAA fund (page 1, line 14). CRRSAA funding was received and reported as revenue in late FY21. However, it was not budgeted in FY21 as the amount of funding was unknown at the time of FY21 Budget adoption. Therefore the budget for CRRSAA funding was carried over and budgeted in FY22.

Year to Date Expenses: As of May year-to-date actual, the Grand Total Expense (page 2, line 54) is \$16.8 million lower than the approved budget. This is primarily due to decreases in Rail Operator Service (page 2, line 24), Fuel and Lubricants (page 2, line 27) which is partially offset by the fuel hedge program, Facilities and Equipment Maintenance (page 2, line 31), Wages and Benefits (page 2, line 38), Professional Services (page 2, line 41), Other Office Expenses and Services (page 2, line 43), and Measure RR Ballot Costs (page 2, line 49). The decreases are partially offset by an increase in Claims, Payments, and Reserves (page 2, line 30).

Other Information: The Agency accounts for revenue and expenditures on a modified cash

basis (only material revenues and expenses are accrued) on the monthly financial statement. As such, the variance between the current year actual and the budget may show noticeable variances due to the timing of expenditures.

Budget Impact

There are no budget amendments for the month of May 2022.

Prepared By: Danny Susantin, Accountant III
Jennifer Ye, Director, Accounting

650.622.8073
650.622.7890

| PENINSULA CORRIDOR JOINT POWERS BOARD | | | | | | | | | |
|--|--|---------------------------|------------------------|-----------------------|----------------------------|--------------------|------------------------|--------------------|----|
| STATEMENT OF REVENUE AND EXPENSE | | | | | | | | | |
| Fiscal Year 2022 | | | | | | | | | |
| May 2022 | | | | | | | | | |
| % OF YEAR ELAPSED | | | | | | | 91.7% | | |
| | JULY TO MAY | | | | ANNUAL | | | | |
| | CURRENT ACTUAL | REVISED BUDGET | \$ VARIANCE | % VARIANCE | APPROVED BUDGET | FORECAST | \$ VARIANCE | | |
| REVENUE | | | | | | | | | |
| OPERATIONS: | | | | | | | | | |
| 1 | Farebox Revenue | 29,647,876 | 30,665,000 | (1,017,124) | (3.3%) | 34,639,000 | 32,639,000 | (2,000,000) | 1 |
| 2 | Parking Revenue | 1,159,402 | 1,408,000 | (248,598) | (17.7%) | 1,536,000 | 1,286,000 | (250,000) | 2 |
| 3 | Shuttles | 1,119,373 | 1,470,238 | (350,865) | (23.9%) | 1,603,900 | 1,269,373 | (334,527) | 3 |
| 4 | Rental Income | 1,416,507 | 1,093,092 | 323,415 | 29.6% | 1,192,466 | 1,281,507 | 89,041 | 4 |
| 5 | Other Income | 2,056,984 | 1,452,550 | 604,434 | 41.6% | 1,584,608 | 2,156,984 | 572,376 | 5 |
| 6 | | | | | | | | | 6 |
| 7 | TOTAL OPERATING REVENUE | 35,400,142 | 36,088,880 | (688,738) | (1.9%) | 40,555,974 | 38,632,864 | (1,923,110) | 7 |
| 8 | | | | | | | | | 8 |
| 9 | CONTRIBUTIONS: | | | | | | | | |
| 10 | AB434 Peninsula & TA Shuttle Funding | 430,141 | 1,026,025 | (595,884) | (58.1%) | 1,119,300 | 1,119,300 | - | 10 |
| 11 | Operating Grants | 9,505,719 | 5,990,016 | 3,515,703 | 58.7% | 6,525,471 | 9,505,719 | 2,980,248 | 11 |
| 12 | JPB Member Agencies | - | - | - | .0% | - | - | - | 12 |
| 13 | Measure RR* | 84,518,339 | 79,362,176 | 5,156,163 | 6.5% | 86,576,919 | 95,621,811 | 9,044,892 | 13 |
| 14 | CRRSAA** | - | 27,115,922 | (27,115,922) | (100.0%) | 27,115,922 | - | (27,115,922) | 14 |
| 15 | ARPA | 97,164,334 | 14,849,883 | 82,314,451 | 554.3% | 14,849,883 | 115,995,904 | 101,146,021 | 15 |
| 16 | | | | | | | | | 16 |
| 17 | TOTAL CONTRIBUTED REVENUE | 191,618,533 | 128,344,022 | 63,274,511 | 49.3% | 136,187,495 | 222,242,734 | 86,055,239 | 17 |
| 18 | | | | | | | | | 18 |
| 19 | GRAND TOTAL REVENUE | 227,018,675 | 164,432,902 | 62,585,773 | 38.1% | 176,743,469 | 260,875,598 | 84,132,129 | 19 |
| 20 | *\$15,323,081 is not included in the Measure RR actual amount as it is allocated for FY22 capital expenses. | | | | | | | | |
| 20 | **CRRSAA funding was received and reported as revenue in late FY21. However, it was not budgeted in FY21 as the amount of funding was unknown at the time of FY21 Budget adoption. Therefore the budget for CRRSAA funding was carried over and budgeted in FY22. A future FY22 budget action will be brought to the Board to clarify funding sources for the FY22 budget, including reserved funds from the FY21 actual results and/or additional funding made available from ARPA distributions. | | | | | | | | |

| PENINSULA CORRIDOR JOINT POWERS BOARD | | | | | | | | | |
|--|---|--------------------|--------------------|---------------------|-----------------|--------------------|--------------------|---------------------|----|
| STATEMENT OF REVENUE AND EXPENSE | | | | | | | | | |
| Fiscal Year 2022 | | | | | | | | | |
| May 2022 | | | | | | | | | |
| | | | | | | % OF YEAR ELAPSED | 91.7% | | |
| | | JULY TO MAY | | | | ANNUAL | | | |
| | | CURRENT | REVISED | \$ | % | APPROVED | \$ | | |
| | | ACTUAL | BUDGET | VARIANCE | VARIANCE | BUDGET | FORECAST | VARIANCE | |
| 21 | EXPENSE | | | | | | | | 21 |
| 22 | | | | | | | | | 22 |
| 23 | DIRECT EXPENSE: | | | | | | | | 23 |
| 24 | Rail Operator Service | 82,561,406 | 88,012,646 | (5,451,240) | (6.2%) | 95,353,730 | 90,764,152 | (4,589,578) | 24 |
| 25 | Security Services | 6,412,573 | 5,857,765 | 554,808 | 9.5% | 7,486,512 | 7,486,512 | - | 25 |
| 26 | Shuttle Services | 1,689,536 | 2,099,888 | (410,352) | (19.5%) | 2,723,200 | 2,067,849 | (655,351) | 26 |
| 27 | Fuel and Lubricants* | 8,278,209 | 9,565,281 | (1,287,072) | (13.5%) | 12,434,846 | 13,000,000 | 565,154 | 27 |
| 28 | Timetables and Tickets | 17,140 | 50,413 | (33,274) | (66.0%) | 55,000 | 55,000 | - | 28 |
| 29 | Insurance | 5,515,844 | 5,857,210 | (341,366) | (5.8%) | 5,857,210 | 5,515,844 | (341,366) | 29 |
| 30 | Claims, Payments, and Reserves | 3,210,933 | 751,674 | 2,459,259 | 327.2% | 820,000 | 3,320,000 | 2,500,000 | 30 |
| 31 | Facilities and Equipment Maintenance | 4,455,953 | 7,095,716 | (2,639,763) | (37.2%) | 7,734,353 | 6,009,353 | (1,725,000) | 31 |
| 32 | Utilities | 2,097,368 | 2,339,887 | (242,519) | (10.4%) | 2,552,600 | 2,552,600 | - | 32 |
| 33 | Maint & Services-Bldg & Other | 1,039,447 | 1,536,620 | (497,173) | (32.4%) | 1,674,250 | 1,674,250 | - | 33 |
| 34 | | | | | | | | | 34 |
| 35 | TOTAL DIRECT EXPENSE | 115,278,408 | 123,167,100 | (7,888,692) | (6.4%) | 136,691,701 | 132,445,560 | (4,246,141) | 35 |
| 36 | | | | | | | | | 36 |
| 37 | ADMINISTRATIVE EXPENSE | | | | | | | | 37 |
| 38 | Wages and Benefits | 9,587,014 | 11,315,098 | (1,728,084) | (15.3%) | 12,161,799 | 10,801,799 | (1,360,000) | 38 |
| 39 | Managing Agency Admin OH Cost | 3,551,442 | 3,181,834 | 369,608 | 11.6% | 3,470,871 | 3,470,871 | - | 39 |
| 40 | Board of Directors | 20,143 | 44,242 | (24,099) | (54.5%) | 48,275 | 48,275 | - | 40 |
| 41 | Professional Services | 4,922,517 | 8,118,744 | (3,196,227) | (39.4%) | 8,871,301 | 7,371,301 | (1,500,000) | 41 |
| 42 | Communications and Marketing | 364,780 | 296,576 | 68,204 | 23.0% | 322,750 | 322,750 | - | 42 |
| 43 | Other Office Expenses and Services | 1,377,144 | 3,403,127 | (2,025,983) | (59.5%) | 3,795,020 | 2,305,020 | (1,490,000) | 43 |
| 44 | | | | | | | | | 44 |
| 45 | TOTAL ADMINISTRATIVE EXPENSE | 19,823,041 | 26,359,621 | (6,536,580) | (24.8%) | 28,670,016 | 24,320,016 | (4,350,000) | 45 |
| 46 | | | | | | | | | 46 |
| 47 | TOTAL OPERATING EXPENSE | 135,101,449 | 149,526,721 | (14,425,272) | (9.6%) | 165,361,717 | 156,765,576 | (8,596,141) | 47 |
| 48 | | | | | | | | | 48 |
| 49 | Measure RR Ballot Costs | 5,357,846 | 7,000,000 | (1,642,154) | (23.5%) | 7,000,000 | 5,357,846 | (1,642,154) | 48 |
| 50 | Governance | 906,166 | 1,833,337 | (927,171) | (50.6%) | 2,000,000 | 1,000,000 | (1,000,000) | 49 |
| 51 | | | | | | | | | 51 |
| 52 | Debt Service Expense | 2,338,449 | 2,183,269 | 155,180 | 7.1% | 2,381,752 | 2,381,752 | - | 52 |
| 53 | | | | | | | | | 53 |
| 54 | GRAND TOTAL EXPENSE | 143,703,911 | 160,543,327 | (16,839,416) | (10.5%) | 176,743,469 | 165,505,174 | (11,238,295) | 54 |
| 55 | | | | | | | | | 55 |
| 56 | NET SURPLUS / (DEFICIT) | 83,314,765 | 3,889,575 | 79,425,190 | 2,042.0% | - | 95,370,423 | 95,370,423 | 56 |
| 57 | | | | | | | | | 57 |
| 58 | Measure RR for Capital Reserve** | | | | | - | 80,000,000 | | 58 |
| 59 | ADJUSTED NET SURPLUS / (DEFICIT) | | | | | - | 15,370,423 | | 59 |
| 60 | | | | | | | | | 60 |

* Fuel and Lubricants costs were reduced by a realized gain of \$2,294,254 from the fuel hedge program.

** The \$80M capital reserve using Measure RR funds was used to address capital needs for the Electrification Program and approved at the November 2021 board



BOARD OF DIRECTORS 2022

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

MICHELLE BOUCHARD
ACTING EXECUTIVE DIRECTOR

PENINSULA CORRIDOR JOINT POWERS BOARD

INVESTMENT PORTFOLIO

AS OF MAY 31, 2022

| TYPE OF SECURITY | | MATURITY DATE | INTEREST RATE | PURCHASE PRICE | MARKET RATE |
|---|----|---------------|---------------|----------------|----------------|
| Local Agency Investment Fund (Unrestricted) | * | Liquid Cash | 0.684% | 88,261 | 88,261 |
| County Pool (Unrestricted) | | Liquid Cash | 0.967% | 561,643 | 561,643 |
| Other (Unrestricted) | | Liquid Cash | 0.050% | 172,456,811 | 172,456,811 |
| Other (Restricted) | ** | Liquid Cash | 0.050% | 89,283,864 | 89,283,864 |
| | | | | \$ 262,390,579 | \$ 262,390,579 |

Interest Earnings for May 2022 \$ 7,630.86
Cumulative Earnings FY2022 \$ 49,172.93

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

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

FY 2022

| PENINSULA CORRIDOR JOINT POWERS BOARD | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <i>Farebox Revenues by Ticket Type</i> | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Total |
| REVENUE | | | | | | | | | | | | |
| OPERATIONS: | | | | | | | | | | | | |
| 401400 (TVM) | 609,407 | 694,301 | 297,963 | 634,662 | 514,945 | 503,829 | 402,001 | 425,090 | 518,694 | 426,130 | 886,933 | 5,913,954 |
| 401410 (Clipper) | 466,207 | 507,976 | 320,066 | 628,888 | 773,248 | 690,398 | 418,215 | 564,410 | 811,782 | 451,071 | 1,021,234 | 6,653,494 |
| 401420 (Central) | 545 | - | 5,108 | 19,817 | - | - | (8) | 2,475 | 303 | 535 | 5,523 | 34,298 |
| 401430 (Mobile App) | 203,051 | 217,349 | 138,764 | 249,286 | 239,150 | 220,698 | 148,995 | 181,828 | 270,431 | 179,642 | 349,616 | 2,398,808 |
| 401500 (Gilroy) | 28,850 | 21,257 | 28,301 | 20,933 | 43,585 | 46,782 | 35,746 | 31,111 | 32,723 | 49,067 | 29,202 | 367,557 |
| 401700 (Go-Pass) | 1,110,030 | 1,247,311 | 1,176,248 | 1,199,282 | 1,434,953 | 1,280,454 | 1,332,357 | 1,337,351 | 1,364,606 | 1,406,171 | 1,390,999 | 14,279,763 |
| total Farebox Revenue | 2,418,089 | 2,688,193 | 1,966,449 | 2,752,867 | 3,005,881 | 2,742,162 | 2,337,305 | 2,542,265 | 2,998,539 | 2,512,617 | 3,683,506 | 29,647,874 |
| Less: Go-Pass | | | | | | | | | | | | |
| 401700 (Go-Pass) | 1,110,030 | 1,247,311 | 1,176,248 | 1,199,282 | 1,434,953 | 1,280,454 | 1,332,357 | 1,337,351 | 1,364,606 | 1,406,171 | 1,390,999 | 14,279,763 |
| Revenues without Go-Pass | 1,308,059 | 1,440,882 | 790,201 | 1,553,585 | 1,570,928 | 1,461,707 | 1,004,949 | 1,204,914 | 1,633,933 | 1,106,445 | 2,292,508 | 15,368,112 |
| Tickets Sold | | | | | | | | | | | | |
| TVM | 66,225 | 57,800 | 65,068 | 65,036 | 55,514 | 50,809 | 40,552 | 43,646 | 58,771 | 79,927 | 80,118 | 663,466 |
| Clipper | 75,041 | 77,163 | 94,859 | 99,959 | 96,607 | 83,449 | 68,589 | 82,124 | 115,540 | 132,301 | 141,557 | 1,067,189 |
| Central | 33 | - | 698 | 1,876 | - | - | - | 150 | 100 | 124 | 784 | 3,765 |
| Mobile | 27,060 | 25,610 | 31,175 | 33,226 | 29,105 | 24,778 | 19,520 | 23,974 | 33,935 | 45,168 | 41,229 | 334,780 |
| # of tickets sold (without go-pass) | 168,359 | 160,573 | 191,800 | 200,097 | 181,226 | 159,036 | 128,661 | 149,894 | 208,346 | 257,520 | 263,688 | 2,069,200 |
| AVG Revenue Per Ticket | | | | | | | | | | | | |
| TVM | \$ 9.20 | \$ 12.01 | \$ 4.58 | \$ 9.76 | \$ 9.28 | \$ 9.92 | \$ 9.91 | \$ 9.74 | \$ 8.83 | \$ 5.33 | \$ 11.07 | \$ 8.91 |
| Clipper | \$ 6.21 | \$ 6.58 | \$ 3.37 | \$ 6.29 | \$ 8.00 | \$ 8.27 | \$ 6.10 | \$ 6.87 | \$ 7.03 | \$ 3.41 | \$ 7.21 | \$ 6.23 |
| Central | \$ 16.50 | \$ - | \$ 7.32 | \$ 10.56 | \$ - | \$ - | \$ - | \$ 16.50 | \$ 3.03 | \$ 4.31 | \$ 7.04 | \$ 9.11 |
| Mobile | \$ 7.50 | \$ 8.49 | \$ 4.45 | \$ 7.50 | \$ 8.22 | \$ 8.91 | \$ 7.63 | \$ 7.58 | \$ 7.97 | \$ 3.98 | \$ 8.48 | \$ 7.17 |
| Total | \$ 7.77 | \$ 8.97 | \$ 4.12 | \$ 7.76 | \$ 8.67 | \$ 9.19 | \$ 7.81 | \$ 8.04 | \$ 7.84 | \$ 4.30 | \$ 8.69 | \$ 7.43 |

**PENINSULA CORRIDOR JOINT POWERS BOARD
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Michelle Bouchard
Acting Executive Director

FROM: Dahlia Chazan / Lawrence Leung
Deputy Chief, Caltrain Planning / Manager, Rail Contracts & Budget

SUBJECT: **Accept On-Call Transportation Planning And Consultant Support Services Update**



Finance Committee
Recommendation



Work Program-
Legislative-Planning



Staff Coordinating
Council Reviewed



Staff Coordinating Council
Recommendation

ACTION

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

SIGNIFICANCE

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

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

The tables below provide an update of contract activities from March 5th, 2022 thru June 3rd, 2022. Table 1 summarizes the contract capacity status. Table 2 updates the percentage of capacity used against the percent time elapsed. Table 3 shows the Board approved dates and amounts. Table 4 aggregates the WD amounts issued to each of the vendors. Table 5 describes each of the WDs issued since the last reporting period.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Pursuant to Resolution No. 2020-18, the Board of Directors (Board) awarded contracts to Fehr & Peers, HNTB Corporation, Kimley-Horn & Associates, Inc., Arup North America Ltd., Mott MacDonald Group Inc., and WSP USA, Inc., consisting of a five-year base term for an aggregate

not-to-exceed amount of \$25,000,000 with two additional, one-year option terms in an aggregate not-to-exceed amount of \$5,000,000 for each option year.

| | | |
|--------------|----------------------------------|--------------|
| Prepared By: | Dahlia Chazan | |
| | Deputy Chief, Caltrain Planning | 650.508.6225 |
| | Lawrence Leung | 650.508.6328 |
| | Manager, Rail Contracts & Budget | |

Table 1

| Contract Summary | Years | Amount |
|-------------------------------|--------------|---------------|
| Total Capacity: | 7.0 | \$35,000,000 |
| Exercised: | 5.0 | \$25,000,000 |
| Work Directives Issued: | | \$10,945,478 |
| Remaining Exercised Capacity: | | \$14,054,522 |

Table 2

| Contract Days | Days Elapsed | % Time Elapsed | Capacity Used |
|----------------------|---------------------|-----------------------|----------------------|
| 1825 | 702 | 38% | 44% |

Table 3

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

Table 4

| Vendor | Fehr & Peers | HNTB | Kimley-Horn | ARUP | Mott | WSP |
|----------------------------------|-------------------------|-------------|--------------------|-------------|-------------|-------------|
| Contract # | 20-J-P-006A | 20-J-P-006B | 20-J-P-006C | 20-J-P-006D | 20-J-P-006E | 20-J-P-006F |
| Total WDs Issued | \$2,458,283 | \$1,526,948 | \$3,057,186 | \$1,033,094 | \$2,370,439 | \$499,528 |
| Previous Reporting Period | \$2,458,283 | \$1,054,899 | \$2,609,172 | \$1,033,094 | \$2,370,439 | \$378,279 |
| Current Reporting Period | \$0 | \$472,049 | \$448,014 | \$0 | \$0 | \$121,249 |

Table 5

| WD# | Title | Description (Updates in Bold) | Vendor | Updated | Start | (Revised) End | Current Value |
|-------|---|--|--------------|-----------|------------|---------------|---------------------|
| 10429 | PCEP Grant Application Support | Consultant shall help develop a grants strategy and grant application development to help Caltrain close a \$410 million funding gap in the Peninsula Corridor Electrification Project (PCEP). Added \$121k for additional support. | WSP | 6/2/2022 | 1/25/2022 | 12/31/2022 | \$399,619.07 |
| 10336 | San Francisquito Creek Bridge Replacement - Planning and Outreach | Planning and outreach to accompany baseline engineering assessments and earliest concept designs for the San Francisquito Creek Bridge replacement. Added \$73k for additional support. | HNTB | 5/23/2022 | 12/16/2020 | 3/31/2023 | \$135,708.00 |
| 10468 | Capital Planning Support | Support for potential capital projects that are currently being managed within the Planning Department or being transitioned from Planning to the Capital Projects/Development Department. Such projects require ongoing yet intermittent planning management and tracking, coordination with internal and external partners and stakeholders, development of agreements, technical reviews, etc. The goal is to acquire resources to support these projects up to a certain dollar value. Added \$448k for additional support. | Kimley-Horn | 4/14/2022 | 4/2/2021 | 12/31/2022 | \$700,240.00 |
| 10307 | DSAP Development Support Services | Development support services associated with commercial development on the Caltrain-owned parcels within the Diridon Station Area Plan (DSAP) area in the City of San Jose. Specifically, the development team will be responsible for developing planning, land use, economic, environmental and development strategy associated with the City of San Jose's preliminary review application and formal planning application. \$573k budgeted thru FY24 but \$98k authorized for FY21 and \$254k authorized for FY22. Added \$117k to budget for environmental review services in order to meet CEQA requirements; total budget now \$691k and total authorization remains at \$352k. | Fehr & Peers | 4/8/2022 | 3/8/2021 | 6/30/2024 | \$352,041.58 |
| 10700 | San Francisco DTX Agreement Development Services | Support on Agreement Development services for Caltrain as part of the development of the San Francisco Downtown Extension (DTX) project. | HNTB | 3/10/2022 | 2/8/2022 | 6/30/2023 | \$399,046.09 |