

**Peninsula Corridor Joint Powers Board
Finance Committee Meeting
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF JULY 26, 2019

MEMBERS PRESENT: D. Davis (Chair), R. Collins, S. Walton

MEMBERS ABSENT: None

STAFF PRESENT: M. Bouchard, J. Brook, C. Gumpal, C. Fromson, D. Hansel,
S. Petty, J. Cassman, S. van Hoften, D. Seamans

CALL TO ORDER

Chair Dev Davis called the meeting to order at 1:13 p.m.

ROLL CALL

District Secretary Dora Seamans called the roll and confirmed all present.

**ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR FEDERAL TRANSIT
ADMINISTRATION-ASSISTED PROJECTS FOR FEDERAL FISCAL YEARS 2020-22**

Hayden Lee, Acting Manager, Civil Rights Program, provided the report; highlights included a recommendation to the Board to adopt a new three-year disadvantaged business enterprise (DBE) goal of 13.5 percent for Federal Transit Administration (FTA)-assisted contracts for Federal Fiscal Years (FFY) 2020-22, in accordance with the regulations issued by the U.S. Department of Transportation (DOT). Mr. Lee noted the last DBE overall goal adopted by the JPB in June 2016 was 14 percent, covering fiscal years 2017-2019.

The Committee requested a quarterly staff report on the DBE participation rates.

Derek Hansel, Chief Financial Officer, noted that this item will be included on the JPB Board meeting agenda in September.

Staff provided further clarification in response to the Committee comments and questions. The presentation can be found on the Caltrain website link provided here: http://www.caltrain.com/Assets/_Agendas+and+Minutes/JPB/2019/2019-07-26+DBE+presentation.pdf

**AWARD OF CONTRACT TO TRANSYSTEMS CORPORATION TO PROVIDE ON-CALL DESIGN
REVIEW SERVICES**

Julie Taylor, Director of Contracts & Procurement, provided a report; highlights included an award of a contract to TranSystems Corporation of Berkeley, California, for a not-to-exceed amount of \$2,900,000, to provide on-call design review services for a five-year term at the negotiated rates specified in the proposal. Ms. Taylor also noted that in accordance with federal and state laws governing the procurement of architectural and engineering services, proposals were evaluated, scored and ranked solely based on qualifications and a Selection Committee composed of qualified staff from the Engineering and Maintenance department, and a subject matter expert from the Capital Program Delivery department, reviewed, scored and ranked the proposals.

Staff provided further clarification in response to Board comments and questions.

PROPOSED CODIFIED TARIFF CHANGES

Derek Hansel, Chief Financial Officer, provided the report, which included the Caltrain Fare Study that was completed in 2018 and adopted by the Board in December 2018, Caltrain does not have a dedicated source of funding, costs of operating and maintaining service increase, proposed fare changes: Go Pass, Clipper, one-way/day pass/monthly pass, administrative changes, estimated fare revenue impact and revenue per passenger mile. Mr. Hansel also noted the various public meetings and hearings that were held in the month of July.

Mr. Hansel informed the Committee that the public hearing will be held at the August 1 Board meeting; Caltrain Board will be able to vote on the proposed changes at its September 5 meeting and the implementation timeline will be available after Board approval.

Staff provided further clarification in response to the Committee comments and questions. The presentation can be found on the Caltrain website link provided here: http://www.caltrain.com/Assets/_Agendas+and+Minutes/JPB/2019/2019-07-26+JPB+Finance+committee+codified+tariff+ppt.pdf

Public comment

Chair Davis announced that the public is allowed three minutes to speak during public comment.

Adina Levin, Friends of Caltrain, commented on the expansion of the Go Pass and fare increases.

Roland Lebrun, San Jose, commented on fare box recovery and Go Pass.

Drew, San Mateo, commended staff on the Chinese translation and Go Pass.

Director Ron Collins left the meeting at 2:40 p.m.

COMMITTEE MEMBER REQUESTS

Director Walton requested that staff keep low income pricing at a flat rate without an increase every two years, particularly if they have no effect on increased ridership.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Roland Lebrun, San Jose, commented on the public comment for items not on the agenda and the Disadvantaged Business Enterprise Goal.

Adina Levin, Friends of Caltrain, commented on the Means Based Program and the business case study.

DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING: MONDAY, AUGUST 26, 2019 AT 2:30 P.M. SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING, 2nd FLOOR, 1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070

ADJOURN

The meeting was adjourned at 2:50 p.m.

An audio/video recording of this meeting is available online at www.caltrain.com. Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to board@caltrain.com.