

**Peninsula Corridor Joint Powers Board
Board of Directors Meeting
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF SEPTEMBER 5, 2019

MEMBERS PRESENT: J. Bruins (arrived at 9:28 a.m.), C. Chavez, R. Collins, D. Davis, C. Stone, S. Walton, D. Pine (Vice Chair arrived at 9:07 a.m.), G. Gillett (Chair)

MEMBERS ABSENT: C. Brinkman

STAFF PRESENT: C. Mau, T. Bartholomew, M. Bouchard, J. Brook, A. Chan, C. Gumpal, D. Hansel, C. Fromson, J. Funghi, D. Hansel, J. Lipps, S. Petty, D. Seamans

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Gillian Gillett called the meeting to order at 9:03 a.m. Director Ron Collins led the Pledge of Allegiance.

ROLL CALL

District Secretary Dora Seamans called the roll and confirmed all present, with the exception of Director Bruins and Vice Chair Pine who were delayed. Director Cheryl Brinkman was absent.

PROCLAMATION DECLARING SEPTEMBER RAILROAD SAFETY AND SUICIDE PREVENTION MONTH

Tasha Bartholomew, Communications Officer announced the proclamation designating September as "Railroad Safety and Suicide Prevention Month". Ms. Bartholomew noted that this reaffirms the JPB's commitment to provide safe and efficient train service between San Francisco and Gilroy, and an opportunity to highlight the promotion and advancement of safety on the right of way through enhanced safety measures and increased public awareness.

The Board adopted the Proclamation Declaring September as Railroad Safety and Suicide Prevention Month

Director Dave Pine arrived at 9:07 a.m.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No public comment.

CONSENT CALENDAR

- a. Approved Meeting Minutes of August 1, 2019
- b. Accepted Statements of Revenues and Expenditures for July 2019 and Receive Information on Statement of Revenues and Expenses for the Period Ended June 30, 2019

- c. Received Key Caltrain Performance Statistics for July 2019
- d. Received State and Federal Legislative Update
- e. Received Capital Projects Quarterly Report 4th Quarter FY 2019
- f. Resolution 2019- 34 Approved Amendment to Rules of Procedure to Change Regular Meeting Start Time to 9:00 a.m.
- g. Resolution 2019-29 Adopted Overall Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2020-2022 for Federal Transit Administration-Assisted Projects
- h. Resolution 2019-30 Awarded Contract to ARINC, Inc. for Maintenance and Support of Train Control System
- i. Resolution 2019-31 Authorized of Amendments to Contracts for Provision of On-Call Transportation Planning
- j. Resolution 2019-33 Authorized Amendment to the Contract with Turbo Data Systems, Inc. for Fare Evasion Citation Processing Services

Item 5 (g) Adopt Overall Disadvantaged Business Enterprise Goal

The Board requested that staff provide a one year report out to the full Board on the status of the new efforts and changes to the new testing.

Motion/Second: Chavez/Walton

Ayes: Chavez, Collins, Davis, Stone, Walton, Pine, Gillett

Absent: Bruins, Brinkman

Noes: None

Public Comment

Roland Lebrun, San Jose, commented on the statement of revenue and expenditures and the capital project quarterly report.

REPORT OF THE CHAIR

Chair Gillett, provided a report on the Local Policy Making Group (LPMG) that met on August 22, highlights of the report was on the Caltrain electrification, Business Plan, Grade Separation, Union Pacific and the public comments.

REPORT OF THE NOMINATING COMMITTEE FOR THE CITIZENS ADVISORY COMMITTEE REPRESENTING SANTA CLARA COUNTY AND THE CITY AND COUNTY OF SAN FRANCISCO

Chair Gillett announced the appointment of Rosalind Kutler to represent San Francisco County.

Director Cindy Chavez announced that the Santa Clara County is not prepared to nominate a representative this month and requested to defer this item to the next Board meeting agenda.

REPORT OF THE CITIZENS ADVISORY COMMITTEE (CAC)

This item was heard out of order after the Report of the Executive Director at approximately 9:24 a.m. Brian Shaw, Chair of the Citizens Advisory Committee, (arrived at 9:24 a.m. due to an incident in San Francisco). Mr. Shaw reported on details of the recent CAC Committee meeting; highlights included the CAC vacancy, the public requested a better service from Millbrae transfer to BART, the amendment of the CAC bylaws to include alternate and the evaluation of the Go Pass program.

Director Jeannie Bruins arrived at 9:28 a.m.

REPORT OF THE EXECUTIVE DIRECTOR

This item was heard out of order prior to the Report of the Citizens Advisory Committee at approximately 9:16 a.m.

Monthly Report on Positive Train Control (PTC) System

Michelle Bouchard, Chief Operating Officer, Rail, (on behalf of the Executive Director Jim Hartnett who was not present at this Board meeting) provided a report; highlights included the Transit Week Bay Area celebration and the Caltrain Business Plan, which will be returned to the Board for formal adoption during the October Board meeting. Ms. Bouchard also noted that the Transbay Program report is in the reading file and included the Downtown Extension, San Francisco County TA (Transportation Authority) Peer Review update. Highlights of the TJPA report included the following: the July 1 re-opening of the Sales Force Center, on July 13 the San Francisco Municipal Transportation Agency (SFMTA) began running buses on the plaza, and on August 11 the AC Transit and other operators will resume bus service on the bus deck. She reported on upcoming meetings that will occur during the next few months; the Faster Bay Area proponents' presentation to the Board will be planned for the October meeting; discussions on the Business Plan will be a formal adoption of service vision in October; the Governance and Organization discussion will be a workshop to be scheduled possibly in November before Thanksgiving.

Peninsula Corridor Electrification Project (PCEP) Monthly Report for July 2019

John Funghi, CalMod Chief Officer, reported on the monthly progress on the Peninsula Corridor Electrification Project (PCEP), highlights of the report included the continued installation of foundations and poles, tunnel modification components, train testing at the Pueblo, Colorado Facility, and there will be a scheduled workshop (third party scheduler) on preliminary findings of the project.

Chair Gillett announced a PCEP Ad Hoc meeting and noted that Director Brinkman, Director Bruins and Director Collins agreed to be seated at this committee.

Public comment

Roland Lebrun, San Jose, commented on the Pueblo, Colorado Facility, PCEP and PTC.

Adina Levin, Friends of Caltrain, commented on Transit Week 2019 and podcast that would assist with transparency.

REPORT OF THE FINANCE COMMITTEE

Director Davis reported that the committee met and reviewed all the items under consent and recommended the adoption of the Fare Structure; she noted that staff will have a presentation on the Adoption of the Caltrain Fare Structure.

ADOPTION OF THE CALTRAIN FARE STRUCTURE (FORMERLY THE CODIFIED TARIFF), ADOPTION OF FINDINGS FOR A STATUTORY EXEMPTION UNDER CEQA AND APPROVAL OF ASSOCIATED TITLE VI EQUITY ANALYSIS

Derek Hansel, Chief Financial Officer, provided a report on the proposed changes; highlights included the public comment process, Means-Based Fare Pilot Program, the timeline; the final proposed fare changes as listed below:

GoPass

- Price of the GoPass to increase by 20%, effective January 1, 2020.
- 5% increase every two years on January 1, starting in 2022.
- Policy goal-1) Strive for consistency across fare products in the revenue generated per passenger and per passenger mile. 2) Maintain fare products and collection methods that are cost-effective and easy for the agency to administer.

Clipper

- Clipper discounts for one-way fares to be reduced from \$0.55 to \$0.25 on April 1, 2020, with corresponding changes to monthly passes
- Policy Goal-1) Ensure the agency's ongoing financial health, including the need for a balanced Operating Budget and support for State of Good Repair and capital programs. 2) Strive for consistency across fare products in the revenue generated per passenger and per passenger mile.

One-Way/Day Pass/Monthly Pass

- Incremental fare increases every two years
- \$.50 increase to the base fare scheduled for July of 2020
- \$.25 increase to the zone fare scheduled for July of 2022
- \$.50 increase to the base fare scheduled for July of 2024
- Policy goal- Provide predictable and incremental fare changes.

Director Shamann Walton questioned the Clipper Card amount usage and the effect on low income rider users; staff to follow up and provide information.

Public Comment

Roland Lebrun, San Jose, commented on means based fare and Go Pass.

Adina Levin, Friends of Caltrain, commented on one way ticket, prices, expansion of Go Pass and Title VI.

Jeff Carter, Millbrae, commented on Go Pass, fare study and Codified Tariff.

The Board requested that staff continue to provide a report to the Board and the Finance Committee on the Fare Study; recommended that the Work-Program-Legislative-Planning committee consider customer experience related to the Fare Study policy.

The Board members had a robust discussion and staff provided further clarification in response to the Board comments and questions. The presentation can be found on the Caltrain website link provided here:

http://www.caltrain.com/Assets/_Agendas+and+Minutes/JPB/2019/2019-09-05+JPB+Presentation+Proposed+Fare.pdf

Resolution 2019-32

Motion/Second: Davis/Chavez

Ayes: Bruins, Chavez, Collins, Davis, Stone, Walton, Pine, Gillett

Absent: Brinkman

Noes: None

AUTHORIZE SUBMISSION OF THE CALTRAIN REGIONAL TRANSPORTATION PLAN (RTP) PROJECT LIST TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Melissa Jones, Principal Planner provided a report; highlights of the report included information that MTC is in the process of preparing Plan Bay Area 2050, an update to the San Francisco Bay Area's nine-county RTP and Sustainable Communities Strategy. Plan Bay Area 2050 would be used to set a roadmap for future transportation investments. She noted that in the request to adopt the authorizing resolution, staff would finalize the submission of the JPB RTP project list to MTC and submission of the list of projects would ensure that JPB continues to be included in MTC's RTP development process, which is anticipated to be completed by 2021.

Staff provided further clarification in response to the Board comments and questions. The presentation can be found on the Caltrain website link provided here:

http://www.caltrain.com/Assets/_Agendas+and+Minutes/JPB/2019/2019-09-05+JPB+Presentation+MTC.pdf

Motion/Second: Chavez/Davis

Ayes: Bruins, Chavez, Collins, Davis, Stone, Walton, Pine, Gillett

Absent: Brinkman

Noes: None

Public Comment

Adina Levin, Friends of Caltrain commented on public transportation, capital funding and revenue resources.

Roland Lebrun, San Jose commented on MTC and the Business Plan.

**CONTINUATION FROM AUGUST 1, 2019 (ITEM 9A) BOARD OF DIRECTORS MEETING:
CALTRAIN BUSINESS PLAN UPDATE – DRAFT RECOMMENDED LONG RANGE SERVICE
VISION**

Sebastian Petty, Director of Policy Development provided a report; highlights of the reports included the recommended Long Range Service Vision that would be refined based on input received from the Board, and through a variety of stakeholder and public outreach activities to be conducted in August and September. He also noted that based on comments received, staff plans to return to the Board in October to present a refined Service Vision for potential adoption.

The Board members had a robust discussion and staff provided further clarification in response to the Board comments and questions.

Public comment

Leslie Low, commented on the plans and development, transparency, outreach, policy and funding,

Roland Lebrun, San Jose, commented on the Brown Act, and the funding on the managing agencies.

Jeff Carter, Millbrae, commended staff on the plan, growth scenario and maintaining flexibility for passing tracks.

Adina Levin, Friends of Caltrain commented on the service vision, governance, organizational requirements, attorneys and delivering mega projects.

Vaughn Wollfe, Pleasanton, commented on service vision.

2019 ANNUAL PASSENGER COUNT PRESENTATION

Yu Hanakura, Senior Planner provided a report on the 2019 Annual Passenger Count; highlights included the purpose of the annual count, count methodology, 2019 challenges and count results.

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

The presentation can be found on the Caltrain website link provided here:

http://www.caltrain.com/Assets/_Agendas+and+Minutes/JPB/2019/2019-09-05+JPB+Presentation+Annual+Passenger+Count.pdf

Director Chavez left the meeting at 12:05 p.m.

Public Comment

Jeff Carter, Millbrae, commented that the data is incomplete.

Roland Lebrun, San Jose, commented on the data, conclusion to business plan and page 8 of the slide presentation.

CORRESPONDENCE

Roland Lebrun, San Jose, commented on the voluminous correspondence packet and requested it be organized by the topic in the packet.

BOARD MEMBER REQUESTS

Director Davis requested that staff organize the Correspondence packet based on each item and topic.

Director Shamann Walton requested that staff provide the Board clarity on the process on how to request items to be added on the agenda. Director Walton also requested the request to consider a resolution to undertake procurement of general counsel and legal advisory services be re-agenized on the November Board agenda.

Director Ron Collins suggested considering a form of text message riders can use to alert security on public safety concerns on the Caltrain.

Director Stone requested an agenda item to eliminate SamTrans' financial contribution on the Gilroy service and also requested to add an item to discuss all three member agencies' financial condition.

**DATE/TIME OF NEXT REGULAR MEETING: THURSDAY, OCTOBER 3, 2019 AT 9:00 A.M.
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING, 2ND FLOOR,
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070**

Chair Gillett announced that the next meeting would be held on Thursday, October 3, 2019 at 9 a.m.

ADJOURN

The meeting was adjourned at 12:20 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.