

**Peninsula Corridor Joint Powers Board  
Finance Committee Meeting  
1250 San Carlos Avenue, San Carlos CA 94070  
Minutes of June 27, 2022**

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

**Members Absent:** None

**Staff Present:** M. Bouchard, G. Martinez, R. Barnard, B. Thompson, M. Rush, K. Yin, L. Leung, A. Simmons, A. Robbins, R. Tam, V. Sammeta, J. Ye, D. Seamans, S. Wong, K. Scribner

**1. Call to Order/Pledge Of Allegiance**

Chair Monique Zmuda called the meeting to order at 2:30 pm and led the Pledge of Allegiance

**2. Roll Call**

District Secretary Dora Seamans confirmed the presence of a quorum.

**3. Public Comment For Items Not On The Agenda**

There was no public comment.

**4. Consent Calendar**

**4a. Approve Meeting Minutes of May 23, 2022**

**4b. Regional All Agency Pass Pilot Program Participation**

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**5. Approve and Ratify Fiscal Year 2023 Insurance Program**

Ryan Hinchman, Director of Financial Analysis, provided the presentation on the following:

- Insurance program inflation, property insurance increases, and increased deductible from \$200,000 to \$500,000 for premium cost savings
- Federal Employees Liability Act Insurance (FELA) coverage – arranging with Transit America Services, Inc. (TASI) to discuss savings

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

- The deductible applies or per event change and the number of events last year
- After going out to 40 insurance underwriters, only three quotes were received with many not willing to insure railroads.

- Typically the insurance bid process is iterative and done annually

Motion/second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

## **6. Award of Contract for On-Call Communications and Signal Services**

Kevin Yin, Director of Contracts & Procurement, provided the presentation on the following:

- 19 firms attended with 14 proposals from 8 different firms and ranking was solely based on qualifications
- 4 were in competitive range and staff recommended contracts to these four firms
- The aggregate not to exceed amount expected to be \$18 million over 5 years with no guarantee that the work will be awarded
- Funding to come from a mix of federal, state, regional, and local revenues and grants

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

- The market is competitive for this service for the railway with 19 potential proposers and 7 proposals for each discipline
- Staff confirmed there would be a quarterly report on how the \$18 million will be spent

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

## **7. Authorize Rejection of Bids for Right-of-Way Fencing Project and re-Advertisement of the Solicitation**

Kevin Yin, Director of Contracts & Procurement, provided the presentation on the following:

- Two bids were received: highest bid at \$19.6 million rejected as it was above the staff estimate and the lowest bidder at \$4.2 million asked that their bid be rejected
- Staff contacted six other potential bidders and learned that they were either too busy or did not have enough time to put a bid together
- The JPB may reject all bids submitted in a formal process if it is its best interest
- Staff determined it was in the best interest of the JPB to reject all bids and requested permission to resolicit the project

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

- How much fencing was needed for this project currently or additionally with a new contract

- Possible reasons with bid withdrawal and increase the number of bidders the second time
- Timespan between bids received and Board presentation and contract duration

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

The next two 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 May 31, 2022**

Michelle Bouchard, Acting Executive Director, congratulated Grace Martinez, CFO, for being named to Executive Board of the Government Finance Officers Association (GFOA) with current substantial budgeting for Caltrain and three other agencies.

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

- Interim audit Fiscal Year 2022 completed with no findings
- Accrual reconciliation process will begin for the financial audit
- Expect \$3 million operating grant from State Transit Assistance (STA) funds funding
- We will have more surplus than projected at June Board FY23 budget
- June 30 end fiscal year and staff will need extra time to complete statement of revenue and expenses, so they will bring the June statement to September Finance committee meeting

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

- Putting surplus into capital reserves and support for increasing the capital budget
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in the FY23 budget being continuously tracked along with ridership and reporting out
- Applying ridership recovery lessons in estimates going forward
- Budget line items are updated on a monthly basis and the forecast is updated monthly on the actual figures
- Inability to receive real time financial data on sales tax and farebox revenues and the need to review farebox data both quarterly and annually

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

## **10. On-Call Transportation Planning and Consultant Support Services Update**

Lawrence Leung, Acting Executive Director, provided an informational update on the following:

- Updates on work directives issued to each firm for \$25 million contract for 5 years, with two one-year options that expires June 2025
- Currently issued \$1.4 million in work directives for the 6 vendors

## **11. Broadband Wireless Communication Project Update**

Michelle Bouchard, Acting Executive Director, introduced Andy Robbins, Director of Capital Program Delivery, who was currently working on electrification and passenger onboard Wi-Fi.

Andy Robbins, Director of Capital Program Delivery, provided the presentation on the following:

- Project overview, Caltrain goals (Vision 2040) to build back ridership, and project scope
- Broadband wireless connectivity for electric multiple units (EMUs)
- Project technology, performance, and customer experience requirements
- Open technology approach, conceptual design, and future proofing the technology – improve connectivity to help form a regionally integrated network, onboard maps for wayfinding, enhance health monitoring control, and data driven maintenance
- Procurement schedule, supplier live demonstration, and expect recommendation for the Board in September
- Next steps included onboard CCTV for real time monitoring, leverage existing fiber network, and have broadband fully operational when EMUs go live in 2040

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

- Confirmed that there is enough funding, including a state grant, for the project
- Wi-Fi will be focused the onboard experience, but could be added to the stations as an integrated experience in the future
- Setting passenger expectations for Wi-Fi usage and posting special event passengers
- Testing how many people or devices can be connected at peak times before any final decisions

### Public comment

Jeff Carter, Millbrae, commented on passenger counters on EMUs and Caltrain passenger accommodation after major events.

## **12. Committee Member Requests**

None

**13. Date/time of next regular finance committee meeting**

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

**14. Adjourn**

The meeting adjourned at 3:57 pm.

An audio/video recording of this meeting is available online at <https://www.caltrain.com/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](mailto:board@caltrain.com).