

**Peninsula Corridor Joint Powers Board  
Finance Committee Meeting  
1250 San Carlos Avenue, San Carlos CA 94070  
Minutes of July 25, 2022**

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

**Members Absent:** None

**Staff Present:** M. Bouchard, J. Harrison, A. Myles-Primakoff, G. Martinez, C. Mobley-Ritter, S. Bullock, K. Yin, M. King, 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 Board quorum.

**3. Adopt Motion Authorizing Holding Committee Meetings via Teleconference for 30 Days Pursuant to Assembly Bill (AB) 361**

James Harrison, Legal Counsel, noted that the JPB did not meet in July to extend the AB 361 findings and the Committee needed to make the findings regarding the declared state of emergency before proceeding with the remote meeting.

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

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

There was no public comment.

**5. Consent Calendar**

**5a. Approve Meeting Minutes of June 27, 2022**

**5b. Reaffirm the Peninsula Corridor Joint Powers Board Investment Policy & Reauthorize Investment of Monies with the Local Agency Investment Fund (LAIF)**

Motion/second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**6. Authorize Execution of Change Order to Wabtec Railway Electronics for a Traction Power SCADA System under Contract No. 17-J-S-061 and Completion of Traction Power Supervisory Control and Data Acquisition System as Part of Peninsula Corridor Electrification Program (PCEP)**

Sherry Bullock, Director of Rail Integration, provided the presentation which included the following:

- Change Management Board (CMB) approved the item on July 20
- Authorize the Acting Executive Director to execute the contract amendment
- Background of the project - ARINC purchased by Wabtec in June
- Reviewed the change order, time extension, cost, and contract authority summary
- PCEP Program Contingency Drawdown

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

- 10 percent retention holding until finalized and it does not change the value of the contract
- The known unknowns and unknown unknowns
- Seeing the remaining contingency in the monthly Board meeting PCEP report
- Whether there is a separate contract for grade crossing work
- Whether there is a way to help cities do economies of scale of future change orders
- Differences between the cost and shortfall

Motion/second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**7. Authorize Amendment to B&G Transportation Group, LLC for On-Call Safety and Security Advisory Services Contract 18-J-P-072 for the Caltrain Modernization Program**

Sherry Bullock, Director of Rail Integration, provided the presentation, which included the following:

- Background, increase contract capacity and extension with additional safety and additional coverage during testing phases and extension from 2023 through 2024
- Total B&G safety cost at completion - \$4.4 million shortfall for contract authority

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

- Contingency money spent, expend contracts before extending them, the increase was included in the total budget forecast, year one costs, and where any unspent money goes
- Contributing factors to the cost increase included field safety for night shifts, special safety task force, special project needs, recalibration, and 12-month extension
- Future CMB approved items to include the CMB meeting minutes links within staff reports

- Calculate timeframe in terms of months to indicate order of magnitude

Motion/second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

#### **8. Authorize Amendment to On-Call Program Management Support Services Contract 14-PCJPB-P-005 for the Caltrain Modernization Program the Solicitation**

Sherry Bullock, Director of Rail Integration, provided a presentation which included the following:

- Contract - 3 years with two options, capacity increase and extension, and existing contract authority through the completion
- Program was underfunded with the need to add a program management director, hire an administrator and specialists, quality assurance (QA) representative, and have a 19-month extension
- No PCEP budget impact
- CMB approved this contract capacity increase during the July 2022 CMB meeting

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

- Anticipating and planning for any other amendments for AECOM beyond December 2024
- Balfour Beatty Inc. management and incentives for meeting milestones earlier and completing the project and update the weekly status report (WSR) accordingly
- The budget numbers based on project needs and sharing staffing numbers
- Indicate on the PCEP report how the increase was calculated and how the contingency will be used in order to anticipate increases
- Include Change Management Board questions in the staff report that relate to contingency discussions

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

#### **9. Award Contract for Armored Car Cash Collection Services**

Kevin Yin, Director of Contract & Procurement, provided the report, which included the following:

- The Request for Proposal (RFP) and outreach processes

- JPB received one proposal and determined that Brinks, Inc. has the requisite experience
- Budget will come from operating budgets

The Board had a discussion and staff provided further clarification in response to the Board members' comments and questions on the contract being a 50 percent increase from the previous contract with a 3 year contract duration with a couple of one year options.

Motion/second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

#### **10. Information on Statement of revenues and expenses for the period ended June 30, 2022**

Grace Martinez, Acting Chief Financial Officer, stated that the next report will be presented to this Committee on September 26<sup>th</sup> for more solid year end numbers.

#### **11. Committee Member Requests**

Director Hendricks requested the order of magnitude of the known unknowns

Chair Zmuda requested seeing the remaining contingency in the monthly PCEP Board meeting report

Director Hendricks requested identifying contracts with a higher burn rate than others and will need additional funding.

#### **12. Date/time of next regular finance committee meeting**

Monday, August 22, 2022, at 2:30 pm via Zoom (additional location, if any, to be determined)

#### **13. Adjourn**

The meeting adjourned at 3:55 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).