



# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

Bacciocco Auditorium, 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos CA 94070

**July 6, 2017 – Thursday**

**10:00 a.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing for Proposed Fare and Parking Fees
5. Public Hearing for Energy Service Contract for Energy-Efficient Lighting Retrofit at the San Carlos Caltrain Station
  - a. Award of Contract to Enlight Energy Efficient Lighting, Inc. for the San Carlos Station Lighting Upgrade Project for a Total Cost of \$70,949 and Make Associated Findings
6. Public Comment  
Public comment by each individual speaker shall be limited to two minutes
7. Consent Calendar  
Members of the Board may request that an item under the Consent Calendar be considered separately
  - a. Approval of Minutes of June 1, 2017
  - b. Acceptance of Statement of Revenues and Expenses for May 2017
  - c. Reject the Sole Bid from Voestalpine Nortrak, Inc. for the Purchase and Delivery of Special Trackwork
  - d. Award of Contract to Dunbar Armored, Inc. to Provide Armored Car Pick Up and Deposit of Daily Transit Revenue for a Total Estimated Cost of \$2,337,618 for a Five-Year Term
  - e. Receive Key Caltrain Performance Statistics – May 2017
  - f. Receive Legislative Update
  - g. Receive Caltrain Business Plan Update
  - h. Receive 2017 Annual Passenger Counts Presentation
8. Chairperson's Report
  - a. Resolution of Appreciation for Outgoing Director Joél Ramos
9. Report of the Citizens Advisory Committee

10. Report of the Executive Director
  - a. Peninsula Corridor Electrification Project Monthly Report
  - b. Update on Transportation Funding Measures
  - c. Communication-Based Overlay Signal System - Positive Train Control Project Update
11. Award of Contract to ARINC, Inc. for Evaluation of the Status of the Communications-Based Overlay Signal System Project in the Total Amount of \$730,000
12. Adoption of a Financial Reserve Policy
13. Approve and Ratify the Fiscal Year 2018 Insurance Program for a Total Premium of \$4,356,492
14. Award of Contract to Shimmick/Disney Joint Venture for the 25<sup>th</sup> Avenue Grade Separation Project in the Total Amount of \$82,890,000
15. Authorize Execution of Supplemental Agreement No. 3, Pacific Gas and Electric Final Design for PG&E Infrastructure Build Outs in Support of the Peninsula Corridor Electrification Project
16. Correspondence
17. Board Member Requests
18. Date/Time of Next Regular Meeting: Thursday, August 3, 2017, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA 94070
19. 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](http://www.caltrain.com). Communications to the Board of Directors can be e-mailed to [board@caltrain.com](mailto:board@caltrain.com).

### **Location, Date and Time of Regular Meetings**

Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. Additional transit information can be obtained by calling 1.800.660.4287 or 511.

The JPB meets regularly on the first Thursday of the month at 10 a.m. The JPB Citizens Advisory Committee meets regularly on the third Wednesday of the month at 5:40 p.m. at the same location. Date, time and place may change as necessary.

### **Public Comment**

If you wish to address the Board, please fill out a speaker's card located on the agenda table and hand it to the JPB Secretary. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the JPB Secretary, who will distribute the information to the Board members and staff.

Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to two minutes and items raised that require a response will be deferred for staff reply.

### **Accessibility for Individuals with Disabilities**

Upon request, the JPB will provide for 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 public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the JPB Secretary at Peninsula Corridor Joint Powers Board, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [board@caltrain.com](mailto:board@caltrain.com); or by phone at 650.508.6242, or TDD 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 are 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  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly Interim Chief Financial Officer  
Michelle Bouchard Chief Operating Officer, Rail  
Seamus Murphy  
Chief Communications Officer

SUBJECT: **PUBLIC HEARING FOR PROPOSED FARE AND PARKING FEE CHANGES**

**ACTION**

On May 4, 2017 the Board of Directors (Board) called a public hearing to be held July 6, 2017 for the consideration of changes to the Caltrain Codified Tariff. Following feedback from the public and the Board, staff will make a recommendation for the Board's consideration at its August 3, 2017 meeting.

**SIGNIFICANCE**

The public hearing will allow the Board to receive input on proposed fare and parking fee changes.

The Peninsula Corridor Joint Powers Board (JPB) approved the Fiscal Year (FY) 2018 Operating and Capital Budgets on June 1, 2017. The Operating Budget totals \$148.2 million, and included a deficit of \$17.8 million. Absent any changes, the agency will be required to draw down a significant portion of its limited reserves in order to balance the budget. Based on current projections, the agency would be left with less than \$10 million in reserves at the end of FY2018. Because of concerns about the impact of depleting those reserves, the Board will consider a Reserve Policy at its July Board meeting that would require the agency to maintain a minimum operating reserve equal to 10 percent of the annual Operating Expenses, or approximately \$15 million.

The JPB's revenues are derived primarily from fares and contributions from the three member agencies: the Santa Clara Valley Transportation Authority (VTA), the San Mateo County Transit District (SamTrans), and the City and County of San Francisco. Fares and parking fees are projected to cover about 66 percent of the FY2018 operating budget. Fare revenue has increased as Caltrain ridership has grown, but member contributions have decreased at the same time. Member contributions from the three agencies will total slightly more than \$20 million in FY2018, and have varied significantly over the past decade. Between 2001 and 2010, the annual

contributions ranged between \$30 million and \$40 million, but in recent years contributions have decreased to about \$20 million annually.

The JPB has a recent practice of raising Caltrain fares every other year, alternating between increasing the base fare and the zone fare, and Board-approved planning documents anticipate continued fare increases on this schedule. The last system-wide fare increase was in February 2016, when the Adult base fare increased from \$3.25 to \$3.75 and the Clipper Card base fare increased from \$2.75 to \$3.20. The Board also approved a July 2016 increase in the daily parking fee from \$5 to \$5.50 and an increase in the monthly parking fee from \$50 to \$55. Based on this precedent the next fare increase would occur in February 2018 and would include a zone fare increase of \$0.25.

Following the last fare increase, the JPB staff began working on a Comprehensive Fare Study to assess and propose changes to Caltrain's overall fare structure and the pricing of Caltrain's fare products. The study will be complete near the end of 2017 and will explore issues including fare elasticity, the right mix of discount programs, options for off-peak pricing, an in-depth comparison to other agencies, and an assessment of how to introduce equity into the overall fare structure.

Ideally, any recommended fare changes would be delayed until completion of the Comprehensive Fare Study. However, based on the projected deficit in the FY2018 budgets, and the need to ensure that the agency remains solvent for the long-term, staff is evaluating advancing the \$0.25 zone fare increase by four months and increasing other fare and parking products as well. While not ideal, this recommendation represents the reality of the agency's current financial situation.

Proposals to be considered for FY2018 include:

Fare and parking changes effective October 1, 2017

	Revenue Opportunity FY2018	Revenue Opportunity FY2019
1. Basing Monthly Pass prices on 15 days per month, rather than 13 days per month	\$2,502,677	\$3,378,159
2. Eliminating the discounted 8-ride Ticket	\$238,214	\$321,545
3. Basing Monthly parking prices on 15 days per month, rather than 10 days per month, which raises the price from \$55 to \$82.50	\$1,086,603	\$1,452,784
4. Increasing the Zone fare by 25 cents	\$2,924,271	\$3,947,234
Incremental revenue if items 1, 2 and 4 are implemented altogether	\$78,151	\$96,341

\* For detailed fare chart, refer to Attachment A

Fare changes effective January 1, 2018

	Revenue Opportunity FY2018	Revenue Opportunity FY2019
5. Increasing Go Pass fares by 50 percent from \$190 per person to \$285, raising the minimum cost to employers from \$15,960 to \$23,940.	\$3,171,383	\$6,395,331
6. Implementing a pilot program to provide discounts for weekend and evening riders using One-way, Day Pass and Clipper cash value fare products	-\$554,977	(\$739,969)
Total revenue opportunity if all changes are implemented (proposal 1 thru 6)	\$9,446,322	\$14,851,425

**BUDGET IMPACT**

There is no budget impact associated with holding the public hearing. If all the fare increase components are approved, fare revenue in FY2018 is projected to increase by \$9.4 million, which would reduce the projected use of reserves in FY2018 to \$8.4 million from \$17.8 million.

**BACKGROUND**

Caltrain currently does not have a dedicated source of funding to support operating, maintenance and capital costs. With decreased member agency contributions, Caltrain is becoming increasingly dependent on fare revenue, which has accounted for as much as 70 percent of total revenue in recent years. Operations and maintenance costs have also grown recently and are expected to grow even more in FY2018 due to scheduled increases in contract operating costs and other factors.

Also, service increases made possible by the Peninsula Corridor Electrification Project are reflected in Caltrain's Short-Range Transit Plan, which estimates that the operating budget will grow from \$148.2 million in FY2018 to \$230.6 million in FY2027. Without a dedicated source of funding, and with reduced member agency contributions expected to continue through FY2019, additional financial resources will be needed to sustain Caltrain operations.

Caltrain's Comprehensive Fare Study includes analysis of the system's deep discount programs. The proposal to increase the Go Pass by 50 percent is being evaluated by a confidence analysis conducted as a part of the fare study's initial work. The chart below demonstrates that on a revenue/passenger and revenue/passenger-mile basis, the Go Pass is significantly underpriced compared to the other fare products. During previous fare increases, the public has asserted that the discrepancy in pricing between the Go Pass and other fare products should be addressed to create a more equitable fare structure.

The chart also demonstrates that the 8-ride Ticket is utilized by a relatively small percentage of Caltrain riders. This finding is reinforced by recent customer survey data demonstrating that 8-ride Ticket utilization is decreasing.

<i>Fare Product</i>	<i>Percentage of Revenue*</i>	<i>Percentage of Passengers**</i>	<i>Revenue per Passenger</i>	<i>Average Trip Distance<sup>+</sup></i>	<i>Revenue per Passenger Mile</i>
One-way Ticket	17%	12%	\$6.90	27.9	\$0.26
Day Pass	13%	10%	\$6.50	31.4	\$0.21
Go Pass	13%	21%	\$2.90	20.9	\$0.13
Clipper Cash Value	15%	16%	\$4.60	25.2	\$0.18
Clipper 8-ride ticket	5%	5%	\$5.00	26.5	\$0.19
Monthly Pass	36%	37%	\$4.70	24.9	\$0.19
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>\$4.80</b>	<b>25.1</b>	<b>\$0.19</b>

*Notes: Includes Eligible Discount fares for each product; revenue per passenger rounded to nearest tenth.*

*\* Reflects revenue total for the month of October 2016*

*\*\* Reflects Triennial survey respondents over the course of month of October 2016*

*+ Reflects average trip distance of Triennial survey respondents over course of the month of October 2016*

*Sources: October 2016 Revenue; October 2016 Triennial Survey*

### Peer Agency Comparison

A comparison of several regional and national commuter rail agency fares has been conducted. Each agency has its own unique fare structure and rail service. In order to compare metrics between each rail system, one-way fares and monthly pass fares were used to evaluate monthly pass multipliers and fare costs per mile. See chart below. Agencies arrange by lowest to highest base multiplier. In comparing Caltrain proposed fares data to the peer agency averages, Caltrain proposed fares (base and maximum multiplier of 30) are comparable to other rail agencies.

Agency	One-way Track Miles	Zones	Max. Fare Per Mile		One-way Clipper Card* -OR- Ticket		Monthly Pass		Base Multiplier	Max. Multiplier
			Cash	Pass	Base	Max.	Base	Max.		
<b>Amtrak - Capitol Corridor</b> (effective 6/16/2017)	168.0	n/a	\$ 0.26	\$ 0.09	\$ 6.00	\$ 43.00	\$ 100.00	\$ 669.00	16.7	15.6
<b>ACE Average</b> (effective 10/3/2016)	85.0	6	\$ 0.17	\$ 0.10	\$ 4.25	\$ 14.50	\$ 88.00	\$ 364.00	20.7	25.1
<b>*Caltrain (current):</b>	46.9	4	\$ 0.21	\$ 0.12	\$ 3.20	\$ 9.75	\$ 84.80	\$ 243.80	26.5	25.0
w/ Gilroy extension	76.6	6	\$ 0.18	\$ 0.11	\$ 3.20	\$ 13.75	\$ 84.80	\$ 349.80	26.5	25.4
<b>VRE Average</b> (effective 7/1/2017)	44.5	8	\$ 0.25	\$ 0.16	\$ 3.40	\$ 10.85	\$ 91.40	\$ 298.10	26.9	27.5
<b>Metra Average</b> (effective 2/1/2017)	46.4	8	\$ 0.19	\$ 0.13	\$ 3.75	\$ 8.77	\$ 107.00	\$ 250.05	28.5	28.5
<b>Metrolink Average</b> (effective 7/1/2016)	76.3	n/a	\$ 0.19	\$ 0.13	\$ 2.39	\$ 14.36	\$ 69.00	\$ 401.00	29.1	27.9
<b>Coaster</b> (2017)	41.1	3	\$ 0.13	\$ 0.10	\$ 4.00	\$ 5.50	\$ 120.00	\$ 165.00	30.0	30.0
<b>*Caltrain (Proposed FY18):</b>	46.9	4	\$ 0.21	\$ 0.15	\$ 3.20	\$ 9.95	\$ 96.00	\$ 298.50	30.0	30.0
w/ Gilroy extension	76.6	6	\$ 0.19	\$ 0.13	\$ 3.20	\$ 14.45	\$ 96.00	\$ 433.50	30.0	30.0
<b>Sounder Average</b> (effective 3/1/2016)	41.5	n/a	\$ 0.13	\$ 0.11	\$ 3.25	\$ 5.38	\$ 117.00	\$ 193.50	36.0	36.0
<b>MBTA Average</b> (effective 7/1/2016)	33	7	\$ 0.37	\$ 0.28	\$ 2.25	\$ 10.42	\$ 84.50	\$ 328.23	37.6	31.6
<b>BART Average</b> (effective 1/2016)	40.6	n/a	\$ 0.16	\$ 0.15	\$ 1.95	\$ 6.39	\$ 76.78	\$ 251.78	39.4	39.4
<b>Average of Agency Averages (w/ BART)</b>	64.1	6.3	\$ 0.21	\$ 0.14	\$ 3.47	\$ 13.24	\$ 94.85	\$ 324.52	29.4	29.1
<b>Average of Agency Averages (w/out BART)</b>	67.0	6.3	\$ 0.21	\$ 0.14	\$ 3.66	\$ 14.10	\$ 97.11	\$ 333.61	28.2	27.8

Transit agencies fares that provide bus and light rail service in the three counties (San Francisco, San Mateo, Santa Clara) along the Caltrain corridor were also evaluated to compare monthly passed multipliers. Caltrain, Muni, and SamTrans multipliers are based on the One-way Clipper card prices (which provides additional fare discount for a One-way rider). Caltrain proposed fare changes would retain a lower multiplier than Muni, SamTrans and VTA.

Agency	One-way Clipper Card* -OR- Ticket		Monthly Pass		Base Multiplier	Max. Multiplier
	Base	Max.	Base	Max.		
*Muni	\$ 2.25	\$ 2.50	\$ 73.00	\$ 75.00	32.4	30.0
*SamTrans	\$ 2.05	\$ 3.60	\$ 65.60	\$ 96.00	32.0	26.7
VTA	\$ 2.00	\$ 4.00	\$ 70.00	\$ 140.00	35.0	35.0



Monthly parking fees for nearby parking lots and structures within a mile distance from the Caltrain's busiest stations were compared to the current and proposed Caltrain Monthly Parking Fees. See chart below.

Caltrain Station	Monthly Rate	Hourly or Daily Parking	Quarterly or Annual Permit
<b>Palo Alto</b>	\$367.50 <sup>^</sup>	\$17.50/All-day visitor parking	\$466.00/year or \$146.50/quarter
<b>San Jose Diridon</b>	\$30.00 - \$125.00	\$20.00 max/day	-
<b>Mountain View</b>	\$54.00	-	\$326.00/year or \$109.00/quarter
<b>Redwood City</b>	\$40.00 - \$100.00	\$1.00/hour	-
<b>Millbrae</b>	\$84.00	\$3.00/day	-
<b>Sunnyvale</b>	-	-	-
<b>Hillsdale</b>	-	-	-
<b>San Mateo</b>	\$84.00 <sup>^</sup>	\$.50/hour - designated locations	-
<b>Menlo Park</b>	\$210.00 <sup>^</sup>	\$10/full day temporary permit	\$592/year
<b>California Ave.</b>	\$168.00 <sup>^</sup>	\$8.00/day	-

<sup>^</sup> Monthly rate was calculated based on hourly (hourly rate x 8 hours x 21 working days per month) or daily (daily rate x 21 working days per month) rates when monthly permit was not available.

### Public Outreach and Feedback

The process for considering the fare and parking fee change proposal included a public meeting and outreach plan that provided multiple opportunities for riders and the general public to submit feedback. The plan included four community meetings and 14 outreach events at various Caltrain stations between May 17 and June 26. Caltrain staff provided information about the proposed fare changes and invited the public to share feedback through a number of available channels. Staff connected with approximately 3,000 members of the public as a result of this process. Comments were also accepted via an online survey, mail, a dedicated e-mail address, and by telephone. Information about the proposed changes and how to provide feedback was published in newspaper notices, a news release, onboard flyers, visual messages at stations, notification to community-based organizations, social media and on a dedicated page on the Caltrain website.

The online survey tool provided the public with an opportunity to comment on and rank each proposed fare and parking fee change. As of June 22, a total of 1,093 complete responses were received via the online survey. An additional 224 partial responses, including letters and e-mails were also incorporated into the survey results. A preliminary review of the proposed fare and parking fee changes priority ranking is presented below in order of acceptance:

1. Implementing a pilot program to provide discounts for weekend and evening riders – One-way, Day Pass and Clipper cash value fare products
2. Increasing Go Pass fares by 50 percent from \$190 per person to \$285, which raises the minimum cost to employers from \$15,960 to \$23,940
3. Increasing the Zone fare by 25 cents
4. Basing Monthly parking prices on 15 days per month rather than 10 days per month, raising the fee from \$55 to \$82.50

5. Eliminating the discounted 8-ride Ticket
6. Basing Monthly Pass prices on 15 days per month, rather than 13 days per month

Title VI Equity Analysis

A Title VI Equity Analysis for the Caltrain FY2018 Fare Proposals is being conducted. The Title VI Report will be finalized and included in the recommendation for the August 2017 Board meeting. This analysis is consistent with policies adopted by the Board to comply with Title VI of the Civil Rights Act of 1964.

The Title VI Equity Analysis:

- Analyzes the fare proposal on a system-wide level to determine whether the impacts would result in disparate treatment among protected classes
- Uses Caltrain Title VI Policies and analysis thresholds that were adopted in 2013
- Is based on 2016 Caltrain Triennial Survey, 2016 Caltrain Ridership Statistics, and Caltrain Customer Service data
- Disaggregates data by fare type, zone, income and ethnicity to create a Fare Equity Matrix to meet the requirements of federal Title VI guidance
- Identifies Fare Proposal Purpose and Fare Proposal Adverse Effects, Summarizes Public Engagement, and Determines Mitigation Measures

Prepared By:	Christiane Kwok, Manager, Market Research and Development	650.508.7926
	Ryan Hinchman, Manager, Financial Planning and Analysis	650.508.7733

**ATTACHMENT A – PROPOSED FARE TABLE EFFECTIVE OCTOBER 1, 2017**

Ticket Type	Fare Media	Travel within											
		1 Zone		2 Zones		3 Zones		4 Zones		5 Zones		6 Zones	
One-way	Ticket Machine	\$3.75	\$1.75	<del>\$6.75</del> \$6.00	\$2.75	<del>\$7.75</del> \$8.25	\$3.75	<del>\$9.75</del> \$10.50	\$4.75	<del>\$11.75</del> \$12.75	\$5.75	<del>\$13.75</del> \$15.00	\$6.75
	Clipper Card	\$3.20	\$1.60	<del>\$5.20</del> \$5.45	\$2.60	<del>\$7.20</del> \$7.70	\$3.60	<del>\$9.20</del> \$9.95	\$4.60	<del>\$11.20</del> \$12.20	\$5.60	<del>\$13.20</del> \$14.45	\$6.60
8-ride	Clipper Card	<del>\$23.70</del> Eliminate	<del>\$11.85</del> Eliminate	<del>\$38.50</del> Eliminate	<del>\$19.25</del> Eliminate	<del>\$53.30</del> Eliminate	<del>\$26.65</del> Eliminate	<del>\$68.10</del> Eliminate	<del>\$34.05</del> Eliminate	<del>\$82.90</del> Eliminate	<del>\$41.45</del> Eliminate	<del>\$97.70</del> Eliminate	<del>\$48.85</del> Eliminate
Day Pass	Ticket Machine	\$7.50	\$3.75	<del>\$11.50</del> \$12.00	<del>\$5.75</del> \$6.00	<del>\$15.50</del> \$16.50	<del>\$7.75</del> \$8.25	<del>\$19.50</del> \$21.00	<del>\$9.75</del> \$10.50	<del>\$23.50</del> \$25.50	<del>\$11.75</del> \$12.75	<del>\$27.50</del> \$30.00	<del>\$13.75</del> \$15.00
Monthly Pass	Clipper Card	<del>\$84.80</del> \$96.00	<del>\$42.40</del> \$48.00	<del>\$137.80</del> \$163.50	<del>\$68.90</del> \$78.00	<del>\$190.80</del> \$231.00	<del>\$95.40</del> \$108.00	<del>\$243.80</del> \$298.50	<del>\$121.90</del> \$138.00	<del>\$296.80</del> \$366.00	<del>\$148.40</del> \$168.00	<del>\$349.80</del> \$433.50	<del>\$174.90</del> \$198.00
Zone Upgrade	Ticket Machine	<p align="center"> <span style="color: red;">\$2.00</span>  <span style="color: blue;">\$2.25</span> </p> <p align="center">Valid 4 hours from time of purchase, one way when accompanying another valid ticket (not valid with 8-ride Ticket)</p>											

Cash    
 Clipper    
 Eligible Discount    
 Current Fare    
 Proposed Fare Increase

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly Interim Chief Financial Officer  
Michelle Bouchard Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACT FOR THE SAN CARLOS STATION LIGHTING UPGRADE PROJECT AND ASSOCIATED FINDINGS**

**ACTION**

Following a public hearing on the Energy Service Contract for Energy-Efficient Lighting Retrofit at the San Carlos Station held earlier at the July 6, 2017 Board of Directors meeting, Staff Coordinating Council recommends the Board:

1. Find that the cost to the Peninsula Corridor Joint Powers Board (JPB) for the San Carlos Station Lighting Upgrade Project (Project) will be less than the anticipated marginal cost of energy consumed by the JPB in the absence of the Project.
2. Find that it is in the best interest of the JPB to proceed with the Project.
3. Award a contract to Enlight Energy Efficient Lighting, Inc. (Enlight) for the total amount of \$70,949 for the Project.
4. Authorize the Executive Director, or his designee(s), to execute a contract with Enlight in a form approved by legal counsel.
5. Authorize the Executive Director, or his designee(s), to execute a Customer Work Order Agreement with San Mateo County Energy Watch (SMCEW), in a form reviewed by legal counsel, to provide program management services for, and to coordinate a rebate from, Pacific Gas & Electric (PG&E).

**SIGNIFICANCE**

The Project will retrofit 178 lights at the San Carlos Caltrain station along the platforms, passenger shelters, pedestrian underpass, and depot buildings. The existing metal halide and high-pressure sodium lights will be replaced with energy-efficient light-emitting diode (LED) lights that are expected to reduce electricity costs by approximately \$12,000 or 50 percent per year, and will reduce maintenance costs due to longer expected product lifetimes. The existing exterior fixtures (poles, lamps) will remain the same; only the internal electrical housing and lights will be replaced. Installation is planned for the fall of 2017. Assuming this schedule is met, the Project will

receive \$12,224 in PG&E energy-efficiency rebates coordinated through SMCEW, bringing the net Project cost to \$70,949. Given the reduction in energy costs and rebate described above, Staff anticipates that the net Project cost will be recouped in six years. In addition, an average LED light can last up to 14 years, which will provide eight years' of additional cost savings estimated at about \$96,000. Staff has reviewed Enlight's proposal and the associated costs, and determined that completing this Project is in the best interest of the JPB.

### **BUDGET IMPACT**

Funds for this Project are included in the \$300,000 line item for System-wide Station State of Good Repair in the Fiscal Year 2016 Capital Budget, supported by JPB member contributions.

### **BACKGROUND**

PG&E, in partnership with the City/County Association of Governments of San Mateo County (C/CAG), provides funding for audits, rebates and other services for energy-efficient upgrades for San Mateo County residents, businesses and public agencies. SMCEW administers projects for the PG&E-C/CAG partnership. In December of 2015, staff began planning for the Project by conducting discussions with SMCEW. In February of 2017, SMCEW conducted a site visit at the San Carlos Caltrain station to observe existing lighting and to propose energy-efficient upgrades which would qualify for PG&E rebates. SMCEW's subsequent proposal included a quote from Enlight as the project contractor to provide and install the approved hardware. The contract amount proposed by Enlight, which includes the payment of prevailing wages, is within 1 percent of the Engineer's estimate of \$83,029. SMCEW's choice of Enlight is based on the firm's qualifications, staff training, Quality Control programs and other public agencies' positive experiences with Enlight, including San Mateo County, the San Carlos Airport, and the Santa Clara Valley Transportation Authority. Enlight is an established Bay Area contractor. Company reference checks and a letter of recommendation from the City of Brisbane confirmed that Enlight is experienced and competent. Enlight is a registered Small Business Enterprise with the California Department of General Services.

Staff proposes to award the contract with Enlight under the authority of California Government Code sections 4217.10 *et seq.* (Section 4217.10), which the State of California enacted to help public agencies expedite and finance energy conservation measures at their facilities. As required by Section 4217.10, earlier on the agenda at the July 6, 2017 Board meeting, staff will provide an informational presentation and the Board will conduct a hearing to receive public comment. The JPB has complied with the two weeks' notice requirement in Section 4217.10 for the public hearing.

Sr. Contract Officer: Patrick May  
Project Manager: Robert Scarpino

650.508.7732  
650.508.7780

**RESOLUTION NO. 2017 –**

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

\* \* \*

**AWARDING A CONTRACT TO ENLIGHT ENERGY EFFICIENT LIGHTING, INC. FOR THE  
SAN CARLOS STATION LIGHTING UPGRADE PROJECT FOR A TOTAL COST OF \$70,949  
AND MAKING ASSOCIATED FINDINGS**

**WHEREAS**, the State of California seeks to encourage the implementation of energy projects at public facilities through legislation designed to provide the greatest possible flexibility to public agencies in structuring agreements for alternative energy projects (Government Code sections 4217.10 *et seq.*) and;

**WHEREAS**, on July 6, 2017, pursuant to Government Code section 4217.12(a), the Peninsula Corridor Joint Powers Board (JPB) Board of Directors (Board) received public comment on, and considered the details of, the San Carlos Station Lighting Upgrade Project (Project) at a public hearing for which public notice was given not less than two weeks in advance; and

**WHEREAS**, pursuant to Government Code section 4217.12(a), the Board finds that the cost for the Project will be less than the anticipated marginal cost of energy consumed by the JPB in the absence of the Project and that the Project is in the best interest of the JPB; and

**WHEREAS**, the JPB has received a proposal from Enlight Energy Efficient Lighting, Inc. (Enlight) of Pleasanton, California for the Project; and

**WHEREAS**, staff and legal counsel have reviewed the proposal and determined that Enlight is a responsible contractor, which has performed this type of work for other public agencies and transportation districts, and which will implement the Project at a negotiated proposal that is fair and reasonable; and

**WHEREAS**, the Executive Director recommends, and Staff Coordinating Council concurs, that a contract be awarded to Enlight and an agreement be signed with San Mateo County Energy Watch as the project manager for the funding partnership of Pacific Gas & Electric and the City/County Association of Governments of San Mateo County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board finds that the cost for the San Carlos Station Lighting Upgrade Project will be less than the anticipated marginal cost of energy consumed by the JPB in the absence of the Project, and that the Project is in the best interest of the JPB; and

**BE IT FURTHER RESOLVED** that the Board hereby awards a contract to Enlight Energy Efficient Lighting, Inc. for the Project for a total cost of \$70,949; and

**BE IT FURTHER RESOLVED** that the Executive Director, or his designee, is authorized to execute a contract on behalf of the JPB with Enlight in a form approved by legal counsel; and

**BE IT FURTHER RESOLVED** that the Executive Director, or his designee, is authorized to execute a Customer Work Order Agreement on behalf of the JPB with San Mateo County Energy Watch in a form reviewed by legal counsel.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Chair, Peninsula Corridor Joint Powers Board

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JPB Secretary

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

**MINUTES OF JUNE 1, 2017**

**MEMBERS PRESENT:** J. Bruins, D. Davis, J. Gee (Chair), G. Gillett, R. Guilbault, D. Pine, J. Ramos, K. Yeager, M. Zmuda

**STAFF PRESENT:** M. Bouchard, J. Cassman, A. Chan, D. Couch, J. Hartnett, K. Kelly, M. Martinez, N. McKenna, S. Murphy, L. Scanlon, M. Simon, S. van Hoften

Chair Jeff Gee called the meeting to order at 10:01 a.m. and Director Rose Guilbault led the Pledge of Allegiance.

**SWEARING-IN OF GILLIAN GILLETT, REPRESENTING SAN FRANCISCO BOARD OF SUPERVISORS**

Director Gilliett was sworn in.

**PUBLIC COMMENT**

Vaughn Wolfe, Pleasanton, said a few months ago he commented on the Short-Range Transit Plan and the goal of reducing congestion. He said Caltrain needs to be concentrating on the corridor it is serving, not reducing traffic congestion.

Roland Lebrun, San Jose, said staff responded to the Board on capacity. Since that time, he has submitted a public records request with no response and the numbers given to the Board last month may already be obsolete. Mr. Lebrun said the passenger counts posted last week show baby bullets are 130 percent over capacity.

Drew, San Mateo, said at the May meeting he spoke about the 25<sup>th</sup> Avenue Grade Separation Project and the new Hillsdale Station. He asked for Board support to improve the pedestrian and bike access on the south side, including a bridge overcrossing at 31<sup>st</sup> Avenue. He has spoken to the city of San Mateo and they will be speaking to the project team on this issue.

**CONSENT CALENDAR**

- Approval of Minutes of May 4, 2017
- Acceptance of Statement of Revenues and Expenses for April 2017
- Receive Key Caltrain Performance Statistics – April 2017
- Proclamation Declaring June 15, 2017 as National Dump the Pump Day
- Authorize Execution of a Cooperative Agreement with the Santa Clara Valley Transportation Authority for a Funding Exchange in Order to Construct a Modified Retaining Wall at Los Gatos Creek Passed by Resolution No. 2017-22



Public Comment

Jeff Carter, Millbrae, asked why the key statistics are now part of the consent calendar as they use to be a separate item.

Motion/Second: Yeager/Guillbault

Ayes: Bruins, Davis, Gillett, Guillbault, Pine, Ramos, Yeager, Zmuda, Gee

**CHAIR REPORT**

Chair Gee reported:

- Thanked Jim Hartnett, Executive Director, and the entire team for the award for the Full Funding Grant Agreement (FFGA). This is a great accomplishment for Caltrain and the Peninsula.
- The Board will be working with staff to organize and streamline the agenda so the meetings don't go extensively long.

**REPORT OF THE EXECUTIVE DIRECTOR**

**Peninsula Corridor Electrification Project (PCEP) Monthly Report**

Dave Couch, Director, Project Delivery, provided an update on the progress of the project through April and showed the paint scheme selected for the new electric multiple units (EMU). Mr. Hartnett said the Full Notice to Proceed (FNTP) will be issued today to the EMU contractor, Stadler and to Balfour Beatty by June 19.

**PCEP FFGA Update**

Mr. Hartnett said the award and signing is a testament of the efforts of everyone and never giving up. It was tough at times, but this is a great project that met all regulatory requirements, but was just lacking a signature. There was tremendous support from the partners, congressional leaders, State support from Governor Jerry Brown and Secretary Brian Kelly, San Mateo County Economic Development Association, Silicon Valley Leadership Group, Bay Area Council and American Public Transportation Authority.

Mr. Hartnett said he will provide a written report on the routine items to the Board.

Public Comment

Jeff Carter, Millbrae, said the FFGA is great news and appreciates all the work by the Board, staff, local politicians and community groups.

Roland Lebrun, San Jose, said Secretary Kelly's letter is excellent and holds people accountable. He said the May Citizens Advisory Committee meeting was cancelled again due to lack of quorum. Mr. Lebrun said the May Local Policymakers Group meeting had multiple violations of the Brown Act.

Andy Chow, Redwood City, said congratulations to staff and the Board on the FFGA.

Adina Levin, Friends of Caltrain, wanted to congratulate everyone involved with the FFGA and looking forward to the project moving forward.

**APPROVAL OF PROJECT BUDGET TOTALING \$1.98 BILLION FOR PCEP**

April Chan, Chief Officer, Planning, Grants and Transportation authority presented this item. The approval will provide the authority of the JPB to proceed with the design-build and rail car construction phases of PCEP for the duration of Project through completion.

Public Comment

Roland Lebrun, San Jose, asked why the oversight group is not open to the public. He said there is \$200 million for contingency missing in the budget. Mr. Lebrun said there is no way to use these trains to replace Baby Bullet trains as these trains are not able to travel through construction zones. He said there is no way to get rid of the 4<sup>th</sup> and King rail yard with these specifications.

Approved by Resolution No. 2017-23

Motion/Second: Yeager/Davis

Ayes: Bruins, Davis, Gillett, Guilbault, Pine, Ramos, Yeager, Zmuda, Gee

**ADOPTION OF FISCAL YEAR (FY) 2018 OPERATING BUDGET IN THE AMOUNT OF \$148,193,564**

Kathleen Kelly, Interim Chief Financial Officer, presented this item. The FY2018 budget has a deficit of \$17.8 million.

Questions and concerns from the Board included shuttle revenue, insurance reserves, the fuel budget, wages and benefits, Positive Train Control costs, future fare increase, Senate Bill 1 funding.

Public Comment

Roland Lebrun, San Jose, said previously fuel has been inflated. He said Altamont Commuter Express (ACE) and Capitol Corridor administration fees are way less.

Adina Levin, Friends of Caltrain, thanked the Board for the attention to detail on the budget. Friends of Caltrain has been very concerned of the structural problems of the partner agencies.

Jeff Carter, Millbrae, thanked Chair Gee for his comments on the instability of funding and the need for a dedicated funding.

The motion to adopt the FY2018 Operating Budget includes staff providing an update at the September meeting with answers to the Board's concerns.

Adopted by Resolution No. 2017-24

Motion/Second: Yeager/Pine

Ayes: Bruins, Davis, Gillett, Guilbault, Pine, Ramos, Yeager, Zmuda, Gee

**ADOPTION OF FISCAL YEAR 2018 CAPITAL BUDGET IN THE AMOUNT OF \$64,959,720**

Ms. Kelly presented this item. Since the May meeting staff has been able to balance the budget by adding new projects with additional revenues and project savings from prior years have been identified.

Public Comment

Roland Lebrun, San Jose, asked where the money is coming from for the Hillsdale Station. Mr. Lebrun said ACE is going to be getting rid of locomotives that pull seven car trains.

Adina Levin, Friends of Caltrain, said she is concerned about deferring revenue on the aging fleet which causes breakdowns and delays. Friends of Caltrain supports the South San Francisco Project, but recommends deferring the project and put the money into State of Good Repair (SOGR).

Adopted by Resolution No. 2017-25

Motion/Second: Yeager/Davis

Ayes: Bruins, Davis, Gillett, Guilbault, Pine, Ramos, Yeager, Zmuda, Gee

**UPDATE ON CALTRAIN FARE STUDY**

Liz Scanlon, Manager, Caltrain Planning, presented this informational item. The Study will look at Caltrain fare policies and structure to identify potential opportunities to maximize revenue, enhance ridership and safeguard social and geographic equity.

Concerns from the Board included not having the elasticity information before raising fares, how this Study is linked to the upcoming public hearing for a fare increase and the value of the GO Pass now versus when it was established.

Director Davis left at 12:50 p.m.

Director Guilbault left at 12:58 p.m.

Public Comment

Jeff Carter, Millbrae, said Caltrain has the highest farebox recovery in the United States. He said the Metropolitan Transportation Commission is looking at means based fares.

Adina Levin, Friends of Caltrain, said the GO Pass looks significantly underpriced, but increasing fares without having the elasticity information is an issue. She said 25 percent of riders are low income and not having the elasticity and raising fares is a problem.

Roland Lebrun, San Jose, said the private sector is going to eat Caltrain alive.

Drew, San Mateo, said he would ride Caltrain more if the system was station-to-station and not zones.

### **CAPITAL PROJECTS QUARTERLY STATUS REPORT – 3<sup>rd</sup> QUARTER FISCAL YEAR 2017**

No discussion.

#### Public Comment

Roland Lebrun, San Jose, said the CBOSS status should match what the Board hears in closed session.

### **BOARD MEMBER REQUESTS**

Director Gillett asked if there could be an update on the Business Plan at the July meeting and the relationship to the Short-Range Transit Plan. She would like to understand how bullet point 3 in Secretary Kelly's letter feeds into the Business Plan. Director Gillett said she would like to understand how the Business Plan is going to help maximize competitiveness for discretionary SB1 funding and how the Business Plan is resourced. She said the Business Plan is critical to the member agencies doing their due diligence going forward and plan for the partner contributions.

### **GENERAL COUNSEL REPORT**

- a) **Closed Session: Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Peninsula Corridor Joint Powers Board. v. Parsons Transportation Group et al; San Mateo County Superior Court Case No. Case No. 17CIV00888**
- b) **Closed Session: Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Parsons Transportation Group v. Peninsula Corridor Joint Powers Board et al; San Mateo County Superior Court Case No. Case No. 17CIV00786**

Recessed to closed session at 1:11 p.m.

Reconvened to open session at 1:30 p.m.

Joan Cassman, Legal Counsel, said the Board received a status on both items involving the CBOSS project and no action was taken.

### **DATE/TIME/PLACE OF NEXT REGULAR MEETING**

Thursday, July 6, 2017, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

Adjourned at 1:31 p.m.

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly  
Interim Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENDITURES FOR THE PERIOD ENDING  
MAY 31, 2017, AND SUPPLEMENTAL INFORMATION**

**ACTION**

Staff proposes that the Board of Directors accept and enter into the record the Statement of Revenue and Expenditure for the month of May 2017, and supplemental information.

**SIGNIFICANCE**

The current year-end forecast shown in the attached Statement of Revenue and Expense projects the use of \$3 million in reserves for Fiscal Year 2017, which is slightly better than the projected use of reserves shown in the April report (\$3.4 million), and significantly better than the Revised Budget, which included \$19.2 million from reserves to balance the budget. The current forecast improvement is driven by higher revenues from Operating Grants, partially offset with small increases in the expense lines. Operating Grants revenue is higher mainly due to prior year adjustments and higher Metropolitan Transportation Commission allocation than budget for State Transit Assistance funds. Overall, the favorable forecast is driven by projected expenses that are \$12.1 million better than revised budget and projected revenues that are \$4.1 million better than revised budget.

**BUDGET IMPACT**

**Revenues:** For the year-to-date through May, Total Operating Revenue (line 7) is \$3.3 million or 3.6 percent better than revised budget. This favorability is driven by increased Farebox and Parking revenue, and Rental and Other Income compared to the revised budget. The year-end forecast for Total Operating Revenue is favorable by \$3.5 million or 3.4 percent to revised budget.

**Expense:** For the year-to-date through May, Grand Total Expenses (line 50) show a favorable variance of \$16.7 million or 12.4 percent versus the revised budget. Operating Expense (line 36) is \$13.2 million better than the revised budget, driven by savings in Fuel, Contract O&M, Shuttles, and Insurance. Administrative Expense (line 46) is \$3.5 million better than the revised budget, driven by savings in Wages & Benefits,

Managing Agency OH, and Professional Services. Some of the favorability, however, is related to timing, and the year-end forecast for total expense is \$12.1 million, or 8.3 percent, better than the revised budget.

**Use of Reserves:** For May 2017, the JPB did not use its reserves, mostly due to direct savings from fuel and lubricants. The year-end forecast projects that \$3 million in reserves will be required.

There are no budget revisions for the month of May 2017.

Prepared By:	Maria Pascual, Accountant	650.508.6214
	Sheila Tioyao, Manager, General Ledger	650.508.7752
	Dapri Hong, Senior Analyst	650.622.8055
	Ryan Hinchman, Manager, FP&A	650.508.7733

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STATEMENT OF REVENUE AND EXPENSE**  
**Fiscal Year 2017**  
**May 2017**

	MONTH		YEAR TO DATE			% OF YEAR ELAPSED				91.7%
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	CURRENT FORECAST	% REV BUDGET	
(AS PROJECTED)										
<b>REVENUE</b>										
<b>OPERATIONS:</b>										
1 Farebox Revenue	8,214,852	80,701,698	84,078,036	83,126,887	101.1%	91,679,812	91,679,812	92,715,682	91.7%	1
2 Parking Revenue	512,284	4,610,501	5,217,769	4,289,358	121.6%	4,679,300	4,679,300	5,646,583	111.5%	2
3 Shuttles	129,792	1,916,344	1,616,490	2,245,467	72.0%	2,449,600	2,449,600	1,849,872	66.0%	3
4 Rental Income	155,136	1,588,598	1,714,860	1,587,117	108.0%	1,731,400	1,731,400	1,871,668	99.0%	4
5 Other Income	167,030	662,676	2,447,813	547,250	447.3%	597,000	597,000	2,505,796	410.0%	5
6										
7 <b>TOTAL OPERATING REVENUE</b>	<b>9,179,095</b>	<b>89,479,816</b>	<b>95,074,968</b>	<b>91,796,079</b>	<b>103.6%</b>	<b>101,137,112</b>	<b>101,137,112</b>	<b>104,589,601</b>	<b>94.0%</b>	7
8										
<b>CONTRIBUTIONS:</b>										
10 AB434 Peninsula & TA Shuttle Funding	158,872	1,763,682	1,767,035	1,730,936	102.1%	1,895,080	1,895,080	1,895,080	93.2%	10
11 Operating Grants	339,729	4,716,727	3,984,633	3,371,121	118.2%	3,677,586	3,677,586	4,346,872	108.3%	11
12 JPB Member Agencies	1,179,502	18,559,648	19,268,512	19,268,512	100.0%	20,448,014	20,448,014	20,448,014	94.2%	12
13 Use of Reserves	-	-	-	18,040,897	0.0%	19,234,237	19,234,237	2,998,436	0.0%	13
14										
15 <b>TOTAL CONTRIBUTED REVENUE</b>	<b>1,678,103</b>	<b>25,040,057</b>	<b>25,020,180</b>	<b>42,411,465</b>	<b>59.0%</b>	<b>45,254,917</b>	<b>45,254,917</b>	<b>29,688,402</b>	<b>55.3%</b>	15
16										
17 <b>GRAND TOTAL REVENUE</b>	<b>10,857,198</b>	<b>114,519,874</b>	<b>120,095,148</b>	<b>134,207,543</b>	<b>89.5%</b>	<b>146,392,029</b>	<b>146,392,029</b>	<b>134,278,003</b>	<b>82.0%</b>	17
18										
<b>EXPENSE</b>										
<b>OPERATING EXPENSE:</b>										
23 Rail Operator Service	6,697,876	70,004,733	72,317,075	73,486,193	98.4%	80,166,756	80,166,756	80,166,757	90.2%	23
24 Rail Operator Service-Other	-	813,126	193,401	1,856,250	10.4%	2,025,000	2,025,000	909,948	9.6%	24
25 Security Services	468,647	4,448,986	4,923,101	5,113,904	96.3%	5,582,867	5,438,399	5,764,931	90.5%	25
26 Rail Operator Extra work	-	40,580	63,070	125,000	50.5%	125,000	125,000	125,000	50.5%	26
27 Contract Operating & Maintenance	7,166,523	75,307,424	77,496,647	80,581,347	96.2%	87,899,623	87,755,155	86,966,636	88.3%	27
28 Shuttles Services	347,169	4,424,436	3,992,521	4,962,192	80.5%	5,413,300	5,413,300	4,471,966	73.8%	28
29 Fuel and Lubricants	694,553	7,449,855	7,831,619	14,194,729	55.2%	15,606,976	15,441,477	8,880,619	50.7%	29
30 Timetables and Tickets	(9,000)	94,875	63,319	206,892	30.6%	217,700	217,700	217,700	29.1%	30
31 Insurance	382,851	4,406,755	4,112,025	5,769,491	71.3%	6,293,990	6,293,990	5,536,081	65.3%	31
32 Facilities and Equipment Maint	316,108	1,474,982	2,018,592	2,080,244	97.0%	2,279,824	2,307,824	2,220,118	87.5%	32
33 Utilities	134,739	1,862,622	1,738,824	2,345,913	74.1%	2,559,188	2,563,188	1,882,901	67.8%	33
34 Maint & Services-Bldg & Other	24,178	1,109,287	1,052,573	1,353,832	77.7%	1,470,668	1,470,668	1,296,950	71.6%	34
35										
36 <b>TOTAL OPERATING EXPENSE</b>	<b>9,057,122</b>	<b>96,130,236</b>	<b>98,306,118</b>	<b>111,494,639</b>	<b>88.2%</b>	<b>121,741,269</b>	<b>121,463,302</b>	<b>111,472,970</b>	<b>80.9%</b>	36
37										
<b>ADMINISTRATIVE EXPENSE</b>										
39 Wages and Benefits	696,907	6,662,973	7,110,267	7,558,439	94.1%	8,790,704	8,209,167	7,920,912	86.6%	39
40 Managing Agency Admin OH Cost	521,578	4,777,663	5,238,929	5,544,726	94.5%	6,048,792	6,048,792	5,725,483	86.6%	40
41 Board of Directors	600	12,494	9,496	13,383	71.0%	14,600	14,600	14,600	65.0%	41
42 Professional Services	10,125	3,671,350	3,461,414	5,621,441	61.6%	5,746,679	6,310,967	4,837,809	54.8%	42
43 Communications and Marketing	7,267	104,242	117,004	223,492	52.4%	234,800	234,800	234,800	49.8%	43
44 Other Office Expenses and Services	203,477	1,975,195	2,097,122	2,576,097	81.4%	2,533,010	2,828,227	2,772,754	74.1%	44
45										
46 <b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>1,439,954</b>	<b>17,203,918</b>	<b>18,034,232</b>	<b>21,537,578</b>	<b>83.7%</b>	<b>23,368,585</b>	<b>23,646,552</b>	<b>21,506,358</b>	<b>76.3%</b>	46
47										
48 Long Term Debt Expense	108,223	1,175,307	1,193,749	1,175,327	101.6%	1,282,175	1,282,175	1,298,675	<b>93.1%</b>	48
49										
50 <b>GRAND TOTAL EXPENSE</b>	<b>10,605,299</b>	<b>114,509,460</b>	<b>117,534,099</b>	<b>134,207,543</b>	<b>87.6%</b>	<b>146,392,029</b>	<b>146,392,029</b>	<b>134,278,003</b>	<b>80.3%</b>	50
51										
52 <b>NET SURPLUS / (DEFICIT)</b>	<b>251,900</b>	<b>10,414</b>	<b>2,561,049</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>-</b>		52

"% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.



BOARD OF DIRECTORS 2017

JEFF GEE, CHAIR  
 KEN YEAGER, VICE CHAIR  
 JEANNIE BRUNS  
 DEVORA "DEV" DAVIS  
 GILLIAN GILLETTE  
 ROSE GUILBAULT  
 DAVE PINE  
 JOEL RAMOS  
 MONIQUE ZMUDA

JIM HARTNETT  
 EXECUTIVE DIRECTOR

**PENINSULA CORRIDOR JOINT POWERS BOARD**

**INVESTMENT PORTFOLIO**

**AS OF MAY 31, 2017**

TYPE OF SECURITY		MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE
Local Agency Investment Fund (Unrestricted)	*	Liquid Cash	0.925%	72,543	72,543
County Pool (Restricted)	**	Liquid Cash	1.075%	1,000,000	1,000,000
County Pool (Unrestricted)	**	Liquid Cash	1.075%	964,375	964,375
Other (Unrestricted)		Liquid Cash	0.000%	23,507,791	23,507,791
Other (Restricted)	***	Liquid Cash	0.200%	23,633,256	23,633,256
				<b>\$ 49,177,964</b>	<b>\$ 49,177,964</b>

Accrued Earnings for May 2017 \$ 5,864.58  
 Cumulative Earnings FY2017 \$ 56,808.93

\* 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.

\*\* As of May 2017, the total cost of the Total County Pool was \$5,118,774,158 and the fair market value per San Mateo County Treasurer's Office was \$5,123,720,016.

\*\*\* 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.



**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly Interim Chief Financial Officer  
Michelle Bouchard Chief Operating Officer, Rail

SUBJECT: **REJECT THE SOLE BID FOR PURCHASE AND DELIVERY OF SPECIAL TRACKWORK**

**ACTION**

Staff Coordinating Council recommends the Board reject the sole bid received from Voestalpine Nortrak, Inc. (Nortrak) for purchase and delivery of special trackwork.

**SIGNIFICANCE**

Approval of the above action will allow for rejection of the single bid received by the Peninsula Corridor Joint Powers Board (JPB) in response to a solicitation for the purchase and delivery of special trackwork, and will provide staff with the opportunity to resolicit the goods.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Special trackwork is comprised of crossovers and switch machines, which allow trains to move from one track to another, in either direction. This ability will support single tracking, special events or construction and will allow a train to move to a siding.

The Invitation for Bids for the Purchase and Delivery of Special Trackwork was advertised in a newspaper of general circulation and on the Public Purchase website for interested bidders. Staff also conducted vendor outreach to five rail manufacturers that were identified by the JPB's Engineering Department. Four out of the five recommended suppliers downloaded the bid package and a single bid was received.

In order for this project to be eligible for Federal funding, bidders must submit completed Buy America certificates for both (a) Buses, Other Rolling Stock, and Associated Equipment, and (b) Steel, Iron or Manufactured Products. Upon review of the bid package from Nortrak, it was noted that the Steel, Iron or Manufactured Products Buy America certificate was not included in the solicitation for bidders to complete. Legal Counsel determined that the Federal regulations do not permit the JPB to obtain the certificate after bid opening. As a result, the bid must be rejected,

not due to bidder error, but because the solicitation did not include a Federal requirement. Staff re-issued the solicitation and will bring the results to the August 3, 2017 Board meeting.

Staff contacted other potential bidders after the solicitation to determine why they did not submit a bid and got one response that the firm could not meet the delivery schedule and declined to bid.

Contract Officer: Giang Ngo  
Project Manager: Rick Peredia

650.622.7857  
650.508.7941

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly  
Interim Chief Financial Officer

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT FOR PROVISION OF ARMORED CAR  
TRANSIT REVENUE COLLECTION, TRANSPORTATION AND PROCESSING  
SERVICES**

**ACTION**

Staff Coordinating Council (SCC) recommends that the Board:

1. Award a contract to Dunbar Armored, Inc. (Dunbar), Hunt Valley, MD to provide transit revenue collection, transportation, and processing services for a total estimated cost of \$2,337,618 for a five-year term.
2. Authorize the Executive Director, or his designee, to execute a contract with Dunbar in full conformity with the terms and conditions of the solicitation.

**SIGNIFICANCE**

Award of this contract will provide for a dedicated and qualified contractor to perform the regularly scheduled collection, transport, counting and deposit of money in the 107 Ticket Vending Machine (TVM) cash receivers located at Caltrain stations system-wide.

**BUDGET IMPACT**

Funds to support the award of this contract are included in the adopted Fiscal Year 2018 Operating Budget and will be included in the future Operating Budgets.

**BACKGROUND**

A joint Request for Proposals (RFP) was issued by the San Mateo County Transit District (District) and the Peninsula Corridor Joint Powers Board (JPB) to solicit proposals from firms interested in providing the requested armored car services. The solicitation information was advertised in a local newspaper and on the website PublicPurchase.com. The solicitation also set forth the JPB's policy regarding Small Business Enterprises (SBEs). Staff received only one proposal, from Dunbar, which is a non-SBE firm and the District's and JPB's current vendor. Staff requested a Best and Final

Offer (BAFO), which was submitted by the firm. Staff conducted a price analysis and finds the proposed prices to be fair and reasonable.

The Evaluation Committee, consisting of District and JPB staff, reviewed the proposal according to the following weighted criteria:

1	Quality and responsiveness of the Proposal, including ability to meet qualifications, compliance with certifications & licensing, and experience with revenue collection operations similar to those of the Agencies.	0-20 pts.
2	Qualifications of Key Personnel who will be assigned under this contract, and the quality and comprehensiveness of the Proposer's Transition Plan; and its Emergency Reaction Procedures Plan for Armed Personnel.	0-15 pts.
3	Specific quality and comprehensiveness of the Proposer's Training Program, in how well it describes all security and safety related training for armed personnel.	0-15 pts.
4	Quality of security features, including the condition of Proposer's facilities, vehicles and equipment in association with its Operations, Management & Loss Prevention Plan.	0-15 pts.
5	Quality and Comprehensiveness of Proposer's Personnel Recruitment Policy, including a description of its Background Check process relevant to all positions to be assigned under this contract.	0-15 pts.
6	Cost Proposal	0-20 pts.

The Evaluation Committee determined that Dunbar's proposal met all of the requirements of the RFP and that it is a qualified vendor. District and JPB staff performed a site visit and interviewed Dunbar's staff. Staff's assessment was that Dunbar is an efficient and reliable armored car service provider.

While the number of companies that provide these types of services is limited, six companies were identified as potential proposers. Staff contacted vendors on two separate occasions to notify them about the upcoming RFP via telephone, email and U.S. mail. Staff asked several firms why they did not submit proposals and they did not return calls or emails.

The JPB's current contract with Dunbar was awarded as a three-year contract with two option terms at a total estimated cost of \$2,099,025. The proposed contract amount represents an 11 percent increase over the previous 5-year contract due to the increased cost of labor and Dunbar's more complete understanding of the staffing levels required to provide the services based on its past experience.

Contract Officer: Mario Giacobbe 650.622.8077  
 Project Manager: Pamela Scruggs, Manager, Fare Revenue 650.622.7810

**RESOLUTION NO. 2017 –**

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

**\* \* \***

**AWARDING A CONTRACT TO DUNBAR ARMORED, INC. FOR ARMORED CAR TRANSIT  
REVENUE COLLECTION, TRANSPORTATION AND PROCESSING SERVICES  
AT A TOTAL ESTIMATED COST OF \$2,337,618 FOR A FIVE-YEAR TERM**

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transit District (District) jointly solicited competitive proposals for Armored Car Pickup and Deposit of Daily Transit Revenue, which services are comprised of revenue collection, transport, counting and deposit of moneys in the 107 Ticket Vending Machine cash receivers at Caltrain stations system-wide; and

**WHEREAS**, in response to the Request for Proposals (RFP), one firm submitted a proposal; and

**WHEREAS**, an Evaluation Committee reviewed and scored the proposal in accordance with the criteria set forth in the RFP and concluded Dunbar Armored, Inc. (Dunbar) of Hunt Valley, Maryland is a qualified vendor; and

**WHEREAS**, staff conducted a price analysis and finds Dunbar's proposed price to be fair and reasonable; and

**WHEREAS**, Staff Coordinating Council recommends, and the Executive Director concurs, that a five-year contract be awarded to Dunbar.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board awards a contract to Dunbar Armored, Inc. to provide Armored Car Pickup and Deposit of Daily Transit Revenue for a five-year term at a total

estimated cost of \$2,337,618, inclusive of all costs and expenses, based on the estimated requirements of the JPB and the rates submitted by Dunbar; and

**BE IT FURTHER RESOLVED** that the Executive Director or designee is authorized to execute a contract on behalf of the JPB with Dunbar in full conformity with the terms and conditions of the solicitation documents.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **KEY CALTRAIN PERFORMANCE STATISTICS MAY 2017**

**ACTION**

Staff Coordinating Council recommends that the Board receive the Performance Report for May 2017.

**SIGNIFICANCE**

Staff will provide monthly updates to Key Caltrain Performance Statistics, Caltrain Shuttle Ridership, Caltrain Promotions, Special Events and Social Media Analytics.

**BUDGET IMPACT**

There is no budget impact.

**MONTHLY UPDATE**

In May 2017, Caltrain's average weekday ridership (AWR) increased 0.6 percent to 61,142 from May 2016 AWR of 60,756. The total number of passengers who rode Caltrain in May 2017 increased 2.1 percent to 1,654,725 from 1,620,412 in May 2016. Staff continues to monitor ticket types sold in an effort to identify potential trends. This month with the exception of One Way tickets (down 0.9 percent), Day Passes (down 1.3 percent) and ED 8-ride (down 38.6 percent), all other ticket types sold increased from May 2016. Farebox revenue increased 2.4 percent from May 2016.

On-time performance (OTP) for May 2017 was 94.2 percent, compared to 93.6 percent OTP for May 2016. In May 2017 there were 1,063 minutes of delay due to mechanical issues compared to 354 minutes in May 2016.

Looking at customer service statistics, there were 10.9 complaints per 100,000 passengers in May 2017 which increased from 7.9 in May 2016.

Shuttle ridership for May 2017 is down 9.9 percent from May 2016. For the station shuttles, the Millbrae-Broadway shuttle averaged 203 daily riders. The Belmont-Hillsdale shuttle averaged 46 daily riders. The weekend Tamien-San Jose shuttle averaged 60 daily riders. When the Marguerite shuttle was removed, the impact to ridership was a decrease of 9.0 percent.

## Caltrain Promotions – May 2017

**#MyCaltrain Testimonial** – In May, Caltrain launched the #MyCaltrain testimonial television campaign. The awareness/branding campaign will run through the end of July. As a way to celebrate the loyalty, diversity and support of our riders, #MyCaltrain is a testament to the people that use the train to get where they need to go. No matter what you use the train for, it is a reliable and convenient alternative to driving. Without these riders, Caltrain wouldn't have the support it has to modernize. Staff went out to talk to riders and ask them what they love about Caltrain. Many riders enjoy the system now and look forward to where it's going. The campaign composed of three 0:30 sec. television spots that are running on select programs on Comcast Spotlight, FOX News (KTVU), geo-targeted Facebook video ads, SFGate.com video pre-roll, and YouTube. Internal communications included, designated web landing page, news release/Peninsula Moves blog, organic social media cross all platforms.

**Bay to Breakers** – On May 21, Caltrain provided extra train service to the most unique foot race in San Francisco. The annual Bay to Breakers Race attracted participants and spectators from all over the Bay Area. Caltrain carried 3,821 extra riders to get to the race early Sunday morning and 2,102 extra riders after the event. With most riders coming from Santa Clara and Stanford University, the majority of our communication and outreach efforts were focused on the two campuses. Print ads ran in the Stanford Daily and The Santa Clara Newspaper as well as geo-targeted sponsored social media posts. Communications also included display ads located in Student Activities Center and fliers posted at information boards located throughout the campus. Internal news release, blogs, paid social media and visual message signs were utilized at all Caltrain stations the week leading up to the race.

**Levi's Stadium Event – U2: The Joshua Tree Tour** – On May 17, classic rock band U2 took the stage at Levi's Stadium as part of 30<sup>th</sup> anniversary Joshua Tree Tour. Caltrain ran extra post-concert service to assure concert goers could relax and take Caltrain to the concert and get home safely. Caltrain carried an additional 3,281 riders to and from the concert. The concert was promoted through internal communications channels, news releases, blog posts and social. Additional staff was at the Mountain View station to assist people with parking, directing people and assisting with questions.

**Bike to Work Day** – May 11 marked the 23<sup>rd</sup> annual Bike to Work Day in the Bay Area. Energizer stations were setup throughout the Bay Area and Peninsula Caltrain stations to welcome thousands of cyclists who use the bus and train to commute to work. The day was promoted through participating agency's internal communications channels, news releases, blog posts and organic social.

**Partnerships** – Marketing staff works with event organizers to co-promote train ridership and also provide added value for current Caltrain customers. These in-kind trade promotions include collateral material, social media and discounts offers. In May, Caltrain partnered with Maker Faire held at the San Mateo Event Center. The event was promoted on the go.caltrain website event page, Caltrain Connection, through social media, news releases, and interior ad cards.



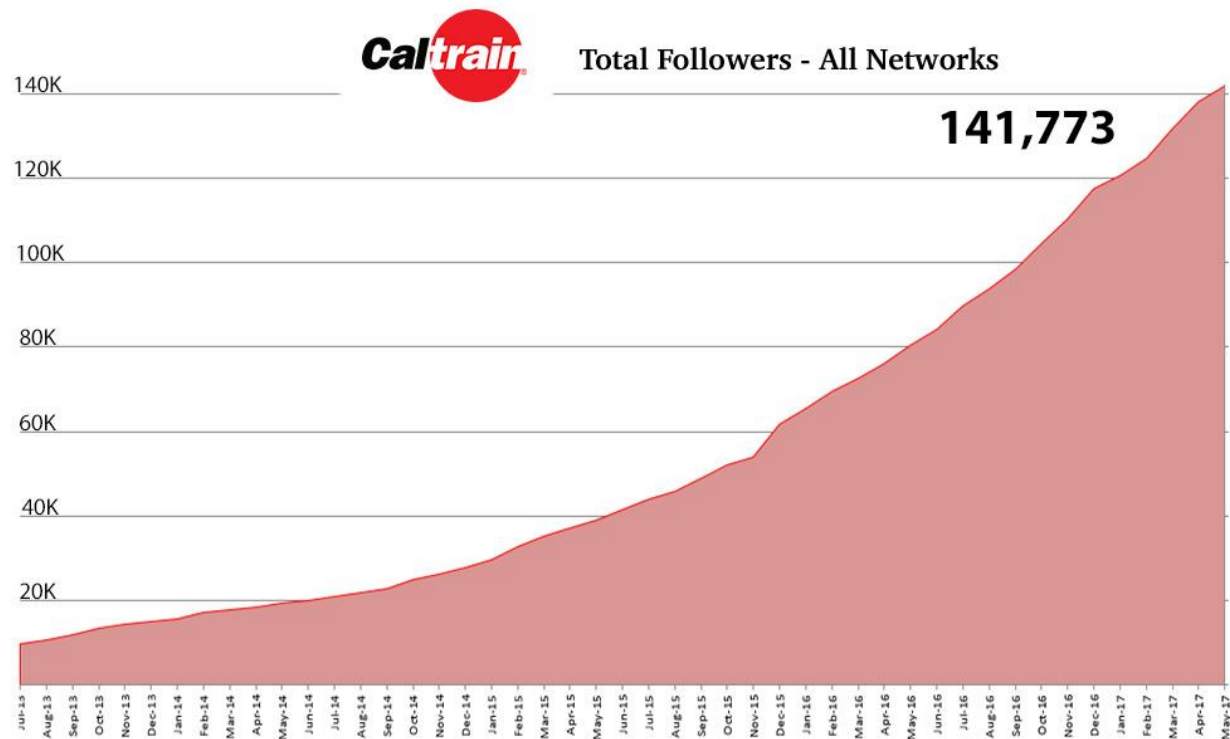
**Caltrain May 2017 Social Media Analytics** – In May, Caltrain set a single day record for engagements. On May 22, Caltrain received the Federal grant for Electrification which triggered a Twitter celebration around our Caltrain account. Later in the afternoon, southbound Train 264 struck a vehicle, further driving engagement on an already robust day. Electrification news drove much of our social media engagement in May. Caltrain also ran a paid ad campaign for the #MyCaltrain testimonial campaign. The campaign features Caltrain riders talking about how Caltrain helps them out. On May 24, Social Media staff organized “lunchtime with Rail Ops” – a live Q & A session with the Rail Operations staff answering questions about the new schedule and general operations. Caltrain fielded 46 questions from the public. The Re-flooring project in San Francisco also drove a significant amount of complaints.

Top 5 Tracked Issues in May:

- Re-flooring Project - 148
- Delays – 141
- Fare Increase – 56
- Schedule Change – 29
- Bike Car – 19

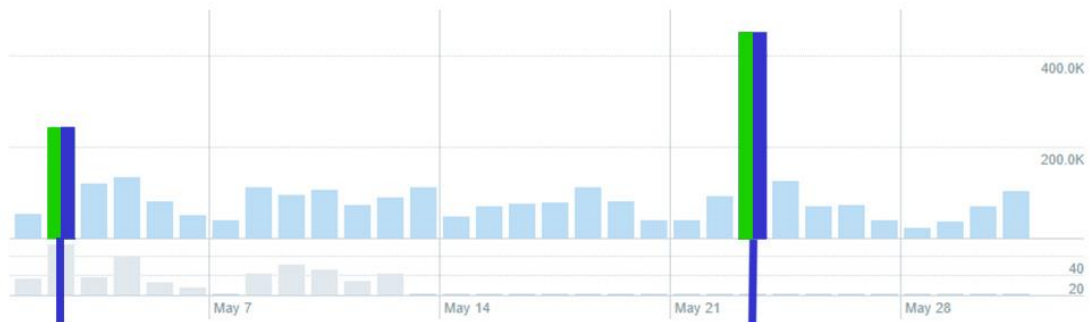
Separate Tagged Messages:

- Electrification – 2,131
- EMUs (Paint scheme) – 492
- Media – 99



# Social Media Impression Spikes May, 2017

Your Tweets earned **2.9M impressions** over this **31 day** period



**May 2**  
Signal Issues + Viral Content  
129 Incident Delay Mins  
438 Daily Delay Minutes

**May 22**  
SB264 Vehicle Strike  
Electrification Funds Granted  
642 Incident Delay Mins  
898 Daily Delay Minutes

Impressions of Tweets  
Paid Impressions  
Tweets Sent

Impressions sometimes appear the day after an incident as Twitter users view the post the next day.

Prepared by: James Namba, Marketing Specialist  
Jeremy Lipps, Social Media Officer  
Catherine David, Principal Planner

650.508.7924  
650.622.7845  
650.508.6471

**Table A**

**May 2017**

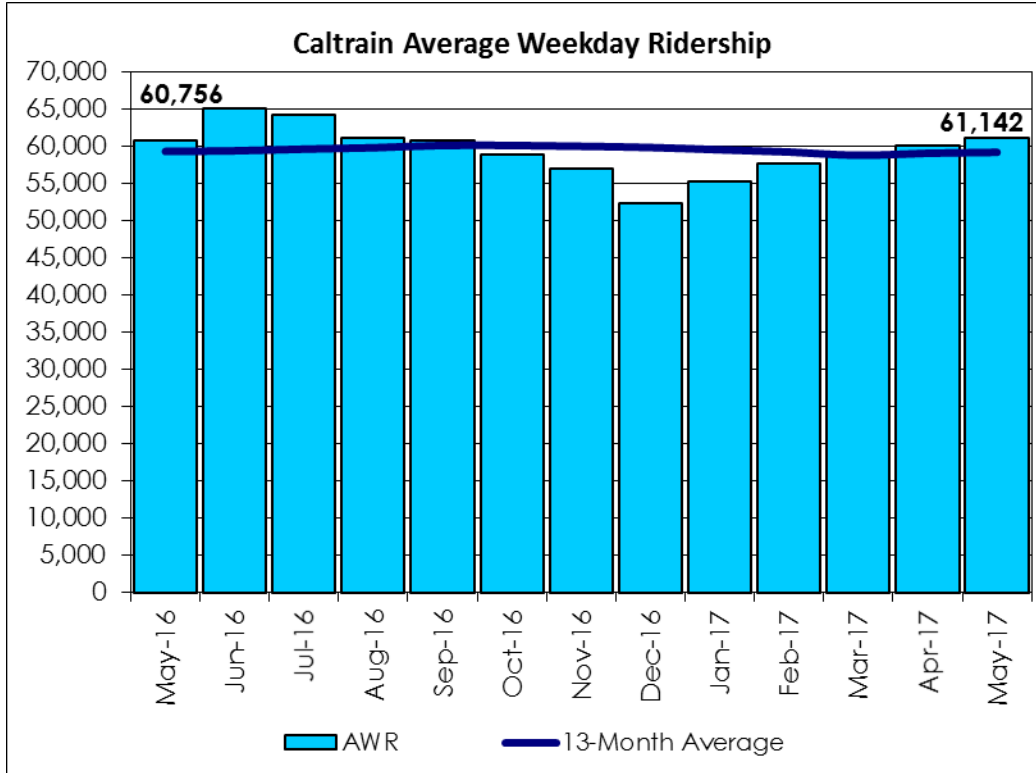
	<b>FY2016*</b>	<b>FY2017</b>	<b>% Change</b>
Total Ridership*	1,620,412	1,654,725	2.1%
Average Weekday Ridership*	60,756	61,142	0.6%
Total Farebox Revenue	\$8,018,673	\$8,214,852	2.4%
On-time Performance	93.6%	94.2%	0.6%
Average Caltrain Shuttle Ridership	10,089	9,091	-9.9%

**Year to Date**

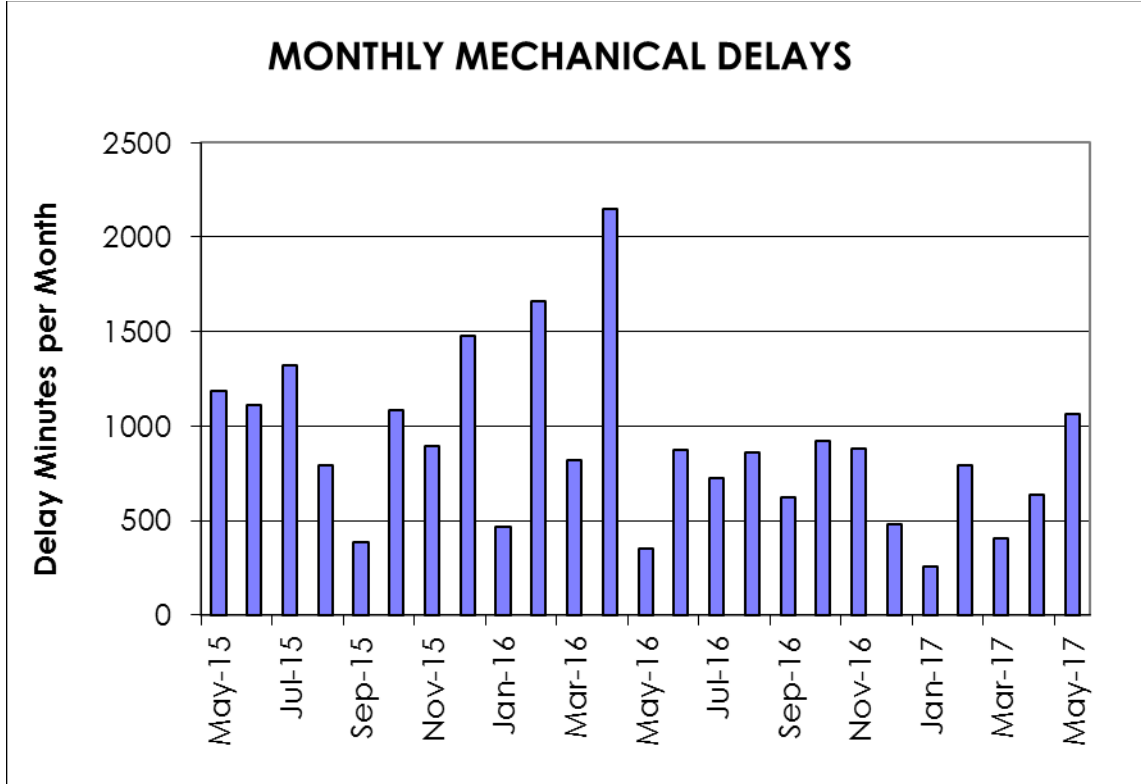
	<b>FY2016*</b>	<b>FY2017</b>	<b>% Change</b>
Total Ridership*	17,337,491	17,096,838	-1.4%
Average Weekday Ridership*	59,291	58,866	-0.7%
Total Farebox Revenue	\$80,701,698	\$84,078,036	4.2%
On-time Performance	89.4%	94.4%	5.6%
Average Caltrain Shuttle Ridership	9,196	9,299	1.1%

**\*Revised May 2016 and FY2016 Year to Date Ridership**

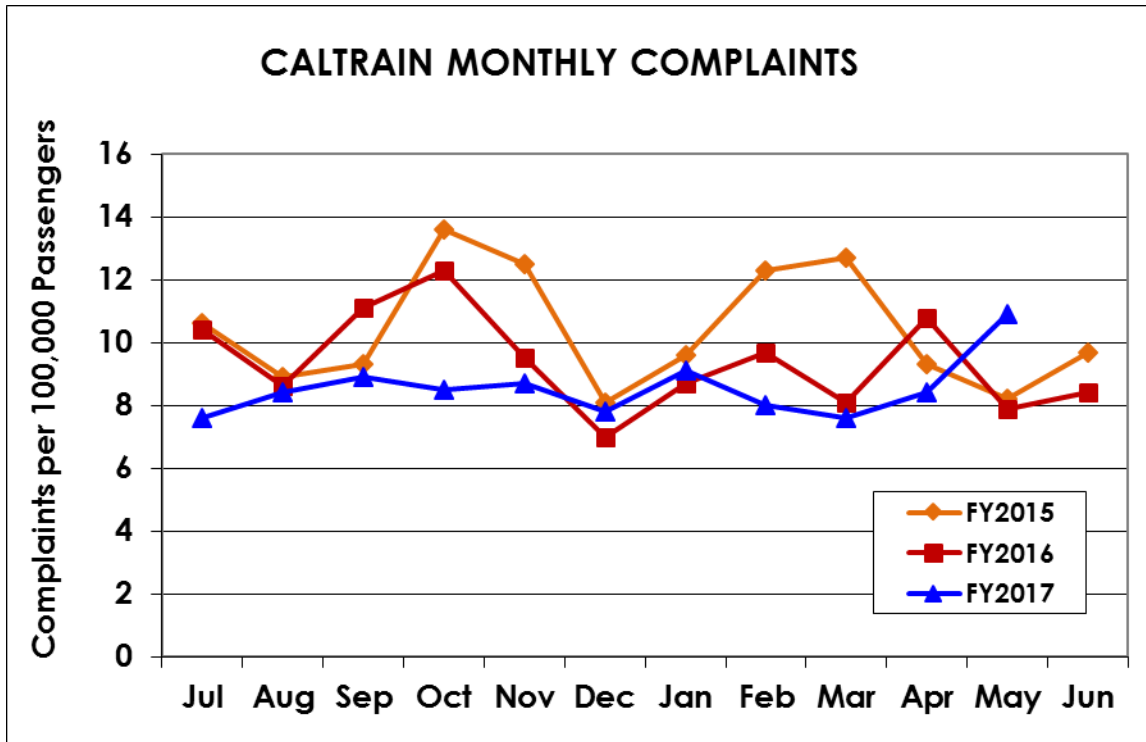
**Graph A**



Graph B



Graph C



**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

**ACTION**

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

**SIGNIFICANCE**

Staff will provide regular updates to the Board in accordance with the approved Legislative Program.

**STATE ISSUES**

AS OF 6/22/2017:

On June 16, lawmakers adopted a 2017 budget package with \$125 billion for the State's General Fund, and \$9.9 billion in total reserves, largely tracking Governor Brown's May Revise framework. The package, passed by a vote of 28-10 in the Senate and 59-20 in the Assembly, included an allocation of \$2.8 billion in transportation funds under Senate Bill (SB) 1. Other budget-related bills passed by the Legislature on Thursday included the following transportation funding:

- \$1.5 billion in capital funding and local assistance for transportation program projects under SB 1
- Revises the Governor's 10 year annual expenditure and funding proposals for transportation programs from \$4.2 billion to \$5 billion annually.
- \$3.8 million in 2017-2018 and \$7.8 million in 2018-2019 from the Road Maintenance and Rehabilitation Account for additional costs of credit card transaction fees due to the implementation of SB 1
- Modifies the Administration's proposed provisional language that will provide initial funding of up to \$20 million State Highway Account funds for its zero-emission vehicle project.

The last Cap and Trade auction of Fiscal Year 2016-2017 brought in approximately \$512 million, a significant rebound from what was sold in March, as nearly all permits offered by the state in the latest auction were purchased. These results bring the year's total to just over \$893 million. Currently, 15 percent of revenue generated from the Cap and Trade Program is designated for public transit. The Transit and Intercity Rail

Program will receive \$89 million and the Low Carbon Transit Operations Program will receive \$45 million. There is still no agreement with the legislature to extend cap and trade beyond 2020, which would require two-thirds vote in both houses.

On June 21, Senator Hill introduced SB 797, which would lay the groundwork for a dedicated source of funding for Caltrain. The bill authorizes the Peninsula Corridor Joint Powers Board (JPB) to put a one-eighth-cent sales tax measure before the voters of San Francisco, San Mateo and Santa Clara Counties to fund Caltrain's capital and operating costs. Before the measure could be put on the ballot, the bill requires a two-thirds vote of approval by the JPB; a majority vote of approval by the boards of the San Francisco Municipal Transportation Agency, the San Mateo County Transit District and the Santa Clara Valley Transportation Authority; and a vote of approval at the threshold necessary for a sales tax measure from the boards of supervisors for San Francisco, San Mateo and Santa Clara counties. Co-authors of SB 797 include Senators Jim Beall, Bob Wieckowski and Scott Wiener and Assemblymembers David Chiu, Ash Kalra, Kevin Mullin, Mark Stone and Phil Ting.

### **FEDERAL ISSUES**

As 6/22/2017:

The week of June 6, the Administration declared "Infrastructure Week." While details of the President's \$1 trillion infrastructure plan were not introduced during the week's events, four categories of federal infrastructure funding emerged, along with how some of the \$200 billion of direct federal investment would be spent:

1. Grants and loans for "transformative" efforts (\$15 billion)
2. Grants for rural road, bridge, and waterway repair (\$25 billion)
3. Grants to states and municipalities as part of an "incentive program" to create additional infrastructure funding (\$100 billion)
4. An "enhanced loan program"

The administration anticipates a bill coming from Congress in the third quarter. The week also included a roundtable with President Donald Trump, Department of Transportation Secretary Elaine Chao, and Secretary of the Interior Ryan Zinke where they discussed environmental, regulatory and permitting reform.

The Federal Permitting Improvement Steering Council (FPISC), created by FAST Act's Title 41, met for the first time in June. The FPISC will guide project sponsors through the permitting process, and create an online dashboard for the public to track projects for increased transparency. It will also designate certain projects as high-priority in order to expedite them.

On June 22, The House Transportation Committee held "Building a 21<sup>st</sup> Century Infrastructure for America: Challenges and Opportunities for Intercity Passenger Rail Service."

### Nominations

Heath Hall has been appointed Federal Railroad Administration's deputy administrator. Hall has a public relations background working in the George H.W. Bush administration, and was most recently vice president of marketing and external affairs at the non-profit Innovate Mississippi.

Steven Bradbury was nominated for the Department of Transportation general counsel. As a litigator, Bradbury's practice focuses on antitrust issues, rulemaking and regulatory enforcement. He has represented the Takata Corporation, American Airlines and US Airways in DOT proceedings.

Prepared By: Lori Low, Government and Community Affairs  
Specialist

650-508-6391

## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

Bill Number (Author)	Summary	Location	Position
<p><a href="#">AB 1 (Frazier D)</a> Transportation funding.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.012 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment, as provided, an increase of \$38 in the annual vehicle registration fee with an inflation adjustment, as provided, a new \$165 annual vehicle registration fee with an inflation adjustment, as provided, applicable to zero-emission motor vehicles, as defined, and certain miscellaneous revenues described in (7) below that are not restricted as to expenditure by Article XIX of the California Constitution. This bill contains other related provisions and other existing laws.</p> <p>Introduced: 12/5/2016</p>	<p>Assembly Transportation</p>	<p>Support</p>



## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b>AB 17 (Holden D)</b></p> <p>Transit Pass Pilot Program: free or reduced-fare transit passes.</p>	<p>Existing law declares that the fostering, continuance, and development of public transportation systems are a matter of statewide concern. Existing law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes.</p> <p>This bill would create the Transit Pass Pilot Program to be administered by the department to provide free or reduced-fare transit passes to specified pupils and students by supporting new, or expanding existing, transit pass programs. The bill would require the department to develop guidelines that describe the application process and selection criteria for awarding the moneys made available for the program, and would exempt the development of those guidelines from the Administrative Procedure Act. The bill wouldThis bill contains other related provisions and other existing laws.</p> <p>Amended: 5/30/2017</p>	<p>Senate Transportation and Housing</p>	<p>Pending</p>
<p><b>AB 89 (Levine D)</b></p> <p>Psychologists: suicide prevention training.</p>	<p>Existing law, the Psychology Licensing Law, provides for the licensing and regulation of psychologists and requires a person applying for licensure as a psychologist to have completed specified coursework or training. Existing law also requires licensed psychologists to participate in continuing professional development as a prerequisite for renewing their licenses. Existing law requires a person applying for relicensure or for reinstatement to an active license status to certify under penalty of perjury that he or she has fulfilled the continuing professional development requirements. Existing law defines "continuing professional development" as certain continuing education learning activities and provides requirements for continuing education courses approved to meet the continuing professional development requirements.</p> <p>This bill, effective January 1, 2020, would require an applicant for licensure as a psychologist to complete a minimum of 6 hours of coursework or applied experience under supervision in suicide risk assessment and intervention. The bill would also require, effective January 1, 2020, as a one-time requirement, a licensed psychologist to have completed this suicide risk assessment and intervention training requirement prior to the time of his or her first renewal. The bill would also require, effective January 1, 2020, a person applying for reactivation or for reinstatement to have completed this suicide risk assessment and intervention training requirement. The bill would require that proof of compliance with this provision be certified under penalty of perjury that he or she is in compliance with this provision and be retained for submission to the board upon request. By expanding the crime of perjury, the bill would impose a state-mandated local program.This bill contains other related provisions and other existing laws.</p> <p>Introduced: 1/9/2017</p>	<p>Senate Appropriations</p> <p>6/26/2017 10 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, LARA, Chair</p>	<p>Support</p>

## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b>AB 467 (Mullin D)</b></p> <p>Local transportation authorities: transactions and use taxes.</p>	<p>The Local Transportation Authority and Improvement Act provides for the creation in any county of a local transportation authority and authorizes the imposition by the authority, by ordinance, of a retail transactions and use tax, subject to approval of the ordinance by 2/3 of the voters. Existing law provides for the authority to adopt a transportation expenditure plan for the proceeds of the tax, and requires the entire adopted transportation expenditure plan to be included in the voter information guide sent to voters.</p> <p>This bill, upon the request of an authority, would exempt a county elections official from including the entire adopted transportation expenditure plan in the voter information guide, if the authority posts the plan on its Internet Web site, and the sample ballot and the voter information guide sent to voters include information on viewing an electronic version of the plan on the Internet Web site and for obtaining a printed copy of the plan by calling the county elections office. The bill would require the county elections official to mail a printed copy of the plan at no cost to each person requesting a copy, if the county elections official exercises this authority.</p> <p>Amended: 5/16/2017</p>	<p>Senate Elections and Constitutional Amendments</p>	<p>Support</p>
<p><b>AB 496 (Fong R)</b></p> <p>Transportation funding.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Traffic Relief and Road Improvement Program to address traffic congestion and deferred maintenance on the state highway system and the local street and road system. The bill would provide for the deposit of various existing sources of revenue in the Traffic Relief and Road Improvement Account, which the bill would create in the State Transportation Fund, including revenues attributable to the sales and use tax on motor vehicles, revenues attributable to automobile and motor vehicle insurance policies from the insurer gross premiums tax, revenues from certain diesel fuel sales and use taxes, revenues from certain vehicle registration fees, and certain miscellaneous State Highway Account revenues. This bill contains other related provisions and other existing laws.</p> <p>Amended: 2/28/2017</p>	<p>Assembly Transportation</p>	<p>Pending</p>

## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b><a href="#">AB 1613</a> (<a href="#">Mullin D</a>)</b></p> <p>San Mateo County Transit District: retail transactions and use tax.</p>	<p>Existing law authorizes various local governmental entities, subject to certain limitations and approval requirements, to levy a transactions and use tax for general purposes, in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law, including a requirement that the combined rate of all taxes that may be imposed in accordance with that law in the county not exceed 2%. Existing law also authorizes the board of the San Mateo County Transit District to adopt a retail transactions and use tax ordinance in accordance with the Transactions and Use Tax Law.</p> <p>This bill would authorize the board, unless the transactions and use tax described in paragraph (2) has been imposed, to exceed that 2% limit to impose a retail transactions and use tax set at a rate of no more than 0.5%, if approved by the board before January 1, 2021. The bill would require the board, in concurrence with the county and for purposes of this tax, to develop an expenditure plan of projects that may include, among other things, public transit, local streets and roads, state highways, bicycle and pedestrian facilities, intelligent transportation systems, and transportation planning. This bill contains other related provisions and other existing laws.</p> <p>Amended: 6/14/2017</p>	<p>Senate Transportation and Housing</p> <p>6/27/2017 1:30 p.m. - John L. Burton Hearing Room (4203) SENATE TRANSPORTATION AND HOUSING, BEALL, Chair</p>	<p>Pending</p>
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## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b>SB 1 (Beall D)</b></p> <p>Transportation funding.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.12 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment, as provided, 50% of a \$0.20 per gallon increase in the diesel excise tax, with an inflation adjustment, as provided, a portion of a new transportation improvement fee imposed under the Vehicle License Fee Law with a varying fee between \$25 and \$175 based on vehicle value and with an inflation adjustment, as provided, and a new \$100 annual vehicle registration fee applicable only to zero-emission vehicles model year 2020 and later, with an inflation adjustment, as provided. The bill would provide that the fuel excise tax increases take effect on November 1, 2017, the transportation improvement fee takes effect on January 1, 2018, and the zero-emission vehicle registration fee takes effect on July 1, 2020. This bill contains other related provisions and other existing laws.</p> <p>Chaptered: 4/30/2017</p>	<p>Senate Chaptered</p>	<p>Support</p>
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## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b><a href="#">SB 595</a> (Beall D)</b></p> <p>Metropolitan Transportation Commission: toll bridge revenues.</p>	<p>Existing law creates the Metropolitan Transportation Commission (MTC) as a regional agency in the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates the Bay Area Toll Authority (BATA) as a separate entity governed by the same governing board as the MTC and makes the BATA responsible for the programming, administration, and allocation of toll revenues from the state-owned toll bridges in the San Francisco Bay area. Existing law authorizes the BATA to increase the toll rates for certain purposes, including to meet its bond obligations, provide funding for certain costs associated with the bay area state-owned toll bridges, including for the seismic retrofit of those bridges, and provide funding to meet the requirements of certain voter-approved regional measures. Existing law provided for submission of 2 regional measures to the voters of 7 bay area counties in 1988 and 2004 relative to specified increases in bridge auto tolls on the bay area state-owned toll bridges, subject to approval by a majority of the voters.</p> <p>The bill would require the City and County of San Francisco and the other 8 counties in the San Francisco Bay area to conduct a special election on a proposed unspecified increase in the amount of the toll rate charged on the state-owned toll bridges in that area to be used for unspecified projects and programs. By requiring this election, the bill would impose a state-mandated local program. The bill would require the BATA to reimburse from toll revenues, as specified, the counties and the City and County of San Francisco for the cost of submitting the measure to the voters. This bill contains other related provisions and other existing laws.</p> <p>Amended: 5/26/2017</p>	<p>Assembly Transportation</p>	<p>Pending</p>
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## Peninsula Corridor Joint Powers Board State Legislative Matrix as of 6/21/2017

<p><b>SCA 6 (Wiener D)</b></p> <p>Local transportation measures: special taxes; voter approval.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities.</p> <p>This measure would require that the imposition, extension, or increase by a local government of a special tax as may otherwise be authorized by law, whether a sales or transactions and use tax, parcel tax, or other tax for the purpose of providing funding for transportation purposes be submitted to the electorate by ordinance and approved by 55% of the voters voting on the proposition. The measure would authorize an ordinance submitted to the voters for approval under these provisions to provide, as otherwise authorized by law, for the issuance of bonds payable from the revenues from the special tax. The measure would require an ordinance submitted to the voters under these provisions to include an expenditure plan specifying the transportation programs and projects to be funded by the revenues from the special tax and a requirement for an annual independent audit to ensure that the revenues are expended only for authorized purposes. The measure would also make conforming and technical, nonsubstantive changes. This bill contains other related provisions and other existing laws.</p> <p>Amended: 5/1/2017</p>	<p>Senate Appropriations Suspense File</p>	<p>Support</p>
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**Total Measures: 9**

**Total Tracking Forms: 9**

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Mark Simon,  
Chief of Staff

SUBJECT: **CALTRAIN BUSINESS PLAN UPDATE**

**ACTION**

Staff Coordinating Council recommends the Board receive the attached Caltrain Business Plan update.

**SIGNIFICANCE**

Caltrain staff has prepared a written update on the Caltrain Business Plan (Plan). The update describes progress made since the Business Plan was introduced to the Board in April.

Topics include:

- Planned phasing of the Plan
- Scope, schedule and resourcing for Phase 1 of technical work
- Conceptual discussion of Phase 2 work
- Relationship of the Plan to other planning work including the Short Range Transit Plan and Blended Service Planning

**BUDGET IMPACT**

The first phase of the Plan technical work is funded through prior years' capital budgets. There is no impact on the budget.

**BACKGROUND**

The Plan was introduced to the Peninsula Corridor Joint Powers Board (JPB) at its April 2017 meeting. The Plan is intended to be an implementing document for the Caltrain Strategic Plan (2014) that builds upon and beyond the fiscally constrained capital and operating plans included in Caltrain's existing financial projections. Ultimately the Plan will be a collaborative effort that relies on input from Caltrain partners, stakeholders, the public and engaged parties: It will:

- Provide a framework for addressing the expanding demands for traffic congestion relief in the region and begin to define the potential role for Caltrain in addressing that significant issue

- Develop a framework for addressing Caltrain's ongoing and unsustainable operating and capital funding shortfalls that encompasses a range of near-term and long-term options for further consideration
- Outline the potential range of improved Caltrain services that are enabled by the system's electrification and articulate the benefits and costs associated with each
- Identify supplemental capital projects needed to fully modernize the railroad and realize the full benefit of the public's investment in electrification
- Develop cost, revenue and funding targets that support improved Caltrain services and ensure the agency's ongoing financial stability
- Define opportunities for the long-term expansion of the Caltrain system significantly beyond the current work underway through the Caltrain Modernization 2.0 program and develop a consistent business framework for ongoing coordination with regional and state projects
- Develop a long-range, unconstrained vision for Caltrain and define the infrastructure and operational needs and funding demands necessary to achieve that vision

The Plan has and will continue to have a direct and complementary relationship with ongoing planning activities, including the Caltrain Fare Study, the Short Range Transit Plan, the Rail Corridor Use Policy, Station Management Toolbox, and Transit Oriented Development Policy, and planning in coordination with High Speed Rail for Blended Service on the Caltrain right of way.

Critically, the Plan will also form the basis for Caltrain's participation in potential local, regional and state funding initiatives, including, but not limited to, potential ballot measures.

Planning for Caltrain's business success means achieving financial stability by aligning the railroad's costs and service delivery with available revenue streams. Lacking a dedicated funding source beyond fare box revenues, Caltrain has struggled with its annual capital and operating budgets. The lack of a dedicated funding source has the potential to undermined Caltrain's ability to maintain the system and sustain levels of service that meet the needs of the region, a challenge that will continue in the absence of a fully funded rail system. The Plan will seek to identify new revenue streams and funding sources and will establish framework for controlling costs and ensuring long term financial stability for the railroad and its funding partners.



## CALTRAIN BUSINESS PLAN UPDATE – JULY 2017

**From:** Mark Simon, Chief of Staff  
**Prepared By:** Sebastian Petty, Senior Policy Advisor

### **Background:**

Staff introduced the Caltrain Business Plan (Plan) with a presentation at the April 2017 Peninsula Corridor Joint Powers Board meeting. The presentation began with a retrospective of Caltrain's business performance since the introduction of Baby Bullet express service and a description of Caltrain's current financial challenges. The presentation then framed the purpose of the Plan in terms of;

- The imperative for Caltrain to achieve financial stability by aligning the railroad's costs and service delivery with available revenue and funding streams
- The opportunity to maximize the public value of the investment in electrification
- The need to understand the railroad's true long-term needs and to seek funding as part of upcoming ballot and legislative actions

The presentation went on to describe a year-and-a-half-long process that would include the development of an enhanced Capital Expenditure Plan, a core business plan for Caltrain services, and an expansion blueprint that would identify how the Caltrain corridor can best integrate with regional and statewide services and travel markets.

### **Update:**

Since the April 2017 presentation, Caltrain staff has worked internally and in coordination with JPB partners and stakeholders to refine the Plan scope and further define schedule and resource needs. In doing so, Caltrain staff has developed a two-phase approach to the development of the Plan. This phased approach will provide the Board, partner agencies and the public with early and meaningful opportunities to shape the overall scope and outcomes of the Plan.

### **Phase 1: Development of a Business Strategy**

The first phase of the Plan will be the development of a Business Strategy. The Business Strategy will provide an opportunity to further clarify the Plan's "problem statement" and will survey the range of issues and choices that collectively influence the Caltrain system's business outcomes. The strategy will then provide specific direction and guidance regarding the subset of issues that most urgently need to be addressed in the Plan.

Through its Planning and Rail Operations on call contracts Caltrain has procured the services of three consultants with significant domestic and international rail expertise:

- Peter Gertler, HNTB
- Tom Maddoff, LTK
- Steve Hoskins, independent consultant

These experts will work with Caltrain staff to develop an initial Business Strategy framework that will then be refined and expanded through a series of intensive meetings and workshops to be held in mid-September. Meetings will span a variety of formats and will include internal, stakeholder and public audiences. Board member participation in a subset of these workshops is requested and assumed.

Caltrain staff is also developing plans for supplemental stakeholder and public outreach both in advance of and following the September workshops.

Following the completion of the September workshops, Caltrain and its consultants will draft a Business Strategy and present it to the full Board for review and adoption. At that time, staff will also present the Board with a detailed scope, resourcing and project management plan for Phase 2 of the Plan.

### **Phase 2: Completion of the Business Plan**

Phase 2 of the Plan will include the detailed technical work needed to turn the Business Strategy into a fully articulated Plan. The scope of Phase 2 will be developed and refined during Phase 1. Nevertheless, staff anticipates that Phase 2 should include significant technical work addressing critical business areas such as;

- Future service levels, service patterns and updated ridership forecasts
- Infrastructure needs and phasing strategies
- Organizational and contracting considerations
- Review of supplemental business areas including fare policy, transit oriented development and provision of first- and last-mile connections

These technical evaluations will culminate in the development of financial projections for the railroad paired with a series of proposed actions and funding strategies that will show the choices Caltrain can make to achieve financial stability. As previously described to the Board, the final Plan will include both a "Core" business plan that directly addresses the Caltrain commuter rail service as well as an "Expansion Blueprint" that speaks to how the Caltrain corridor interfaces with other regional and state projects and services.

### **Resourcing:**

Phase 1 of the Plan has been fully funded using project development funds adopted in prior years' Caltrain Capital Budgets. The total cost of consultant services for Phase 1 has been budgeted at \$168,000.

The resource needs for Phase 2 have not been fully assessed but currently are estimated at in excess of \$1 million, a level of funding necessary given the scale of

technical work contemplated. Funding for this portion of the Plan has not yet been identified. Caltrain will discuss Phase 2 funding and project management approaches with its partners and stakeholders as Phase 1 work advances.

### **Relationship of the Business Plan to Ongoing Planning Efforts**

There is a direct relationship between the Plan and a number of ongoing Caltrain planning efforts. Staff's intent is that the Plan leverage and build off of ongoing planning work when possible both as a means of economizing on resources and to ensure policy coherence. The individual planning efforts described below will be the subject of separate Board updates and actions.

- **The Short Range Transit Plan (S RTP):** Staff is currently assessing how best to coordinate the timing and content of an S RTP update with the larger Plan process and will return to the Board with a recommendation.
- **The Fare Study:** Caltrain is in the midst of a fare study with a targeted completion of early 2018. It is anticipated that the Fare Study, not the Plan, will be the venue for detailed discussion about Caltrain's fare structure and policies. The Plan will coordinate closely with the fare study, incorporating research and analysis from this effort along with any fare-related policy direction provided by the Board.
- **The Rail Corridor Use Policy, Station Management Toolbox, and Transit Oriented Development Policy:** The Caltrain Planning and Real Estate Departments have undertaken a suite of studies that will collectively provide analysis, guidance and recommendations related to JPB property use, station access and transit oriented development. The Board received an initial briefing on the Rail Corridor Use Policy and Station Management Toolbox in November of 2016 and will receive a more comprehensive update on all three projects in the coming months. The Plan will closely coordinate with these efforts, leveraging their technical findings and incorporating any policy direction the Board provides through these studies.
- **Blended Service Planning:** Caltrain has been coordinating with the California High Speed Rail Authority (CHSRA) since May of 2016 regarding assumptions about blended service and infrastructure included in the Authority's EIR / EIS for the San Jose to San Francisco segment. As referenced by Director Gillett at the May Board meeting, the California State Transportation Agency (CalSTA) has requested that both Caltrain and CAHSRA engage with CalSTA in a joint planning effort to better understand constraints and opportunities related to the provision of blended service in the Caltrain corridor. The scope and timing of this effort are still under discussion but will be closely coordinated with the Plan process as will any potential opportunities for state funding identified through Senate Bill 1.

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **2017 CALTRAIN ANNUAL COUNT PRESENTATION**

**ACTION**

Staff Coordinating Council recommends that the Board receive the 2017 Caltrain Annual Count Presentation.

**SIGNIFICANCE**

The presentation of the results of the 2017 Caltrain Annual Counts demonstrates the passenger ridership trends that Caltrain is experiencing. Analysis of the ridership numbers and passenger use of the stations and trains guide decisions made regarding the Fiscal Year 2018 Operating and Capital budgets.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The Annual Counts are conducted every year in the early calendar months. This year counts were performed in February, March and April. The counts provide detailed ridership data for planning purposes. Boardings and alightings are counted on each train and at each station. Results and analysis are provided in the presentation and will be further detailed in the Key Findings Report, which will be posted on the Caltrain website this summer.

Prepared by: Catherine David, Principal Planner

650.508.6471



# 2017 Annual Passenger Counts

Board of Directors  
July 6, 2017  
Agenda Item #7h



## Presentation Outline

- Purpose and Count Methodology
- 2017 Challenges
- 2017 Count Results
- Summary
- Next Steps

## Purpose of Ridership Counts

- Provide a measurement relative to previous years
- Data for evaluating service changes
  - Identify trends: station, time, train, direction
- Allocate resources to address capacity issues
- Validate revenue-based ridership estimates

## Data Collection Methodology

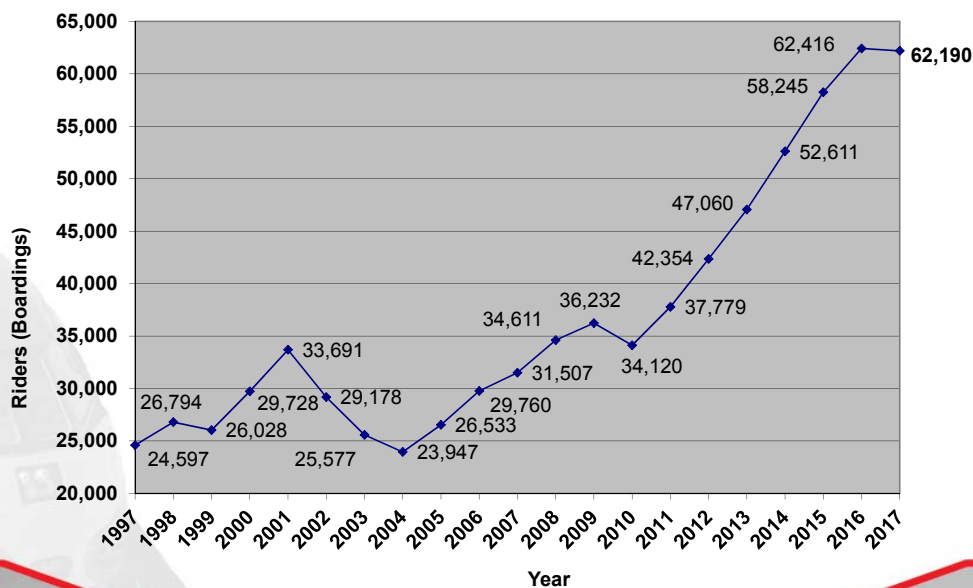
- Headcount on every weekday train averaged over 5 weekdays
- Headcount on every weekend train for one weekend
- Differs from monthly revenue-based average weekday ridership calculations
- Differs from ridership based on randomized samplings for National Transit Database (NTD)
- Sixth year for “bikes denied boarding” count

## Challenges

- New consultant & subconsultant team contracted to conduct, oversee & manage field surveys under Rail Operator Contract
- Later start date and end date
- More surveyors required for mixed 5 & 6 car fleet, Gallery vs. Bombardier set
- Increased project costs
- Past winter wettest year on record
- 2017 Weekday & Weekend Timetable Changes Post-Annual Count

## Average Weekday Ridership

**-0.4% decrease**





## Riders by Time Period: 2016 vs. 2017

	Feb 2016 92 Trains	Feb 2017 92 Trains	Difference	% Change
<b>Traditional Peak</b>	31,948	32,241	293	0.9%
<b>Midday</b>	7,544	7,388	-156	-2.1%
<b>Reverse Peak</b>	19,564	19,199	-365	-1.9%
<b>Night</b>	3,360	3,362	2	0.1%
<b>TOTAL</b>	<b>62,416</b>	<b>62,190</b>	<b>-226</b>	<b>-0.4%</b>

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## 2017 Station Ridership

### 9 stations increased weekday ridership 2016 vs. 2017

San Francisco	451	Hillsdale	1	Sunnyvale	122
South SF	30	Redwood City	58	Lawrence	5
Burlingame	6	California Ave.	41	College Park	21

### 19 stations decreased weekday ridership 2016 vs. 2017

22 <sup>nd</sup> Street	<19>	San Carlos	<148>	Tamien	<19>
Bayshore	<7>	Menlo Park	<55>	Capitol	<8>
San Bruno	<13>	Palo Alto	<20>	Blossom Hill	<18>
Millbrae	<228>	San Antonio	<37>	San Martin	<8>
San Mateo	<76>	Mountain View	<74>	Gilroy	<5>
Hayward Park	<48>	Santa Clara	<71>		
Belmont	<57>	San Jose Diridon	<50>		

### 1 station no change in weekday ridership 2016 vs. 2017

Morgan Hill	0
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## Top 10 Stations (Weekday Boardings)

Station	2016 92 trains		2017 92 trains		Change In AWR	% AWR Growth
	Rank	AWR	Rank	AWR		
San Francisco	1	14,769	1	15,220	451	3.1%
Palo Alto	2	7,424	2	7,404	-20	-0.3%
San Jose Diridon	3	4,712	3	4,662	-50	-1.1%
Mountain View	4	4,659	4	4,585	-74	-1.6%
Redwood City	5	3,814	5	3,872	58	1.5%
Millbrae	6	3,606	6	3,378	-228	-6.3%
Sunnyvale	7	3,190	7	3,312	122	3.8%
Hillsdale	8	2,958	8	2,959	1	0.03%
San Mateo	9	2,179	9	2,103	-76	-3.5%
Menlo Park	10	1,796	10	1,740	-55	-3.1%

## County-by-county Comparison

**SF county saw increase in ridership**

County	2016 AWR	2017 AWR	Change	% Change
San Francisco	16,737	17,162	425	2.5%
San Mateo	19,160	18,630	-530	-2.8%
Santa Clara	26,518	26,397	-121	-0.5%
<b>TOTAL</b>	<b>62,416</b>	<b>62,190</b>		

## 2017 Top 10 NB Trains: Max Load

Northbound				
Train Number	Depart SJ (Post 4/10/17 Timetable Update)	Max Load	Train Seating Capacity (Post 4/10/17 Timetable Update)	Percent of Seated Capacity (Post 4/10/17 Timetable Update)
329	8:04 AM	1054	760	139%
319	7:04 AM	1002	760	132%
323	7:49 AM	919	760	121%
217	6:59 AM	916	760	121%
225	7:54 AM	823	760	108%
313	6:49 AM	744	760	98%
233	8:36 AM	730	760	96%
215	6:54 AM	714	650	110%
<b>AM</b>				
269	4:40 PM	820	760	108%
<b>PM</b>				
375	5:20 PM	747	760	98%

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## 2017 Top 10 SB Trains: Max Load

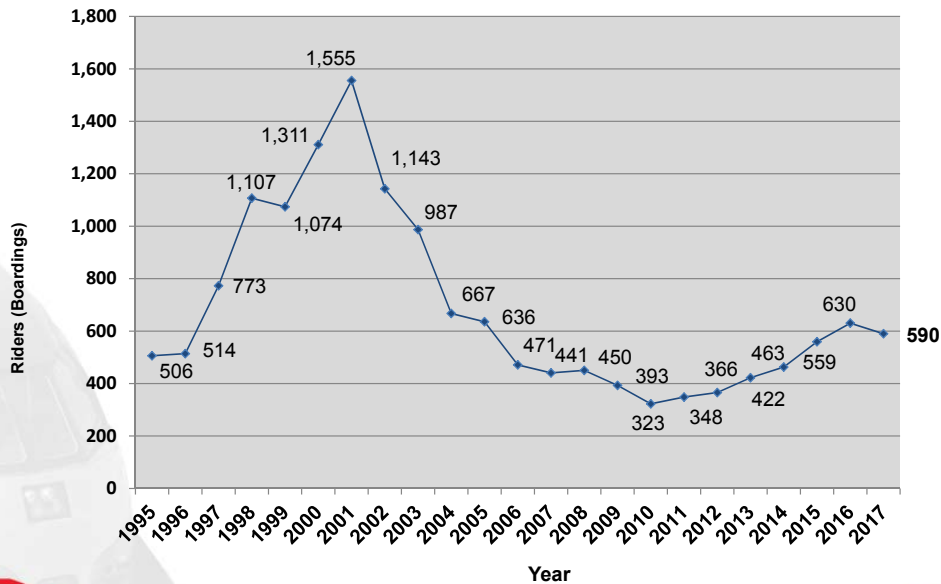
Southbound				
Train Number	Depart SF (Post 4/10/17 Timetable Update)	Max Load	Train Seating Capacity (Post 4/10/17 Timetable Update)	Percent of Seated Capacity (Post 4/10/17 Timetable Update)
376	5:38 PM	1027	760	135%
366	4:38 PM	986	760	130%
278	5:58 PM	869	760	114%
370	5:16 PM	830	760	109%
272	5:27 PM	785	760	103%
268	4:58 PM	782	760	103%
380	6:16 PM	714	650	110%
258	3:34 PM	710	760	109%
<b>PM</b>				
360	4:12 PM	681	650	105%
<b>AM</b>				
220*	7:35 AM	686	650	106%

\*Post 4/10/17 Timetable Update - Not equivalent train comparison

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# Gilroy Weekday Ridership Trend

**-6.3% decrease**



# Gilroy Extension Ridership\*

- **Gilroy extension ridership was declining prior to introduction of Baby Bullet service**
  - **2001: 1,555 (highest)**
  - **2005: 636 (last year of 4 round trips)**
  - **2010: 323 (lowest)**
  - **2014: 463 (+41 AWR)**
  - **2015: 559 (+96 AWR)**
  - **2016: 630 (+71 AWR)**
  - **2017: 590 (-40 AWR)**
- **Ridership decreased -6.3% since last year**

\* Numbers represent cumulative ridership for 5 stations

## 2017 Riders per Train Type

**Peak-period average ridership per train type**

Train Type	2016	2017	Percent Change
Baby Bullet	870	1,011	16.2%
Limited	784	850	8.4%
Local	368	354	-3.8%

- **Growth for Baby Bullet and Limited train travel**

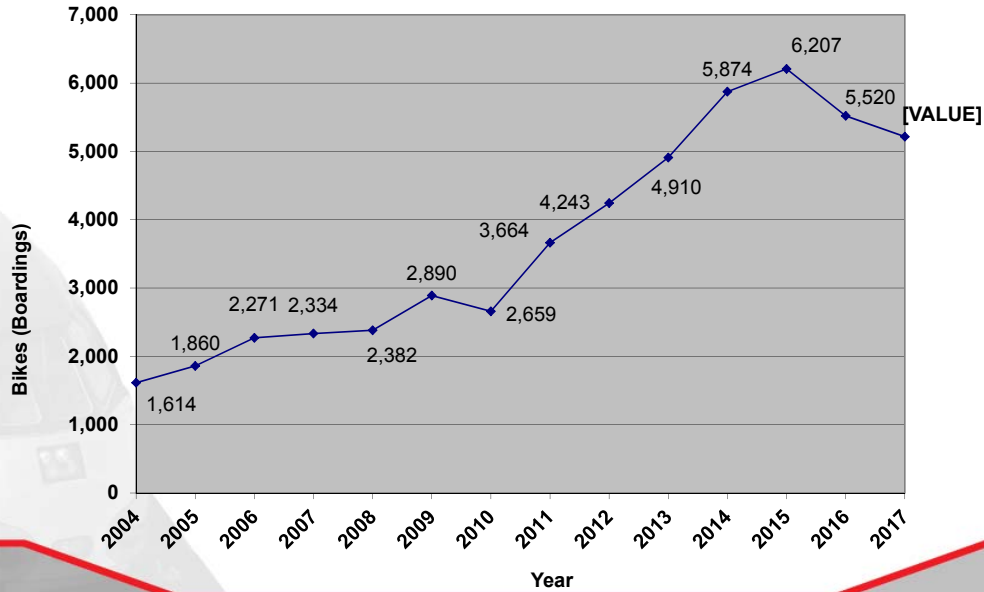
## Average Trip Length

**Weekday average trip length for 2017 is slightly higher than 2016**

Train Type	Average Trip Length (mi)	
	2016	2017
Weekday	22.8	23.3
Baby Bullet	27.7	28.2
Peak Non-Baby Bullet	20.5	20.8
Off Peak	21.1	21.9
All Locals	20.8	21.5

## Average Weekday Bike Ridership

**-5.5% decrease**



## Bicycle Boardings: Top 5 Stations

Station	2016	2017	% change
San Francisco	1,325	1,206	-9.0%
Palo Alto	711	725	2.0%
Mountain View	451	453	0.4%
Redwood City	329	328	-0.3%
San Jose Diridon	377	309	-18.0%

## Bikes: Denied Boardings

- Sixth year counted with annual count
- 87 bikes were denied boarding from the 527 trains counted (decrease from 118 in 2016)
- First count conducted after 3<sup>rd</sup> Bike car added to 6-car Bombardier
- Carried approximately 27,369 bikes on the trains counted
- Denied boardings were observed at 11 stations
- Denials on 8 northbound trains and 4 southbound trains

## Weekend Service

	2016	2017	Numeric Difference	Percent Change
Saturday	15,003	15,612	609	4.1%
Sunday	12,631	11,274	-1,357	-10.7%
<b>TOTAL</b>	<b>27,634</b>	<b>26,886</b>	<b>-748</b>	<b>-2.7%</b>

### Average Boardings at Weekend-only Stations

	2016	2017	Change
Broadway	157	166	5.7%
Atherton	162	154	-4.9%

## Summary

- **Average Weekday Passenger Ridership stayed relatively flat**
- **No changes in the Top 10 Major stations**
- **Bike Ridership & Bumps decreased**
- **Overall Weekend Passenger Ridership decreased**

## Next Steps

- **Review equipment allocation of 6-car trains**
- **Key Findings Report and ridership data posted by Summer 2017**
- **Future service planning using ridership data to improve capacity prior to and during electrification construction**
- **Planning for future Annual Counts Methodology**

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michael Burns  
Interim Chief Officer, Caltrain Planning/Caltrain Modernization Program

SUBJECT: **PENINSULA CORRIDOR ELECTRIFICATION PROJECT MONTHLY REPORT**

**ACTION**

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

**SIGNIFICANCE**

The Peninsula Corridor Electrification Project (PCEP) monthly report is submitted to keep the Board advised as to the scope, budget and progress of the project.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff prepares the PCEP report for the Board on a monthly basis. The report is a summary of the scope, budget and progress of the project. It is being presented to the Board for informational purposes and is intended to better inform the Board of the project status.





**Modernization Program**  
Peninsula Corridor Electrification Project (PCEP)



# May 2017

# Monthly Progress Report

May 31, 2017



## Funding Partners



Federal Transit Administration (FTA) Core Capacity  
FTA Section 5307 (Environmental / Pre Development only)  
FTA Section 5307 (EMU only)



Prop 1B (Public Transportation Modernization & Improvement Account)  
Caltrain Low Carbon Transit Operations Cap and Trade



Proposition 1A  
California High Speed Rail Authority (CHSRA) Cap and Trade



Carl Moyer Fund



Bridge Tolls (Funds Regional Measure (RM) 1/RM2)



San Francisco County Transportation Authority (SFCTA)/San Francisco Municipal Transportation Agency (SFMTA)



San Mateo County Transportation Authority (SMCTA) Contribution  
SMCTA Measure A



Santa Clara Valley Transportation Authority (VTA) Measure A  
VTA Contribution



San Francisco Contribution

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## **1.0 BACKGROUND**

Over the last decade, Caltrain has experienced a substantial increase in ridership and anticipates further increases in ridership demand as the San Francisco Bay Area's population grows. The Caltrain Modernization (CalMod) Program, scheduled to be implemented by 2020, will electrify and upgrade the performance, operating efficiency, capacity, safety, and reliability of Caltrain's commuter rail service.

The PCEP is a key component of the CalMod Program and consists of converting Caltrain from diesel-hauled to Electric Multiple Unit (EMU) trains for service between the San Francisco Station (at the intersection of Fourth and King Streets in San Francisco) and the Tamien Station in San Jose. Caltrain will continue Gilroy service and support existing tenants.

An electrified Caltrain will better address Peninsula commuters' vision of environmentally friendly, fast and reliable service. Electrification will modernize Caltrain and make it possible to increase service while offering several advantages in comparison with existing diesel power use, including:

- **Improved Train Performance, Increased Ridership Capacity and Increased Service:** Electrified trains can accelerate and decelerate more quickly than diesel-powered trains, allowing Caltrain to run more efficiently. In addition, because of their performance advantages, electrified trains will enable more frequent and/or faster train service to more riders.
- **Increased Revenue and Reduced Fuel Cost:** An electrified Caltrain will increase ridership and fare revenues while decreasing fuel costs.
- **Reduced Engine Noise Emanating from Trains:** Noise from electrified train engines is measurably less than noise from diesel train engines. Train horns will continue to be required at grade crossings, adhering to current safety regulations.
- **Improved Regional Air Quality and Reduced Greenhouse Gas Emissions:** Electrified trains will produce substantially less corridor air pollution compared with diesel trains even when the indirect emissions from electrical power generation are included. Increased ridership will reduce automobile usage, resulting in additional air quality benefits. In addition, the reduction of greenhouse gas emissions will improve our regional air quality, and will also help meet the state's emission reduction goals.

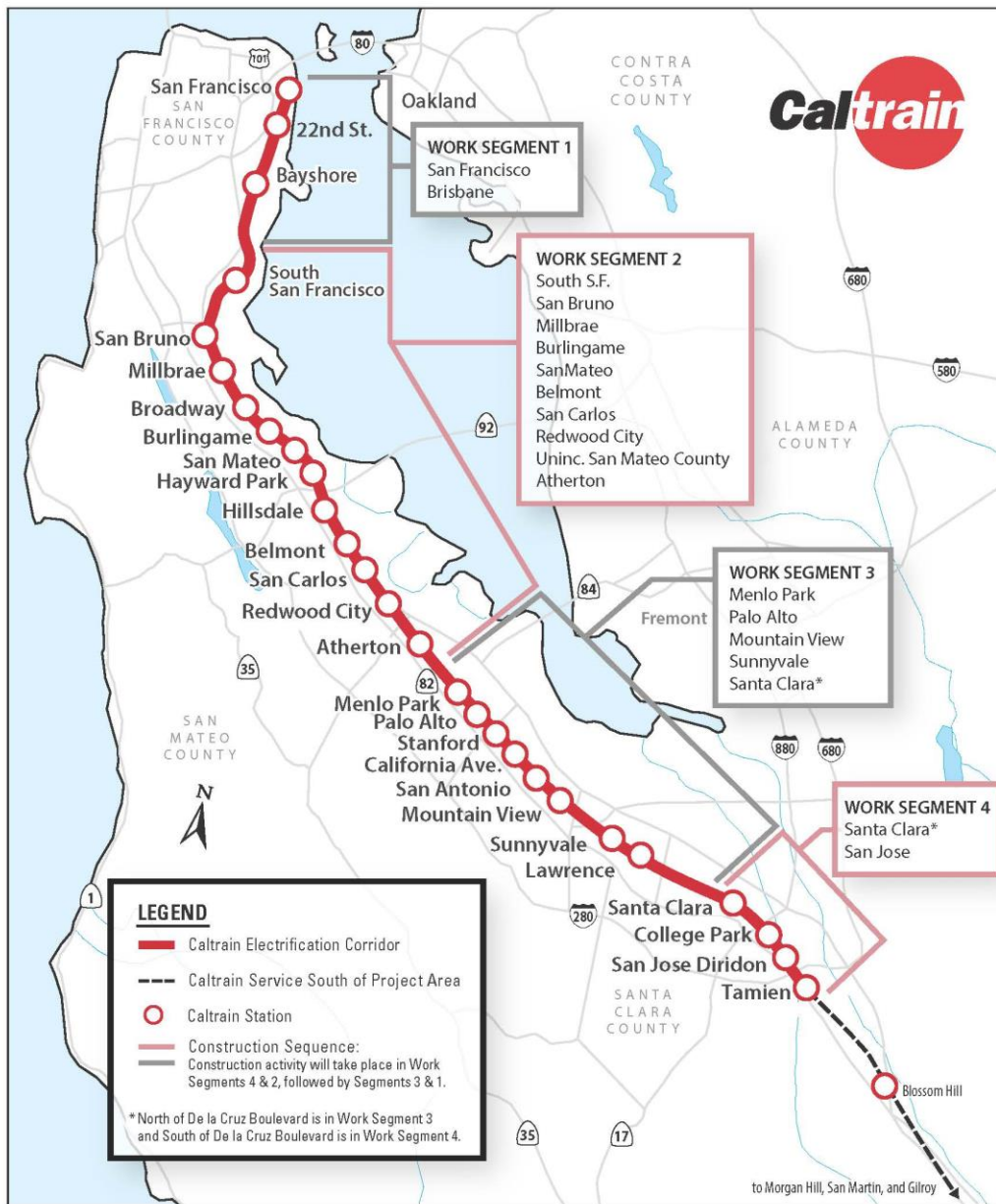
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**2.0 EXECUTIVE SUMMARY**

The Monthly Progress Report is intended to provide an overview of the PCEP and provide funding partners, stakeholders, and the public an overall update on the progress of the project. This document provides information on the scope, cost, funding, schedule, and project implementation. Work along the Caltrain Electrification Corridor has been divided into four work segments as shown in Figure 2-1. PCEP activities are described and summarized by work segments.

**Figure 2-1 PCEP Work Segments**



The Federal Transit Administration (FTA) and Peninsula Corridor Joint Powers Board (JPB) completed all administrative and statutory requirements for the Full Funding Grant Agreement (FFGA) of \$647 million in Core Capacity. On February 17, the JPB was informed by the FTA that a decision was made to defer execution of the pending \$647 million FFGA for the PCEP until the Administration developed the President's Fiscal Year (FY) 2018 Budget (anticipated in mid-June). In light of this news, the existing Limited Notice to Proceed (LNTP) with Balfour Beatty Infrastructure, Inc. (BBII) for the Electrification Project and Stadler for the EMU vehicles was extended to June 30, 2017.

On May 23, 2017, the FTA signed the FFGA in preparation for releasing the FY2017 funds appropriated in the recently enacted 2017 Consolidated Omnibus Appropriations Bill. In addition to the \$1.3 billion already secured from local, regional and state commitments, the FFGA commits the final funding needed to start construction of PCEP. The Notices to Proceed (NTP) for both contracts are expected to be issued in June.

The PCEP team continues work with BBII on the Overhead Contact System (OCS) design. The 65% OCS layout design for Segment 2 work areas 5 and 4 were returned to BBII for advancement to 95%. BBII continued pothole location layouts in Segment 2 Work Area 3 and continued preparation of test results from geotechnical borings, which are reviewed by the PCEP team as they are made available. The PCEP team reviewed plans for the inspection of existing signal cables, which will be inspected for compatibility with the future electrified railroad.

Stadler continued to progress numerous management submittals, including the Master Program Schedule (MPS), an updated Contract Deliverables Requirement List (CDRL), and an updated System Safety and Quality Assurance Plan. The PCEP team is currently reviewing these submittals and working with Stadler to finalize these deliverables in June. Electric Multiple Unit (EMU) design coordination continues with Conceptual Design at approximately 90% complete. The PCEP team continues to address system-wide interface issues involving the emerging EMU design and the existing wayside infrastructure, the Electrification Project, and the Communications-Based Overlay Signal System (CBOSS) Project.

## **2.1 Funding Partners Participation in PCEP**

The PCEP has a series of weekly, biweekly, monthly and quarterly meetings to coordinate all aspects of the program. The meetings are attended by project staff with participation by our funding partners in accordance with the Funding Partners Oversight Protocol. A summary of funding partner meetings and invitees can be found in Appendix B.

This section of the report provides a summary of the discussions and decisions made at the meetings and a list of funding partners who attended the meetings.

### **Electrification – Engineering Meeting – Weekly**

Purpose: To discuss status, resolution and tracking of BBII and Electrification design-related issues, to discuss and monitor the progress of utility relocation compared to schedule, and to discuss third-party coordination activities with Pacific Gas and Electric (PG&E), CHSRA, Union Pacific Railroad (UPRR), Bay Area Rapid Transit (BART), California State Department of Transportation (Caltrans), CBOSS and others.

Activity this Month

Funding Partners: CHSRA - Ian Ferrier

Major topics included: PG&E Interconnection Status and Power Quality Study, utility relocation, CBOSS interface, CHSRA interface, tunnel modifications and Request for Information (RFI) status, and the significant progress being made on UPRR review of the OCS design.

**PCEP Delivery Coordination Meeting – Bi-Weekly**

Purpose: To facilitate high-level coordination and information sharing between cross-functional groups regarding the status of the work for which they are responsible.

Activity this Month

Funding Partners: May 9: SFCTA - Luis Zurinaga and CHSRA - Ian Ferrier

May 23: No meeting

Major topics included: Preparations for the construction phase of the BBII contract, reports on the status of other JPB capital projects that interface with the PCEP, outreach initiatives involving design of the EMUs, and tools for data management that are now live.

**Systems Integration Meeting – Bi-Weekly**

Purpose: To discuss and resolve issues with inter-system interfaces and to identify and address interface points which have yet to be addressed.

Activity this Month

Funding Partners: May 10 and May 24: CHSRA - Ian Ferrier attended with Wai-on Siu by teleconference

Major topics included: An update on progress of CBOSS/Positive Train Control (PTC) integration, the Balfour Beatty Interim Systems Integration plan, the use of software for all the PCEP Systems Integration interfaces, and review of the Systems Integration action items. Thirteen System Integration action items were closed.

**Master Program Schedule (MPS) Meeting – Monthly**

Purpose: To review the status of the MPS and discuss the status of major milestones, critical and near critical paths, upcoming Board review items, and progress with the contracts, among others.

Activity this Month

Funding Partners: SFCTA, CHSRA, and VTA

Due to the schedule freeze there were no significant updates from the previous month, so no May meeting was held.

**Risk Assessment Meeting – Monthly**

Purpose: To identify risks and corresponding mitigation measures. For each risk on the risk register, mitigation measures have been identified and are being implemented. Progress in mitigating these risks is confirmed at the monthly risk assessment meetings.

Activity this Month

Funding Partners: SFCTA, CHSRA, and VTA

The May Risk Assessment Committee meeting was not held because the updates from the previous meeting did not significantly change.

**Change Management Board (CMB) – Monthly**

Purpose: To review, evaluate, and authorize proposed changes to PCEP.

Activity this Month

Funding Partners: SFCTA, CHSRA, and VTA

The CMB kick-off meeting was on April 26 and was focused on the functionality of the CMB and how review and voting on potential changes would occur. Due to scheduling conflicts, the May 31 meeting was postponed until June 7.

**2.2 Schedule**

The Revenue Service Date (RSD) in the MPS remains unchanged. Without adjustment for contingency the RSD is forecast as August 2021. With the addition of approximately five months of contingency to account for potential risk to the project the RSD is anticipated as December 2021. Table 2-1 provides a summary of the current schedule and milestones.

Due to delays in federal funding the MPS was frozen in February. With receipt of the FFGA in May 2017 the overall schedule is now being re-evaluated, and a revised baseline will be established in the coming months.

**Table 2-1 Schedule Status**

Milestones <sup>1,2</sup>	Program Plan	February <sup>3</sup>	May <sup>4</sup>
Receipt of FFGA	12/15/2016	mid-June	05/23/2017
Notice to Proceed (NTP) to Electrification DB Contractor	N/A	TBD	June 2017
NTP to EMU Manufacturer	N/A	TBD	June 2017
Start of Electrification Major Construction	03/20/2017	07/24/2017	07/24/2017
First Eight Miles of Electrification Complete to Begin Testing	04/08/2019	10/08/2019	10/08/2019
Delivery of First Vehicle	06/25/2019	07/30/2019	07/30/2019
Start Pre-Revenue Operations	09/08/2020	09/22/2020	09/22/2020
Potential Limited Service	12/31/2020	12/31/2020	12/31/2020
RSD (w/ Risk Contingency)	12/30/2021	12/30/2021	12/30/2021

Notes:

- <sup>1</sup> Milestones reported on this table may differ from the current schedule. As the schedule continues to be refined over the coming months to incorporate approved baseline schedules from the Electrification DB and EMU contractors, changes to milestones will be thoroughly vetted prior to reflecting those changes in the Monthly Report.
- <sup>2</sup> Program Plan only considered a Notice to Proceed (NTP). It did not account for an LNTP and Full NTP.
- <sup>3</sup> February represents the last month the MPS was updated prior to the schedule freeze.
- <sup>4</sup> There was no formal update of the MPS in May; however, this table has been revised to reflect known or expected updates to FFGA and Contractor NTPs.

### 2.3 Budget

A summary of the overall budget and expenditure status for the PCEP is provided in Table 2-2 below.

**Table 2-2 Budget and Expenditure Status**

Description of Work	Budget (A)	Cost This Month (B) <sup>1</sup>	Cost To Date (C) <sup>2</sup>	Estimate To Complete (D)	Estimate At Completion (E) = (C) + (D)
Electrification Subtotal	\$ 1,316,125,208	\$ 9,660,597	\$ 184,603,546	\$ 1,131,521,662	\$ 1,316,125,208
EMU Subtotal	\$ 664,127,325	\$ 624,062	\$ 34,115,449	\$ 630,011,876	\$ 664,127,325
<b>PCEP TOTAL</b>	<b>\$ 1,980,252,533</b>	<b>\$ 10,284,660</b>	<b>\$ 218,718,994</b>	<b>\$ 1,761,533,538</b>	<b>\$ 1,980,252,533</b>

Notes regarding tables above:

- <sup>1</sup> Column B "Cost This Month" represents the cost of work performed this month.
- <sup>2</sup> Column C "Cost To Date" includes actuals (amount paid) and accruals (amount of work performed) to date.

## **2.4 Board Actions**

There were no actions related to the PCEP at the May 4 JPB board meeting.

Future anticipated board actions include:

- June
  - JPB Capital Budget adoption [Finance]
  - PCEP budget adoption [Finance]\*
  
- July
  - Real estate closed session – Segments 1 and 3 acquisitions [Real Estate]\*
  - *Resolution of Necessity (RON) – Segment 2 parcels by San Mateo County Transit District (SamTrans)\**
  - Approval to execute PG&E Supplemental Agreement #3: Final Design [Engineering]\*
  
- August
  - Award of Supervisory Control and Data Acquisition (SCADA) sole source [Project Delivery]\*
  - Quarterly Update presentation to board (in support of Executive Director’s report) [Program Management]
  
- To Be Scheduled
  - *RON – Segment 4 parcels by VTA\**
  - Approval to execute PG&E Supplemental Agreement #4: Construction [Engineering]\*
  - Authority to procure used electric locomotives [Project Delivery]\*
  - Ambassador Request for Proposal award [External Affairs]\*

\*Dependent on FTA issuance of FFGA.

*Italics indicate board/council approvals by other agencies.*

## **2.5 Government and Community Affairs**

A number of community relations and outreach events took place during the month of May. PCEP team participated in a total of 12 meetings with stakeholders.

### **3.0 ELECTRIFICATION – INFRASTRUCTURE**

This section reports on the progress of the Electrification, SCADA, and Tunnel Modification components. A brief description on each of the components is provided below.

#### **3.1 Electrification**

The Electrification component of the PCEP includes the installation of 138 miles of single track and OCS for the distribution of electrical power to the EMUs. The OCS will be powered from a 25-kilovolt (kV), 60-Hertz, single phase, alternating current supply system consisting of two traction power substations (TPS), one switching station, and seven paralleling stations (PS). Electrification will be performed using a DB delivery method.

##### **Activity This Month**

- The PCEP team continued to work with the DB contract on the OCS design. 65% OCS layouts for Segment 2 work areas 5 and 4 were returned to the contractors for advancement into 95%. The team also reviewed and provided comments for 65% OCS layouts for Segment 4, work areas A and B.
- The PCEP team continued to review and coordinate signal and communication design submittals with BBII. Signal drawings were presented to UPRR, a freight operator on the Caltrain corridor, for review and comment as well. The PCEP team and the DB contractors attended a joint technical working session with UPRR.
- BBII continued pothole location layouts in Segment 2 Work Area 3.
- BBII continued preparation of test results from geotechnical borings. The results are reviewed by the PCEP team as they're made available. Spoils from geotechnical borings are being removed from the right of way (ROW).
- Potholing of utilities at proposed OCS locations continued in Segment 4 work areas A and B and Segment 2 Work Area 3. Results from potholing are used for design purposes in the 65% design submittals.
- Potholing of existing signal cables for signal design and construction continued in all segments.
- The PCEP team reviewed plans submitted by BBII for upcoming inspection of the existing signal cables. Existing signal cables will be inspected for compatibility with the future electrified railroad.
- Coordination efforts with PG&E continued for infrastructure improvements and TPS interconnects. The PCEP team continues to work with PG&E for the finalization of Protection Scheme Studies. PCEP has engaged a PG&E-recommended firm to complete the final study required for the final design of PG&E's infrastructure improvements.

- BBII continued selection process for PG&E preferred teams for the interconnection with PG&E at both TPSs. A recommendation of sub-contractor has been provided to the PCEP team and the subcontract will be executed in June. The design of the interconnection is currently an allowance within the BBII DB contract, with construction being a change order.

#### **Activity Next Month**

- Continue to work with BBII on design and field investigation activities. The designs will include the continued progression of the OCS and Signal systems and other civil infrastructures such as overhead bridge protections.
- Continue potholing activities at proposed OCS locations. Potholing will continue in Segment 2 Work Area 3 and will move into Segment 2 work areas 2 and 1 as BBII advances the OCS design at specific locations.
- Begin to clear out existing obstructions found during the potholing activities in preparation of upcoming foundation installations.
- Continue potholing of signal cables in all segments in support of signal system design.
- Continue inspection of signal cables in support of signal system design.
- Review BBII work plans for upcoming construction activities.
- Coordination efforts will continue with PG&E on interconnection design and final design for PG&E infrastructure. The PCEP and BBII teams will continue design and coordination of the 115 kV interconnections between PG&E and Caltrain's future substations. Coordination meetings continue to be held every two weeks.
- Begin design reviews and coordination with local jurisdictions for 65% OCS design in Segment 2 work areas 5 and 4 and Segment 4. The jurisdictions will include South San Francisco, San Bruno, Millbrae, Burlingame, Santa Clara and San Jose.

### **3.2 Supervisory Control and Data Acquisition (SCADA)**

SCADA is a system that monitors and controls field devices for electrification, including substations, PSs and sectionalization. SCADA will be integrated with the base operating system for Caltrain Operations and Control, which is the Rail Operations Center System.

#### **Activity This Month**

- The PCEP team received SCADA proposal from Rockwell Collins and are in the process of reviewing the proposal.

#### **Activity Next Month**

- Begin negotiations for the SCADA contract.



### **3.3 Tunnel Modification**

Tunnel modifications will be required on the four tunnels located in San Francisco. This effort is needed to accommodate the required clearance for the OCS to support electrification of the corridor. Outside of the PCEP scope, Caltrain Engineering has requested the PCEP team manage completion of design and construction management for the Tunnel 1 and Tunnel 4 Drainage Rehab Project. The Drainage Rehab Project is funded separately from PCEP and will be a Design-Bid-Build (DBB) construction package. Construction will occur concurrently with the Electrification DB contractor's efforts in Segment 1.

#### **Activity This Month**

- The PCEP team continued coordination efforts with the design team on drawings and specifications on Tunnel 1 and Tunnel 4 Drainage Rehab Project.
- PCEP team continued coordination efforts with UPRR and other stakeholders. 95% design drawings have been provided to the UPRR for review.

#### **Activity Next Month**

- PCEP staff will meet with Caltrain internal stakeholders to review and resolve comments on 95% design drawings and specifications.
- PCEP staff will conduct a constructability review with Caltrain internal stakeholders.
- PCEP staff will continue design for 100% Plans and Specifications.

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#### **4.0 ELECTRIC MULTIPLE UNITS**

The EMU procurement component of the PCEP consists of the purchase of 96 Stadler EMUs. The EMUs will consist of both cab and non-cab units configured as 16 six-car fixed trainsets. Power will be obtained from the OCS via roof-mounted pantographs, which will power the electric traction motors. The EMUs will replace a portion of the existing diesel locomotives and passenger cars currently in use by Caltrain.

##### **Activity This Month**

- Stadler continued to progress numerous management submittals, including the MPS, an updated CDRL, and an updated System Safety and Quality Assurance Plan. The PCEP team is currently reviewing these submittals and working with Stadler to finalize these deliverables in June 2017.
- EMU design coordination discussions were held with representatives from Caltrain Operation and Maintenance, Caltrain Outreach, the FRA, Safety and Quality Assurance personnel, Electrification, and Program Scheduling.
- Conceptual Design Reviews continue with an emphasis on closing related design review items. Conceptual Design is approximately 90% complete.
- The PCEP team continues to address system-wide interface issues involving the emerging EMU design and the existing wayside infrastructure, the Electrification Project, and the CBOSS Project.

##### **Activity Next Month**

- A PCEP team member will be visiting Stadler's final assembly facility in early June.
- Closeout of Conceptual Design Review open items will continue.

#### **4.1 Centralized Equipment Maintenance and Operations Facility (CEMOF) Modifications**

The CEMOF Modifications project will provide safe work areas for performing maintenance on the new EMUs.

##### **Activity This Month**

- There were no related activities this month.

##### **Activity Next Month**

- Complete conceptual design options for CEMOF modification requirements.

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## **5.0 SAFETY**

Safety and Security requirements and plans are necessary to comply with applicable laws and regulations related to safety, security, and emergency response activities. Safety staff coordinates with contractors to review and plan the implementation of contract program safety requirements. Safety project coordination meetings continue to be conducted on a monthly basis to promote a clear understanding of project safety requirements as defined in contract provisions and program safety documents.

### **Activity This Month**

- Safety staff continued to review BBII and Stadler's safety and security contract documentation deliverables to ensure they meet PCEP requirements. Safety staff has been facilitating meetings with BBII and Stadler to advance project safety and security program implementation.
- Revisions to the Safety and Security Management Plan (SSMP) were made and the SSMP was submitted to the Project Management Oversight Contractor for review.
- SFMTA provided letter to PCEP confirming that they will not be running overhead wire across the 16<sup>th</sup> Street grade crossing.
- Performed night inspections of potholing and utility location work being performed by BBII.
- Received 65% Safety and Certification Design checklists for OCS and TPSs.

### **Activity Next Month**

- Monthly meeting for the Safety and Security Certification Review Committee (SSCRC) (2<sup>nd</sup> Wednesday of the month) will be held for the development and review of certifiable elements including critical safety items for all aspects of the project.
- Monthly meeting for the Fire/Life Safety and Security Committee (4<sup>th</sup> Wednesday of the month) will be held to discuss access points along the ROW for emergency responders.
- Site visits to BBII subcontractor work areas for potholing operations are planned.

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**6.0 QUALITY ASSURANCE**

The Quality Assurance (QA) staff performs technical reviews for planning, implementing, evaluating, and maintaining an effective program to verify that all equipment, structures, components, systems, and facilities are designed, procured, constructed, installed, and maintained in accordance with established criteria and applicable codes and standards throughout the design, construction, startup and commissioning of the PCEP.

**Activity This Month**

- QA review of Stadler’s and BBII’s Quality Management Plan (QMP), which includes a Design Quality Plan (DQP), is now closed and the document has been approved.
- Staff meetings with BBII QA/Quality Control (QC) management representatives continue bi-weekly.
- An audit of BBII’s second-tier subcontractor’s soils laboratory, Cooper Testing Lab, was conducted with no findings.
- An audit of BBII Document Control was conducted with three findings.
- An audit of the BBII QC laboratory, Inspection Services Inc., was conducted with four findings.

Table 6-1 below provides details on the status of audits performed through the reporting period.

**Table 6-1 Quality Assurance Audit Summary**

Quality Assurance Activity	This Reporting Period	Total to Date
Audits Conducted	3	26
<b>Audit Findings</b>		
Audit Findings Issued	7	23
Audit Findings Open	7	7
Audit Findings Closed	0	16
<b>Non-Conformances</b>		
Non-Conformances Issued	0	4
Non-Conformances Open	0	0
Non-Conformances Closed	0	4

**Activity Next Month**

- Two audits are planned and scheduled: BBII/PGH Wong 95% OCS structures and PGH Wong/Alstom Design Control.
- Regularly scheduled design reviews and surveillances will begin on project design packages and will continue through the late summer.
- Request for Proposal (RFP) for the PCEP Quality Assurance Laboratory is being finalized and will be going out for bid shortly.



## **7.0 SCHEDULE**

The MPS has been frozen as of the end of February 2017. The freeze of the schedule was due to delays to federal funding (FFGA), which resulted in delays in issuing NTPs to the Electrification DB contractor and EMU manufacturer. These delays extend to additional program elements as well. With receipt of the FFGA in May 2017 the effects of the delays are now being evaluated. In the coming months a revised baseline will be established and reporting on the MPS will resume. While the effect of these delays is being evaluated there will be no formal update to the MPS.

As indicated in Table 7-1, the RSD, which is the date in which the project is deemed completed, remains unchanged in the MPS. Without adjustment for contingency, the RSD is forecast as August 2021. With the addition of approximately five months of contingency to account for potential risk to the project, the RSD is anticipated as December 2021. A summary of the overall schedule status for the PCEP is provided in Table 7-1, which provides comparisons between the baseline schedule (Program Plan), the last update prior to the schedule freeze (February 2017) and the current informal schedule update (May 2017) to capture any potential changes in the schedule. A complete summary schedule, reflective of the last formal update (February 2017) can be found in Appendix C.

Items listed in Table 7-2 show the critical path activities/milestones for the PCEP. Table 7-3 lists near-critical activities on the horizon.

### **Notable Variances**

As the FFGA has now been received the MPS is under review for evaluation of variances. Once this review is complete and a revised program baseline is established, variances will be reported against the revised baseline.

**Peninsula Corridor Electrification Project**  
**Monthly Progress Report**

**Table 7-1 Schedule Status**

Milestones <sup>1,2</sup>	Program Plan	February <sup>3</sup>	May <sup>4</sup>
Receipt of FFGA	12/15/2016	mid-June	05/23/2017
NTP to Electrification DB Contractor	N/A	TBD	June 2017
NTP to EMU Manufacturer	N/A	TBD	June 2017
Start of Electrification Major Construction	03/20/2017	07/24/2017	07/24/2017
First Eight Miles of Electrification Complete to Begin Testing	04/08/2019	10/08/2019	10/08/2019
Delivery of First Vehicle	06/25/2019	07/30/2019	07/30/2019
Start Pre-Revenue Operations	09/08/2020	09/22/2020	09/22/2020
Potential Limited Service	12/31/2020	12/31/2020	12/31/2020
RSD (w/ Risk Contingency)	12/30/2021	12/30/2021	12/30/2021

Notes:

<sup>1</sup> Milestones reported on this table may differ from the current schedule. As the schedule continues to be refined over the coming months to incorporate approved baseline schedules from the Electrification DB and EMU contractors, changes to milestones will be thoroughly vetted prior to reflecting those changes in the Monthly Report.

<sup>2</sup> Program Plan only considered an NTP. It did not account for an LNTP and Full NTP.

<sup>3</sup> February represents the last month the MPS was updated prior to the schedule freeze.

<sup>4</sup> There was no formal update of the MPS in May; however, this table has been revised to reflect known or expected updates to FFGA and Contractor NTPs.

**Table 7-2 Critical Path Summary**

Activity	Start	Finish
Electrification Design to Begin Major Construction	09/06/2016	07/21/2017
EMU Design to Delivery of First Car Shell to Assembly Facility	09/06/2016	10/13/2017
Electrification OCS Construction	07/24/2017	02/26/2020
Electrification Acceptance & Integrated Testing	02/26/2020	04/25/2020
PG&E Complete Infrastructure Upgrades to Provide Permanent Power <sup>1</sup>	08/31/2020	08/31/2020
Vehicle Manufacturing & Assembly to Provide First Five Trainsets	11/13/2017	09/09/2020
Pre-Revenue Operations	09/22/2020	12/10/2020
Potential Limited Service <sup>1</sup>	12/31/2020	12/31/2020
RSD w/out Risk Contingency <sup>1</sup>	08/16/2021	08/16/2021
RSD w/ Risk Contingency <sup>1</sup>	12/30/2021	12/30/2021

Note:

<sup>1</sup> Milestone activity

**Table 7-3 Near-Term, Near-Critical with Less Than Three Months of Float**

<b>WBS</b>	<b>Activity</b>	<b>Responsibility</b>
Utilities	PG&E Supplemental Agreement #3 for Final Design Approval	Project Delivery
Utilities	PG&E Final Design	Project Delivery
Utilities	Overhead Utility Relocation	Project Delivery

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**8.0 BUDGET AND EXPENDITURES**

The summary of overall budget and expenditure status for the PCEP is shown in the following tables. Table 8-1 reflects the Electrification budget, Table 8-2 reflects the EMU budget, and Table 8-3 reflects the overall project budget.

**Table 8-1 Electrification Budget & Expenditure Status**

Description of Work	Budget (A)	Cost This Month (B) <sup>1</sup>	Cost To Date (C) <sup>2</sup>	Estimate To Complete (D)	Estimate At Completion (E) = (C) + (D)
<b>ELECTRIFICATION</b>					
Electrification <sup>3</sup>	\$ 696,610,558	\$ 7,992,200	\$ 100,558,068	\$ 596,052,490	\$ 696,610,558
Tunnel Notching	\$ 11,029,649	\$ -	\$ -	\$ 11,029,649	\$ 11,029,649
Real Estate	\$ 28,503,369	\$ 51,888	\$ 6,415,602	\$ 22,087,767	\$ 28,503,369
Private Utilities	\$ 63,515,298	\$ 68,370	\$ 4,998,996	\$ 58,516,303	\$ 63,515,298
Management Oversight <sup>4</sup>	\$ 141,526,164	\$ 1,378,153	\$ 68,095,556	\$ 73,430,608	\$ 141,526,164
Executive Management	\$ 7,452,866	\$ 62,552	\$ 3,126,868	\$ 4,325,998	\$ 7,452,866
Planning	\$ 7,281,997	\$ 51,236	\$ 4,577,381	\$ 2,704,616	\$ 7,281,997
Community Relations <sup>5</sup>	\$ 2,789,663	\$ 580	\$ 992,603	\$ 1,797,060	\$ 2,789,663
Safety & Security	\$ 2,421,783	\$ 27,391	\$ 612,631	\$ 1,809,152	\$ 2,421,783
Project Management Services	\$ 19,807,994	\$ 143,320	\$ 7,711,833	\$ 12,096,161	\$ 19,807,994
Engineering & Construction	\$ 11,805,793	\$ 61,906	\$ 2,191,111	\$ 9,614,683	\$ 11,805,793
Electrification Engineering & Management	\$ 50,461,707	\$ 700,430	\$ 17,719,024	\$ 32,742,684	\$ 50,461,707
IT Support	\$ 331,987	\$ -	\$ 331,987	\$ 0	\$ 331,987
Operations Support	\$ 1,445,867	\$ 7,125	\$ 397,830	\$ 1,048,038	\$ 1,445,867
General Support	\$ 4,166,577	\$ 73,820	\$ 1,551,122	\$ 2,615,455	\$ 4,166,577
Budget / Grants / Finance	\$ 1,229,345	\$ 71,425	\$ 358,394	\$ 870,951	\$ 1,229,345
Legal	\$ 2,445,646	\$ 114,405	\$ 2,317,097	\$ 128,549	\$ 2,445,646
Other Direct Costs	\$ 5,177,060	\$ 63,963	\$ 1,874,319	\$ 3,302,741	\$ 5,177,060
Prior Costs 2002 - 2013	\$ 24,707,878	\$ -	\$ 24,333,358	\$ 374,520	\$ 24,707,878
TASI Support	\$ 55,275,084	\$ 149,475	\$ 2,299,292	\$ 52,975,792	\$ 55,275,084
Insurance	\$ 4,305,769	\$ -	\$ 1,155,769	\$ 3,150,000	\$ 4,305,769
Environmental Mitigations	\$ 14,972,645	\$ -	\$ 472,000	\$ 14,500,645	\$ 14,972,645
Required Projects	\$ 17,337,378	\$ -	\$ 367,028.00	\$ 16,970,350	\$ 17,337,378
Maintenance Training	\$ 1,021,808	\$ -	\$ -	\$ 1,021,808	\$ 1,021,808
Finance Charges	\$ 5,056,838	\$ 20,512	\$ 241,236	\$ 4,815,602	\$ 5,056,838
Contingency	\$ 276,970,649	\$ -	\$ -	\$ 276,970,649	\$ 276,970,649
Owner's Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ELECTRIFICATION SUBTOTAL</b>	<b>\$ 1,316,125,208</b>	<b>\$ 9,660,597</b>	<b>\$ 184,603,546</b>	<b>\$ 1,131,521,662</b>	<b>\$ 1,316,125,208</b>

Notes regarding tables above:

1. Column B "Cost This Month" represents the cost of work performed this month.
2. Column C "Cost To Date" includes actuals (amount paid) and accruals (amount of work performed) to date.
3. Cost To Date for "Electrification" include 5% for Contractor's retention until authorization of retention release.
4. The agency labor is actual through March 2017 and accrued from April 2017 to current reporting period.
5. "Community Relations" carried a higher accrual in April 2017 than actuals. The correction is reflected in May 2017.

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**Table 8-2 EMU Budget & Expenditure Status**

Description of Work	Budget (A)	Cost This Month (B) <sup>1</sup>	Cost To Date (C) <sup>2</sup>	Estimate To Complete (D)	Estimate At Completion (E) = (C) + (D)
EMU	\$ 550,899,459	\$ -	\$ 13,918,140	\$ 536,981,319	\$ 550,899,459
CEMOF Modifications	\$ 1,344,000	\$ -	\$ -	\$ 1,344,000	\$ 1,344,000
Management Oversight <sup>3</sup>	\$ 64,139,103	\$ 611,491	\$ 20,049,455	\$ 44,089,649	\$ 64,139,103
Executive Management	\$ 5,022,302	\$ 65,207	\$ 1,872,404	\$ 3,149,898	\$ 5,022,302
Community Relations	\$ 1,685,614	\$ 3,694	\$ 341,533	\$ 1,344,081	\$ 1,685,614
Safety & Security	\$ 556,067	\$ 16,713	\$ 200,882	\$ 355,185	\$ 556,067
Project Management Services	\$ 13,275,280	\$ 68,320	\$ 5,139,831	\$ 8,135,449	\$ 13,275,280
Engineering & Construction	\$ 89,113	\$ -	\$ 23,817	\$ 65,296	\$ 89,113
EMU Engineering & Management	\$ 32,082,556	\$ 233,850	\$ 8,934,964	\$ 23,147,593	\$ 32,082,556
IT Support	\$ 1,027,272	\$ 11,341	\$ 274,119	\$ 753,153	\$ 1,027,272
Operations Support	\$ 1,878,589	\$ 2,038	\$ 298,890	\$ 1,579,698	\$ 1,878,589
General Support	\$ 2,599,547	\$ 48,574	\$ 744,369	\$ 1,855,178	\$ 2,599,547
Budget / Grants / Finance	\$ 712,123	\$ 50,730	\$ 203,001	\$ 509,123	\$ 712,123
Legal	\$ 1,207,500	\$ 60,390	\$ 848,662	\$ 358,838	\$ 1,207,500
Other Direct Costs	\$ 4,003,139	\$ 50,634	\$ 1,166,983	\$ 2,836,157	\$ 4,003,139
TASI Support	\$ 2,740,000	\$ -	\$ -	\$ 2,740,000	\$ 2,740,000
Required Projects	\$ 4,500,000	\$ -	\$ -	\$ 4,500,000	\$ 4,500,000
Finance Charges	\$ 1,941,800	\$ 12,572	\$ 147,854	\$ 1,793,946	\$ 1,941,800
Contingency	\$ 38,562,962	\$ -	\$ -	\$ 38,562,962	\$ 38,562,962
Owner's Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EMU SUBTOTAL<sup>3</sup></b>	<b>\$ 664,127,325</b>	<b>\$ 624,062</b>	<b>\$ 34,115,449</b>	<b>\$ 630,011,876</b>	<b>\$ 664,127,325</b>

Notes regarding tables above:

1. Column B "Cost This Month" represents the cost of work performed this month.
2. Column C "Cost To Date" includes actuals (amount paid) and accruals (amount of work performed) to date.
3. The agency labor is actual through March 2017 and accrued for April 2017 to current reporting period.

**Table 8-3 PCEP Budget & Expenditure Status**

Description of Work	Budget (A)	Cost This Month (B) <sup>1</sup>	Cost To Date (C) <sup>2</sup>	Estimate To Complete (D)	Estimate At Completion (E) = (C) + (D)
Electrification Subtotal	\$ 1,316,125,208	\$ 9,660,597	\$ 184,603,546	\$ 1,131,521,662	\$ 1,316,125,208
EMU Subtotal	\$ 664,127,325	\$ 624,062	\$ 34,115,449	\$ 630,011,876	\$ 664,127,325
<b>PCEP TOTAL</b>	<b>\$ 1,980,252,533</b>	<b>\$ 10,284,660</b>	<b>\$ 218,718,994</b>	<b>\$ 1,761,533,538</b>	<b>\$ 1,980,252,533</b>

Notes regarding tables above:

1. Column B "Cost This Month" represents the cost of work performed this month.
2. Column C "Cost To Date" includes actuals (amount paid) and accruals (amount of work performed) to date.

## **9.0 CHANGE MANAGEMENT**

The change management process establishes a formal administrative work process associated with the initiation, documentation, coordination, review, approval and implementation of changes that occur during the design, construction or manufacturing of the PCEP. The change management process ensures the prudent use of contingency and that the impact of the change is accounted for.

Currently the two PCEP contracts are Balfour Beatty Inc. and Stadler. Future PCEP contracts such as CEMOF Modifications, SCADA and the Tunnel Notching will also follow the change management process.

### **Activity This Month**

- No changes were approved in May.

### **Activity Next Month**

- Potential contract changes will be considered at the June 28 Change Management Board (CMB) meeting.

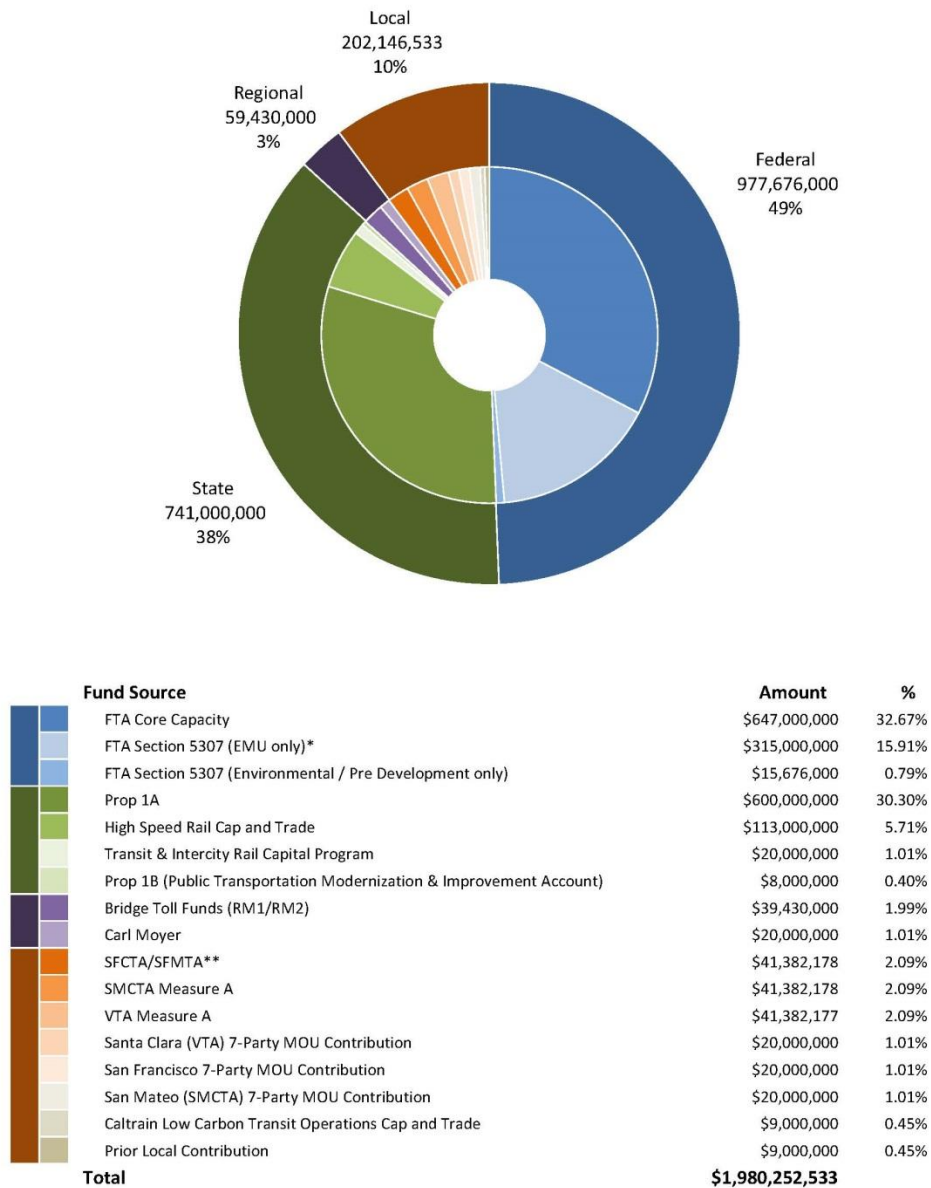
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**10.0 FUNDING**

Figure 10-1 depicts a summary of the funding plan for the PCEP. It provides a breakdown of the funding partners as well as the allocated funds. In May, the JPB received the FFGA from the FTA. The Agreement provides the project with a commitment of \$647 million in Federal funding, with \$72.9 million available immediately and an additional \$100 million to be made available in the next two months with the balance based upon annual appropriations.

**Figure 10-1 Funding Plan**



Notes:

\*Includes necessary fund transfer with SMCTA

\*\*Includes \$4M CMAQ Transfer considered part of SF local contribution

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## **11.0 RISK MANAGEMENT**

The risk management process is conducted in an iterative fashion throughout the life of the project. During this process, new risks are identified, other risks are resolved or managed, and potential impacts and severity modified based on the current situation. The Risk Management team's progress report includes a summary on the effectiveness of the Risk Management Plan, any unanticipated effects, and any correction needed to handle the risk appropriately.

The Risk Management team meets monthly to identify risks and corresponding mitigation measures. Each risk is graded based on the potential cost and schedule impacts they could have on the project. This collection of risks has the greatest potential to affect the outcome of the project and consequently is monitored most closely. For each of the noted risks, as well as for all risks on the risk register, mitigation measures have been identified and are being implemented. Progress in mitigating these risks is confirmed at monthly risk assessment meetings attended by project team management and through continuous monitoring of the Risk Management Lead.

The team has identified the following items as top 10 risks for the project:

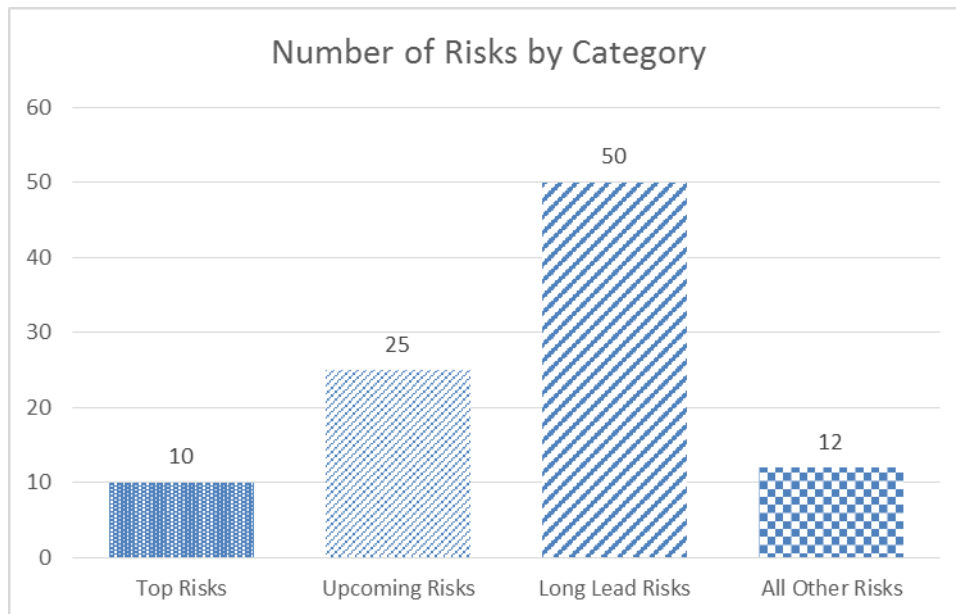
- Delay in execution of FFGA would cause a delay in issuing NTP. This risk was retired on May 23 with the receipt of the FFGA.
- Upgrades to the PG&E power stations to deliver permanent power may not be designed and constructed in time.
- Relocation of overhead utilities must precede installation of catenary wire and connections to TPSs. Relocation work will be performed by others and may not be completed to meet the DB contractor's construction schedule.
- As-built drawings that will be furnished to DB contractors could be incomplete.
- Demands on Transit America Services, Inc.'s (TASI) manpower may exceed staffing resources to support construction and testing for the electrification contract.
- Relocation of underground utilities must precede construction of catenary pole foundations. Potholing will identify any need for revisions to pole placement, which may result in a need for additional ROW or relocation of the utility by others.
- Working PTC signal system may not be in place in advance of integrated testing and commissioning. Federally-mandated PTC system required by December 31, 2018.
- Inconsistencies within internal processes, such as the Site Specific Work Plan, could delay decision making and approvals thereby impeding construction progress.
- Grade crossing design modifications to accommodate the 25kV traction power system could result in delays.
- JPB is responsible for system Integration/configuration activities (interaction between existing and new systems):
  - Need appropriate agency and contractor staffing.
  - Need a systems (including SCADA) and Operations and Maintenance subject matter expert.

**Activity This Month**

- Updates were made to risk descriptions, effects, and mitigations based upon weekly input from risk owners. Monthly cycle of risk updating was completed based on schedules established in the Risk Identification and Mitigation Plan.
- Risk retirement dates were updated based upon revisions to the project schedule and input from risk owners.
- Continued weekly monitoring of risk mitigation actions and publishing of the risk register.
- The Risk Management team attended Electrification, Project Delivery, and Systems Integration meetings to monitor developments associated with risks and to identify new risks.

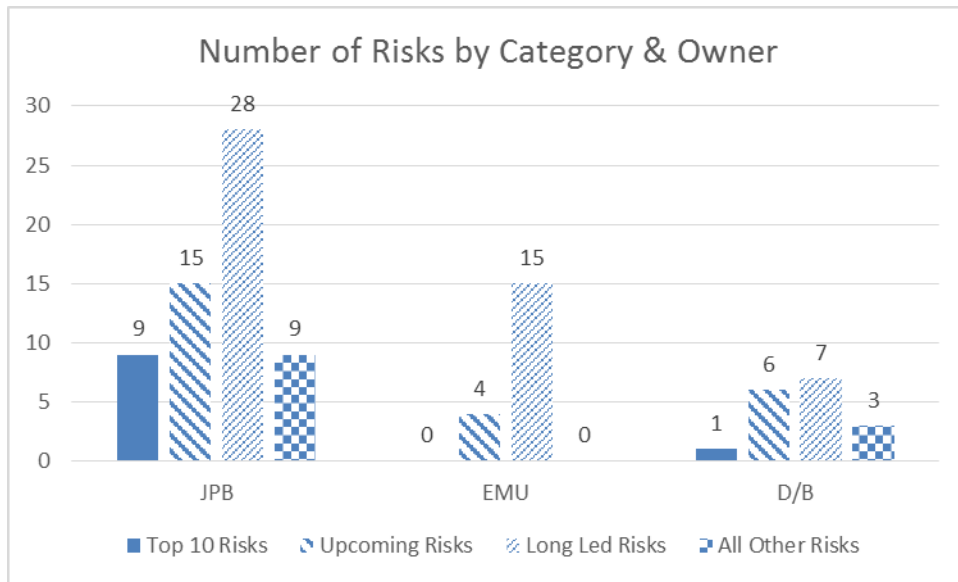
Tables 11-1 and 11-2 show the risks identified for the program. Risks are categorized as: top risk, upcoming risk, long-lead, and all other risks. The categories are based on a rating scale composed of schedule and cost factors. Simply put, top risks are considered to have a significantly higher than average risk grade. Upcoming risks are risks for which mitigating action must be taken within 60 days. Long-lead risks are risks for which mitigating action must be taken as much as a year or more into the future. All other risks are risks not falling into other categories.

**Table 11-1 Monthly Status of Risks**



**Total Number of Active Risks = 97**

**Table 11-2 Risk Classification**



**Total Number of Active Risks = 97**

**Activity Next Month**

- Update risk descriptions, effects, mitigations and retirement dates.
- Conduct weekly monitoring of risk mitigation actions and continue publishing risk register.

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## **12.0 ENVIRONMENTAL**

### **12.1 Permits**

The PCEP requires environmental permits from the following agencies/federal regulations: Section 106 of the National Historic Preservation Act of 1966 (NHPA), Section 7 of the Endangered Species Act (ESA), United States Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board (SFWQCB), the California Department of Fish and Wildlife (CDFW), and the San Francisco Bay Conservation Development Commission.

Section 106 of the NHPA process and Section 7 of the ESA process have concluded.

#### **Activity This Month**

- Applications for environmental permit amendments from the USACE, SFWQCB, and CDFW were prepared to cover minimal increases to impacts on wetlands and other waters resulting from overhead contact system pole foundation installation.
- All applications were submitted on May 2.
- On May 5, CDFW issued the minor permit amendment.
- On May 30, USACE issued the minor permit amendment.

#### **Activity Next Month**

- Coordinate with the SFWQCB to provide any additional information needed to obtain the minor permit amendment.

### **12.2 Mitigation Monitoring and Reporting Program (MMRP)**

The California Environmental Quality Act (CEQA) requires that a Lead Agency establish a program to monitor and report on mitigation measures that it has adopted as part of the environmental review process. The PCEP team has prepared a MMRP to ensure that mitigation measures identified in the PCEP Environmental Impact Report (EIR) are fully implemented during project implementation. PCEP will implement the mitigation measures through its own actions, those of the DB contractor and actions taken in cooperation with other agencies and entities. The MMRP is available on the Caltrain website:

<http://www.caltrain.com/Assets/Caltrain+Modernization+Program/Electrification+Documents/MMRP.pdf>

*(Note: For viewers accessing the link above electronically, please cut and paste the link into a browser if it does not direct you immediately to the document.)*

#### **Activity This Month**

- Environmental compliance monitors continued to be present during design phase investigation activities (geotechnical and potholing activities) occurring in areas that require environmental compliance monitoring. The monitoring was conducted in accordance with measures in the MMRP in an effort to minimize potential impacts on sensitive environmental resources.

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- Protocol-level surveys for sensitive avian species continued at previously identified potential habitat locations and surveys for nesting birds ahead of design phase activities continued (nesting bird season is February 1<sup>st</sup> through August 31<sup>st</sup>).
- Noise and vibration monitoring also occurred during the design phase investigation activities, and non-hazardous soil was removed from the ROW in segments 2 and 4.
- Preparation and coordination with local jurisdictions of Draft Tree Impact and Replacement Plans for construction segments 2 and 4.

**Activity Next Month**

- Environmental compliance monitors will continue to monitor design phase investigation activities (geotechnical and potholing activities) occurring in areas that require environmental compliance monitoring.
- Biological surveyors will continue surveys for nesting birds ahead of design phase investigation activities occurring during the nesting bird season and biological survey teams will continue to conduct protocol level surveys for sensitive avian species.
- Noise and vibration monitoring of design phase investigation activities will continue to occur and non-hazardous soil will be removed from construction segments 1 and 3.
- Continue preparation and coordination with local jurisdictions of Draft Tree Impact and Replacement Plans for construction segments 2 and 4.



### **13.0 UTILITY RELOCATION**

Implementation of the PCEP requires relocation or rerouting of both public and private utility lines and/or facilities. Utility relocation will require coordination with many entities, including regulatory agencies, public safety agencies, federal, state, and local government agencies, private and public utilities, and other transportation agencies and companies. This section describes the progress specific to the utility relocation process.

#### **Activity This Month**

- PCEP team continued monthly coordination meetings with telecommunication and power utilities. These meetings focused on overall project and relocation schedules, designation of responsibilities, applicable design standards, and reconciliation of agreements and records.
- Work continued with all utilities on review of overhead utility line relocations based on the current preliminary design. This effort is expected to continue for the next several months to support identification and confirmation, agreements, and design of all relocations.
- PCEP team is working to provide utility companies with existing utility data. The utility data will be critical for utility companies to design the relocations.
- PCEP team continued to work with Verizon to resolve the relocation of fiber optics cable within the Caltrain ROW.

#### **Activity Next Month**

- Monthly meetings will continue with telecom and power carriers.
- PCEP team will continue to coordinate with utility owners on the next steps of relocations, including support of any required design information.
- PCEP team will continue to work with utility owners to update the relocation schedule.

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**14.0 REAL ESTATE**

The PCEP requires the acquisition of a limited amount of real estate. In general, Caltrain uses existing ROWs for the PCEP, but in certain locations, will need to acquire small portions of additional real estate to expand the ROW to accommodate installation of OCS supports (fee acquisitions or railroad easements) and associated Electrical Safety Zones (easements). There are two larger full acquisition areas required for wayside facilities. The PCEP Real Estate team (RE team) manages the acquisition of all property rights. Caltrain does not need to acquire real estate to complete the EMU procurement portion of the PCEP.

**Activity This Month**

Table 14-1 below provides a brief summary of the Real Estate acquisition overview for the project.

- The RE team continues negotiations on offers pending, including working through relocation of two commercial businesses.
- After receipt of the FFGA, project staff coordinated with SamTrans and VTA to have Resolution of Necessity (RON) hearings at the first possible meeting after receipt of the FFGA. The scheduled dates are July 5 for SamTrans (Segment 2) and August 3 for VTA (Segment 4).
- The RE team will contact all property owners to inform them of the schedule moving forward in an attempt to finalize negotiated settlement with as many owners as possible.
- Appraisal continued in segments 1 and 3 and technical staff responded to a number of RFIs to support the appraisal process.

**Activity Next Month**

- Negotiations for all outstanding offers will continue.
- Appraisals for segments 1 and 3 will be completed.
- SamTrans will hear RONs for Segment 2 on July 5, 2017 and eminent domain actions will be filed and served immediate thereafter.

**Table 14-1 Real Estate Acquisition Overview**

Segment	No. of Parcels Needed*	No. of Appraisals Completed	Offers Presented	Offers Accepted	Acquisition Status		
					Escrow Closed	Value Litigation	Parcel Possession
<b>Segment 1</b>	8	0	0	0	0	0	0
<b>Segment 2</b>	27	26	25	15	13	0	13
<b>Segment 3</b>	11	4	0	0	0	0	0
<b>Segment 4</b>	9	9	8	0	0	0	0
<b>Total</b>	<b>55</b>	<b>39</b>	<b>33</b>	<b>15</b>	<b>13</b>	<b>0</b>	<b>13</b>

Note:  
During design development, the real estate requirements may adjust to accommodate design refinements. Parcel requirements will adjust accordingly. The table in this report reflects the current property needs for the Project.

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**15.0 THIRD PARTY AGREEMENTS**

Third-party coordination is necessary for work impacting public infrastructure, utilities, ROW acquisitions, and others. The table below outlines the status of necessary agreements for the PCEP.

**Table 15-1 Third-Party Agreement Status**

Type	Agreement	Third-Party	Status
Governmental Jurisdictions	Construction & Maintenance <sup>1</sup>	City & County of San Francisco	In Process
		City of Brisbane	Executed
		City of South San Francisco	Executed
		City of San Bruno	Executed
		City of Millbrae	Executed
		City of Burlingame	Executed
		City of San Mateo	Executed
		City of Belmont	Executed
		City of San Carlos	Executed
		City of Redwood City	Executed
		City of Atherton	In Process
		County of San Mateo	Executed
		City of Menlo Park	Executed
		City of Palo Alto	In Process
		City of Mountain View	Executed
		City of Sunnyvale	Executed
		City of Santa Clara	Executed
		County of Santa Clara	Executed
	City of San Jose	Executed	
	Condemnation Authority	San Francisco	In Process
San Mateo		Executed	
Santa Clara		Executed	
Utilities	Infrastructure	PG&E	Executed <sup>2</sup>
	Operating Rules	CPUC	Executed
Transportation & Railroad	Construction & Maintenance	Bay Area Rapid Transit	Executed <sup>3</sup>
	Construction & Maintenance	California Dept. of Transportation (Caltrans)	Not needed <sup>4</sup>
	Trackage Rights	UPRR	Executed <sup>3</sup>

Notes regarding table above:

1. Agreements memorialize the parties' consultation and cooperation, designate respective rights and obligations and ensure cooperation between the JPB and the 17 cities and three counties along the Caltrain ROW and within the PCEP limits in connection with the design and construction of the PCEP.
2. The Master Agreement and Supplemental Agreements 1, 2 and 5 have been executed. Supplemental Agreements 3 and 4 are to be negotiated and executed.
3. Utilizing existing agreements.
4. Caltrans Peer Process utilized. Formal agreement not needed.

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## **16.0 GOVERNMENT AND COMMUNITY AFFAIRS**

The Community Relations and Outreach team coordinates all issues with all jurisdictions, partner agencies, government organizations, businesses, labor organizations, local agencies, residents, community members, other interested parties, and the media. In addition, the team oversees the DB contractor's effectiveness in implementing its Public Involvement Program. The following PCEP-related external affairs meetings took place in May:

### **Presentations/Meetings**

- City/County Staff Coordinating Group
- Local Policy Maker Group
- Silicon Valley Bike Coalition
- San Francisco Bike Coalition
- STV Engineering
- JPB Citizens Advisory Committee
- JPB Bike Advisory Committee
- Caltrain Commuter Coalition
- San Mateo County Economic Development Association (2)
- Peninsula Corridor Working Group
- Menlo Park Chamber

### **Third Party/Stakeholder Actions**

- None to report

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**17.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION AND  
LABOR STATISTICS**

DBE and labor statistics will be reported after construction has commenced.

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## **18.0 PROCUREMENT**

### **Contract Activity**

- No contract activities for May.

### **Invitation for Bid (IFB)/Request for Qualifications (RFQ)/ Request for Proposals (RFP) Issued this Month:**

- No solicitations issued for May.

### **IFB/RFQ/RFP Received this Month:**

- RFP #17-J-S-061 – Received proposal for SCADA.

### **Contract Awards this Month:**

- Contract #17-J-Q-072 – Ambassador Services (Short-term Agreement).
- Contract #17-J-U-77 – On-Call Consulting Support Services for PG&E Infrastructure Improvements for PCEP.
- Contract #17-J-U-076 – On-Call Technical Consulting Support Services for PG&E's Substations for PCEP.

### **Work Directive (WD)/Purchase Order (PO) Awards & Amendments this Month:**

- Multiple WDs & POs were issued to support the program needs for May.

### **In Process IFB/RFQ/RFP:**

- RFP – 17-J-S-062 – On-Call Ambassador Support Services.
- RFP – 17-J-S-070 – On-Call Quality Assurance Independent Testing Laboratory.

### **Upcoming Contract Awards:**

- Contract #17-J-S-061 – Advanced Information Management Traction Power SCADA System for PCEP.

### **Upcoming IFB/RFQ/RFP:**

- Purchase of Electric Locomotive for testing of electrification system.
- Refurbishment of Electric Locomotive for PCEP.

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## **19.0 TIMELINE OF MAJOR PROJECT ACCOMPLISHMENTS**

Below is a timeline showing major project accomplishments from 2001 to 2017:

<b>Date</b>	<b>Milestone</b>
2001	Began federal National Environmental Policy Act (NEPA) Environmental Assessment (EA) / state EIR clearance process
2002	Conceptual Design completed
2004	Draft NEPA EA/EIR
2008	35% design complete
2009	Final NEPA EA/EIR and Finding of No Significant Impact (FONSI)
2014	RFQ for electrification RFI for EMU
2015	JPB approves final CEQA EIR JPB approves issuance of RFP for electrification JPB approves issuance of RFP for EMU Receipt of proposal for electrification FTA approval of Core Capacity Project development
2016	JPB approves EIR Addendum #1: PS-7 FTA re-evaluation of 2009 FONSI Receipt of electrification best and final offers Receipt of EMU proposal Application for entry to engineering to FTA Completed the EMU Buy America Pre-Award Audit and Certification Negotiations completed with Stadler for EMU vehicles Negotiations completed with BBII, the apparent best-value electrification firm JPB approves contract award (LNTP) BBII JPB approves contract award (LNTP) Stadler FTA approval of entry into engineering for the Core Capacity Program Application for Full Funding Grant Agreement (FFGA)
2017	FTA finalized the FFGA for \$647 million in Core Capacity funding, met all regulatory requirements including end of Congressional Review Period (Feb 2017) FTA Full Funding Grant Agreement executed, committing \$647 million to the project (May 2017)

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**APPENDICES**

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Appendix A – Acronyms

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<b>AIM</b>	<b>Advanced Information Management</b>	<b>EIR</b>	<b>Environmental Impact Report</b>
<b>ARINC</b>	<b>Aeronautical Radio, Inc.</b>	<b>EMU</b>	<b>Electric Multiple Unit</b>
<b>BAAQMD</b>	<b>Bay Area Air Quality Management District</b>	<b>ESA</b>	<b>Endangered Species Act</b>
<b>BBII</b>	<b>Balfour Beatty Infrastructure, Inc.</b>	<b>ESA</b>	<b>Environmental Site Assessments</b>
<b>CAISO</b>	<b>California Independent System Operator</b>	<b>FEIR</b>	<b>Final Environmental Impact Report</b>
<b>CalMod</b>	<b>Caltrain Modernization Program</b>	<b>FNTF</b>	<b>Full Notice to Proceed</b>
<b>Caltrans</b>	<b>California Department of Transportation</b>	<b>FFGA</b>	<b>Full Funding Grant Agreement</b>
<b>CDFW</b>	<b>California Department of Fish and Wildlife</b>	<b>FONSI</b>	<b>Finding of No Significant Impact</b>
<b>CEMOF</b>	<b>Centralized Equipment Maintenance and Operations Facility</b>	<b>FRA</b>	<b>Federal Railway Administration</b>
<b>CEQA</b>	<b>California Environmental Quality Act (State)</b>	<b>FTA</b>	<b>Federal Transit Administration</b>
<b>CHSRA</b>	<b>California High-Speed Rail Authority</b>	<b>GO</b>	<b>General Order</b>
<b>CIP</b>	<b>Capital Improvement Plan</b>	<b>HSR</b>	<b>High Speed Rail</b>
<b>CPUC</b>	<b>California Public Utilities Commission</b>	<b>ICD</b>	<b>Interface Control Document</b>
<b>DB</b>	<b>Design-Build</b>	<b>ITS</b>	<b>Intelligent Transportation System</b>
<b>DBB</b>	<b>Design-Bid-Build</b>	<b>JPB</b>	<b>Peninsula Corridor Joint Powers Board</b>
<b>DBE</b>	<b>Disadvantaged Business Enterprise</b>	<b>LNTF</b>	<b>Limited Notice to Proceed</b>
<b>DEMP</b>	<b>Design, Engineering, and Management Planning</b>	<b>MMRP</b>	<b>Mitigation, Monitoring, and Reporting Program</b>
<b>EA</b>	<b>Environmental Assessment</b>	<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>EAC</b>	<b>Estimate at Completion</b>	<b>MPS</b>	<b>Master Program Schedule</b>
		<b>NCR</b>	<b>Non Conformance Report</b>
		<b>NEPA</b>	<b>National Environmental Policy Act (Federal)</b>

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<b>NHPA</b>	<b>National Historic Preservation Act</b>	<b>RRP</b>	<b>Railroad Protective Liability</b>
<b>NMFS</b>	<b>National Marine Fisheries Service</b>	<b>RSD</b>	<b>Revenue Service Date</b>
<b>NTP</b>	<b>Notice to Proceed</b>	<b>RWP</b>	<b>Roadway Worker Protection</b>
<b>OCS</b>	<b>Overhead Contact System</b>	<b>SamTrans</b>	<b>San Mateo County Transit District</b>
<b>PCEP</b>	<b>Peninsula Corridor Electrification Project</b>	<b>SCADA</b>	<b>Supervisory Control and Data Acquisition</b>
<b>PCJPB</b>	<b>Peninsula Corridor Joint Powers Board</b>	<b>SCC</b>	<b>Standard Cost Code</b>
<b>PG&amp;E</b>	<b>Pacific Gas and Electric</b>	<b>SPUR</b>	<b>San Francisco Bay Area Planning and Urban Research Association</b>
<b>PHA</b>	<b>Preliminary Hazard Analysis</b>	<b>SFBCDC</b>	<b>San Francisco Bay Conservation Development Commission</b>
<b>PMOC</b>	<b>Project Management Oversight Contractor</b>	<b>SFCTA</b>	<b>San Francisco County Transportation Authority</b>
<b>PS</b>	<b>Paralleling Station</b>	<b>SFMTA</b>	<b>San Francisco Municipal Transportation Authority</b>
<b>PTC</b>	<b>Positive Train Control</b>	<b>SFRWQCB</b>	<b>San Francisco Regional Water Quality Control Board</b>
<b>QA</b>	<b>Quality Assurance</b>	<b>SOGR</b>	<b>State of Good Repair</b>
<b>QC</b>	<b>Quality Control</b>	<b>SS</b>	<b>Switching Station</b>
<b>QMP</b>	<b>Quality Management Plan</b>	<b>SSCP</b>	<b>Safety and Security Certification Plan</b>
<b>QMS</b>	<b>Quality Management System</b>	<b>SSMP</b>	<b>Safety and Security Management Plan</b>
<b>RAMP</b>	<b>Real Estate Acquisition Management Plan</b>	<b>SSWP</b>	<b>Site Specific Work Plan</b>
<b>RE</b>	<b>Real Estate</b>	<b>TASI</b>	<b>Transit America Services Inc.</b>
<b>RFI</b>	<b>Request for Information</b>	<b>TBD</b>	<b>To Be Determined</b>
<b>RFP</b>	<b>Request for Proposals</b>	<b>TPS</b>	<b>Traction Power Substation</b>
<b>RFQ</b>	<b>Request for Qualifications</b>		
<b>ROCS</b>	<b>Rail Operations Center System</b>		
<b>ROW</b>	<b>Right of Way</b>		

<b>TVA</b>	<b>Threat and Vulnerability Assessment</b>
<b>UPRR</b>	<b>Union Pacific Railroad</b>
<b>USACE</b>	<b>United States Army Corp of Engineers</b>
<b>USFWS</b>	<b>U.S. Fish and Wildlife Service</b>
<b>VTA</b>	<b>Santa Clara Valley Transportation Authority</b>

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Appendix B – Funding Partner Meetings

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**Funding Partner Meeting Representatives**  
Updated June 27, 2017

Agency	MTC	SFCTA/SFMTA/CCSF	CHSRA	VTA
<b>FTA Quarterly Meeting</b>	<ul style="list-style-type: none"> <li>• Anne Richman</li> <li>• Glen Tepke</li> </ul>	<ul style="list-style-type: none"> <li>• Luis Zurinaga</li> </ul>	<ul style="list-style-type: none"> <li>• Bruce Armistead</li> <li>• Boris Lipkin</li> <li>• Ben Tripousis (info only)</li> <li>• Ian Ferrier (info only)</li> <li>• Wai Siu (info only)</li> </ul>	<ul style="list-style-type: none"> <li>• Jim Lawson</li> </ul>
<b>CHSRA Quarterly Meeting</b>	None	None	<ul style="list-style-type: none"> <li>• Bruce Armistead</li> <li>• Boris Lipkin</li> <li>• Ben Tripousis</li> <li>• John Popoff</li> </ul>	None
<b>Funding Oversight (monthly)</b>	<ul style="list-style-type: none"> <li>• Anne Richman</li> <li>• Glen Tepke</li> <li>• Kenneth Folan</li> </ul>	<ul style="list-style-type: none"> <li>• Anna LaForte</li> <li>• Maria Lombardo</li> <li>• Luis Zurinaga</li> <li>• Monique Webster</li> <li>• Ariel Espiritu Santo</li> </ul>	<ul style="list-style-type: none"> <li>• Ben Tripousis</li> <li>• Kelly Doyle</li> </ul>	<ul style="list-style-type: none"> <li>• Jim Lawson</li> <li>• Marcella Rensi</li> <li>• Michael Smith</li> </ul>
<b>Change Management Board (monthly)</b>	None	<ul style="list-style-type: none"> <li>• Luis Zurinaga</li> <li>• Tilly Chang (info only)</li> </ul>	<ul style="list-style-type: none"> <li>• Bruce Armistead</li> <li>• Boris Lipkin</li> </ul>	<ul style="list-style-type: none"> <li>• Krishna Davey</li> <li>• Jim Lawson</li> <li>• Carol Lawson</li> <li>• Nuria Fernandez (info only)</li> </ul>
<b>Master Program Schedule Update (monthly)</b>	None	<ul style="list-style-type: none"> <li>• Luis Zurinaga</li> </ul>	<ul style="list-style-type: none"> <li>• Ian Ferrier</li> <li>• Wai Siu</li> </ul>	<ul style="list-style-type: none"> <li>• Jim Lawson</li> </ul>
<b>Risk Assessment Committee (monthly)</b>	None	<ul style="list-style-type: none"> <li>• Luis Zurinaga</li> </ul>	<ul style="list-style-type: none"> <li>• Ian Ferrier</li> <li>• Wai Siu</li> </ul>	<ul style="list-style-type: none"> <li>• Krishna Davey</li> </ul>
<b>PCEP Delivery Coordination Meeting (bi-weekly)</b>	None	<ul style="list-style-type: none"> <li>• Luis Zurinaga</li> </ul>	<ul style="list-style-type: none"> <li>• Ian Ferrier</li> </ul>	<ul style="list-style-type: none"> <li>• Krishna Davey</li> </ul>
<b>Systems Integration Meeting (bi-weekly)</b>	None	<ul style="list-style-type: none"> <li>• Luis Zurinaga (when available)</li> </ul>	<ul style="list-style-type: none"> <li>• Ian Ferrier</li> <li>• Wai Siu</li> </ul>	<ul style="list-style-type: none"> <li>• Krishna Davey</li> </ul>

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Appendix C – Schedule

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#	Activity Name	Duration	Start	Finish	2014				2015				2016				2017				2018				2019				2020				2021		2022			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
1	<b>MASTER CPM SCHEDULE C15.08</b>	2001d	05/01/14 A	12/30/21																																		
2	<b>MILESTONES</b>	2001d	05/01/14 A	12/30/21	◆							◆	◆										◆	◆	◆											◆		
3	<b>PLANNING / APPROVALS PHASE</b>	929d	05/01/14 A	11/22/17																																		
4	ENVIRONMENTAL	466d	05/01/14 A	02/11/16 A																																		
5	DESIGN/BUILDER PROCUREMENT	596d	05/01/14 A	09/02/16 A																																		
6	AGENCY COORDINATION / APPROVALS	688d	10/01/14 A	06/15/17																																		
7	FEDERAL TRANSIT ADMINISTRATION	551d	04/16/15 A	06/15/17																																		
8	JURISDICTIONAL AGREEMENTS	635d	10/01/14 A	03/31/17																																		
9	CALIFORNIA PUBLIC UTILITIES COMMISSION	515d	11/03/14 A	11/10/16 A																																		
10	PACIFIC GAS & ELECTRIC	636d	11/03/14 A	05/04/17																																		
11	CALIFORNIA DEPARTMENT OF TRANSPORTATION	322d	02/02/15 A	05/05/16 A																																		
12	BAY AREA RAPID TRANSIT DISTRICT	221d	06/18/15 A	04/29/16 A																																		
13	SANTA CLARA VALLEY TRANSPORTATION AUTHORITY	242d	06/18/15 A	05/31/16 A																																		
14	LABOR AGREEMENT	128d	01/02/15 A	07/02/15 A																																		
15	UTILITIES	494d	04/01/15 A	03/10/17																																		
16	PERMITS	468d	12/01/14 A	09/30/16 A																																		
17	RIGHT-OF-WAY	732d	02/02/15 A	11/22/17																																		
18	SCADA	559d	03/30/15 A	06/08/17																																		
19	<b>DESIGN / ENGINEERING PHASE</b>	960d	10/01/14 A	07/12/18																																		
20	PG&E INFRASTRUCTURE	325d	04/03/17	07/12/18																																		
21	TUNNEL MODIFICATION	865d	10/31/14 A	03/29/18																																		
22	CEMOF	804d	10/01/14 A	11/30/17																																		
23	<b>VEHICLES PHASE</b>	1902d	05/01/14 A	08/13/21																																		
24	SPECIFICATION	134d	07/01/14 A	01/12/15 A																																		
25	PROCUREMENT	613d	05/01/14 A	09/06/16 A																																		
26	DETAILED DESIGN (STADLER)	364d	09/06/16 A	02/12/18																																		
27	PROCUREMENT (MATERIAL & EQUIPMENT) (STADLER)	416d	01/09/17 A	08/24/18																																		
28	MOCK-UPS (STADLER)	202d	12/15/16 A	09/29/17																																		
29	ELECTRIC LOCO	834d	03/01/17	06/10/20																																		
30	MANUFACTURING, TESTING, & TAKE OVER (STADLER)	953d	11/13/17	08/13/21																																		
31	<b>CONSTRUCTION / INSTALLATION PHASE</b>	820d	06/08/17	08/31/20																																		
32	PG&E INFRASTRUCTURE	699d	12/01/17	08/31/20																																		
33	TUNNEL MODIFICATION	293d	03/30/18	05/24/19																																		
34	SCADA	731d	06/08/17	04/24/20																																		
35	CEMOF	109d	12/01/17	05/04/18																																		
36	<b>TESTING / STARTUP PHASE</b>	426d	04/27/20	12/30/21																																		
37	PRE-REVENUE OPERATIONS	236d	09/10/20	08/13/21																																		
38	REVENUE OPERATIONS	172d	12/11/20	08/16/21																																		
39	RISK CONTINGENCY	426d	04/27/20	12/30/21																																		
40	<b>OPERATIONAL READINESS PHASE</b>	791d	08/15/17	09/24/20																																		
41	OPERATIONS & MAINTENANCE STAFFING	543d	08/15/17	10/03/19																																		

<p> <span style="color:blue">■</span> Prog Plan (C14.02)     <span style="color:green">■</span> Remaining     <span style="color:red">▶</span> Start Milestone     <span style="color:blue">◆</span> Last Months Update  <span style="color:grey">■</span> Last Months Update     <span style="color:yellow">■</span> Near Critical     <span style="color:red">◀</span> Finish Milestone     <span style="color:red">◆</span> Critical Milestone  <span style="color:blue">■</span> Progress     <span style="color:red">■</span> Critical     <span style="color:red">◆</span> Prog Plan (C14.02)     <span style="color:pink">■</span> Risk Contingency         </p>	<p>Page 1 of 2</p> <p>Filename: _C15.08 031617...</p>	<table border="1"> <tr> <th>Date</th> <th>Revision</th> <th>Checked</th> <th>Approved</th> </tr> <tr> <td>03/17/2017</td> <td>Updates &amp; Revisions Completed By A. Christofas &amp; S. Iyer</td> <td></td> <td></td> </tr> <tr> <td>03/21/2017</td> <td>Checked By S. Iyer &amp; A. Christofas</td> <td style="text-align: center;">x</td> <td></td> </tr> <tr> <td>03/22/2017</td> <td>Approved By R. Viswanathan</td> <td></td> <td style="text-align: center;">x</td> </tr> </table>	Date	Revision	Checked	Approved	03/17/2017	Updates & Revisions Completed By A. Christofas & S. Iyer			03/21/2017	Checked By S. Iyer & A. Christofas	x		03/22/2017	Approved By R. Viswanathan		x
Date	Revision	Checked	Approved															
03/17/2017	Updates & Revisions Completed By A. Christofas & S. Iyer																	
03/21/2017	Checked By S. Iyer & A. Christofas	x																
03/22/2017	Approved By R. Viswanathan		x															

#	Activity Name	Duration	Start	Finish	2014		2015				2016				2017				2018				2019				2020				2021				2022	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
42	<b>NON-REVENUE EQUIPMENT</b>	258d	09/20/19	09/24/20																																
43	<b>SPARES</b>	258d	09/20/19	09/24/20																																
44	<b>OPERATIONS &amp; MAINTENANCE TRAINING</b>	255d	08/15/17	08/15/18																																
45	<b>LOCAL AGENCY TRAINING</b>	64d	05/08/18	08/07/18																																
46	<b>ELECTRIFICATION SCHEDULE (BB) 030117</b>	1606d	09/06/16 A	10/13/20																																
47	<b>General</b>	1606d	09/06/16 A	10/13/20																																
48	<b>Design</b>	1359d	09/06/16 A	02/25/20																																
49	<b>All Work Areas</b>	1359d	09/06/16 A	02/25/20																																
50	<b>Segments 2 WA 5</b>	385d	09/07/16 A	08/31/17																																
51	<b>Segment 2 WA 4 &amp; 5</b>	380d	11/16/16 A	11/05/17																																
52	<b>Segment 2 WA 4</b>	445d	09/07/16 A	10/26/17																																
53	<b>Segment 2 &amp; 4</b>	490d	09/07/16 A	12/08/17																																
54	<b>Segment 4</b>	650d	09/12/16 A	05/11/18																																
55	<b>Segment 2</b>	559d	09/07/16 A	02/10/18																																
56	<b>Segment 2 Wa's 1, 2, &amp; 3-</b>	475d	10/12/16 A	12/28/17																																
57	<b>Segment 1 &amp; 3</b>	821d	09/19/16 A	10/24/18																																
58	<b>Segment 1</b>	736d	02/02/17 A	12/20/18																																
59	<b>Segment 3</b>	886d	01/23/17 A	04/29/19																																
60	<b>Submittals</b>	196d	09/06/16 A	03/07/17																																
61	<b>Procurement</b>	644d	01/30/17 A	09/22/18																																
62	<b>All Work Areas</b>	275d	01/30/17 A	02/27/18																																
63	<b>Segment 4</b>	192d	07/25/17	01/20/18																																
64	<b>Segment 2</b>	216d	06/10/17	12/27/17																																
65	<b>Segment 1</b>	414d	09/01/17	09/22/18																																
66	<b>Segment 3</b>	345d	09/01/17	07/19/18																																
67	<b>Permits</b>	478d	03/01/17	01/18/19																																
68	<b>Construction / Installation</b>	1298d	11/02/16 A	02/26/20																																
69	<b>Segment 4</b>	955d	03/01/17	08/09/19																																
70	<b>Segment 2</b>	974d	11/02/16 A	04/29/19																																
71	<b>Segment 1</b>	1135d	03/31/17	02/24/20																																
72	<b>Segment 3</b>	1138d	03/31/17	02/26/20																																

	Prog Plan (C14.02)		Remaining		Start Milestone		Last Months Update
	Last Months Update		Near Critical		Finish Milestone		Critical Milestone
	Progress		Critical		Prog Plan (C14.02)		Risk Contingency

Date	Revision	Checked	Approved
03/17/2017	Updates & Revisions Completed By A. Christofas & S. Iyer		
03/21/2017	Checked By S. Iyer & A. Christofas	x	
03/22/2017	Approved By R. Viswanathan		x

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard Kathleen Kelly  
Chief Operating Officer, Rail Interim Chief Financial Officer

SUBJECT: **AWARD OF CONTRACT TO ARINC, INC, FOR EVALUATION OF THE STATUS OF THE COMMUNICATION-BASED OVERLAY SIGNAL SYSTEM PROJECT**

**ACTION**

Staff Coordinating Council recommends the Board approve the following:

1. Approve a contract with ARINC, Inc., in the amount not to exceed \$730,000 to evaluate the status of the Communication-Based Overlay Signal System (CBOSS).
2. Authorize the Executive Director or his designee to execute the contract in a form approved by legal counsel.

**SIGNIFICANCE**

This contract will allow the Peninsula Corridor Joint Powers Board (JPB) to pursue completion of the CBOSS project in a manner that will both minimize costs to the JPB resulting from the termination of the Parsons Transportation Group contract and also maximize the JPB's ability to comply with the Federal mandate for implementation of Positive Train Control (PTC) by the end of 2018.

**BUDGET IMPACT**

Funding for the CBOSS evaluation is available in the CBOSS capital project budget.

**BACKGROUND**

Effective February 22, 2017, the JPB terminated the CBOSS contract with Parsons Transportation Group (PTG) for nonperformance under Contract 10-PCJPB-T-021. This termination followed years of delay and Parsons' repeated failure to cure its deficient performance.

In May, the JPB entered into a short-term \$3 million contract with Alstom to continue software development for the project. That contract was essential to complete critical-path work while staff developed a comprehensive strategy for timely completion of the CBOSS project in the most cost-effective manner possible given the difficult and necessary circumstances of having terminated Parsons.

As part of that comprehensive strategy, staff prepared a scope of work for completion of the project and sent it to potential candidates to take over Parsons' role—including

to the second ranked proposer to the original CBOSS RFP 10-PCJPB-T-021 and key subcontractors that were part of the Parsons team. ARINC, Inc. was the only firm that indicated an interest in the integrator role. However, given the uncertain status of the CBOSS project upon termination, it was difficult to determine with enough specificity what was needed for completion and at what cost. ARINC therefore proposed a two-step process for the integration work, beginning with an evaluation of the current state of the project in order to be able to identify how best to implement the scope needed to complete the project successfully.

ARINC Inc. is under direct contract with the JPB to provide the AIM dispatch system (ROCS)--the JPB selected ARINC for this work through a competitive procurement 10 years ago. ROCS must interface with CBOSS and so ARINC has considerable experience and knowledge of the JPB's system, not only through the ROCS contract but also because it was one of the three main subcontractors to Parsons.

ARINC has delivered a PTC-compatible ROCS on time and on budget. The system is being used daily in revenue service today. The JPB has long term maintenance and support contracts with ARINC for both the ROCS and Predictive Arrival and Departure System (PADS) which include continuous on-call support for the systems. As a result of its experience with ARINC, the JPB is confident in ARINC's expertise and abilities. Given that firms that originally proposed in response to the CBOSS Request for Proposal are not interested or able to perform the work, it would not be in the JPB's best interest to conduct a competitive solicitation for these services because contracting for these preliminary evaluation services with the only available vendor who has been a key part of the previous team will decrease the learning curve and increase the chances of completing CBOSS in time to achieve RSD (Revenue Service Demonstration) by December 2018. In addition, ARINC, as a subcontractor to Parsons, is already providing certain proprietary material to the JPB such that it will need to be part of any completion team. Finally, given the fast-approaching Federal deadline, it is critically important that the continued development of the highly specialized CBOSS system be procured promptly in order for the JPB to comply with its statutory obligations.

For the reasons described above, staff believes the unusual and compelling urgency resulting from the termination of Parsons and the Federal PTC deadline that will not permit a delay, support a finding that a competitive procurement process in connection with these services is not in the public interest.

ARINC has submitted a proposal to the JPB for the initial evaluation of the status of the CBOSS project. JPB staff has evaluated this proposal and determined that the level of anticipated effort and proposed hourly rates are fair and reasonable. Staff has done an analysis of the rates proposed by ARINC for the work and has found those rates to be fair and reasonable.

Depending on the outcome of ARINC's initial evaluation, staff could return to the board this fall with a recommendation to engage ARINC to complete the second phase of the integration work, completion of the project.

Prepared By: Michelle Bouchard, Chief Operating Officer, 650.508.6420  
Rail



**RESOLUTION NO. 2017 –**

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

**\* \* \***

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH ARINC INC. IN  
AN AMOUNT NOT TO EXCEED \$730,000 FOR EVALUATION OF THE STATUS OF THE JPB'S  
COMMUNICATION BASED OVERLAY SIGNAL SYSTEM PROJECT**

**WHEREAS**, on February 22, 2017, the Peninsula Corridor Joint Powers Board (JPB) terminated the contract with Parsons Transportation Group (Parsons) for the implementation of the Communication Based Overlay Signal System Project (CBOSS); and

**WHEREAS**, despite the termination of Parsons, the JPB remains under a Federal mandate to implement a positive train control system like CBOSS by the end of 2018; and

**WHEREAS**, in the aftermath of the Parsons termination, and as the first phase of ultimate project completion, it is necessary first to assess and evaluate the status of the CBOSS Project in order to determine how best to complete the project in the most cost-efficient manner possible while still meeting the Federal deadline; and

**WHEREAS**, the JPB solicited proposals for the necessary evaluation services as the first phase of ultimate project completion from firms familiar with the CBOSS project, including the second highest ranked firm that had originally submitted proposals in response to the CBOSS Request for Proposal; and

**WHEREAS**, only ARINC Inc. (ARINC) indicated an interest in performing the necessary evaluation services as a first step towards completion of the CBOSS project; and

**WHEREAS**, ARINC is uniquely placed to provide the necessary services given its role as a subcontractor to Parsons and its provision of a CBOSS-compatible dispatch system pursuant to a contract directly with the JPB; and

**WHEREAS**, ARINC has submitted a proposal to the JPB to provide the necessary services, which proposal Staff has determined fulfills the project's needs at a price deemed fair and reasonable; and

**WHEREAS**, the Staff Coordinating Council recommends and the Executive Director concurs that the JPB engage ARINC to perform the necessary evaluation services in an amount not to exceed \$730,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board finds it in the JPB's best interest to award a non-competitive contract to ARINC Inc., and authorizes the Executive Director or his designee to execute an agreement with ARINC Inc. in an amount not to exceed \$730,000 to evaluate the status of the CBOSS project.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 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: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly  
Interim Chief Financial Officer

SUBJECT: **FINANCIAL RESERVE POLICY**

**ACTION**

Staff Coordinating Council recommends that the Board of Directors adopt the following reserve policy, to be effective on September 1, 2017.

*The Peninsula Corridor Joint Powers Board (JPB) shall maintain an Operating Reserve of at least 10 percent of the annual operating budget, and that the JPB shall strive to reserve up to to 15 percent of the annual operating budget when possible.*

*These funds are to remain unappropriated for any operating or capital use except to meet emergency needs that cannot be funded from any other source. The purpose of this reserve is to ensure that sufficient funds are always available in the event of either unavoidable expenditure needs or unanticipated revenue shortfalls that occur after approval of the budget.*

*Surplus funds generated at the end of a fiscal year shall automatically be included in the Operating Reserve.*

**SIGNIFICANCE**

The JPB currently does not have a budget reserve policy that would ensure the District can withstand major economic disruptions or unanticipated expenditure demands or revenue shortfalls, prompted by unexpected events such as natural disasters, significant fuel increases or insurance losses.

A reserve policy is a fiscally prudent step, and one that many transit agencies, including Santa Clara Valley Transportation Agency (VTA) and Alameda County (AC) Transit, have already taken.

## **BUDGET IMPACT**

The Fiscal Year (FY) 2018 JPB Operating Budget totals \$148.2 million. The proposed Reserve Policy would require that a reserve of at least 10 percent or \$14.8 million, and ideally up to 15 percent or \$22.2 million, remain unappropriated for any use other than an emergency.

## **BACKGROUND**

Although the JPB does not have a reserve policy, the agency accumulated an unrestricted fund balance of \$31.1 million at the end of FY2016, generated from surplus funds at the end of the fiscal year. The unrestricted fund balance has become an informal reserve.

The JPB Operating Budget for FY2018, however, shows a significant deficit. If the deficit were to be funded entirely from the current reserve, it would leave the agency with less than \$10 million at the end of FY2018. During preliminary discussions about the budget, JPB Board members requested that staff research reserve policies at other agencies and recommend one for the JPB.

The Reserve Policy is proposed to take effect on September 1, 2017. The FY2018 Operating Budget projects a deficit of \$17.8 million, which would need to come from reserves if no other revenue is available. Based on current projections, that would reduce the agency's level of reserves to less than \$10 million at the end of FY2018, about 6.5 percent of operating costs and far less than the minimum of 10 percent required by the proposed Reserve Policy.

However, the Board has set a public hearing on proposed fare increases for July 6, 2017, and is expected to take action on August 3, 2017. Also in August, the Board will consider a related Amendment to the FY2018 Operating Budget to reflect additional revenue related to fare increases, and the funding required from reserves will be decreased by a commensurate amount. The proposed Reserve Policy would require a minimum of \$14.8 million in reserves in FY2018.

Attachment 1 provides information gathered related to reserve policies and reserve levels from other transit agencies. Transit agencies, like the San Francisco Municipal Transportation Agency, that are part of a larger city or county like VTA and AC Transit often do. Agencies that rely on more volatile revenue sources (e.g. VTA) sometimes have a separate and distinct Stabilization Fund or Reserve to better account for those specific uncertainties. The JPB's funding base comes largely from fares, parking, shuttle and rental revenue, along with contributions from Member Agencies.

Prepared by: Dapri Hong, Sr. Analyst, FP&A  
Ryan Hinchman, Manager, FP&A

650.622.8055  
650.508.7733

# Reserve Policies for Other Transit Agencies

Agency	Operating Reserve
Virginia Railway Express (Virginia)	No specific policy but Operating contingency at 1.86% of the operating budget, an increase of 0.86% (\$642k) from the percentage in the FY17 budget (base on FY18 operating budget that is \$1.6M)
Sound Transit (Seattle)	Two months of operations and maintenance expenses are required to be maintained in the reserve (over 15 year period from 2009-2023 will make a \$72M contribution to their reserve, roughly 15% of their total operating & maintenance budget)
North County Transit District (Coaster)(San Diego)	\$15M target balance or minimum account balance of 15% of annual operating budget
Utah Transit Authority (Frontrunner)	<p>They have a reserve fund that covers:</p> <ul style="list-style-type: none"> <li>• Debt Service Reserve</li> <li>• Debt Rate Service Stabilization</li> <li>• Service Sustainability Reserve</li> <li>• Working Capital Reserve</li> <li>• Risk Reserve</li> </ul> <p>Designated for <b>operating reserves</b>: This component of net position consists of 9.33% (one month expense, plus 1%) of the annual budgeted operating expense, and is required by the Board of Trustees. (FY17 operating budget is \$264M so reserve would be \$24.6M)</p> <p>Designated for <b>stabilization reserves</b>: This component of net position consists of 5% of the Authority's annual budget for the purpose of preserving service levels when the Authority is facing a revenue shortfall or cost overrun due to extraordinary circumstances, such as an economic downturn or rapid rise in fuel prices or any combination of such events. (based on FY17 operating budget of \$264M reserve would be \$13.2M)</p>
Santa Clara Valley Transportation Authority (VTA)	<p>Maintain operating reserve equal to 15% of annual operating budget (base on FY18 operating budget of \$475M reserve would be \$71.25M)</p> <p>Maintain a Sales Tax Stabilization Fund reserve with maximum balance of \$35M</p>
AC Transit	Operating reserve max of no more than 20% of annual operating budget and no less than minimum balance of 5% of annual operating budget. (base on FY17 operating budget of \$398M reserve would range from \$20M to \$80M)

**RESOLUTION NO. 2017 –**

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

**\* \* \***

**AUTHORIZING THE ADOPTION OF A FINANCIAL RESERVE POLICY**

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) desires to establish a policy that requires the agency to maintain a prudent level of operating reserves to ensure that sufficient funds are always available in the event of either unavoidable expenditure needs or unanticipated revenue shortfalls; and

**WHEREAS**, these funds are to remain unappropriated for any operating or capital use except to meet emergency needs that cannot be funded from any other source; and

**WHEREAS**, after reviewing the reserve policies from similar agencies, as well as the JPB's financial areas of vulnerability, the Staff Coordinating Council recommends the adoption of the Financial Reserve Policy set forth below;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the JPB, hereby adopts the following policy, to be effective September 1, 2017:

*The Peninsula Corridor Joint Powers Board (JPB) shall maintain an operating Reserve of at least 10 percent of the annual operating budget, and that the JPB shall strive to reserve up to to15 percent of the annual operating budget when possible.*

*These funds are to remain unappropriated for any operating or capital use except to meet emergency needs that cannot be funded from any other source. The purpose of this reserve is to ensure that*

*sufficient funds are always available in the event of either unavoidable expenditure needs or unanticipated revenue shortfalls that occur after approval of the budget.*

*Surplus funds generated at the end of a fiscal year shall automatically be included in the Operating Reserve.*

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly  
Interim Chief Financial Officer

SUBJECT: **APPROVAL AND RATIFICATION OF THE FISCAL YEAR 2018 INSURANCE PROGRAM**

**ACTION**

Staff Coordinating Council (SCC) recommends the Board approve and ratify the Peninsula Corridor Joint Powers Board (JPB) insurance program for Fiscal Year (FY) 2018 at a total premium cost not to exceed \$4,356,492, inclusive of the following:

- Continue the current \$1 million self-insured retention on the liability program;
- Purchase \$199 million of coverage for Railroad Liability, Commercial General Liability and Excess Automobile Liability, including terrorism coverage, at an annual premium of \$3,382,547;
- Purchase property insurance with limits of \$400 million at an annual premium of \$782,639 for real and personal property, to include Centralized Equipment Maintenance and Operations Facility (CEMOF), stations, tunnels, bridges, culverts, signals, railroad equipment, and rolling stock. This insurance also continues to provide coverage against terrorism, as well as boiler and machinery perils for real property and CEMOF sufficient to meet the State of California inspection requirements;
- Purchase a \$15 million Public Officials Liability policy at an annual premium of \$118,379.
- Purchase an annual Special Events and Emergency Drill liability policy with a \$2 million limit for a premium of \$27,986; and
- Purchase Railroad Protective Liability coverage at an annual premium of \$44,941.

**SIGNIFICANCE**

The proposed insurance program for FY2018 provides the JPB with the same coverage levels and structure as in FY2017, but at a lower cost. The competitive program maintains the JPB's \$1 million self-insured retention, which greatly reduces out-of-pocket payments on large claims.



Property catastrophes nationwide were infrequent this past year, leading to a flat to softening property insurance market, particularly for good accounts such as the JPB, which has had excellent loss experience. The JPB's property values increased 3 percent, but its property losses remained below 25 percent, resulting in a 5 percent reduction in the policy rate due to the terms of a multi-year program obtained last year. The JPB added another year extension to its existing property insurance program and, as an incentive, underwriters agreed to reduce the rate by another 5 percent next year, assuming losses stay below 25 percent.

Limits on the JPB's Public Officials liability program remained the same at \$15 million, while the deductible of \$75,000 was also the same. Premiums reduced slightly. The JPB was able to renew an annual Special Events 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 renewed and paid for its Pollution Liability program last year for a two-year term. The JPB maintains the blanket Railroad Protective Liability program with the same program limits.

Below is an overview of the JPB's FY2017 and FY2018 premiums:

<u>Premium Element</u>	<u>FY2017</u>	<u>FY2018</u>
Liability: Railroad, Commercial General, Excess Automobile	\$3,397,547	\$3,382,547
Liability: Environmental (no premium was included for FY2018)	\$ 72,109	\$ 0
Public Officials, Special Events & Railroad Protective Liability	\$ 191,796	\$ 191,306
Property	<u>\$ 803,695</u>	<u>\$ 782,639</u>
Totals	\$4,465,147	\$4,356,492

**BUDGET IMPACT**

Estimated funds to underwrite the recommended program are included in the FY2018 Operating Budget.

**BACKGROUND**

The JPB's liability limits remain at \$200 million with an additional \$100 million provided by TASI for a total of \$300 million in FY2018. Underwriters are continuing to focus on risk selection, adjusting pricing to reflect exposures and claims.

Prepared by: Marshall Rush, Claims Administrator

650.508.7742

**RESOLUTION NO. 2017-**

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

\* \* \*

**APPROVING AND RATIFYING THE INSURANCE PROGRAM FOR  
FISCAL YEAR 2018**

**WHEREAS**, the Executive Director of the Peninsula Corridor Joint Powers Board (JPB) has approved an insurance program for Fiscal Year (FY) 2018 with premiums totaling \$4,356,492, 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, 2017, JPB staff renewed its insurance program for FY2018 based on the plan approved by the Executive Director, with the following significant elements:

1. A self-insured retention in the amount to \$1 million;
2. Railroad Liability, Commercial General Liability and Excess Automobile Liability policies, including Terrorism (TRIA) coverage, with a total limit of \$199 million, in excess of the \$1 million self-insured retention, at an annual premium of \$3,382,547;
3. Property insurance, including Special Risk property policies, at an annual premium of \$782,639 with limits of \$400 million 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 \$118,379;

5. Annual Special Events and Emergency Drill liability with a \$2 million limit at a premium of \$27,986;
  6. Railroad Protective Liability coverage with an annual premium of \$44,941;
- and

**WHEREAS**, SCC recommends that the Board approve and ratify the renewal of the JPB's insurance program for FY2018, 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 FY2018, including the types of coverage, limits and premiums recited above.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Board of Directors

ATTEST:

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JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Kathleen Kelly  
Interim Chief Financial Officer

Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **AWARD OF A CONTRACT FOR 25<sup>TH</sup> AVENUE GRADE SEPARATION PROJECT**

**ACTION**

Staff Coordinating Council recommends the Board:

1. Award a contract to the lowest, responsive and responsible bidder, the Shimmick/Disney Joint Venture (the JV), in the total amount of \$82,890,000, for the 25th Avenue Grade Separation Project (Project).
2. Authorize the Executive Director, or his designee(s), to execute a contract in full conformity with the terms and conditions of the solicitation documents and in a form approved by legal counsel.
3. Approve a Change Order Authority of 20 percent for this contract.

**SIGNIFICANCE**

The Project will raise the Caltrain tracks between State Route (SR) 92 and Hillsdale Boulevard, slightly lower the road at East 25<sup>th</sup> Avenue, complete east-west street connections at 28<sup>th</sup> and 31<sup>st</sup> avenues, and construct a new elevated Hillsdale Station located at East 28<sup>th</sup> Avenue, with new parking lots east of the new station between 25<sup>th</sup> Avenue and 31<sup>st</sup> Avenue.

**BUDGET IMPACT**

The Project is included in the JPB capital budget in the amount of \$179.8 million. The funding is comprised of \$74 million from the San Mateo County Transportation Authority (TA), \$84 million from the California High Speed Rail Authority, \$10 million in California State Department of Transportation (Caltrans) Section 190 Program funds, and \$11.8 million from the city of San Mateo (City).

**BACKGROUND**

The City is the sponsoring funding partner and began planning this Project in 1999. The Rail Alignment and Grade Separation Feasibility Study, completed in 2001, indicated

that it would be difficult to lower the track alignment in the Project area due to the proximity of existing streets and concluded that an elevated rail would be the preferred alignment from SR92 to Hillsdale Boulevard. All future studies and plans continued with the concept of an elevated track, relocated Hillsdale Station, and new street connections at 28<sup>th</sup> and 31<sup>st</sup> avenues. These studies include: San Mateo Rail Corridor Transit Oriented Development Plan (2005); the Bay Meadows II Specific Plan Amendment (2005); the City's 2030 General Plan (2010); and the Hillsdale Station Area Plan (2011).

The Invitation for Bids was distributed throughout the construction industry. The solicitation was advertised in a newspaper of general circulation and on the Peninsula Corridor Joint Powers Board's (JPB's) procurement website for interested bidders, including Small Business Enterprises (SBE) and Disadvantaged Business Enterprises (DBE) that are registered in the JPB's procurement database. In light of the complexity of the work, the JPB conducted two pre-bid site visits to allow bidders additional time to view the work site.

Five bids were received as listed below:

	<b>Company</b>	<b>Total Bid Amount</b>
	<i>Engineer's Estimate</i>	<i>\$107,800,000</i>
1.	Shimmick/Disney Joint Venture, Oakland, CA	\$82,890,000
2.	Flatiron West, Inc., Benicia, CA	\$85,600,000
3.	Proven Management, Inc., Oakland, CA	\$97,777,777
4.	Granite Construction Company, Santa Clara, CA	\$103,637,000
5.	Balfour Beatty Infrastructures, Inc., Fairfield, CA	\$112,005,000

With the exception of some minor irregularities that may be waived by the JPB, the JV submitted all required bid documentation. Staff has determined, and legal counsel concurred, that the bid submitted by the JV is responsive. The bid from the JV was approximately 23 percent lower than the engineer's estimate. Staff has determined that the difference between the engineer's estimate and the JV's bid is fair and reasonable.

Both Shimmick Construction and Disney Construction are established Bay Area contractors and company reference checks confirmed that they are experienced and competent. Both firms have successfully completed several projects for the JPB. Based upon these findings, staff concludes that the JV is appropriately qualified and capable of meeting the requirements of the contract and is therefore the lowest, responsive and responsible bidder.

Due to the complexity of the Project, and the inherent risks involved in this type of construction, staff has reviewed the risk register for the Project and has determined that a 20 percent contingency would be appropriate.

The Office of Small and Disadvantaged Business Enterprises assigned a 4 percent SBE goal to this project. The DBE officer reviewed all the bids received and all bids exceeded the established goal. After a thorough analysis, it was determined that the JV meets the requirements of the District's SBE program. Under the proposed contract, the total amount of work to be performed by SBEs is approximately \$8,939,038 or 10.8 percent of the total contract value.

Sr. Contract Officer: Patrick May  
Project Manager: Mimi Lee

650.508.7732  
650.508.7806

**RESOLUTION NO. 2017 –**

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

\* \* \*

**AWARDING A CONTRACT TO THE SHIMMICK/DISNEY JOINT VENTURE FOR THE 25<sup>TH</sup> AVENUE  
GRADE SEPARATION PROJECT FOR A TOTAL COST OF \$82,890,000**

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) solicited competitive bids for the 25<sup>th</sup> Avenue Grade Separation Project; and

**WHEREAS**, in response to the JPB's Invitation for Bids, five firms submitted bids; and

**WHEREAS**, staff and legal counsel have reviewed the bids and determined that the Shimmick/Disney Joint Venture (the JV) of Oakland, California is the lowest, responsive and responsible bidder; and

**WHEREAS**, the Executive Director recommends, and Staff Coordinating Council (SCC) concurs, that a contract be awarded to the JV, whose bid meets the requirements of the solicitation documents; and

**WHEREAS**, the Executive Director recommends, and SCC concurs, that a Change Order Authority of 20 percent be approved for this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a contract to the Shimmick/Disney Joint Venture for the 25<sup>th</sup> Avenue Grade Separation Project for a total cost of \$82,890,000; and

**BE IT FURTHER RESOLVED** that the Executive Director, or his designee, is authorized to execute a contract on behalf of the JPB with the JV, in full conformity with all the terms and conditions of the solicitation documents and in a form approved by legal counsel.

**BE IT FURTHER RESOLVED** the Executive Director recommends, and SCC concurs, that a Change Order Authority of 20 percent be approved for this contract.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary



**PENINSULA CORRIDOR JOINT POWERS BOARD  
STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michael Burns  
Chief Officer, Caltrain Planning/Modernization Program

SUBJECT: **AUTHORIZE EXECUTION OF SUPPLEMENTAL AGREEMENT NO.3, PACIFIC GAS AND ELECTRIC FINAL DESIGN FOR PG&E INFRASTRUCTURE BUILD OUTS IN SUPPORT OF THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT**

**ACTION**

Staff Coordinating Council recommends the Board authorize the Executive Director to execute Supplemental Agreement No.3 with Pacific Gas and Electric (PG&E), titled "PG&E Final Design and Long Lead Material Procurement for PG&E Infrastructure Build Outs" in support of the Peninsula Corridor Electrification Project (PCEP), in an amount not to exceed \$46 million.

**SIGNIFICANCE**

The PCEP will require PG&E to provide power for testing and for future operation of the electrified Caltrain railroad through interconnections between the main Caltrain Traction Power Substations (TPS) in South San Francisco (TPS-1) and in San Jose (TPS-2) and PG&E's substations at those locations. During preliminary design, the PCEP identified existing PG&E substations, East Grand Substation in South San Francisco and FMC Substation in San Jose, to supply power to TPS-1 and TPS-2, respectively.

Based on a System Impact Study performed by PG&E and reviewed by the PCEP staff, both of the PG&E substations need improvements in order to provide sufficient and reliable power to Caltrain. Improvements to the PG&E substations will be designed and constructed by PG&E. Interconnections between the Caltrain substation and the PG&E substations will be constructed by the PCEP Design-Build Contractor with oversight from PG&E.

In April 2016, the JPB executed a Master Agreement with PG&E, which defines the roles and responsibilities between the JPB and PG&E for work related to the PCEP. The Master Agreement also sets the base terms for five Supplemental Agreements that have been or will be executed over the duration of the PCEP.

Supplemental Agreement No. 3 will allow PG&E to perform design and procure long lead material and equipment for the required PG&E substation improvements. The

improvements at the PG&E substations include installation of new breakers, switch gears, protective relays, busses, and other substation upgrades, as well as potential relocation of transmission lines.

### **BUDGET IMPACT**

The estimated cost of \$46 million for PG&E Supplemental Agreement No. 3 services is included in the PCEP project budget for Private Utilities as shown in Section 8.0, Budget and Expenses of the Monthly Progress Report. The cost will be shared by the JPB and PG&E, pursuant to a cost-allocation process, and will be in accordance with applicable regulatory cost-allocation rules.

### **BACKGROUND**

The scope of work to be performed by PG&E for the PCEP is detailed in the following supplemental agreements that have been or will be executed over the duration of the PCEP:

1. Supplemental Agreement No.1: Scoping and Design Services was executed along with the Master Agreement in April 2016 for \$900,000.
2. Addendum to Supplemental Agreement No.1: Increase in Executive Director's expenditure authority on Supplemental Agreement No.1 by \$2 million was approved by the Board in July 2016.
3. Supplemental Agreement No.2: Oversight of Caltrain Design and Construction of 115 kV Interconnections and Environmental Review of PG&E Infrastructure Build Outs was approved by the Board in September 2016 for \$1 million.
4. Supplemental Agreement No.3: Final Design Services and Long Lead Material Procurement for PG&E Infrastructure Build Outs, which is the subject of this staff report.
5. Supplemental Agreement No.4: Procurement and Construction Services for PG&E Infrastructure Build Outs will be brought to the Board at a later date.
6. Supplemental Agreement No.5: Interim Power Design and Construction Services for the PCEP was approved by the Board in September 2016 for \$3.5 million.

Prepared By: Zhenlin Guan

650.508.7976

**RESOLUTION NO. 2017 –**

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

**\* \* \***

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL AGREEMENT NO.3  
WITH PACIFIC GAS AND ELECTRIC FOR THE FINAL DESIGN AND LONG LEAD MATERIAL  
PROCUREMENT FOR INFRASTRUCTURE BUILD OUTS IN CONNECTION WITH  
THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT**

**WHEREAS**, on January 8, 2015, pursuant to Resolution No. 2015-03, the Peninsula Corridor Joint Powers Board (JPB) certified a Final Environmental Impact Report (FEIR) for the Peninsula Corridor Electrification Project (PCEP) and approved the PCEP; and

**WHEREAS**, implementation of the PCEP will require connection and support infrastructure from Pacific Gas and Electric (PG&E); and

**WHEREAS**, in April 2016, pursuant to Resolution No. 2015-51, the JPB executed a Master Agreement with PG&E to govern PG&E services in connection with the PCEP, as set forth in a series of supplemental agreements; and

**WHEREAS**, pursuant to Resolution No. 2015-51, the JPB executed Supplemental Agreement No.1, entitled "Scoping and Design Services," for an amount not to exceed \$900,000, which amount was subsequently increased by \$2 million pursuant to Resolution No. 2016-41; and

**WHEREAS**, pursuant to Resolution No. 2016-50, the JPB executed Supplemental Agreement No.2, entitled "PG&E Oversight of Caltrain Design and Construction of 115 kV Interconnections and Environmental Review of PG&E Infrastructure Build Outs," in an amount not to exceed \$1 million; and

**WHEREAS**, the JPB now desires to execute Supplemental Agreement No.3, entitled "PG&E Final Design and Long Lead Material Procurement for PG&E

Infrastructure Build Outs," which will allow PG&E to perform final design and procure long lead material and equipment for the required PG&E substation improvements, which improvements are required in order for PG&E to provide sufficient and reliable power to Caltrain; and

**WHEREAS**, the Staff Coordinating Council recommends and the Executive Director concurs that the Board authorize execution of Supplemental Agreement No. 3 in an amount not to exceed \$46 million; and

**WHEREAS**, supplemental agreements associated with the subsequent phase of construction related to PG&E infrastructure necessary for the PCEP will be brought to the Board for further approval at a later date.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board authorizes the Executive Director to execute Supplemental Agreement No. 3: PG&E Final Design for PG&E Infrastructure Build Outs In Support of the PCEP in an amount not to exceed \$46 million.

Regularly passed and adopted this 6<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary