

**CITIZENS ADVISORY COMMITTEE (CAC)
PENINSULA CORRIDOR JOINT POWERS BOARD (JPB)
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING
Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF MARCH 15, 2023

MEMBERS PRESENT: A. Brandt, L. Klein, R. Kutler, P. Leung, B. Shaw (Chair), JP. Torres, D. Tuzman (Vice Chair), S. Seebart

MEMBERS ABSENT: P. Joshi (Alternate), R. Jaques (Alternate), M. Pagee (Alternate)

STAFF PRESENT: K. Kelly, J. Ye, D. Santoro, J. Hogan, M. Tseng

Due to COVID-19, this meeting was conducted as a Zoom and in person meeting.

Chair Brian Shaw called the meeting to order at 5:42 p.m. and led the Pledge of Allegiance.

CONSIDERATION OF REQUESTS, IF ANY, OF MEMBERS TO PARTICIPATE REMOTELY DUE TO EMERGENCY CIRCUMSTANCES

There were none.

APPROVAL OF MINUTES OF FEBRUARY 15, 2023

Motion/Second: Klein/Torres

Ayes: Brandt, Klein, Kutler, Leung, Shaw, Torres, Tuzman, Seebart

Abstain: None

Absent: None

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Jeff Carter, Millbrae, commented on not having a video visual.

CHAIRPERSON'S REPORT

Chair Brian Shaw walked members and the public through the agenda for tonight.

PUBLIC HEARING ON THE ANNUAL AUDIT OF MEASURE RR TAX REVENUE AND EXPENDITURES FOR FISCAL YEAR ENDED JUNE 30, 2022

Chair Shaw opened the public hearing.

Kathleen Kelly, Interim CFO, introduced Ryan Nielsen, Audit Partner with Brown Armstrong CPA.

Ryan Nielsen, Brown Armstrong Audit Partner, stated there would be an annual audit of Measure RR funds. He provided a presentation that included the following:

- Report of Measure RR fund financial statements
- Brown Armstrong audit opinion
- Management’s responsibilities
- Auditor’s responsibilities
- Significant accounts
- No difficulties or disagreements were encountered in the performance of the audit

Public Comment

There were none

Chair Shaw closed the public hearing.

BOARD DISCUSSION

Member David Tuzman inquired about making the report itself available, it was clarified that it was included in the packet.

Member Steve Seebart inquired about page 9 regarding the statement that “material weaknesses or significant deficiencies in controls may exist that were not identified.” Mr. Nielsen replied that it refers to not auditing every single transaction in the audit with no opinion specifically on internal controls.

Member Steve Seebart inquired about the 5 priorities for spending (e.g. supporting Caltrain services, increasing service, providing access for those with limited means, etc.) given that the report did not clarify money spent on priorities. Mr. Nielsen replied that they evaluated expenditures on a project by project basis and those projects were approved.

Member Adrian Brandt commented on page 5, summary of the dollars Measure RR brought in \$112.6 million and of that \$110 million was not spent. Accounting Director Jennifer Ye verified that was correct.

Member Adrian Brandt requested figures for future reports on what funds were encumbered or not to understand the cash position better.

Chair Shaw clarified that a report with budgetary planning (how Caltrain plans to use these funds) would help keep track of whether these funds were used as expected.

Member Rosalind Kutler commented on transparency and confidence from taxpayers regarding money spent on electrification.

Member Patricia Leung commented on specific funds for specific projects on a report for visibility for the public.

Member Larry Klein commented on having a breakdown of operations maintenance versus capital needs and timing for earmarking it for multiple projects; timing of this audit versus the fiscal year of Caltrain for decisions made from Caltrain throughout the year. Kathleen Kelly said going forward the budget would be a 2 year budget, and the audit would look at spending from prior years; in the future, staff can provide more context around that, what funds were obligated, what happened, and what was spent in a staff report (to accompany the audit report when a draft for the committee occurs).

Member Larry Klein asked whether the monies were collected quarterly and transferred to Caltrain; Ms. Ye stated it was collected every month.

Member Larry Klein inquired about the audit occurring later March instead of December.

Member Jean-Paul Torres commented on having a fact sheet for how Caltrain is taking on Measure RR.

Member Steve Seebart commented on money set aside for projects and not for increasing service.

Member David Tuzman commented on money spent on electrification is money spent on service.

Member Adrian Brandt commented on the public getting news on what their funds are being spent on.

Member Rosalind Kutler commented on having a fact sheet, social media, or web page on the spending.

Member Patricia Leung commented on the amount not spent; spending it up front to get over electrification.

Member Larry Klein commented on the interest income being only \$22,000 and having a higher return on investment.

Chair Shaw requested the report closer to January than March next year.

Kathleen Kelly, Interim CFO, stated the next step would be to bring the staff report with committee comments back to this committee for approval in two months.

COMMITTEE COMMENTS

Member Torres commented on social media alerts regarding high winds, delayed trains, and solutions. Shared story regarding visually impaired rider who shared their experience navigating the system.

Member Tuzman shared his experience at the Sunnyvale station regarding a shelter that was blown over with caution tape and feedback from former Oracle worker who used Caltrain and requested connection services to employers -shuttles especially (www.commute.org).

Member Kutler commented on having a strong regional approach.

Member Klein asking whether the wind damage would delay electrification.

Chair Shaw announced membership with the Transbay Authority CAC, their meetings on Tuesdays starting in May; trip to Spain indicated trains underground with no issues with trees falling on their tracks.

Public Comments

Jeff Carter, Millbrae, commented on grade crossing funds coming from road funds and car dominance in the United States and providing data online in reference to ridership.

CORRIDOR CROSSING STRATEGY

Jill Gibson, Transportation Planner, Kimley-Horn, provided a presentation that included the following:

- Current at-grade crossings
- 15 active grade separation, closure, and undercrossing projects
- Purpose, outlines, and timeline,
- Case studies
- Approach spectrum
- Developing a shared strategy
- Technical exploration topics
- Program strategy goals
- 2023 engagement schedule

Committee Comments

Member Patricia Leung asked about projects slated for grade separation; Ms. Gibson stated there were no projects on the Union Pacific Railroad (UPRR) currently.

Member Leung asked about preferred methodology as we're starting this process; Ms. Gibson stated there were currently none as they were staying open at the beginning to see how they play out.

Member Leung asked about extra funds used to support grade separations.

Member Kutler commented on the models advocating different kinds of initiation process; Ms. Gibson stated there was a different initiation process for each project.

Member Kutler asked if they have a value then for the champion model mentioned, how is it initiated; Ms. Gibson stated that some projects are funded by the state, and then grouped by priority, by movement, safety, place, and delivery efficiency, she stated they would eventually publish a program strategy introduction for these case studies.

Member Kutler inquired about potential housing as a consideration.

Member Brandt commented on priorities especially with competition amongst cities, the best political advocacy initiates projects; if there were objective policies and scoring for prioritization and funding, the most rational would be prioritized; Caltrain owns its right of way but limited in its grade separation design due to Union Pacific freight; the 1% grade separation limits design.

Member Seebart inquired about working with Caltrain's Director of Strategy and Policy, Ms. Gibson confirmed they were working with him. He asked about finishing goals and perspective and filtering out goals; Ms. Gibson stated the 5 strategy goals will be used to evaluate approaches during the Fall.

Member Tuzman commented on the number of program strategy goals and improve bullet points to "improve access and circulation for all modes" of transportation.

Member Brandt commented on flooding with dipped underpasses being hostile to pedestrian crossings; must have permanent pumping facilities.

Member Torres commented on having climate considerations, access for all modes, prioritizing modes that are not cars.

Member Klein commented on Sunnyvale adding a bicycle-pedestrian lane.

Public Comments

Jeff Carter, Millbrae, commented on climate change and having 22nd street station remains as it is.

Drew commented on ordering the under crossings on the PowerPoint, corridor crossing interactive map, Broadway Grade separation needing to indicate the pedestrian crossing, adding the ped-bike on the interactive map, and listing the San Mateo environmental design.

STAFF REPORT UPDATE

David Santoro, Acting Chief Operating Officer reported (The full report can be found on caltrain.com):

On-time Performance (OTP) –

- **February:** The February 2023 OTP was 93.1% compared to 91.6% for January 2022.

- **Vehicle on Tracks** – There were 2 vehicles on the tracks, which caused train delays. The train delays were on February 14th (San Mateo) and February 20th (Broadway and Borough).
- **Mechanical Delays** – In February there were 6 delays due to vehicles on tracks.
- **Trespasser Strike** – There were no trespasser strikes in February.

Mr. Santoro reminded the committee and the public that the next bus bridge would be between Millbrae and Hillsdale beginning March 25th, and that the latest updates would be at <https://www.caltrain.com/february-2023-service-change> . Lastly, he stated this would be his last meeting and John Hogan would be replacing him. John Hogan introduced himself and provided his experience background. Chair Shaw thanked Mr. Santoro for his time and welcomed Mr. Hogan.

Committee Comments

Member Brandt noted that the vehicles on track were after dark and suggested lighting to prevent further incidents. He requested the ridership statistics be a searchable PDF instead of an image so the committee could easily compare ridership numbers.

Chair Shaw encouraged in person attendance if members were not out sick.

DATE, TIME, AND LOCATION OF NEXT REGULAR MEETING:

The next meeting will be April 19, 2023, at 5:40 pm, via Zoom and in person meeting at the San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 7:59 pm.