

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

**Minutes of March 29, 2023**

**Members Present:** P. Burt (arrived at 9:18 am), R. Medina, S. Heminger, S. Walton, M. Zmuda, D. Davis (Vice Chair), J. Gee (Chair)

**Members Absent:** C. Chavez, R. Mueller

**Staff Present:** T. Bartholomew, M. Bouchard, J. Harrison, C. Fromson, D. Seamans, P. Shrestha, M. Tseng

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

Chair Jeff Gee called the meeting to order at 9:01 am and Director Monique Zmuda led the pledge of allegiance.

**2. Roll Call**

District Secretary Dora Seamans called the roll and confirmed there was a Board quorum present.

**3. Suspend Section 4 of the JPB Rules of Procedure to Authorize Regular Meeting to Occur on March 29, 2023, rather than April 6, 2023**

James Harrison, Legal Counsel, noted that the Rules of Procedure designates the first Thursday of the month as the regular meeting, so an action needed to be taken for the regular meeting to occur on March 29, 2023.

Motion/Second: Davis, Medina

Ayes: Burt, Davis, Gee, Heminger, Medina, Walton, Zmuda

Noes: None

Absent: Chavez, Mueller

**4. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances** – There were no requests made.

**5. Public Comment for Items Not on the Agenda**

Adrian Brandt commented on fare evasion and enforcement policy. He also commented that it should be tracked on a regular basis.

**6. Report of the Executive Director**

Michelle Bouchard, Executive Director, provided the report which included the following:

- Thanked the Board for shifting the meeting with financial workshop on April 6<sup>th</sup> to discuss the financial outlook and upcoming budget strategies to address future deficits

- Appreciated the quick response from railroad and partners during the recent storms
- Work on a corridor-wide tree assessment taking place over the next few months
- MTC (Metropolitan Transportation Commission) Fare Integration Task Force approved the regional fare program that will support ridership growth. It will be brought to the Board for approval later this year.
- Participated in Bay Area Council in Washington, D.C. and emphasized the need for a zero-emission corridor. Grant application in rail vehicle replacement program would fund three additional EMU (electric multiple unit) trains
- Addressed public comments regarding fare enforcement policy and identified areas for improvements. Fare enforcement activities will be included in either the Executive Director's Report or upcoming Safety and Security Report.

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

- Support fare enforcement report to be under Safety and Security
- Trains slowed due storms and agendaize an item on weather related activities and how the organization reacts
- Add a weather category to the report for delays, which would include flooding

#### Public Comment

Jeff Carter appreciated report on addressing tree issues.

Adrian Brandt commented on an equity aspect for the fare structure.

Adina Levin, Friends of Caltrain, commented on scope of finance workshop, expressed appreciation and support for the free and reduced cost transfers, and the tree issues.

## **7. Consent Calendar**

### **7.a. Meeting Minutes of March 2, 2023**

### **7.b. Accept Statement of Revenues and Expenses for the Period Ending February 28, 2023**

### **7.c. Authorize the Executive Director to Execute an Amendment to the Letter of Agreement with Transbay Joint Powers Authority (TJPA) For Activities Undertaken in Support of the Downtown Rail Extension (DTX) – Approved by Resolution No. 2023-18**

### **7.d. Declare an Emergency Regarding the North Channel Embankment of the San Francisquito Creek Bridge Due to Erosion and Authorize the Executive Director to Enter into Construction Agreement with Walsh Construction for Emergency Repair Work at San Francisquito Creek Bridge\* – Approved by Resolution No. 2023-19**

### **7.e. Authorize Rejection of Bid for Churchill Avenue Grade Crossing Improvements Project and Re-Advertisement of the Solicitation\***

**7.f. Authorize Execution of Agreement with Valley Transportation Authority (VTA) for Bus Bridge Services for the Caltrain Peninsula Corridor Electrification Project (PCEP) Signal Cutovers and OCS Testing\* – Approved by Resolution No. 2023-20**

Motion/Second: Medina, Davis

Ayes: Burt, Davis, Gee, Heminger, Medina, Walton, Zmuda

Noes: None

Absent: Chavez, Mueller

**8. Arab American Heritage Month – Approved by Resolution No. 2023-21**

Tasha Bartholomew, Communications Manager, provided highlights on the resolution.

Motion/Second: Davis, Walton

Ayes: Burt, Davis, Gee, Heminger, Medina, Walton, Zmuda

Noes: None

Absent: Chavez, Mueller

**9. Reports**

**9.a. Report of the Citizens Advisory Committee (CAC)**

- Brian Shaw, CAC Chair, provided an update on CAC discussions, which included the following:
  - Public hearing held on the audit of Measure RR tax revenue and expenditures for fiscal year ending June 30, 2022, where members commented:
    - Requested a budget planning report on how Caltrain uses funds
    - Timing of this audit versus the fiscal year and staff said the budget would be a two-year budget going forward and the audit would look at spendings from prior years
    - Next audit to provide what funds were obligated and spent
    - Interest income was \$22,000 and having future higher investment returns
    - Have the audit report closer to January than March next year
  - Corridor crossing strategy being limited in grade separation design due to Union Pacific freight's one percent grade requirement
  - Improve access and circulation for all modes of transportation
  - Flooding with the dipped under passes and hostile to pedestrian crossing, and the design must have permanent pumping facilities
  - Report that the vehicles on track have all occurred after dark and a CAC member suggested lighting to prevent further incidents

**9.b. Report of the Chair**

Chair Gee reported attending a couple of meetings with the regional rail partnership discussing how to improve ridership and the need to build relationships.

### **9.c. Report of the Local Policy Maker Group (LPMG)**

Director Burt, LPMG Chair, provided an update on LPMG discussions, which included the following:

- Received update from the High-Speed Rail Authority
- Next steps on city's grade separation approaches and update from staff on technical and design standards that will impact costs and preferred alternatives in communities
- How cities can develop programs that will drive ridership

### **9.d. Report of the Transbay Joint Powers Authority (TJPA)**

Chair Gee reported on the following:

- Update on the FY23-24 budget forecast
- Resolution for RM3 for all the transit properties
- Appointments to the CAC
- The amendment to the Letter of Agreement with the JPB
- Update on DTX (Downtown Rail Extension) project

#### Public comment:

Adrian Brandt expressed his concerns with grade separation and underpass floods.

Adina Levin commented on moving forward with rail partnership, working together to regrow ridership, and LPMG starting talks about programs to drive ridership on city level.

Jeff Carter appreciated that agencies are working together.

Abby supported the agencies are working together.

## **10. Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report**

Michelle Bouchard provided an update, which included the following:

- Thanked Board for strong input and Chair Gee for outreach to BBI (Balfour Beatty) executive leadership
- Traction and attention of all levels in the Balfour organization. Seen increase in production in last three weeks
- New leadership from Balfour Beatty and discussed road map to completion

Pranaya Shrestha, CalMod Chief Officer, provided updates, which included the following:

- Re-forecast schedule where project end date is not changing and no changes in budget
- Balfour Beatty organizational changes with 18 more professionals
- Provide Balfour Beatty performance update to the Board at the May meeting
- Working closely with Pacific Gas and Electric (PG & E) Company

Casey Fromson, Chief Communications Officer, provided an update, which included the following:

- Total of 31 shutdowns with 5 weekend shutdowns completed and bus bridge service was well executed
- Weekday service changes in April
- Communications included the website, newspapers, ambassadors at locations, connection with SF (San Francisco) Giants, and with customers and partners

The Board had a robust discussion with clarifying questions and feedback to staff on the following:

- Thanked staff for their dedication and communication pertaining to project
- Written plans documented
- Deep dive discussions to include the schedule
- PG & E delays and how completion of work is tied into BBI plans

#### Public comment

Jeff Carter commented sharing same concerns raised by Director Heminger. He expressed appreciation for load bank testing before short circuit testing.

Adrian Brandt commented disappointment on status of project.

Adina Levin supported importance of electrification and focusing on rider communication on weekend shutdowns and other changes.

#### **11. Correspondence**

Chair Jeff Gee noted the correspondence was available online.

#### **12. Board Member Requests**

There were no Board Member requests.

#### **13. Date/Time of Next Regular Meeting: Thursday, May 4, 2023 at 9:00 am.**

The meeting will be accessible via Zoom and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

#### **14. Adjourn**

Meeting adjourned at 10:22 am

An audio/video recording of this meeting is available online at [www.Caltrain.com](http://www.Caltrain.com). Questions may be referred to the Board Secretary's office by phone at 650.508.6242 or by email to [Board@Caltrain.com](mailto:Board@Caltrain.com).