



# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

### Technology, Operations, Planning, and Safety (TOPS) Committee Meeting

September 27, 2023, 1:30 pm

Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Ave., San Carlos, CA

Committee Members: Rico E. Medina (Chair), Pat Burt, Shamann Walton

Members of the public may participate remotely or in-person, provided that they satisfy the safety protocols listed below.

Members of the public may participate remotely via Zoom at <https://us06web.zoom.us/j/81186731470?pwd=OUE3b0ZiY3ZoYzRCN280UG5Gb9WZz09> or by entering Webinar ID: **811 8673 1470**, Passcode: **274739**, in the Zoom app for audio/visual capability or by calling 1-669-219-2599 (enter webinar ID and press # when prompted for participant ID) for audio only. The video live stream will be available after the meeting at <https://www.caltrain.com/video-board-directors>.

Members of the public also may participate in person at: San Mateo County Transit District, Bacciocco Auditorium - Second Floor, 1250 San Carlos Ave., San Carlos, CA, or any other noticed location provided they comply with the following safety protocols:

***Please Note the Following COVID-19 Protocols for In-person Attendance:***

Visitors who have been exposed to the COVID-19 virus, who have received a positive COVID-19 test results, or who are experiencing any of the following COVID-19 related symptoms should refrain from participating in person:

- Cough
- Fatigue
- Sore Throat
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Muscle or body aches
- Diarrhea
- Fever or Chills
- Loss of taste or smell
- Shortness of Breath

Public Comments: Public comments may be submitted to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com) prior to the meeting’s call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board’s weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings>.

Verbal public comments will also be accepted during the meeting in person and through Zoom\* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial \*67 if you do not want your telephone number to appear on the live broadcast. Callers may dial \*9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak, and callers should dial \*6 to unmute themselves when recognized to speak.

Each public comment is limited to two minutes. The Board Chair has the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

**September 27, 2023 - Wednesday**

**1:30 pm**

*All items to which [Government Code section 84308](#) applies have been marked with an asterisk*

*A double asterisk indicates that one or more Directors of the JPB serve on the governing board of a public agency with which the JPB proposes to contract. Under Government code section 1091(a)(9), this relationship is considered to be a noninterest but it must be disclosed.*

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Public Comment on Items Not on the Agenda  
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff to reply.
4. Meeting Minutes of August 30, 2023
5. Authorize Executive Director to Enter into a Contract with Caltrans to Receive Sustainable Transportation Planning Grant Program Funds\* Motion
6. Proposed Electrified Service Plan for Fall 2024 Informational
7. Committee Member Requests
8. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, October 25, 2023 at 1:30 pm.  
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 94070.
9. 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). *Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287*

### **Date and Time of Board and Committee Meetings**

JPB Board: First Thursday of the month, 9:00 am; JPB Technology, Operations, Planning, and Safety (TOPS) Committee: Two Wednesdays before the Board meeting, 1:30pm. The date, time, and location of meetings may be changed as necessary. Meeting schedules for the Board and committees are available on the website.

### **Location of Meeting**

Members of the Public may attend this meeting in person or remotely via Zoom. \*Should Zoom not be operational, please check online at <https://www.caltrain.com/about-caltrain/meetings> for any updates or further instruction.

### **Public Comment\***

Members of the public are encouraged to participate remotely or in person. Public comments may be submitted by comment card in person and given to the JPB Secretary. Prior to the meeting's call to order, public comment may be sent to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com) so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings> .

Oral public comments will also be accepted during the meeting in person or through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

### **Accessible Public Meetings/Translation**

Upon request, the JPB will provide 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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email [titlevi@samtrans.com](mailto:titlevi@samtrans.com); or request by phone at 650-622-7864 or TTY 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 is 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  
Technology, Operations, Planning, and Safety (TOPS) Committee  
1250 San Carlos Avenue, San Carlos, CA 94070  
DRAFT Minutes of August 30, 2023**

**Members Present:** Pat Burt, Rico Medina (Chair)  
**Members Absent:** Shamann Walton  
**Staff Present:** R. Barnard, T. Bartholomew, M. Bouchard, M. Clendennen, J. Harrison,  
M. Meader, G. Rogers, D. Seamans, M. Tseng

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

Chair Medina called the meeting to order at 1:30 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Public Comment on Items not on the Agenda**

There were none.

**4. Meeting Minutes of July 26, 2023**

Motion/Second: Medina/Burt

Ayes: Burt, Medina

Noes: None

Absent: Walton

**5. Rail Activation Program Overview**

Michelle Bouchard, Executive Director, introduced Mark Clendennen, Director of Rail Activation and Transition, who is assisting with rail activation efforts. Graham Rogers, Business Operations Project Manager, provided the presentation that included the following:

- Goal to establish a clear process for transitioning from state of construction to dynamic new operation
- Focused on finalizing storage and security plans for the new EMUs (electric multiple units); identifying additional facilities for maintenance needs; hiring and training staff; standing up an apprenticeship program to build a pipeline of qualified workers for the new overhead catenary and traction power systems; developing train schedules for electrified service; and community outreach and marketing
- Need to establish new processes, put enhanced safety measures in place, and bring on additional expertise

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

- New and ongoing safety issues related to electrified system and impact on certain decisions for preferred grade separation alternatives
- Critical to secure additional facilities to house spare parts or new materials and have new craft on property for emergencies, provide isolation, and protection services
- Need to identify where funds are needed, the program risks, and plan for mitigation

## **6. Update on Rail Safety and Suicide Prevention Initiatives**

Mike Meader, Chief Safety Officer, provided the presentation that included the following:

- September is rail safety month and suicide prevention month
- Trespasser strikes are historically fatalities and can take up to a year to determine whether intentional or unintentional
- Assessment completed for CCTV (closed circuit television) along with the analytics for intrusion. Stepping up exploration of grant funding

Tasha Bartholomew, Media Relations Manager, provided the presentation on suicide prevention that included the following:

- Partnered with Operation Lifesaver, an international nonprofit organization, that premieres rail safety education since the 1990s
- Ramp up “Don’t Shortcut Life” program that offers free presentations to communities and open to all ages
- Formed key partnerships with mental and behavioral health professionals in counties along corridor

Mike Meader, Chief Safety Officer, continued the presentation that included the following:

- Revise existing processes and training for internal education, risk analysis of activities at CEMOF (Central Equipment & Maintenance Facility), identify the risks, and prioritize higher risks and address them prior to getting into revenue-service
- Threat and vulnerability assessment from a security perspective and accounting for all the security needs

### Public comment

Adrian Brandt appreciated the new three-digit number to text for suicide crisis and making out to right-of-way signage, Operation Lifesaver more cognizant of suicides, commented that statistics shown dramatically underrepresent number of suicides.

Director Burt appreciated the comprehensive focus on what Caltrain is doing and noted the two sets of teen suicide clusters in 2009, 2011, and another in the middle of the decade. He also mentioned that there is a lot of learning in the community about patterns, program need for some form of problem statement, expressed interest in what portion of the corridor has fencing on both sides and referenced the expanded fencing on a portion of

Palo Alto, and detection systems. Mr. Meader commented on the design, technology, and policy development needs.

## **7. Capital Projects Quarterly Status Report - 4th Quarter Fiscal Year 2023**

Robert Barnard, Deputy Chief of Design and Construction, provided the presentation, which included the following:

- During fiscal year (FY)23, the team advanced a dozen projects from design into construction and implementation
- Fundamental obligation to keep the system in a state of good repair, keep it fit for the intended use, and advancing projects, such as the Bayshore Overpass that reached substantial completion on August 17<sup>th</sup>
- The system engineering team keeps radio and communication systems in a state of good repair
- The team moved half a dozen projects from construction into closeout, as projects continue to move through their life cycle
- Part of the FY24-25 budget season, approximately \$64 million of requested projects, were deferred due to lack of funding

### Public comment

Adrian Brandt suggested two new improvements: adding better lighting at train tracks and technology similar to red light cameras that are specifically designed to attach and record those kinds of violations.

## **8. Committee Member Requests**

There were none.

## **9. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, September 27, 2023 at 1:30 pm**

## **10. Adjourn**

Meeting adjourned at 2:52 pm

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Deputy Chief, Caltrain Planning  
Subject: Authorize Executive Director to Execute an Agreement with Caltrans to Receive Sustainable Transportation Planning Grant Program Funds

Staff Coordinating Council Reviewed     Finance Committee Recommendation     Technology, Operations, Planning, and Safety Committee Recommendation     Advocacy and Major Projects Committee Recommendation

**Purpose and Recommended Action**

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB or Caltrain):

1. Authorize the Executive Director to execute an agreement with the California Department of Transportation (Caltrans) to receive \$474,000 in Sustainable Communities Program Grant funds from the California Department of Transportation (Caltrans); and
2. Authorize the Executive Director to take such actions as may be necessary to give effect to this resolution for the JPB to apply for and receive Caltrans Sustainable Transportation Planning Grant Program funds.

**Significance**

On August 31, 2023, Caltrain received notice of a grant in the amount of \$474,000 from Caltrans' Sustainable Transportation Planning Grant Program to analyze the climate change vulnerability of Caltrain's corridor.

**Background**

As the climate grows ever more unpredictable, Caltrain continues to grapple with significant, year-round climate impacts. The winter storms in December 2022 and January 2023 reemphasized this with a variety of impacts: flooded track and facilities, new electrification infrastructure damaged, and service disrupted. In the summer and fall of 2022, high heat forced reductions in service. Seasonal fires impact our air quality, affecting all passengers but especially our most vulnerable riders.

The Climate Change Vulnerability Study will gather broad community and stakeholder feedback and will combine it with a quantitative climate vulnerability analysis. The Project will analyze the vulnerability of Caltrain service, infrastructure, right-of-way, operations, and passengers to climate impacts such as high heat, wildfire and smoke, storm damage, sea level rise and inundation, among others.

The resulting study will produce findings that will provide Caltrain with the information it needs to develop adaptation strategies, which will be the next phase of the project. Caltrain will also work to incorporate findings into capital planning and risk management processes.

**Budget Impact**

Staff will include the grant revenue and corresponding expense of \$474,000, as well as the additional required local match of \$21,412, in a future operating budget amendment. A portion of the local match for this grant, \$40,000 of the \$61,412 required local match, is included in the FY24 Adopted Operating Budget.

Prepared By: Amelia Timbers                      Manager, Environmental and                      (650) 508-7713  
Sustainability Planning



**RESOLUTION NO. 2023-**

**Board of Directors, Peninsula Corridor Joint Powers Board  
State of California**

\* \* \*

**Resolution of the Board Of Directors of the Peninsula Corridor Joint Powers Board Authorizing  
the Executive Director to Execute Agreements with the California Department of  
Transportation for the Caltrain Climate Change Vulnerability Study**

**Whereas**, as the climate grows ever more unpredictable, the Peninsula Corridor Joint Powers Board (JPB) continues to grapple with significant, year-round climate impacts. The winter storms in December 2022 and January 2023 reemphasized this with a variety of impacts, including flooded track and facilities, damage to new electrification infrastructure, and disruptions to service. In the summer and fall of 2022, high heat forced reductions in service. Seasonal fires impact our air quality, affecting all passengers but especially our most vulnerable riders; and

**Whereas**, the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

**Whereas**, the JPB wishes to use this funding to conduct the Caltrain Climate Change Vulnerability Study; and

**Whereas**, a Restricted Grant Agreement must be executed with the California Department of Transportation before such funds can be reimbursed through the Caltrans Sustainable Transportation Planning Grant Program for the Caltrain Climate Change Vulnerability Study; and

**Whereas**, staff recommends that the Board delegate authority to the Executive Director to execute agreements with the California Department of Transportation to receive funds for the Caltrain Climate Change Vulnerability Study, and any amendments thereto.

**Now, therefore, be it resolved**, by the Board of Directors of the Peninsula Corridor Joint Powers Board, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation and to take any further action for the JPB to apply for and Caltrans Sustainable Transportation Planning Grant Program funds.

Regularly passed and adopted this 5<sup>th</sup> day of October, 2023 by the following vote:

Ayes:

Noes:

Absent:

---

Chair, Peninsula Corridor Joint Powers Board

Attest:

---

JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Deputy Chief Caltrain Planning  
Subject: **Proposed Electrified Service Plan for Fall 2024**

Staff Coordinating Council Reviewed     Finance Committee Recommendation     Technology, Operations, Planning, and Safety Committee Recommendation     Advocacy and Major Projects Committee Recommendation

**Purpose and Recommended Action**

Staff recommends the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) receive the attached presentation on the Proposed Electrified Service Plan for Fall 2024.

This item is informational only.

**Discussion**

Caltrain has been working diligently with its partners and the local communities to complete the Electrification Project which will electrify 51 miles of the Caltrain corridor from San Francisco Station to Tamien Station in San Jose. In preparation for the Fall 2024 launch of electrified service, Caltrain initiated a service planning process in early 2023 that builds upon recent and ongoing engagement, policy, and planning efforts. The purpose of this effort is to develop an electrified service plan and new schedule with the intended outcome of enhancing the Caltrain customer experience by providing more station stops, competitive travel times, enhanced off-peak service, coordinated transfers, and a user-friendly schedule.

To date, the project team has developed a draft electrified service plan based on feedback from stakeholders, the results of a travel market and equity analysis, and operational considerations. Between San Francisco and San Jose, the proposed electrified service plan will provide faster service and more station stops with all-electric trains, while providing the same total number of trains per weekday (104 trains) as today. Between San Jose and Gilroy, four roundtrips per day

will be provided via a South County connector service, with schedules tailored to feedback received from South County residents in June 2023.

Staff will present an overview of the service planning process, share the proposed service plan, and discuss next steps leading up to a final service plan being shared in late 2023.

**Budget Impact**

Projected operating costs for electrified service are included in the Board approved budget for Fiscal Years 2024 and 2025. Given that electrified service is a new technology and operating model for FY25, efforts to refine related costs shall be performed as testing starts in FY24 and the first trains begin running.

Prepared By:	Melissa Jones	Deputy Director, Caltrain Policy Development	650-339-1908
	David Pape	Caltrain Policy and Program Manager	650-418-6025