

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

**Minutes of August 3, 2023**

**Members Present:** P. Burt, C. Chavez, R. Medina, M. Zmuda, J. Gee (Chair)  
**Members Absent:** D. Davis (Vice Chair), S. Heminger, R. Mueller, S. Walton  
**Staff Present:** M. Bouchard, C. Fromson, J. Harrison, T. Huckaby, M. Jones, K. McCoy  
(Balfour Beatty), P. Shreshtha, D. Seamans, B. Shaw, M. Tseng

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

Chair Jeff Gee called the meeting to order at 9:00 am and Director Medina led the pledge of allegiance.

**2. Roll Call** - District Secretary, Dora Seamans, confirmed there was a Board quorum present.

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

**4. Closed Session Conference: Conference with Legal Counsel – Pending Litigation (Gov. Code § 54956.9(d)(1)) [Abel Cuevas v. Peninsula Corridor Joint Powers Board, Santa Clara County Superior Court, Case No.: 21CV385375]**

*The Board convened into closed session at 9:02 am  
The Board reconvened back into regular session at 9:47 am*

**5. General Counsel Report – Report Out from Above Closed Session** – There were no reportable actions.

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

Steven Rosati submitted a letter to the Board and spoke about cleaning up debris on both sides of tracks along the whole system from Gilroy to San Francisco before the grand opening of the new electric train and to consider volunteers to help perform this work.

Jeff Carter commented on his experience at the July 29th electrification event and thanked staff for the event.

Aleta Dupree commented on her experience using Clipper during transfers taken from Millbrae Station with BART (Bay Area Rapid Transit) and SamTrans and operating a single unified payment system, such as open payment on the capital corridor.

Martin Sommer, Palo Alto, referred to a formal claim on excessive Clipper reader noise at the Palo Alto University Avenue Station. He stated that since the installation of new visually

impaired Clipper card readers in April, readers have been beeping consistently and causing health issues for him and his wife. He requested the use of standard beacon technology for the visually impaired as an alternative.

Mark Turner, Mayor of Morgan Hill, thanked the Board for the approval of the fourth train to the South County and they will do their best to make sure there are plenty of riders.

## **7. Report of the Executive Director**

Ms. Bouchard's report included the following:

- Continuing down the path for bringing a robust safety culture
- July 29 new electric train tours at a public event with 4,200 attendees at Diridon Station
- PCEP (Peninsula Corridor Electrification Project) meeting major milestones until in revenue service in September 2024
- Measure RR funds applied to the next two years to help push out the fiscal cliff
- Continue to advance major projects at Diridon and the downtown rail extension (DTX)
- Improved connection at Millbrae station, improving service at Gilroy, and in the planning process for electrified service and for a zero-emission corridor using battery EMUs (electric multiple unit)
- Dedication to equity for the Go Pass donation program
- Grade crossing improvements beyond grade separation projects, such as striping and pedestrian fencing to enhance safety at crossings

### Public comments

Aleta Dupree commented on noticing the Bayshore Station covered in white sheets possibly due to painting and rehabilitation of the overpass and stated that state of good repair should always be a focus.

Adina Levin, Friends of Caltrain and Seamless Bay Area, expressed support and gratitude towards Ms. Bouchard's report on equity and ridership regrowth. She also commented on the Go Pass donation program attracting new riders and mentioned a word cloud showing types of new riders' titles, such as barista, deli clerk, janitor.

## **8. Consent Calendar**

8.a. Meeting Minutes as of June 1, 2023

8.b. Appointment of the Citizens Advisory Committee Representative and Alternate

8.c. Renew Findings of an Emergency Regarding the North Channel Embankment of the San Francisquito Creek Bridge Due to Erosion Pursuant to Public Contract Code §22050\* - *Approved by Resolution 2023-46*

8.d. Information on Statement of Revenues and Expenses for the Period Ending May 31, 2023 and June 30, 2023

8.e. Award of Contract for Next Generation Visual Message Signs Project - *Approved by Resolution 2023-47*

- 8.f. Award of Contract for 2023 Grade Crossing Improvements Project - *Approved by Resolution 2023-48*
- 8.g. Approve Ground Lease Amendment with HPS-San Mateo, LLC\* - *Approved by Resolution 2023-49*
- 8.h. Approve and Ratify Fiscal Year 2024 Insurance Program - *Approved by Resolution 2023-50*
- 8.i. Amendment No. 1 to MOU with Prologis for the Railyards Preliminary Business Case\* - *Approved by Resolution 2023-51*
- 8.j. Authorize the Executive Director to Execute an Interim Agreement Between the Transbay Joint Powers Authority and the Peninsula Corridor Joint Powers Board to Support Advancement of the San Francisco Downtown Rail Extension Project\* \*\* - *Approved by Resolution 2023-52*
- 8.k. Approve Execution of Stadler Electric Multiple Unit Option and Funding Plan\* - *Approved by Resolution 2023-53*
- 8.l. Authorize the Execution of the Necessary Agreements and Amendments to Receive Funds to Support the Completion of Preliminary Design and CEQA/NEPA Environmental Clearance for the Bernardo Avenue Undercrossing Project\* \*\* - *Approved by Resolution 2023-54*
- 8.m. Award of Contract for the Bike Parking Station Program\* - *Approved by Resolution 2023-55*

In response to Chair Gee's request, Legal Counsel James Harrison clarified that agenda items with two stars designate items that involve a contract between the JPB and another government agency, in which one of our directors serves on both boards and under government code section 1090, is considered to be non-interests, meaning that directors are free to participate (vote) in the consideration of those items as long as it is disclosed.

Motion/Second: Chavez/Medina

Ayes: Burt, Chavez, Medina, Zmuda, Gee

Noes: None

Absent: Davis, Heminger, Mueller, Walton

Director Chavez commented on reports being clearer and better. She spoke about items 8.i. and 8.j. being connected and being taken together at future committee meetings. She also expressed concern with item 8.j. on the value of including additional trains at this time and more education about the project is needed to better understand the need for increased train sets. She requested for a robust update on DTX before the end of the year, as well as recommended an update on Link21 as they are all connected.

Chair Gee commented that the philosophy and principles of any system expansion will be applicable everywhere.

## **9. Draft 2023 Fare Change Recommendations**

Melissa Jones, Deputy Director of Policy Development, provided the presentation, which included the following:

- Currently at 30 percent of pre-pandemic ridership and Gopass participation has declined
- New fare products as a pilot program to be released this Fall and available on a mobile app and at ticket vending machines
- MTC (Metropolitan Transportation Commission) leading the effort on Clipper Next Generation to be completed summer 2024 and future acceptance of open payments
- Standardized transfer discounts across the region – single ride Clipper card fare allows a discount of up to \$2.50 within two hours on transferred trips
- Potential growth strategies with the new fare products included family day, group day, and 3-day passes as well as flat \$1 student Clipper card per ride, and 50 percent off parking rates
- A public hearing is scheduled for the August Finance Committee meeting before going back to the Board

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

- Combine ridership strategies into the same report as the fare structure
- Keep up with technology changes/improvements - payment apps for tickets and parking
- For the Go Pass program, consider low-income residents, and decrease program participation group size to help increase ridership amongst smaller businesses
- Re-examine the business plan or prior scenarios provided to the Board due to decreases in ridership and population projections and shifts in working from home or in the office
- Need to partner with cities since no one has sufficient staff
- Focus on TMAs (Transportation Management Association) first, TDM (Transportation Demand Management) second, and then individual development agreements

#### Public comments

Adina Levin commented that open payment is scheduled to roll out with Clipper 2 next summer, free transfers will bring in new riders, and low-income riders will and likely need transfers and suggested doing focus groups to determine those needs.

Ryan Globus supported staff recommendations and open payments. He asked for consideration of fare capping when Clipper 2 comes out.

Chair Gee confirmed with General Counsel to continue the meeting with informational items after the loss of the Board quorum at approximately 11:30am

#### **10. Update on Ridership Growth Action Plan and Near-Term Marketing Strategy**

Taylor Huckaby, Deputy Chief of Communications, provided the presentation, which included the following:

- Customer acquisition strategy - the first of its kind, focused on non-rider audience in three parts: affiliations (promotions of specific fare products), atmosphere (brand campaigns), and activations (creative activations of existing assets)
- Remote work caused significant change and created a new normal
- Marketing campaigns launching new fare products with additional campaigns in Fall 2023 and Winter 2024
- Go Pass program engaging with new riders. The market research team is putting together surveys to understand rider needs
- New Director of Customer Experience joining on August 14

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

- Possibility of real-time feedback and tie-in with a loyalty program to understand how people prioritize their experiences with transit
- Need to re-examine the prior business plan, as projected growth was the basis of the business plan

*Director Chavez left at 11:31 am*

#### Public comments

Jeff Carter commented that service frequency is a major drive to increase ridership as well as good marketing. He commented on overcrowded trains during special events, such as at the Memorial Day and Pride Event, and seeing people leaving to go back into their cars.

Adina Levin supported integrating/connecting fares and ridership regrowth and focusing on Go Pass and a regional pass for ridership growth.

Vaughn Wolff commented on losing population as many riders have retired so it is almost impossible to have the same ridership as before.

Mr. Huckaby announced an online store launching in the Fall with Caltrain and SamTrans swag.

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

Pranaya Shrestha, Chief Officer for CalMOD Program, provided the presentation, which included the following:


- Missed one major milestone that was due on July 31 but found a workaround to keep on track.
- Finished testing on segment 4 in San Jose; cutover of two speed check this month and finishing up the live run testing at our maintenance facility
- Energized traction power substation number one in the San Francisco area
- Short circuit testing is scheduled for October

Casey Fromson, Chief Communications Officer, provided a presentation, which included the following:

- Weekday service changes from August 7 through 25, with campaigns and outreach being conducted
- Over 4,200 people attended the electrification tour on July 29 and the next one in San Francisco, hopefully in September, and then one in San Mateo County

Keith McCoy, Project Director for Balfour Beatty Infrastructure, Inc, provided a presentation, which included the following:

- Overall, the project is still on track with acceptance on April 1, 2024
- Live run test in CEMOF in June had an issue in July, but back on track
- Punchlist had 3,000 items and at 64 percent complete
- Closeout plan has 2 tracks - substantial completion and final acceptance
- OCS (overhead catenary system) production has nine crews working on it and will increase to fourteen
- Path to completion changed with adjustments made and five short circuit tests to go

Chair Gee re-emphasized the three things that must be completed in August: cutovers, OCS, and TPS1.

#### Public comment

Jeff Carter commented on energy procurement for electrified trains and to consider using SFPUC (San Francisco Public Utilities Commission) and Hetch Hetchy power for electrification.

## **12. Reports**

### **12.a. Report of the Citizens Advisory Committee**

Brian Shaw, Chair, provided an update on CAC discussions:

- Requested information on fares and phasing out issues for the zonal base fare program
- Need to have enough capacity to avoid overcrowding with the new four-car train sets
- Approved Measure RR report with an amendment to include ballot language in the appendix
- Requested updates on the storage facility plan with the additional security for the new EMUs and power regeneration capabilities when braking
- Overcrowding issues on five-car trains during stops for non-Stanford special events
- Concerns expressed on the progress of locomotive rehabilitation and the quality of work
- Quarterly Safety Update - suggested trespasser and vehicle strikes be reported by location to determine if there is a pattern of frequency or location of the incidents
- Consider allowing children to ride for free and provide marketing campaign talking points to the CAC and Board members to help disseminate information
- Received fare change report and asked for clarification on transfer discounts between the two-hour limit on transit connections

### **12.b. Report of the Chair**

Chair Gee provided an update on the following:

- Attended an EMU construction tour prior to the June 13th meeting with Balfour Beatty Infrastructure, Inc. executive leadership and the need for project completion in accordance with plans and specifications
- Attended a July 6th press conference on behalf of the Board and three cities with California Secretary of Transportation to receive funding for the grade separation projects for the cities of Burlingame, Mountain View, and Palo Alto

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

Director Burt noted there was no meeting in July and nothing to report.

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

Chair Gee reported that they received an update on the procurement strategies. They have a heavy lift with three: consider authorization to request entering the engineering phase for the project, the agreement between TJPA and the JPB, and a DTX governance blueprint.

**13. Correspondence**

Chair Gee noted it is posted (and available) online.

**14. Board Member Requests**

There were none.

**15. Date/Time of Next Regular Meeting: Thursday, September 7, 2023 at 9:00 am.**

**16. Adjourn**

Meeting adjourned at 12:04 pm.