

**Peninsula Corridor Joint Powers Board  
Finance Committee  
1250 San Carlos Avenue, San Carlos, CA 94070  
Minutes of October 23, 2023**

**Members Present:** Raymond Mueller (arrived at 2:53), Monique Zmuda (Chair)

**Members via  
Teleconference:** Devora “Dev” Davis (Vice Chair)

**Members Absent:** None

**Staff Present:** M. Bouchard, T. Huckaby, S. Sargent, K. Yin, M. Rush, T. Davis,  
D. Seamans

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

Chair Zmuda called the meeting to order at 2:30 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

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

There were none.

**4. Consent Calendar**

**4.a. Meeting Minutes of August 28, 2023**

**4.b. 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\***

Motion/Second: Davis/ Zmuda

Ayes: Davis, Zmuda

Noes: None

Absent: Mueller

**5. Accept Statement of Revenues and Expenses for the Period Ended September 30, 2023**

Kate Jordan Steiner, Chief Financial Officer, introduced Danny Susantin, Manager of Grants and Capital Accounting. Danny Susantin provided the report which includes the following:

- The annual forecast currently matched the budget and will go under a future review
- Year-to-date revenue as of September was \$0.1 million, higher than the adopted budget and primarily due to the increase in Measure RR revenue
- Year-to-date expenses were \$4.8 million, lower than adopted budget and primarily due to reductions in rail operator service, and professional services

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

- Expenses are currently below budget and accruing savings
- Expect increased expenses due to the timing of when invoices are received

Motion/Second: Davis/ Zmuda

Ayes: Davis/ Zmuda

Noes: None

Absent: Mueller

## **6. Approve Project Labor Agreement Policy (PLA)**

Sam Sargent, Director of Strategy and Policy, provided the presentation, which included the following:

- Proposed policy overview - applicable construction projects and consistent with applicable state and federal regulations (disadvantaged business enterprises and small business enterprise goals) and annual reporting requirements
- Proposed a \$10 million dollar threshold based on engineering estimate of Caltrain's larger and more expensive projects, as opposed to smaller bus and light rail agencies with a \$2 million threshold, but with the same percentage of the program value

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

- Appreciation for bringing back information on different levels multiple times
- The PLA will not affect the Board's approval of contracts. Policy provides advanced notice to contractors that they would be subject to the PLA

Motion/Second: Davis/ Zmuda

Ayes: Davis/ Zmuda

Noes: None

Absent: Mueller

## **7. Award of Contract for Insurance Brokerage Services\***

Kevin Yin, Director of Contracts and Procurement, provided the presentation, which included the following:

- Goals to provide qualified brokerage insurance services with in-depth experience with public transit/railroad property and casualty insurance market
- The selection committee reviewed and scored the one proposal received in accordance with RFP (request for proposal), and found USI met the criteria for experience and qualifications to perform the services
- Price analysis conducted to confirm fair and reasonable prices

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

- Staff reached out to six firms and received only one bid, USI; staff will continue work to engender more competition in the future
- Other agencies' contracts ranged from three to nine years and analysis was done to determine that the USI's bid was reasonable and fair compared to similar contracts
- The current carrier has provided services for over 20 years under different names
- Brokerage insurance services help facilitate purchasing, procuring insurance, and risk services (for SamTrans and the JPB), and for required railroad protective liability insurance as per the Federal Employers Liability Act (FILA)
- Go back out to the market to check for better options and obtain the best price before extending the two-year option after the initial five years
- Determine why the other firms did not bid to engender more future competition

Motion/Second to support the five-year contract and staff to re-evaluate the market prior to exercising a two-year option: Davis/ Zmuda

Ayes: Davis, Mueller, Zmuda

Noes: None

Absent: None

**8. Approve Three-Year Contract Extension with OutFront Media for Advertising Services\***

Taylor Huckaby, Deputy Chief of Communications, introduced Robert Casumbal, Director of Marketing, and they provided the presentation, which included the following:

- Overview for advertising services, current contractor, and allowed staff the appropriate time and leverage to develop and solicit a new multi-year advertising revenue contract
- Received minimum annual guarantee (MAG) or 60 percent net advertising revenue, whichever is higher, per the shared agreement with a three percent increase each year
- Advertising opportunities included train wraps, station advertising, and digital displays at 4th and King station

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

- Look at how other transportation agencies, such as BART (Bay Area Rapid Transit), are doing
- Hire a manager of ad revenue and partnerships to look for different ways to monetize the system and where people are coming on and off
- Conduct a full audit of advertising and advertisement placements
- Look at the other indicators for this type of spending by similar transit agencies but with different vendors and requirements to make sure they provide the advertising
- Two major vendors that do this type of work and staff will compare the two vendors, their resources, and performance benchmarks to understand what it is provided, which agencies use which vendor; what each agencies' mix of transit is (such as how many buses, bus stops, and or rail), and to follow up with this information

- Staff requested additional time to get past the completion of electrification and to make sure ridership is up in order to be in a better negotiation position for the future RFP

Motion/Second: Davis/ Muller

Ayes: Davis, Muller, Zmuda

Noes: None

Absent: None

**9. Committee Member Requests**

There were none.

**10. Date/Time of Next Regular Finance Committee Meeting: Monday, November 27, 2023, at 2:30 pm**

**11. Adjourned-** Meeting adjourned at 3:09 pm