

**Peninsula Corridor Joint Powers Board  
Technology, Operations, Planning, and Safety (TOPS) Committee  
1250 San Carlos Avenue, San Carlos, CA 94070**

**Minutes of October 25, 2023**

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

**Members Absent:** None

**Staff Present:** M. Bouchard, R. Bernard, G. Rogers, J. Harrison, D. Seamans, P. Ledezma

**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 September 27, 2023**

Motion/Second: Walton/Burt

Ayes: Walton, Burt, Medina

Noes: None

Absent: None

**5. Authorize Use of Construction Manager General Contractor (CMGC) Project Delivery Method Pursuant to Public Utilities Code Section 103394 for the Middle Avenue Pedestrian and Bicycle Undercrossing Project**

Rob Barnard, Deputy Chief Rail Design and Development, provided the presentation which included the following:

- In May 2023, the Board authorized a service agreement with the City of Menlo Park for the undercrossing and this is a task order for that service agreement to expand the delivery methods to enhance risk management, scope, and schedule certainty
- Reviewed three recommended uses of the alternative delivery method (two in the City of Mountain View at Rengstorff and one at the City of Burlingame at Broadway)
- The use of CMGC (Construction Manager General Contractor) will accomplish one or more of the code requirements to reduce project costs, expedite the schedule, or provide features not achievable through the typical design bid-build
- Provided a project overview - it would improve safety for pedestrian and bicyclists and provide a more direct and safer connections on both sides of Caltrain tracks

- Reviewed overall schedule, funding, forecasting, and the advantages and disadvantages of each method
- There was a prior workshop with Menlo Park, SMCTA (San Mateo County Transportation Authority), and Caltrain staff to evaluate delivery methods and determine the most appropriate option given the project scope risk and challenges

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

- Reviewed some real-world examples of how project evolution would occur under the CMGC versus progressive design build, and what would be a sequence of optimizing the design
- Staff reviewed both real and hypothetical examples of the CMGC processes/steps, which included working with the designer on the scope, schedule, and budget; this could be an iterative back and forth process amongst the contractor, city, and Caltrain with early contractor involvement before the design is done to drive the scope and keep risks and costs down

Motion/Second: Burt/Walton

Ayes: Walton, Burt, Medina

Noes: None

Absent: None

## **6. Receive Update on Organizational Readiness for Rail Activation**

Graham Rogers, Business Operations Project Manager, presented provided the presentation which included the following:

- This was an overall progress update to the prior August presentation on rail activation
- Currently in the testing, training, and commissioning phase to prepare for electrification
- Next steps included conducting interviews with each Caltrain department and shared services partners on the rail activation process and to generate a collective awareness of all collaborative tasks to be completed; they have identified and are tracking about 300 unique activities, from operational readiness to systems integration
- There are weekly rail activation committee meetings on the implementation of very specific action items and deadlines and weekly commissioning meetings to focus on broader funding, staffing, and contractual needs
- Working on a plan and management for mitigation of risks

## **7. Receive Update on Caltrain Safety Performance**

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

- Caltrain Safety Officer role created; “Safety-First and Always” as a core value and included in all email signatures; safety culture messaging going out; safety moments at

all Caltrain events and briefings; created a Safety Champions workshop; safety concern reporting tool will be rolled out next month

- Caltrain executive safety committee meets monthly to discuss any system changes
- Safety brand, electrification training and communication are very important in moving forward towards fully electrified service
- Reviewed safety performance data, was trending well in August but had some avoidable injuries and focusing on the root causes of those for future prevention/reduction
- To date in 2023, there were no reportable accidents and incidents to report to the FRA (Federal Railroad Administration) and testing to identify areas for improvement
- 13 trespasser strikes so far this year with 11 under investigation to determine if they were intentional or not; there was a jump in August for unknown reasons
- Vehicle incursions onto railroad tracks- most have occurred at Churchill in Palo Alto and 16<sup>th</sup> Street in San Francisco; staff working on address them through review/improvements to crossing design; since most of them are due to GPS (global position system) errors, staff is working with GPS manufacturers/applications to have railroad tracks more visible in these services
- Fencing program - focused on continuous repairs, use risk-based prioritization to focus efforts on the hot spots, and about 86 percent of the right of way has fencing
- Improvements to grade crossing included work/research on lighting improvements, possibly use other types of barriers, potential grants to fund CCTV (closed-caption television), and monitoring the currently installed system to assess functionality
- Provided an overview of data analysis on Transit Police calls for service
- Noted electrification safety included not touching any overhead or ground wires, the trains are quieter and faster, and people should only cross at designated crossings
- Other safety measures included updating suicide crisis signs with the 988 system, safety cards with reminders and safety tips that both staff and the Transit Police share, and ‘See something, say something’ crowdsourcing

The Board members had a discussion and staff provided further clarification that included the following:

- System-wide fencing and the possibility of what it would take to have the most safe and secure system and possible improvements to GPS applications
- Clarified 86 percent of the JPB-owned corridor’s fencing was in total and some areas may be fenced on just one and not both sides
- Request for a fencing breakdown – on different fencing qualities (materials and height); concern for having the corridor securely fenced on both sides and at a sufficient height to deter people going over them; from a top-down perspective, what would be the most secure system that can be obtained and at what cost be and then consider funding sources as staff is working to determine which areas to look at first

- Staff noted that the safest environment to consider would from trespasser perspective and there are many different definitions for that and agreed to work on identifying a more cost effective program; there would be future Board discussions on safety measures, processes, and having granular terms of the definition for operationalizing them

**8. Committee Member Requests-** There were none.

**9. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, November 29, 2023 at 1:30 pm.**

**10. Adjourn -** Meeting adjourned at 2:21 pm.