



Local Policy Maker Group (LPMG) Meeting

This meeting of the LPMG will be In-Person Only and focus solely on the Caltrain Corridor Crossing Strategy. There is no remote participation option.

Public Comments: The 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. Members of the public are encouraged to provide public comments in the following ways:

- **Email:** Comments may be submitted by emailing publiccomment@caltrain.com before each agenda item is presented. Please indicate in your email the agenda item to which your comment applies.
- **Auditory:** Members of the public also may participate in person at: Redwood City Council Chambers (1017 Middlefield Road, Redwood City, CA 94063)

Thursday, March 14, 2024

4 p.m. – 6 p.m.

Redwood City Council

Chambers

1017 Middlefield Road, Redwood City, CA, 94063

Agenda

1. Call to Order
2. Roll Call
3. Caltrain Corridor Crossing Strategy Work Session
4. Public Comments on items not on the agenda
5. Next Meeting
 - a. Thursday, April 25, 2024 at 5:30 p.m.

6. Adjourn

All items on this agenda are subject to action



Memorandum

Date: March 13, 2024

To: Caltrain Local Policy Maker Group (LPMG)

From: Bella Conferti, Government and Community Affairs Specialist

Re: Caltrain E-Updates



Public Electric Train Tour on May 11, 2024

We are very excited to announce our next public tour of Caltrain's new electric trains will be on Saturday, May 11, 2024, at San Carlos Station.

This will be a family-friendly event open to the general public. In addition to the train tour, we will also be celebrating Caltrain's 160th anniversary with food trucks, games and music outside the station. Media will be invited. Stay tuned for more details!

Electric Train Testing Updates

On the weekend of March 8-9, 2024, Caltrain tested the new electric trains and overhead wires between Mountain View and Redwood City for the first time. Each trainset must be tested for 1,000 miles before being placed into service which is planned for September 2024. The successful tests in March will allow Caltrain to begin performing the 1,000 mile tests between San Jose and Redwood City later this month. Electric train testing has been underway since summer 2023, and you can find videos of train testing on our [Twitter](#).

Congressional Delegation Funding to Improve Caltrain Crossings

Caltrain grade crossings will be getting improved thanks to half a million dollars in federal funding obtained by Congressmembers Anna Eshoo and Kevin Mullin through the [Consolidated Appropriations Act](#). This will fund safety improvements at several grade crossings across the corridor, including Main Street and Whipple Avenue in Redwood City, Ravenswood Avenue in Menlo Park and East Meadow Drive in Palo Alto. We are deeply grateful to Congressmembers Mullin and Eshoo for their unwavering support of rail safety and public transit.

PUBLIC MEETINGS:

JPB Advocacy and Major Projects (AMP) Meeting – March 27, 2024 at 3:30 p.m.

Caltrain Board Meeting – April 4, 2024 at 9:00 a.m.

JPB Technology, Operations, Planning, and Safety (TOPS) Meeting – March 27, 2024 at 1:30 p.m.

For more details, and a full list of upcoming meetings, please visit [Caltrain.com/Meetings](https://caltrain.com/Meetings).

PROGRESS REPORT:

The presentation on Caltrain Electrification progress presented at Caltrain's March 7, 2024 Board Meeting is [available here](#).

WORKSHOP AGENDA

Local Policy Makers Group (LPMG)

Date: Thursday, March 14, 2024

Location: In-Person, Redwood City Council Chambers (1017 Middlefield Road)

Facilitated By: Caltrain and CCS Team

MEETING PURPOSE

To convene corridor partners to achieve agreement in principle of a systematic corridor-wide approach to crossing improvement projects that aligns corridor partner ambitions with an implementable program.

MEETING TOPICS

1. Introductions

- Chair Pat Burt
- Casey Fromson, Caltrain Chief of Staff

2. Corridor Crossings Delivery Guide Update

- General update on the Corridor Crossings Delivery Guide which is a consolidated resource to help corridor partners understand and navigate the current process for implementing crossing improvement projects.

3. November In-Person Workshop Recap

- Summary of the feedback and themes from the November 2023 in-person workshop.

4. What is the Strategy?

- Detail the comprehensive corridor-wide program that consists of a coordinated set of activities and actions to strategically fund and deliver crossings improvement projects.

5. Breakout Sessions

- Discuss and provide feedback on the roles and responsibilities of the groups within the Investment Program framework.

6. Group Discussion/Breakout Report Out

- Reconvene as full group to discuss the feedback identified during the breakout sessions.

7. Next Steps

- Revise DRAFT Program Strategy based on feedback from corridor partners.

8. Closure

- Chair Pat Burt



AGENDA

- **Delivery Guide** Update
- **November Workshop** Recap
- **What is the Strategy?**
- **Breakout** Session
- **Next Steps**

2

Caltrain | Corridor Crossings STRATEGY

Crossings Delivery Guide

Created out of request from community partners to have a more consistent and transparent process for grade separation or closure projects.

Goals for Delivery Guide:

- ✓ Provide a unified location of applicable design, construction, and operational standards.
- ✓ Clearly define the processes, practices, roles, and responsibilities of Caltrain and Local partners.
- ✓ Publicly accessible on the Caltrain website with the design standards
- ✓ A living document updated when design standards change




Background Information

- Corridor Overview
- Regulatory Environment
- At-Grade Rail Crossings



How to initiate a project

- Planning a Grade Separation
- Grade Crossing
- Implementation Process
- Funding and Grant Programs



What to consider when designing a project


- Key Design Criteria
- Grade Separation Types and Components



How to deliver and implement a project

- Delivery Methods
- Construction Methods


3





Crossings Delivery Guide Update

- January 2024:**
Received Comments and Incorporating Revisions
- April 2024:**
Coordinate with Jurisdictions on Comment Responses
- April/May 2024:**
Finalize Guide. Post publicly.
- Summer/Fall 2024:**
Overview presentation(s) of Guide to jurisdictions and industry partners

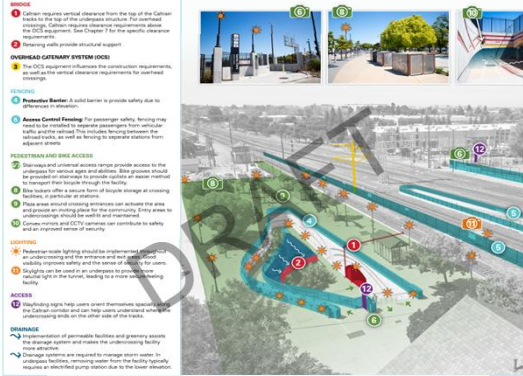
Jurisdictions Review Period:
12/21/23 - 1/29/24




523
comments



17
jurisdictions





Purpose

As an outcome of the **Business Plan**, the Corridor Crossings Strategy is an effort to **define a systematic corridor-wide approach** to crossings.

The strategy aims to **align stakeholder ambitions into balance with an implementable program**, addressing:

- Funding
- Organization
- Program Delivery

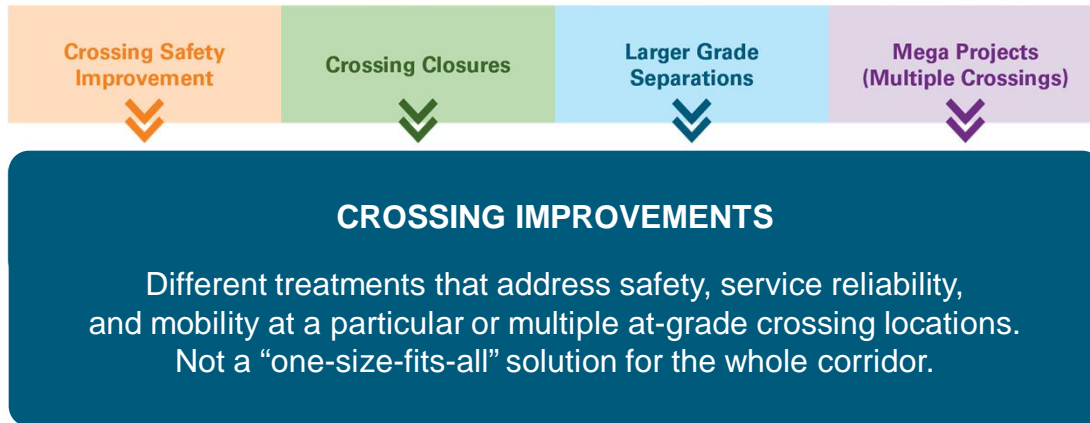
Note: Active grade separation projects will continue in parallel as the program gets developed



November Workshop Recap



Expanded Crossing Improvements



7

Described Proposed New Program Approach

Based on technical topics and community partner feedback a **coordinated program approach** brings the following benefits:

- ✓ *Allows for a holistic methodology in implementing corridor crossings improvements*
- ✓ *Considers the unique characteristics along the corridor, and allows for implementation that considers geography, jurisdictions, and service*
- ✓ *Leverages the advantages of integrated planning, design, and delivery of projects within the corridor*

8

Discussed Program Opportunities



Enable Caltrain to function more as a **DELIVERY PARTNER**



Operations and Construction Coordination



Project Packaging/ Staging/Approvals



Administrative/ Funding




Active Projects


9



CSCG Workshop Key Points





Develop a **consistent multi-year plan** to guide corridor crossing work **shared across corridor partners**



Caltrain in position to **lead plan development**; **endorsement and approval roles** for other partners

11



LPMG Workshop Key Points



Agreed with the CSCG-defined concept of a **Corridor Crossings Investment Plan**



Emphasized the 'mega' investment and funding need, clear priorities, and a strong structure of **developing, endorsing, and adoption** would be necessary

13



DRAFT Program Strategy

What is the purpose of document?

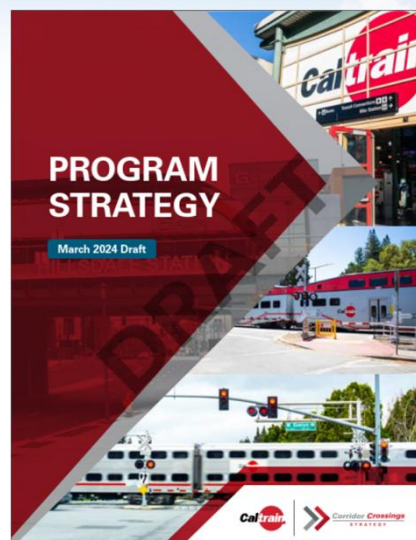
- Obtain an agreement in principle with transportation authorities and corridor partners on the strategy.
- Provide a roadmap for institutional change in delivery approach, program organization, and funding strategy.

What the document is not

- Not a detailed ranking or a prescriptive process for delivering crossing improvements.

What the document communicates

- Outlines Caltrain's proposed approach and components for future delivery of crossing improvements – reflective of corridor discussions over the last 18 months.



14



Workshop Goals and Objectives

- ✓ Feedback on Strategy and Investment Program Components
- ✓ Feedback on Investment Program roles and responsibilities
- ✓ Program Strategy Next Steps








What is the Strategy?




16



The Investment Program

 A comprehensive **corridor-wide crossing program** consisting of a coordinated set of activities and actions to strategically fund and deliver small to large *crossing improvements*.

<div style="border: 1px solid green; padding: 5px; background-color: #e0f0e0;"> Integrated Funding Approach   </div> <div style="background-color: #e0f0e0; padding: 5px; margin-top: 10px;"> Unified corridor-wide funding priorities </div>	<div style="border: 1px solid teal; padding: 5px; background-color: #e0f0f0;"> Multi-Year, Tiered Implementation   </div> <div style="background-color: #e0f0f0; padding: 5px; margin-top: 10px;"> Strategic development and sequencing of crossing improvements in a tiered manner </div>	<div style="border: 1px solid purple; padding: 5px; background-color: #e0e0f0;"> Integrated Program Delivery Team   </div> <div style="background-color: #e0e0f0; padding: 5px; margin-top: 10px;"> Dedicated, integrated team to streamline delivery of crossing improvements </div>	<div style="border: 1px solid orange; padding: 5px; background-color: #ffe0e0;"> Risk Management and Change Control   </div> <div style="background-color: #ffe0e0; padding: 5px; margin-top: 10px;"> Assess and manage associated risks and establish change control/approval processes </div>
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Integrated Funding Approach

Integrated Funding Approach



Unified corridor-wide funding priorities

Anticipated Outcomes



- Unified corridor-wide funding priorities
- Strategic positioning for future funding opportunities
- Shared responsibility to continuously secure funding
- Ongoing and cyclical adjustments to address changing needs

Initiatives

- Identify applicable funding sources
- Pursue funding sources
- Adapt and update funding plan
- Communicate funding priorities

Legend:

Key Initiative

Multi-Year, Tiered Implementation

Multi-Year, Tiered Implementation



Strategic development and sequencing of crossing improvements in a tiered manner

Will be developed concurrently with active projects and with projects being conceived/planned.

Once the program is adopted by the JPB, active and planned projects will be incorporated into the program based on project phase at that time.

Anticipated Outcomes

- Centralized crossing information for informed decision-making
- Sequenced activities to efficiently and equitably allocate available resources
- Focused funding pursuits leading to reduced competition between corridor jurisdictions
- Continuous and systematic delivery across identified improvements including active projects
- Early action safety measures and improvements

Initiatives

- ☑ Launch a corridor crossing database
- ☑ Conduct a crossing assessment
- ☑ Develop sequencing and bundling
 - ☑ *Active projects included in manageable investment tranches*
- Launch an Investment Program public dashboard
- Establish funding priorities

19

Legend:

- ☑ Key Initiative



Integrated Program Delivery Team

Integrated Program Delivery Team



Dedicated, integrated team to streamline delivery of crossing improvements

Anticipated Outcomes

- Dedicated multi-disciplinary staff to leverage expertise and resources
- Integrated staff from Caltrain, TAs, and local jurisdictions to ensure transparency and community perspectives
- Defined roles and responsibilities
- Promote “one corridor, one voice” to funding agencies

Initiatives

- ☑ Identify key personnel
 - *Reassign existing or hire staff with the necessary skills, expertise, and disciplines to provide a multi-disciplinary process.*
- ☑ Establish management framework
- ☑ Assign roles and responsibilities
 - Implement communication and reporting channels
 - Develop new leadership structures (oversight and change control)

20

Legend:

- ☑ Key Initiative



Risk Management and Change Control

Risk Management and Change Control

Assess and manage associated risks and establish change control/approval processes

Anticipated Outcomes

- Identified, assessed, and mitigated financial and organizational risks
- Reevaluated multi-year, tiered implementation and adjust funding priorities accordingly
- Updated the roles, responsibilities, and delivery process accordingly to address risks and community partners' concerns
- Shared responsibility of risk management by Caltrain, TAs, and corridor jurisdictions

Initiatives

- Establish Investment Program Baseline
- Define accountability and oversight structure
- Develop Investment Program risk register
- Monitor and evaluate progress
- Establish lines of communication and reporting

21

Legend:

- Key Initiative

Who is involved in launching the Program

Local Policy Makers Group (LPMG)

City/County Staff Coordinating Group (CSCG)

Joint Powers Board (JPB)

Advocacy and Major Projects (AMP)

Executive Director

Chief, Engineering, Design & Construction

Integrated Delivery Team

- Program Director
- Funding and Finance
- Government and Community Affairs

Transportation Authority Boards

Executive Advisory Committee

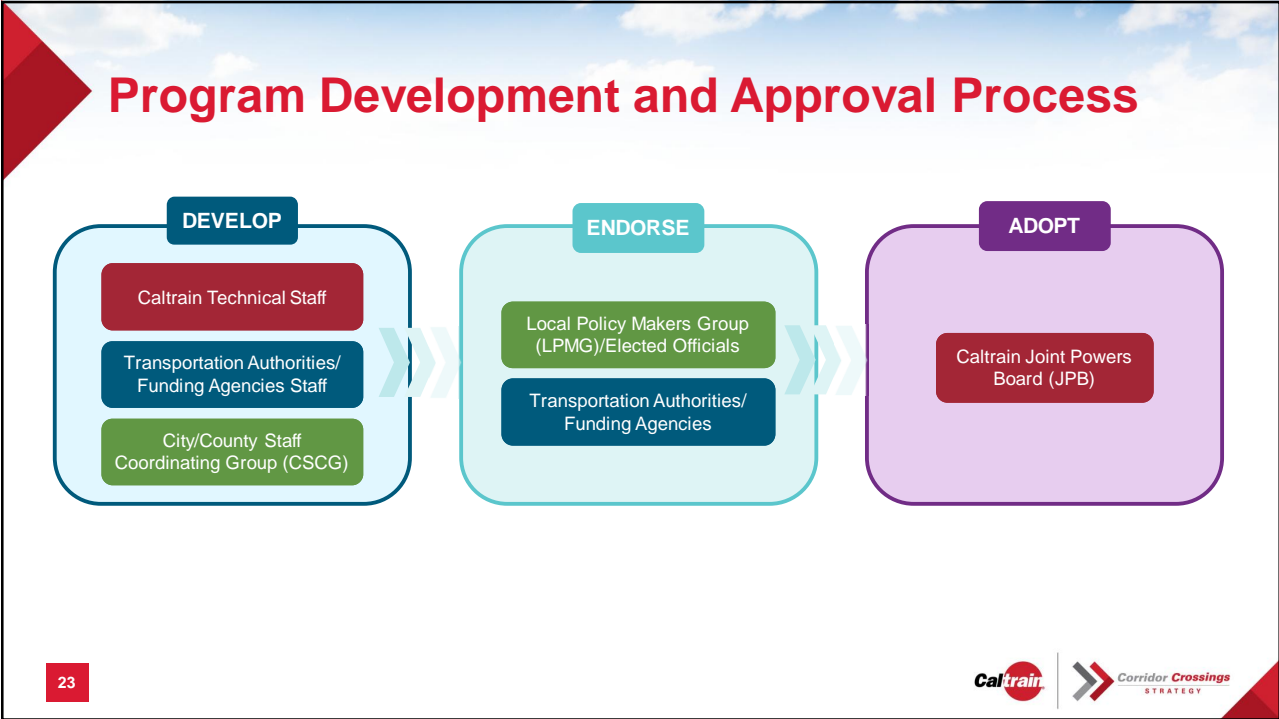
Program Steering Committee

Caltrain led with deputies from each of the member agencies providing oversight on risk management, funding strategy, operations management, and schedule/cost.

22

Legend:

- Caltrain
- Transportation Authorities
- Local Jurisdictions



Report Out

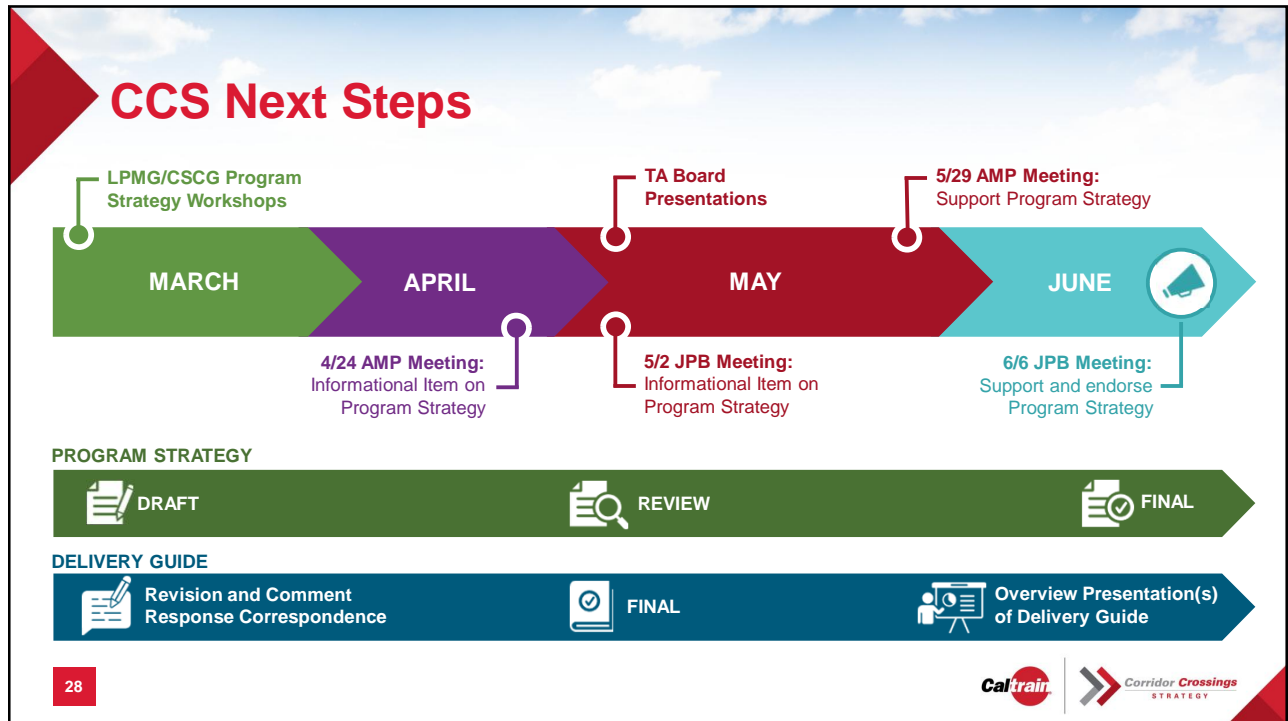
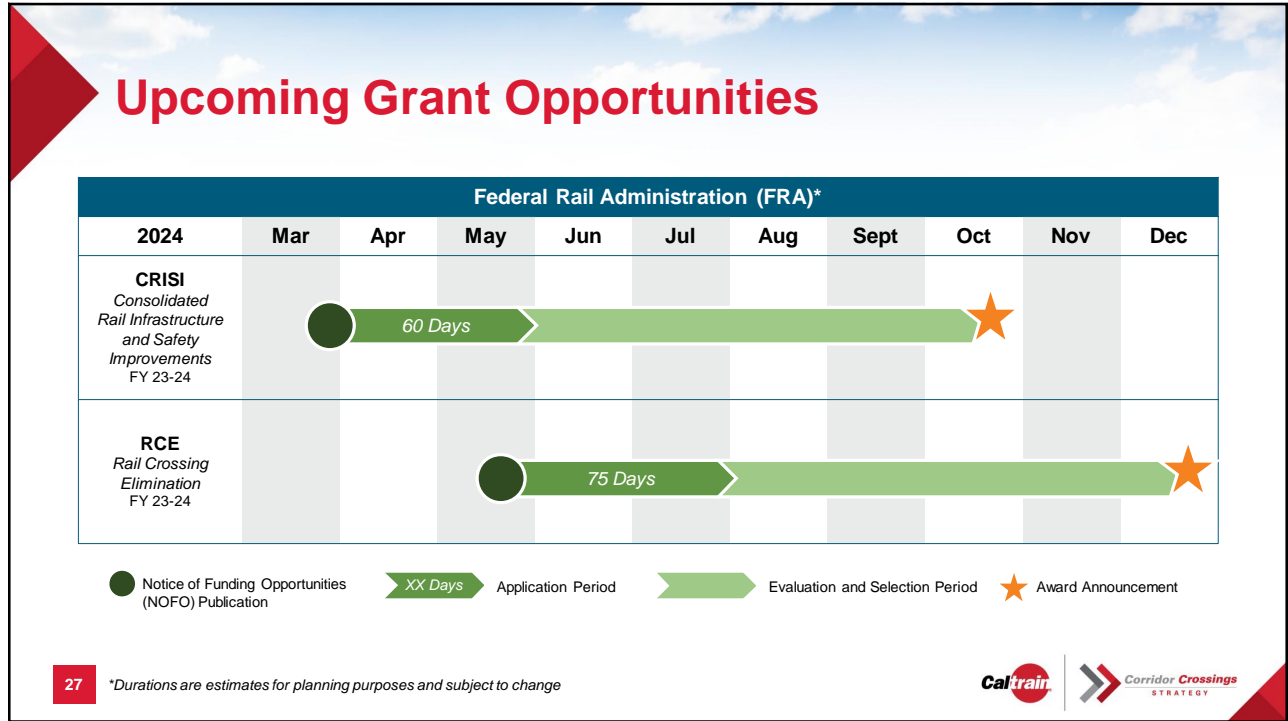
25



Next Steps

26





CSCG/LPMG Workshop Questions

CSCG Date: *Wednesday, March 13, 2024 (10:00 AM – 12:00 PM)*

LPMG Date: *Thursday, March 14, 2024 (4:00 PM – 6:00 PM)*

Location: *In-Person, Redwood City Council Chambers (1017 Middlefield Road)*

Facilitated By: *Caltrain and CCS Team*

Breakout Session Questions

1. What does success look like for the Investment Program? In 5 years down the line, what achievements will demonstrate that the Investment Program is successful?
2. Discuss the composition of each of the groups.
 - **City/County Staff Coordinating Group**
 - a. Should all cities be included or only cities with active projects?
 - b. What level of city staff?
 - c. Additional thoughts?
 - **Local Policy Makers Group**
 - a. Should all cities be included or only cities with active projects?
 - b. Is a group restructuring or more formal role needed?
 - c. Are LPMG members empowered to weigh in and endorse on behalf of their cities?
 - **Transportation Authorities/Funding Agencies**
 - a. What is Metropolitan Transportation Commission's role?
 - b. What is the state's role?
3. How will accountability be defined and enforced within the Investment Program?
4. Discuss the cadence of each of the group's meetings?
 - Should the groups meet based on milestone or quarterly?
 - Should the groups meet in-person or virtually?



CALIFORNIA High-Speed Rail Authority

Memorandum

Date: March 14, 2024
To: Local Policy Maker Group (LPMG)
From: Boris Lipkin, Northern California Regional Director
Re: California High-Speed Rail Program Update

STATEWIDE UPDATE

Northern California Partners Tour Trainset Interior Mockups

On Friday, March 8th, we were joined by partners from Caltrain, Capitol Corridor Joint Powers Authority, the City of San Jose, Metropolitan Transportation Commission, and Transbay Joint Powers Authority for a tour of the project's preliminary trainset interiors white mockups and early conceptual 3D station renderings. The white mockups allow for user testing and feature different seating configurations along with first-class seating, cocoon seating, and family space options.



Feedback received in focus groups from federal, state, and local officials as well as community partners, disability rights advocates, and others will be part of the formal design requirements that will guide procurement of the trains and continued station design.

The white mockups will be available for public viewing at this summer's California State Fair. You can also view a virtual tour of the white mockups [here](#).

Student Outreach Program Wins National Award

The Authority's student engagement I Will Ride program was recently the recipient of the American Public Transit Association (APTA)'s 2023's Best Comprehensive Marketing and Communications Educational Campaign for Workforce Development AdWheel Award.

In 2023, the Authority's I Will Ride program reached over 4,000 students throughout California via construction and regional alignment tours, capstone projects, classroom and club presentations, outreach events, networking sessions, webinars, and mentorship. To learn more about the program, visit the [I Will Ride webpage](#).

UPCOMING OUTREACH ACTIVITIES IN NORTHERN CALIFORNIA

- Women's Leadership & Policy Summit, March 23rd 9:00am-3:30pm
- Transbay Joint Powers Authority's Spring Fling, March 30th 10:00am-2:00pm