

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

Minutes of February 28, 2024

Members Present: Pat Burt (arrived at 1:32 pm), Shamann Walton, Rico E. Medina (Chair)

Staff Present: R. Barnard, M. Bouchard, J. Harrison, J. Hogan, C. Kwok, G. Rogers, M. Clendennen, N. Steward-Crooks, A. Timbers, 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

Deputy District Secretary Margaret Tseng 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 November 29, 2023

Motion/Second: Medina/Walton

Ayes: Walton, Medina

Noes: Burt

5. Authorize Executive Director to Amend Contract with Turbo Data Systems, Inc. for Fare Evasion Citation Processing Services and Mobile Fare Enforcement Devices to Increase by \$500,100 to \$1,096,500*

Michelle Bouchard, Executive Director, noted that item does not involve fare enforcement, but involves the tools used to enforce fares and the back-office processing to ensure the revenue from those fares are applied.

Christiane Kwok, Manager, Rail Operations, provided the presentation which included the following:

- Riders required to present and carry a proof of payment or a validated ticket before boarding the trains
- Enforcement process changed from citation to administrative penalty for better control over fare enforcement system
- Expenses were approximately 40 percent of collected revenue and reason for contract increase

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

- No alternative options available unless built in-house
- Status and changes since last meeting, such as 100 percent fare checking
- Include fare collection information as part of Executive Director's Report
- Signage on fare evasion penalties at stations and on trains as deterrence
- Need for broader discussion to address equity issue along with ensuring enforcement
- Process for fare evaders without identification and concerns for conductors involving fare evasion

Public comment

Adrian Brandt supported fare evasion enforcement and collection statistics in the Executive Director's Report.

Motion/Second: Walton/Burt

Ayes: Burt, Walton, Medina

Noes: None

6. Award of Contract for Construction Manager General Contractor Services for the Broadway Grade Separation Project*

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

- Provide features unachievable through the traditional design, bid build method
- Funding requested and secured to support the work in project phases

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

- Confirmed funds provided by San Mateo County Transit Authority and the City of Burlingame

Motion/Second: Burt/Walton

Ayes: Burt, Walton, Medina

Noes: None

7. Receive Fiscal Year 2024 Quarter 2 Capital Program Quarterly Report

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

- 42 percent of design and construction projects showed schedule variances – half of the six projects were schedule related and over 50 percent of the planning projects have scheduled variances – two-thirds of the nine projects were schedule related

- Labor market for that specialized talent has decreased significantly – 42 percent vacancies with over 50 percent in engineering
- Bring some dedicated full-time schedule resources to rebuild all schedules from the bottom up

Public comment

Adrian Brandt commented on bringing in in-house engineers will save the agency money and be more efficient than consultants.

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

- Trend for staffing consultants and cost to hire consultants versus in-house
- Need to pay competitive rates to attract and retain staff and accommodate growing development programs

8. Receive Update on Rail Activation Management Program

Graham Rogers, Business Operations Project Manager, and Mark Clendennen, Manager, Rail Activation, provided the presentation which included the following:

- Soft launch in summer and station improvements before full launch of electric trains
- Rail activation risks identified – held a workshop and identified 50 risks
- Critical to absorb institutional knowledge from CalMod (Caltrain Modernization Program) staff
- Pre-revenue operations capture transition from substantial completion to revenue service

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

- Expanded tree mitigation on schedule
- Introduction of new vehicles and increase in associated spare materials
- Suggested having next phase identified, including risk of damage to EMUs (electric multiple units) and spare parts

Public comment

Adrian Brandt commented on rapid response teams to fix catenary issues, critical to have spare parts stocked in house, and the need for impedance bond theft resolution.

9. Receive 2023 Caltrain Sustainability Report

Amelia Timbers, Manager, Environmental and Sustainability Planning, provided the presentation which included the following:

- Normalize data by ridership and significantly reducing GHG (Greenhouse gases) once electrified; steady level of pollutants due to long life locomotives

- Steady decrease in facility energy due to incremental improvements, such as asset replacements
- More employee engagement, information available on internal website, and had first national recycling day event
- State approved fleet regulations to decarbonize heavy duty trucks and other vehicles
- Working on sustainability website to provide sustainability information in real-time rather than every two years

Staff provided clarification in response to the Director Burt's comments and questions regarding the following:

- Understand the impact of sea level rise on rising freshwater tables with recessed grade separations
- Focus on operations, GHG impact on materials (concrete and steel) and practices for grade separations

10. Committee Member Requests – There were none.

11. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, March 27, 2024 at 1:30 pm.

12. Adjourn – The meeting adjourned at 2:54 pm.