



BOARD OF DIRECTORS 2024

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AGENDA

PENINSULA CORRIDOR JOINT POWERS BOARD

Technology, Operations, Planning, and Safety (TOPS) Committee Meeting

May 29, 2024, 1:30 pm

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Ave., San Carlos, CA

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

Members of the public may participate remotely via Zoom at <https://us06web.zoom.us/j/81186731470?pwd=OUE3b0ZiY3ZoYzRCN280UG5Gbi9WZz09> or by entering Webinar ID: **811 8673 1470**, Passcode: **274739**, in the Zoom app for audio/visual capability or by calling 1-669-219-2599 (enter webinar ID and press # when prompted for participant ID) for audio only. The video live stream will be available after the meeting at <https://www.caltrain.com/video-board-directors>.

Members of the public also may participate in person at: San Mateo County Transit District, Bacciocco Auditorium - Second Floor, 1250 San Carlos Ave., San Carlos, CA, or any other noticed location.

Public Comments: Public comments may be submitted to publiccomment@caltrain.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings>.

Verbal public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak, and callers should dial *6 to unmute themselves when recognized to speak.

Each public comment is limited to two minutes. The Board Chair has 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.

May 29, 2024 - Wednesday

1:30 pm

All items to which [Government Code section 84308](#) applies have been marked with an asterisk.

A double asterisk indicates that one or more Directors of the JPB serve on the governing board of a public agency with which the JPB proposes to contract. Under Government code section 1091(a)(9), this relationship is considered to be a noninterest but it must be disclosed.

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Public Comment on Items Not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff to reply.
4. Meeting Minutes of April 24, 2024 Motion
5. Authorize the Fourth Amendment of the Use, Operating and Maintenance (UOM) Agreement for the Millbrae Intermodal Station (with BART)* Motion
6. Authorize the Executive Director to Execute a Memorandum of Understanding (MOU) With the City of Menlo Park for Activities Undertaken in Support of the Middle Avenue Undercrossing Project* Motion
7. Receive Fiscal Year 2024 Quarter 3 Capital Program Quarterly Report Informational
8. Receive Update on Caltrain Capital Improvement Plan Informational
9. Receive Update on Rail Activation Management Program Informational
10. Committee Member Requests
11. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, July 24, 2024 at 1:30 pm.
The meeting will be accessible via Zoom and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.
12. Adjourn

Information for the Public

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board. If you have questions on the agenda, please contact the JPB Secretary at 650.508.6242. Agendas are available on the Caltrain website at www.caltrain.com. Communications to the Board of Directors can be e-mailed to board@caltrain.com. *Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287*

Date and Time of Board and Committee Meetings

JPB Board: First Thursday of the month, 9:00 am; JPB Technology, Operations, Planning, and Safety (TOPS) Committee: Two Wednesdays before the Board meeting, 1:30pm. The date, time, and location of meetings may be changed as necessary. Meeting schedules for the Board and committees are available on the website.

Location of Meeting

Members of the Public may attend this meeting in person or remotely via Zoom. *Should Zoom not be operational, please check online at <https://www.caltrain.com/about-caltrain/meetings> for any updates or further instruction.

Public Comment*

Members of the public are encouraged to participate remotely or in person. Public comments may be submitted by comment card in person and given to the JPB Secretary. Prior to the meeting's call to order, public comment may be sent to publiccomment@caltrain.com so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings> .

Oral public comments will also be accepted during the meeting in person or through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board 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.

Accessible Public Meetings/Translation

Upon request, the JPB will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that is distributed to a majority of the legislative body, will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

DRAFT Minutes of April 24, 2024

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

Members Absent: Shamann Walton

Staff Present: N. Atchison, M. Bouchard, M. Clendennen, J. Harrison, M. Meader, D. Pape, G. Rogers, D. Seamans, 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

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

3. Public Comment on Items Not on the Agenda

Adrian Brandt commented on the shelved North Fair Oaks pedestrian bicycle overpass efforts and the need to make third party projects more feasible with cities and counties.

4. Meeting Minutes of March 27, 2024

Motion/Second: Medina/Burt

Ayes: Burt, Medina

Absent: Walton

5. Receive Update on Caltrain Access Policy

David Pape, Policy and Programming Manager, provided the presentation that included the following:

- Defined access as how someone physically gets to and from transit stations and improve the customer experience to increase ridership and guide access
- Primary purpose is to provide a tool used by internal and by external partners to make access related decisions
- Can be used to prioritize investments aligned with overall mission vision and core values
- Feedback received to be incorporated into draft policy and implementation plan. Draft for review in July and anticipate full adoption in early Fall
- Highlighted objectives in each of the six developed goals

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

- Clarified the policy title and policy's audience
- Need to collaborate with cities and other transit agencies that work with us at our multimodal centers
- Need to re-examine the existing policy about preserving the corridor
- Employ crime prevention measures for personal and property safety

Public comment

Adrian Brandt commented on promoting the permeability of the right of way especially for those moving in non-automobiles along the right of way and access stations.

6. Receive Update on South County Ridership

Nicholas Atchison, Senior Planner, provided the presentation that included the following:

- Seen ridership gains on the South County service since adding the fourth train – increased 38 percent compared to the same months over the previous year
- Morning northbound ridership higher than evening southbound
- Spike in cancellations in South County service due to mechanical issues with the locomotives, engines, vehicle, or trespasser strikes. Most common issues were due to PTC (Positive Train Control) system, but slight changes made resulted no cancellations in March

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

- Suggested cities to help solicit citizen volunteers to get information to understand existing and prospective riders
- Reviewing the possibility if a fifth train would increase ridership
- Previous billboard near Millbrae displayed train travel times to drivers in traffic along Highway 101 as an alternative to help increase ridership

Public comment

Adrian Brandt commented on the need for frequency and more trains.

7. Receive Update on Caltrain Safety Performance

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

- Nine people recognized by their peers as safety leaders. Continued with Safety Leader Awards at all hands meetings
- Stepping up training for employees who are interested, such as CPR (cardiopulmonary resuscitation) and focusing on communicating the safety messaging on reporting issues
- Reportable injuries reported to FRA (Federal Railroad Administration). Primarily strains and sprains
- Zero accidents/incidents were reported last year. This year at 4 incidents

- Annual Safety Week from May 6th to 10th
- 189 vehicle track incursions since 2020. Top location is Churchill Avenue
- Focusing on grade crossing enhancements, such as lighting, solar markers, delineators, and signage. In the process of getting CCTV (closed circuit television) back online
- Intrusion pilot in place in next few months at high risk crossings. Fencing and barriers continue to be a priority
- Continued work with cities, particularly Burlingame. Over 700 trees removed or pruned
- Transit police calls for service – majority of the calls were in San Mateo County and identified high risk stations and areas

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

- Confirmed accidents and incidents were related to trains on rail equipment and not involving actual passenger vehicles
- Piloting RailSentry in the next couple of months. Mounting certain cameras, LIDAR (Light Detection and Ranging), and servers
- Working with security partners and the Coroner's Office to get quicker determinations for annual fatalities reporting
- Palo Alto City Council endorsed a capital projects program to develop a plan for completion of fencing on both sides of the tracks citywide and best practices at crossings and stations

Public comment

Adrian Brandt commented on the ten pedestrian fatalities this year and half were at station platform areas; pleased to hear about working with Coroners to get quicker investigation resolution; and suggested having indeterminate as a third category.

8. Receive Update on Rail Activation Management Program

Graham Rogers, Business Operations Project Manager and Mark Clendennen, Director of Rail Activation and Transition, provided the presentation that included the following:

- On target for launch of service at the end of September. Balfour Beatty Infrastructure, Inc. substantial completion date is targeted for May 8th
- Successfully completed integrated testing between San Francisco and San Jose
- Continuing internal discussions around soft launch of service in early August to start gradually introducing EMUs (electric multiple unit) into service
- Continually keeping risk register up to date. Working with TASI (TransitAmerica Services, Inc.) on their 243 plan updates to ensure it reflects the correct training requirements for each craft. Plan designates the minimum training qualifications for each occupational category of employee
- Partner with BART (Bay Area Rapid Transit District) this summer on joint tabletop contingency drills

- Stations crews making cosmetic and functional project improvements over next several months at all stations

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

- Follow up in email with what improvements will be done at each station
- Communication with the maintenance team and stations department to ensure awareness of project improvement efforts

Public comment

Dave inquired if the soft launch was set on August 3rd and not earlier; how many trains will be phased in per week throughout soft launch; and how many trains to start with on the first week.

Michelle Bouchard, Executive Director, noted that there is a sketch milestone schedule but the team is working on what that soft launch would look like and the details.

9. Committee Member Requests – There were none.

10. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, May 29, 2024 at 1:30 pm.

11. Adjourn – The meeting adjourned at 2:43 pm

**Peninsula Corridor Joint Powers Board
Staff Report**

To: Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Lawrence Leung, Manager, Rail Contracts & Budget
Subject: **Authorize the Fourth Amendment of the Use, Operating and Maintenance (UOM) Agreement for the Millbrae Intermodal Station (with BART)**

Finance Committee Recommendation Technology, Operations, Planning, and Safety Committee Recommendation Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB):

1. Approve an amendment to the UOM Agreement for the Millbrae Intermodal Station with the San Francisco Bay Area Rapid Transit District (BART) to extend the JPB cost sharing and payment schedule through Fiscal Year 2028 and add Exhibit G-1 to provide details on maintenance contacts and scheduling.
2. Authorize the Executive Director or designee to execute the contract amendment in a form approved by legal counsel.

Discussion

The UOM Agreement governs the day-to-day management of the Millbrae Intermodal Station and the adjacent 3.4 miles of rail corridor shared by BART and Caltrain. The UOM Agreement addresses the coordination of operations between BART and Caltrain at the Millbrae station.

Under the UOM Agreement, JPB has rights to use the station platforms and station concourse areas as part of the operation of its Caltrain commuter rail service. These rights include the rights of ingress and egress for passengers, employees and contractors. These rights also include Caltrain passenger use of the 3,005 spaces in the Joint Use Parking Area.

This proposed Fourth Amendment allows Caltrain, after making good faith efforts to discuss with BART, to deduct the costs of repairs and maintenance from Caltrain quarterly installment payments to BART if BART has failed to conduct and complete repairs and maintenance on the timeline and per the intervals described in the UOM Agreement.

Budget Impact

The proposed Fourth Amendment to the UOM Agreement specifies that the amount paid by JPB for FY2024 shall be equal to the FY2023 amount, and for FY2025 through FY2028, inclusive, shall be the amount paid the previous fiscal year plus a CPI-based inflationary adjustment. The FY2024 payment amount will be \$1,036,524 (minus any deductions for failure to complete timely repairs).

The Fourth Amendment also states that the method for calculating the JPB share for FY2025 through FY2028 may be revised by means of a written notification submitted by either entity no later than September 30 with negotiations commencing on or before October 31. If these conditions are not met or if there is no mutual agreement on a revision by December 31 the methodology shall remain unchanged for the subsequent fiscal year.

Background

In June 1999, BART, San Mateo County Transit District and the JPB entered into a “Railroad Construction and Maintenance Agreement” (C&M Agreement) regarding the construction of the BART/SFO Extension Project on JPB property. That agreement contemplated that the parties would negotiate a future agreement that would govern the joint operation of the Millbrae Station and the management of the adjacent rail alignments.

A working group, which later included legal counsel, developed the present agreement, which is dated February 18, 2005, entitled the “Use, Operating and Maintenance Agreement for the Millbrae Station and BART/JPB/SamTrans Facilities Related to the BART SFO Extension Project” or simply the “UOM Agreement.” The UOM Agreement included a cost sharing schedule with the JPB for FY2004 through FY2008.

The UOM Agreement sets forth the services performed by BART for which the JPB is to pay a share of the annual expenses to maintain the station, structures, grounds and parking garage as well as keeping all public and employee areas clean and safe.

This includes but is not limited to janitorial, landscaping, lighting, heating, plumbing, electrical, glass replacement, pest control, painting and graffiti removal. The UOM Agreement included a JPB cost sharing schedule with the JPB for FY2004 through FY2008.

The JPB Board authorized extending the UOM Agreement through FY2013 with a new cost sharing schedule by Resolution No. 2008-27 on August 7, 2008, through FY2018 by Resolution No. 2013-20 on April 4, 2013, and through FY2023 by Resolution 2018-17 on May 3, 2018. This new amendment updates the cost-sharing schedule and the schedule for the frequency of certain types of repairs and maintenance.

Prepared By: Lawrence Leung Manager, Rail Contracts & Budget 650-508-6328

Resolution No. 2024-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Authorizing the Executive Director to Execute the Fourth Amendment of the Use, Operating and Maintenance Agreement for the Millbrae Intermodal Station with BART

Whereas, in June of 1999, the San Francisco Bay Area Rapid Transit District (BART), the San Mateo County Transit District and the Peninsula Corridor Joint Powers Board (JPB) entered into a "Railroad Construction and Maintenance Agreement" regarding the construction of the BART SFO Extension Project on the Caltrain rail corridor; and

Whereas, that agreement contemplated that the parties would negotiate an agreement that would govern the joint operation of the Millbrae Station, including the management of the adjacent rail alignments; and

Whereas, on February 18, 2005, the parties entered into the "Use, Operating and Maintenance Agreement for the Millbrae Station and BART/JPB/SamTrans Facilities Related to the BART SFO Extension Project" ("UOM Agreement") for the joint operation of the Millbrae Intermodal Station and the 3.4 miles of adjacent rail corridor shared by BART and Caltrain; and

Whereas, pursuant to Resolution 2008-27, adopted on August 7, 2008, the Board authorized a First Amendment of the UOM Agreement and, pursuant to Resolution 2013-20, adopted on April 4, 2014, authorized a Second Amendment of the UOM Agreement and, pursuant to Resolution 2018-17, adopted on May 3, 2018, authorized a Third Amendment of the UOM Agreement; and

Whereas, staff recommends that the Board authorize the Executive Director or designee to execute the Fourth Amendment of the UOM Agreement to extend the JPB cost sharing and payment schedule through Fiscal Year 2028 and add Exhibit G-1 to provide details on maintenance contacts and scheduling.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director, or designee, to execute an amendment of the UOM Agreement to extend the JPB cost sharing and payment schedule through Fiscal Year 2028 and add Exhibit G-1 to provide details on maintenance contacts and scheduling.

Regularly passed and adopted this 6th day of June, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**FOURTH AMENDMENT TO THE
USE, OPERATING AND MAINTENANCE AGREEMENT
FOR THE MILLBRAE STATION AND
BART/JPB/SAMTRANS FACILITIES
RELATED TO THE BART SFO EXTENSION PROJECT**

THIS FOURTH AMENDMENT (“Fourth Amendment”) to the Use, Operating, and Maintenance Agreement for the Millbrae Station and BART/JPB/SamTrans Facilities Related to the BART SFO Extension Project (“Agreement”), dated February 18, 2005, by and between the Peninsula Corridor Joint Powers Board, a public agency (“JPB”), the San Mateo County Transit District, a public agency (“SamTrans”), and the San Francisco Bay Area Rapid Transit District, a rapid transit district (“BART”), is entered into this _____ day of _____, 2024, by and between JPB, SamTrans, and BART, collectively referred to herein as “Parties.”

NOW, THEREFORE, the Parties agree as follows:

I. Exhibit E.

The attached Exhibit E - 5 is added to Exhibit E.

II. Exhibit G.

The attached Exhibit G - 1 is added to Exhibit G.

III. General Provisions

A. Counterparts

This Fourth Amendment may be executed by the Parties in one or more counterparts, each of which shall be deemed an original, and all of which in the aggregate shall constitute one and the same document.

B. Effective Provisions

Excepting only the amendments specifically set forth in this Fourth Amendment, the terms and provisions of the Agreement and the First Amendment, Second Amendment, and the Third Amendment shall remain in full force and effect.

C. Conflicting Provisions

In the event of a conflict between the terms and provisions of the Agreement or the First Amendment, Second Amendment, or the Third Amendment and the terms and provisions of this Fourth Amendment, the terms and provisions of this Fourth Amendment shall govern and control.

IN WITNESS WHEREOF, the Parties have entered into this Fourth Amendment as the date written above with the intent to be intentionally bound.

PENINSULA CORRIDOR JOINT POWERS
BOARD

By: _____
Michelle Bouchard, Executive Director

Approved as to Form

Attorney

SAN MATEO COUNTY TRANSIT DISTRICT

By: _____
April Chan, General Manager

Approved as to Form

Attorney

SAN FRANCISCO BAY AREA RAPID TRANSIT
DISTRICT

By: _____
Robert M. Powers, General Manager

Approved as to Form

Attorney

Exhibit E - 5 UOM Cost Sharing and Payments

JPB's annual share of costs for maintenance and operation of the Millbrae Station (JPB Share) is identified below. BART will invoice JPB on an annual basis, during the last month of the preceding fiscal year. Fiscal year shall mean July 1 through June 30 of the subsequent calendar year (e.g., fiscal year (FY) 24 shall mean the period beginning July 1, 2023 and ending June 30, 2024). Payment will be due in four equal installments, by September 30, December 31, March 31, and June 30, of each fiscal year. The Parties agree that JPB may, following timely notification and good faith discussion, deduct the costs of repairs and maintenance from the quarterly installment payment if in the prior quarter, BART has failed to conduct and complete repairs and maintenance in the amount of time described in the schedule for different types of work in Exhibit G-1. JPB agrees to notify BART in writing as described in "Caltrain Requested RFM", Exhibit G-1, before making any such deductions. In the event of such notification, the Parties agree to negotiate in good faith and will cooperate to share information related to BART's costs to operate and maintain the station.

The Parties agree that any payment installments due prior to the execution of the FY24-FY28 Fourth Amendment for the period shall be processed within 30 days of the effective date of the Fourth Amendment.

- A. For FY24 through FY28, inclusive, the JPB Share shall be the amount paid the previous fiscal year plus a CPI-based inflationary adjustment. The inflationary adjustment shall be calculated by multiplying the previous fiscal year's scheduled payment amount by the percentage change in the Annual average of the Consumer Price Index for Urban Wage Earners and Clerical Workers in the San Francisco/Oakland Region ("San Francisco/Oakland CPI-W Index") to three (3) decimal places. The percentage used for the calculation shall be rounded to the nearest tenth (1/10) of a percent.
- B. For FY24, the amount paid by JPB shall be equal to the FY23 amount of \$1,036,524.
- C. The amounts for subsequent fiscal years shall be determined based on the amount paid in the preceding fiscal year, plus an inflationary adjustment calculated per the following:
 - FY25 – Percentage change in the San Francisco/Oakland CPI-W Annual average index between 2023 and 2022.
 - FY26 – Percentage change in the San Francisco/Oakland CPI-W Annual average index between 2024 and 2023.
 - FY27 – Percentage change in the San Francisco/Oakland CPI-W Annual average index between 2025 and 2024.
 - FY28 – Percentage change in the San Francisco/Oakland CPI-W Annual average index between 2026 and 2025.

- D. The method for calculating the JPB Share for FY24 through FY28 may be revised upon agreement by the Entities as set forth in this section D.

For each year in which an Entity desires to negotiate a revision for other reasons, the Entity desiring a revision (the Initiating Entity) must notify the Non-Initiating Entity in writing by September 30 of its intention. Following such notification, the Entities will cooperate to share information relative to BART's costs to operate and maintain the BART system in the previous three (3) years. JPB shall make any information requests in a timely fashion, and BART shall share with JPB available existing pertinent data in electronic format, unless JPB reasonably requests otherwise and such request is both reasonable and timely. The Initiating Entity shall be responsible for initiating negotiations on or before October 31, but both Entities shall negotiate in good faith a method for calculating the JPB share that is fair and equitable to both Entities. Negotiations must be concluded on or before December 31. If the Initiating Party does not notify the Non-Initiating Entity by September 30 of its intention to renegotiate the JPB Share, or if it does not initiate negotiations on or before October 31, or if the Entities fail to reach an agreement on or before December 31, then the methodology shall remain unchanged for the subsequent fiscal year, and the method described in section C herein will be used. If the Parties reach agreement on changes to the method for calculating the JPB Share, the Agreement will be amended.

- E. The method for calculating the JPB Share for years following FY28 shall be determined by the Entities no less than six (6) months prior to the end of FY28.

EXHIBIT G-1
Millbrae Station
Maintenance and Operation Responsibility

Key

Abbreviation	Meaning
CA	Customer Access
COMM	AFC/Computers/Communications
EE	Elevator/Escalator
SS	System Service
M	Monthly
Q	Quarterly
S	Semiannual
A	Annual
2Y	Every Two Years
R	Incident Response and Daily Regular
AN	As Needed
RFM	Request for Maintenance

The following table and accompanying notes below provide maintenance scheduling detail performed by BART at Millbrae station.

Item No.	Item Description	Operation Responsibility	Maintenance Performed by	Department	Schedule
A.	Caltrain Public Area and Caltrain Non-Public Area				
1	Public Address System (PBX)	Joint	BART	COMM	Q
2	Lighting	Automatic	BART	POWER	, Q, AN
3	Elevators	Automatic-BART	BART	EE	M, Q, A
4	Escalators	BART	BART	EE	M, Q, A
5	Platform (except for platform edge within Caltrain Safety Envelope)	Caltrain	BART	SS	R
				BUILDINGS	S
6	Signing - Static	N/A	BART	BUILDINGS	S
7	Map/Schedule Cases	Caltrain	BART	TRANSPORTATION	AN
8	Programmable Message Signs	Shared	BART	COMM	A
9	Police Services	BART	N/A	N/A	N/A
10	Janitorial Room PO2	BART	BART	SS	R
				BUILDINGS	S
11	Electrical Room PO6	Caltrain	BART	SS	R
12	Caltrain Ticket Vending Machines	Caltrain	Caltrain	N/A	N/A

13	Concession (PO3)	Caltrain	BART – Exterior	BUILDINGS	S
			Caltrain – Interior	N/A	N/A
14	Stairs to Mezzanine	BART	BART	SS	R
				BUILDINGS	S
				STRUCTURES	2Y
15	Closed Circuit Cameras (CCTV)	BART	BART	COMM	Q
16	Lost and Found	Caltrain	N/A	N/A	N/A
17	Caltrain Signal System	Caltrain	Caltrain	N/A	N/A
18	Caltrain Visual Message Signs (VMS)	Caltrain	Caltrain	N/A	N/A
B. Caltrain Platform Extension					
1	Public Address System (PBX)	Joint	BART	COMM	Q
2	Lighting	Automatic - BART	BART	POWER	Q, AN
3	Signing - Static	Caltrain	BART	BUILDINGS	S
4	Information Signs - Enclosure	Caltrain	BART	BUILDINGS	S
5	Information Signs - Info/Contents	Caltrain	Caltrain	N/A	N/A
6	Police Services	BART	N/A	BUILDINGS	S
7	Cameras (installed by JPB)	Caltrain	Caltrain	N/A	N/A
8	Caltrain Ticket Vending Machines	Caltrain	Caltrain	N/A	N/A
9	Platform (except for platform edge within Caltrain Safety Envelope)	Caltrain	BART	SS	R
10	Lost and Found	Caltrain	N/A	N/A	N/A
11	Caltrain Visual Message Signs (VMS)	Caltrain	Caltrain	N/A	N/A
C. Joint Use Parking Area (Westside)					
1	Bike Lockers	BART	BART	CA	S
2	Westside Bus & Kiss/Ride Area	BART	BART	BUILDINGS	S, R
3	Signing	BART	BART	BUILDINGS	S
4	Striping	BART	BART	BUILDINGS	AN
5	Lost and Found	BART	N/A	N/A	N/A
6	Police Services	BART	N/A	N/A	N/A
D. Joint Use Parking Area (Eastside)					
1	Police/Parking Enforcement	BART	BART	BUILDINGS	S
2	Landscaping/Irrigation	BART	BART	GROUND	S
3	Lighting	BART	BART	POWER	Q, S, A
4	Signing	BART	BART	BUILDINGS	S
5	Striping	BART	BART	BUILDINGS	S
6	Emergency Call Boxes	BART	BART	COMM	S
7	Bike Lockers	BART	BART	CA	S
8	Wind Screen Enclosures at Bus Canopies	BART	BART	BUILDINGS	S
9	SamTrans Restroom	BART	BART	SS	R

10	Lost and Found	BART	BART	BUILDINGS	S
11	SamTrans Predictive Arrival Departure System (PADS)	SamTrans	SamTrans	N/A	N/A
12	SamTrans Transit Info Center	SamTrans	SamTrans	N/A	N/A
13	Garage Structure	BART	BART	SS	R
				BUILDINGS	S
				STRUCTURES	2Y
E. Joint Use Public Area					
1	Caltrain Ticket Office	Caltrain	BART	SS	R
2	BART Ticket Vending Machines	BART	BART	COMM	Q
3	Caltrain Ticket Vending Machines	Caltrain	Caltrain	N/A	N/A
4	Bathrooms	BART	BART	SS	R
				BUILDINGS	S
5	Concessions	BART	BART	BUILDINGS	S
6	Joint Operations Office Room C-20	SamTrans/BART	BART	SS	R
7	Janitorial Room	BART	BART	BUILDINGS	S
8	Auxiliary Electrical Room - C-19	BART	BART	BUILDINGS	S
9	Auxiliary Electrical Room - C-10A	BART	BART	BUILDINGS	S
10	Wall Hanging Information - Exterior	Joint	BART	BUILDINGS	S
				STRUCTURES	2Y
11	Wall Hanging Information – Interior	Joint	BART	BUILDINGS	S
				STRUCTURES	2Y
12	Signs - Static	Joint	BART	BUILDINGS	S
				STRUCTURES	2Y
13	Information Kiosk – BART	BART	BART	BUILDINGS	S
14	Information Kiosk – Caltrain	Caltrain	Caltrain	N/A	N/A
15	Elevators	BART	BART	EE	M, Q, A
16	Escalators	BART	BART	EE	M, Q, A
17	Police Services	BART	N/A	N/A	N/A
18	Lost and Found	BART	N/A	N/A	N/A
19	Artwork	BART	BART	BUILDINGS	S
20	Concourse Structure	BART	BART	BUILDINGS	S
				STRUCTURES	2Y
F. Caltrain Safety Envelope					
1	Underdrains along platform edge	Caltrain	Caltrain	N/A	N/A
2	Caltrain track & signals	Caltrain	Caltrain	N/A	N/A
3	Intertrack Barrier Fencing	Caltrain	Caltrain	N/A	N/A
4	Police Services	Caltrain	N/A	N/A	N/A
5	Lost and Found	Caltrain	N/A	N/A	N/A
6	Platform edge within Caltrain Safety Envelope	Caltrain	Caltrain	N/A	N/A

Notes

Changes: If either BART or Caltrain plans to modify its schedule in such events as changes in system operations hours or reduced resource availability in fiscal distress, the Entity contemplating such change will notify the other agency in accordance with the requirements of Section 3.4.2 of the Agreement.

For System Service: BART staff are onsite for standard cleaning and incident response from 6:00AM to 10:00PM daily. Caltrain staff will check once during shift for issues, notify BART staff if any material issues are found, and note if/when issues go unresolved after defined incident response time (30 minutes). For all reasonable issues, Caltrain staff should note if BART staff do not begin to address the issue for more than 30 minutes for any incident reported between 6:00AM and 10:00PM, or after 30 minutes from opening if reported outside of those hours, depending upon severity. Significant issues may take longer to address.

For Power:

Quarterly:

- Inspect, conduct functional test, document findings, schedule work orders as needed.

Semiannually:

- Conduct re-lamping as needed.

Annually:

- Conduct LED re-lamping as needed.

For All Other Departments:

Unless otherwise specified above, BART's maintenance staff will typically perform maintenance according to the schedule below.

Daily:

- Staff will conduct visual inspections, focusing on high-traffic areas and critical components.
- Staff will check for and remedy any immediate safety hazards.

Quarterly:

- Staff will conduct inspections and assessments to identify any significant changes or issues that may have developed since the previous inspection and to report them as RFMs.
- Staff will conduct functional tests on critical systems such as the public address system, closed circuit cameras, and ticket vending machines to ensure they are functioning correctly.
- Staff will inspect, clean, check component parts, and conduct functional tests for of elevators and escalators to identify significant issues to document and report as RFM as needed.

Semiannually:

- Staff will conduct more detailed inspections and assessments to identify any significant changes or issues that may have developed since the previous inspection and to report them as RFMs.
- Staff will conduct functional tests on emergency call boxes to ensure they are functioning correctly.
- Staff will inspect grounds for issues and complete edge ground cover, ground area scalping, weeding, and pruning as needed.

Annually:

- Staff will conduct more detailed inspections and assessments to identify any significant changes or issues that may have developed since the previous inspection and to report them as RFMs.
- Staff will conduct functional tests on digital message signs to ensure they are functioning correctly.
- Staff will conduct deep cleanings of priority areas as needed (e.g., power washing).
- Staff will inspect, clean, check structural parts, and conduct functional tests for of elevators and escalators to identify significant issues to document and report as RFM as needed.

Every two years:

- Staff will conduct comprehensive inspections of all structures, including detailed examinations of critical components and systems including concrete, steel, and other structural elements.
- Staff will develop long-term maintenance strategies, budgeting, and prioritizing projects for future years based on the annual inspections and assessments.

As needed:

- Following RFM reports' priority level assignment, maintenance will be scheduled and completed accordingly.

Exclusion of capital needs: The scope of maintenance outlined in this agreement shall exclude capital needs including, but not limited to major repairs, rehabilitation projects, or structural enhancements.

Caltrain-requested RFM: If Caltrain staff observe a maintenance issue requiring attention, Caltrain staff will reach out to the appropriate BART contact in the list below (current as of Fall 2023). BART will notify Caltrain staff of updated contact information as needed, and if no timely response is received, Caltrain will contact the Assistant Chief Maintenance Officer, currently Greg Lombardi (glombar@bart.gov, 510-368-1259). The appropriate contact will determine its priority level, set a reasonable timeline to address the issue, and communicate these to Caltrain staff in a timely manner. If the issue is not addressed within the time frames described in the table above, after good faith discussion, Caltrain may deduct the specific cost of the unmet maintenance issue from its next payment installment as addressed in Exhibit E-5 Section D using shared information related to BART's costs to operate and maintain the station.

Department	Contact	Phone	Email
Customer Access	Heath Maddox, Manager of Access Programs	510- 464- 6116	hmaddox@bart.gov
Buildings	Raymond Painter, Assistant Superintendent of Way & Facilities	510- 318- 1540	rpainte@bart.gov
AFC/Computers/Communications	Randall Radford, Superintendent of Systems Maintenance	510- 368- 6206	rradfor@bart.gov
Elevator/Escalator	Vince Bevilacqua, Superintendent of Power & Mechanical Maintenance	510- 368- 4995	vbevill@bart.gov
Grounds	Craig Miller, Acting Assistant Superintendent of Way & Facilities	510- 286- 2889	cmiller@bart.gov
Power	Adam Flynn, Assistant Chief Maintenance Officer Steve Watson, Superintendent	510- 866- 3180; 510- 851- 2499 or 510- 827- 8738	aflynn@bart.gov; steve.watson@bart.gov
System Service	David Coggshall, Superintendent of System Service	510- 410- 5961	dcoggsh@bart.gov
Structures	Darryl Archie, Assistant Superintendent of Way & Facilities	510- 915- 5152	darchie@bart.gov
Transportation	Tera Stokes-Hankins, Chief Transportation Officer	510- 299- 0861	thankin@bart.gov

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Robert Barnard, Chief Rail Design and Construction
Subject: **Authorize the Executive Director to Execute a Memorandum of Understanding (MOU) with the City of Menlo Park for Activities Undertaken in Support of the Middle Avenue Undercrossing Project**

Finance Committee Recommendation

Technology, Operations, Planning, and Safety Committee Recommendation

Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB or Caltrain):

- 1) Authorize the Executive Director, or designee, to execute a Memorandum of Understanding (MOU) For Reimbursement from the City of Menlo Park for Activities Undertaken in Support of the Middle Avenue Undercrossing Project (Project) for \$2,000,000 of reimbursable Caltrain expenses; and
- 2) Authorize the Executive Director, or designee, to file any other required documentation and to take any other actions necessary to give effect to this action.

Discussion

The City of Menlo Park is the project sponsor for a proposed new bicycle and pedestrian undercrossing of the Caltrain right-of-way ("ROW") near Middle Avenue in Menlo Park. The project would be located near Caltrain mile post 29.15, northeast of the intersection of El Camino Real and Ravenswood Avenue. The City proposes the installation of a pedestrian and bicycle undercrossing near Burgess Drive and Alma Street to facilitate access between the eastern and western sides of the Caltrain ROW, as well as to and from Alma Street and El Camino Real, both of which run parallel to Caltrain tracks in the project area.

The purpose of the MOU, which is the subject to this staff report, is for Caltrain to perform:

- Advance design as needed, engage in value engineering exercises, address utility conflicts (particularly fiber and electrical lines), and refresh costs estimates;
- Pre-construction services utilizing a Construction Manager General Contractor (CMGC) method;
- Environmental clearance;
- Issue a work directive to engage an independent cost estimator to generate estimates, review project schedules, review CMGC provided cost estimates, and assist in contract negotiations.

The Agreement assumes that Caltrain and the City will work to ascertain the most efficient means of completing the project's NEPA Environmental Clearance and CEQA Determination.

The MOU provides an initial not-to-exceed amount of \$2,000,000, to cover Caltrain costs for the performance of the tasks listed above.

The MOU will expire on December 31, 2026, unless extended by mutual agreement of the parties.

Background

The Middle Avenue Undercrossing Project will construct a grade separated pedestrian and bicycle rail crossing under the Caltrain railway to create a pedestrian and bicycle connection between the El Camino Real corridor and the Alma Avenue corridor. The undercrossing will be located near Middle Avenue, connecting Alma Street near Burgess Park to El Camino Real at the open space plaza that is part of Stanford's Middle Plaza at 500 El Camino Real project. The undercrossing will improve connectivity for neighborhoods on both sides of the Caltrain tracks to City amenities, schools, public transit and downtown Menlo Park. Once constructed, the undercrossing will also provide much needed connectivity in the area during construction of the future planned Menlo Park Grade Separation Project, which would grade separate Ravenswood, Oak Grove, and Glenwood Avenues.

The MOU executed by the parties is meant to cover Caltrain's costs to conduct critical project development tasks for the transition from City-led activities (planning, environmental clearance, and preliminary engineering/design) into Caltrain-led activities.

Budget Impact

The Board approved the budget for the Project in FY23 in the amount of \$571,941 funded by the City of Menlo Park through a Service Agreement. The execution of the MOU with the City of Menlo Park will provide additional funding that will increase the total project budget by \$2,000,000, from \$571,941, to \$2,571,941. A separate capital budget amendment will be presented to the Board in the future.

Prepared By:	Robert Barnard	Chief, Rail Design and Construction	650-508-7783
	Arul Edwin	Senior Project Manager	650-339-8845

Resolution No. 2024 –

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Authorize the Executive Director to Execute a Memorandum of Understanding with the City of Menlo Park in Support of the Middle Avenue Undercrossing Project

Whereas, in 2022, the Peninsula Corridor Joint Powers Board (JPB or Caltrain) and the City of Menlo Park (City) negotiated and executed a Service Agreement describing the parties' cooperation to complete technical review of the locally preferred alternative during the project's preliminary engineering phase (30% design), and authorizing reimbursement from City to Caltrain for such efforts; and

Whereas, in 2023, Caltrain and the City negotiated and executed a second Service Agreement for the performance of an analysis for Alternative Contract Delivery, providing for the development and execution of an MOU, and prepare (a) Request(s) for Proposals (RFPs) for advancing the project beyond the Preliminary Engineering (PE)/Environmental Clearance phase into final design in accordance with the consensus alternative delivery method recommendation; and

Whereas, in December 2023, the JPB approved the recommended alternative delivery method named Construction Manager General Contractor (CMGC); and

Whereas, this Memorandum of Agreement (MOU) is for the next phase of work, including performance of additional design services, environmental evaluation and CMGC preconstruction services; and

Whereas, the execution of the MOU between Caltrain and the City of Menlo Park will provide additional funding that will increase the project budget by \$2,000,000 in reimbursable expenses.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director, or designee, to execute an Agreement Regarding Reimbursement for Activities Undertaken in Support of the Middle Avenue Undercrossing Project, with the City of Menlo Park for \$2,000,000 of reimbursable Caltrain expenses, and to take any other action necessary to implement the Agreement.

Regularly passed and adopted this 6th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Peninsula Corridor Joint Powers Board

ATTEST:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Robert Barnard, Chief, Rail Design and Construction
Subject: **Receive Fiscal Year 2024 Quarter 3 Capital Program Quarterly Report**

Finance Committee Recommendation Technology, Operations, Planning, and Safety Committee Recommendation Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff recommends the Board receives the Capital Projects Quarterly Status Report. It is being presented to the Board for informational purposes and is intended to better inform the Board of the capital program status. The full report and a summarized version are in the following link:

<https://www.caltrain.com/about-caltrain/statistics-reports/quarterly-capital-program-status-report>.

Discussion

Staff prepares the Capital Projects Quarterly Status Report for the Board on a quarterly basis. The report is submitted to keep the Board advised as to the scope, budget, and progress of current ongoing capital projects.

Budget Impact

There is no impact on the budget.

Prepared By: Robert Cheung Deputy Director, Project Controls (650) 730-0296



Capital Program Quarterly Status Report and DBE Status Report



3rd Quarter Fiscal Year 2024 (January to March 2024)

Prepared for the June 06, 2024 Caltrain Board Meeting

DRAFT

Projects in Focus

Concerning (projects with red status lights)

1. 002088 - 25th Avenue Grade Separation

- **Schedule:** Project Closeout has been extended due to the impact of unanticipated environmental monitoring program and ROW survey. Project Manager to seek schedule re-baseline once the ROW survey scope is accurately defined.

2. 002113 - Guadalupe River Bridges Replacement and Extension

- **Funding:** The approved funding plan for the project relies on multiple sources including State of Good Repair (SOGR) Federal grants. The projected timing for receipt and availability of funds from each source is anticipated to support the ongoing progress and timely completion of the project. The "Funding" status light will remain "Red" until FY24 funding appropriated by the Board in June 2023 is made available to the project.

3. 002146 - South San Francisco Station Improvement Project

- **Schedule:** Union Pacific Railroad (UPRR) track lost due to construction: Project is still addressing an obligation to UPRR to fund rebuilding of 4,200' of yard track that UPRR lost, due to construction of this project. Negotiating a cash settlement with UPRR. Draft cost of \$5.17M is within available budget. TA prefers to close the book by end of FY24. Draft agreement reviewed by legal and forwarded to UPRR on 12/29/23. Follow on meeting held with UPRR on 4/15/24 to continue negotiation on two open items (cost and short line language).

4. 100233 - MP-36 Locomotive Mid-Life Overhaul

- **Schedule:** The schedule has been delayed due to part availability. Alstom is working with multiple vendors to procure the parts needed.

5. 100244 - Broadway Burlingame Grade Separation

- **Schedule/Budget:** Right-of-way acquisition is forecasted to impact the project schedule and budget, as reflected in both red status lights above. The production of acquisition maps and the lack of eligible funding are contributing factors, both of which are being expedited through the designer and funding partners.

6. 100403 - Broadband Wireless Communications System

- **Funding:** Project is currently awaiting a decision on the SRA/TRCIP fund swap. The remaining activated funds are insufficient to cover the construction phase for the next six months. As a result, the "Funding" status light will remain "Red" until the remaining funds are made available to the project.

7. 100430 - CCF BCCF Virtualization

- **Schedule:** Project Schedule extended as the current fiber strike situation severely postponed the implementation schedule. Project will go to the Management Committee for approval of Gate 6 and to request schedule re-baseline in May 2024.

8. 100617 - Mountain View Transit Center Grade Separation & Access Project

- **Schedule:** Delay due to City's decision: The City of Mountain View is targeting late fall/early winter to present at its next City Council Meeting an update of the project costs and possible reprioritization of both grade separation projects: Rengstorff or Castro. May 2024 time frame is when the project will go back to Management Committee to obtain gate approval from 65% to 95% design along with re-baselining, scope, budget, and schedule after successful cost negotiations with the Design and Pre-Construction CMGC contractors.

9. 100667 - Bernardo Avenue Undercrossing (Project Number Closed)

- **Schedule:** The schedule has been delayed due to a delay in the handoff of the project from Sunnyvale to Caltrain. Caltrain to coordinate with the City of Sunnyvale once 35% design and environmental clearance are completed by the City.

- **Budget:** The EAC is higher than the initial estimate. The City of Sunnyvale and VTA are working together to identify additional funds to complete the construction.

10. 100668 - Mary Ave Grade Separation

- **Schedule:** This project is on pause on the City's end while they prioritize moving the Bernardo Ave Undercrossing forward. Once the City is ready, Caltrain will execute a new Agreement to advance the project in Preliminary engineering phase. Once the new Agreement is executed, the project will be presented to Management Committee for Gate 2 and a new project number will be issued.

11. 100684 - Mini-High Platforms

- **Funding:** The current remaining activated funds are insufficient to cover the construction phase for the next six months. The FY25 Board approved funds are not yet available for this project, resulting in a 'Red' status for funding. Continue to monitor the situation and update the funding status once the necessary funds are made available.

12. 100687 - Downtown Rail Extension (DTX)

- **Schedule:** The project's schedule delay stems from its management not being led by Caltrain and its division into multiple contract packages, totaling five, each at different stages of design. The 4KY contract package lags the furthest behind, with only 35% design completion expected by fall. This delay is primarily attributed to the challenges posed by construction within Caltrain's operational railway. The Transbay Joint Powers Authority (TJPA) is collaborating with Caltrain to investigate inventive design solutions enabling uninterrupted operations during construction.

13. 100703 - Middle Avenue Undercrossing

- **Schedule/Budget:** Redesign delayed project schedule: Caltrain worked with Menlo Park staff to redesign the locally preferred alternative to relocate the undercrossing ramps outside the operating railroad right of way. Menlo Park City Council approved the revised design at its July 11, 2023 meeting and the City has provided Caltrain with an updated cost estimate. Project is transitioning to Caltrain to advance into final design. It is anticipated the project will go before the Management Committee in June, 2024 for Gate 3 and also request schedule and budget re-baseline.

14. 100785 - 4th & King Yard Preparation (4KY)

- **Schedule:** The separation of the project into two packages caused delay. The separation allows Package B to go through procurement of a CM/GC contract while Package A will continue with design for a DBB contract. We are working with TJPA to develop an agreed upon, joint project schedule. We can look into rebaselining the schedule when it is complete.

Watching (projects with yellow status lights)**1. 002113 - Guadalupe River Bridges Replacement and Extension**

- **Safety:** On March 19, 2024, a car driven by an unknown driver swayed away from the driving lane of Highway 87 and collided into the adjacent project site fencing located next to the entrance gate (off the highway 87) and damaged the fence. No one was injured. A police report was filed. Initial investigation suggested that this was not associated with project work.

2. 002152 - South Linden Avenue and Scott Street Grade Separation

- **Schedule:** Delay in completion of Preliminary Studies (Value Engineering): Pending decision by the Cities, Caltrain and key Stakeholders by the end of July 2024.

3. 100233 - MP-36 Locomotive Mid-Life Overhaul

- **Funding/Budget:** A potential budget shortfall has been identified. Team is actively tracking this item and will seek supplemental funding as part of the FY25 budget amendment if needed.

4. 100410 - Whipple Avenue Grade Separation Study

- **Schedule:** The project is temporarily paused as Caltrain and City Staff discuss next steps. The scope of work for the next phase of the project is to be determined but will likely include additional planning work.

5. 100426 - Churchill Avenue Grade Crossing

- **Schedule:** The schedule has been delayed due to delays with City of Palo Alto work, which is impacting JPB's contractor from completing work as initially scheduled. The Project Manager will request approval of a revised schedule from the Management Committee in May 2024.

6. 100449 - Next Generation Visual Messaging Sign (VMS)

- **Funding:** The remaining funds will only be available starting FY25. Activate the FY25 approved budget when it is available.

7. 100482 - Rengstorff Grade Separation

- **Schedule:** The schedule slipped due to delays in the final design procurement. Expedite final design and CMGC TCP.

8. 100563 - FY21-22 Grade Crossing Improvements




Schedule: The TASI WD is experiencing a delay due to disparities in scope and cost. TASI's initial proposal included additional tasks that are not necessary. A revised proposal will be submitted for review, and once approved, the work directive will be executed.

9. 100676 - San Mateo Replacement Parking Track

- **Funding:** Additional funding is required to be activated to cover construction phase of the project. Transfer of \$1.5M in SMCTA funds from 25th Ave project to this project has been completed by budgets and the funds are now activated. \$3.77M in LPP funds still need to be received and activated. Grants staff are working on the Program Supplement with Caltrans, will proceed with requesting Pre-approval Spending Authority (PASA), if needed.

Performance Summary

Table S1. Projects in each status light by performance category

Status Light	Safety	Schedule	Budget	Funding
 Green	97.3%	56.8%	89.2%	83.8%
 Yellow	2.7%	13.5%	2.7%	8.1%
 Red	0.0%	29.7%	8.1%	8.1%

(Percentage of projects in each status light by performance category)

Table S2. Summary of project changes from previous quarter

Status Changes	Projects	Pct. Projects
All green	12	32.4%
Improved	4	10.8%
Got worse	10	27.0%
Stayed the same (except all green)	11	29.7%
Total Projects	37	

Note: Table S1 and S2 do not include projects with deferred funding.

Table S3. Individual Projects

Project Number	Title	Safety		Schedule		Budget		Funding		Page
		Q2	Q3	Q2	Q3	Q2	Q3	Q2	Q3	
CONSTRUCTION/IMPLEMENTATION										
ROW Bridges										
002113	Guadalupe River Bridges Replacement and Extension	●	●	●	●	●	●	●	●	8
100762	San Francisquito Creek Emergency Bank Stabilization	●	●	●	●	●	●	●	●	15
Stations										
100761	Level Boarding Roadmap (Study)	●	●	●	●	●	●	●	●	21
ROW Grade Crossings										
100426	Churchill Avenue Grade Crossing	●	●	●	●	●	●	●	●	25
100563	FY21-22 Grade Crossing Improvements	●	●	●	●	●	●	●	●	28
100566	San Mateo Grade Crossing Improvements	●	●	●	●	●	●	●	●	31
ROW Communications & Signals										
100403	Broadband Wireless Communications System	●	●	●	●	●	●	●	●	36
100432	Migration to Digital Voice Radio System	●	●	●	●	●	●	●	●	40
100449	Next Generation Visual Messaging Sign (VMS)	●	●	●	●	●	●	●	●	43
100572	Communication System SOGR	●	●	●	●	●	●	●	●	46
Miscellaneous										
100233	MP-36 Locomotive Mid-Life Overhaul Project	●	●	●	●	●	●	●	●	50
100430	CCF BCCF Virtualization	●	●	●	●	●	●	●	●	54
100676	San Mateo Replacement Parking Track	●	●	●	●	●	●	●	●	58
100684	Mini-High Platforms	●	●	●	●	●	●	●	●	61
DESIGN (includes Preliminary and Final Design, and Procurement)										
Grade Separations										
002152	South Linden & Scott Grade Separation	●	●	●	●	●	●	●	●	65
100244	Broadway Burlingame Grade Separation	●	●	●	●	●	●	●	●	68
100482	Rengstorff Grade Separation	●	●	●	●	●	●	●	●	72
100617	Mountain View Transit Center Grade Separation & Access Project	●	●	●	●	●	●	●	●	76
Stations										
100459	22nd Street ADA Improvement	●	●	●	●	●	●	●	●	81
ROW Bridges										
100759	San Francisquito Creek Bridge Acoustic Monitoring System	●	●	●	●	●	●	●	●	85

Table S3. Individual Projects (Continued)

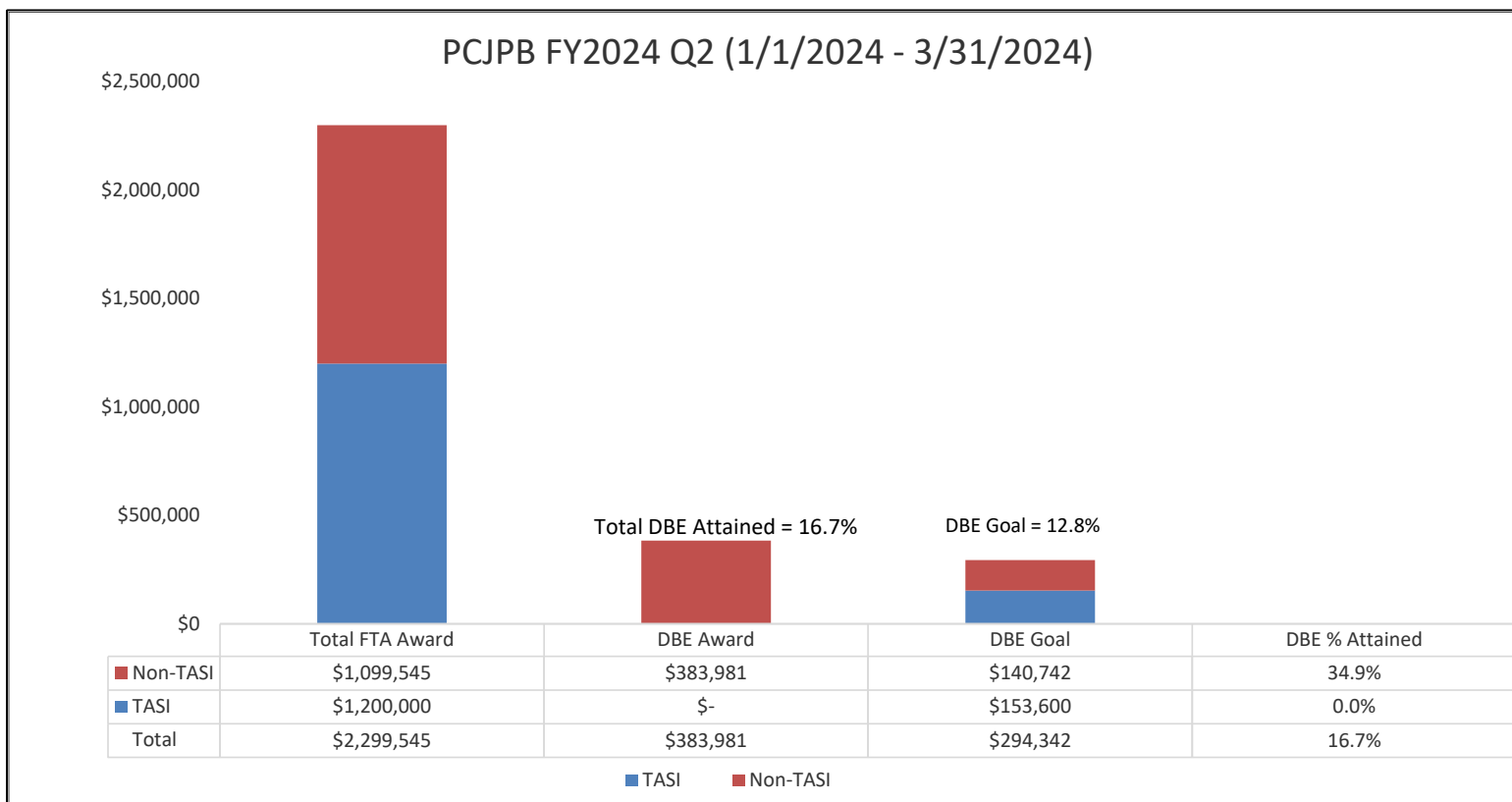
Project Number	Title	Safety		Schedule		Budget		Funding		Page
		Feb	Mar	Feb	Mar	Feb	Mar	Feb	Mar	
ROW Communications & Signals										
100614	Predictive Arrival/Departure System (PADS) Gap Coverage	●	●	●	●	●	●	●	●	89
Miscellaneous										
100780	MS4 Trash Management	●	●	●	●	●	●	●	●	93
100785	4th & King Yard Preparation (4KY)	●	●	●	●	●	●	●	●	96
PLANNING (includes Initiation and Design to 15%)										
Grade Separations										
100410	Whipple Avenue Grade Separation Study	●	●	●	●	●	●	●	●	102
100667	Bernardo Avenue Undercrossing	●	●	●	●	●	●	●	●	104
100668	Mary Ave Grade Separation	●	●	●	●	●	●	●	●	106
100687	Downtown Rail Extension (DTX)	●	●	●	●	●	●	●	●	109
100703	Middle Avenue Undercrossing	●	●	●	●	●	●	●	●	112
100733	North Fair Oaks Bike and Pedestrian Crossing	●	●	●	●	●	●	●	●	115
100776	Connecting Palo Alto	●	●	●	●	●	●	●	●	119
ROW Bridges										
100427	San Francisquito Creek Bridge Conceptual Design & Community Engagement	●	●	●	●	●	●	●	●	123
CLOSEOUT (includes Start-up/Turnover and Closeout)										
Grade Separations										
002088	25th Avenue Grade Separation	●	●	●	●	●	●	●	●	128
Stations										
002146	South San Francisco Station Improvement	●	●	●	●	●	●	●	●	134
ROW Bridges										
100439	Bayshore Station Overpass Pedestrian Bridge Rehab	●	●	●	●	●	●	●	●	140
ROW Grade Crossings										
100522	Watkins Ave Grade Crossing Safety Improvements	●	●	●	●	●	●	●	●	145
Fare Collection										
100240	Ticket Vending Machines (TVM) Rehab	●	●	●	●	●	●	●	●	149
Miscellaneous										
100445	Automatic Passenger Counters at San Francisco 4th & King Station	●	●	●	●	●	●	●	●	155
Projects with Deferred Funding										
Miscellaneous										
100564	Enterprise Asset Management (EAM) Software System									160
100565	Update and Upgrade GIS System									163

Note: The Total EAC (Estimated at Completion) for the projects shown above is: \$ 3,092,716,536.00

Appendix A - Disadvantaged Business Enterprise (DBE)

Disadvantaged Business Enterprise (DBE)

PCJPB Award



Note: The overall triennial DBE goal for Federal Fiscal Years 2023-25 is 12.8%.
The quarterly DBE attainment was 16.7% for both TASI and Non-TASI combined.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: Technology, Operations, Planning and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: Dahlia Chazan, Chief, Caltrain Planning
Subject: **Receive Update on Caltrain Capital Improvement Plan**

Finance Committee Recommendation Technology, Operations, Planning, and Safety Committee Recommendation Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

This item is for information only and does not require action by the Board of Directors (“Board”) meeting of the Peninsula Corridor Joint Power Board (“JPB”).

Staff will provide an update on Caltrain’s long-term Capital Improvement Plan (“CIP”) Development Project. The presentation will describe the progress to date on the CIP Development Project. It will also provide an overview of Caltrain’s portfolio of capital projects and programs to be included in the 10-Year CIP and introduce the foundations of the DRAFT Prioritization Framework – the decision support tool developed alongside the CIP.

Discussion

Background - In July 2023, Caltrain CIP Team presented its last progress update to the TOPS Committee on the CIP Development Project. Staff presented key takeaways from the first phase of the project, which culminated with the development of the CIP Baseline Report. The CIP Baseline Report highlights the guiding principles of Caltrain’s CIP along with the values and goals for Caltrain’s capital investments. It also reports on staff’s review of long-term planning efforts, foundational policies, and safety plans. Since then, the team has made significant progress on the development of two CIP products, the CIP List of Projects and the Prioritization Framework.

The DRAFT List of Projects - Over the past year, staff assembled a comprehensive list of more than one hundred forty capital projects and programs that Caltrain expects to undertake over the next ten years and that are at various stages of delivery. The list includes both Caltrain-owned and led efforts, as well as projects initiated by local jurisdictions or regional agencies. Projects that will be completed before the end of fiscal year 2025 and that are fully funded were not included in the list.

Intended as an internal living tool, the DRAFT List of Projects was made available to staff in February 2024 and has already brought value to the organization by informing the identification of eligible projects for grant applications.

More importantly, the List of Projects will directly inform Caltrain’s 10-Year CIP.

This portfolio of projects and programs is organized into seven DRAFT Strategic Initiatives that each highlight the main purpose of the capital investments they include. Over one hundred twenty Caltrain-owned projects and programs fall under the following five initiatives:

1. **Mandate, Compliance and Emergency Projects:** Projects that Caltrain is required to invest in and implement by regulatory agencies or under state and/or federal law. They are usually time-bound.
2. **Provide a Safe and Secure Railroad:** Safety is Caltrain's core value. This program of projects enables a safe and secure operating environment for all: the communities, our passengers, and our employees. Caltrain-initiated grade crossing improvements, intrusion protection/detection, and Closed-Circuit Television (CCTV) are examples of this strategic initiative.
3. **Maintain Core Services:** Investing in projects and programs that fall into this bucket is critical to ensure core levels of service are provided, and Caltrain maintains the ability to keep the railroad running. This includes:
 - a. Recurring programs that enable Caltrain to take proactive measures to run its passenger service and avoid asset failure that would disrupt service to all customers. This includes state of good repair programs.
 - b. Capital projects to replace assets at the end of their useful life or that have reached technical obsolescence.
 - c. Key planning functions and initiatives.
4. **Enhance Service and Customer Experience:** These projects procure new assets or upgrade existing assets. They increase the performance of the system, improve customer experience, and enable operational improvements that provide more flexibility.
5. **Deliver on the Long-Range Service Vision:** These projects are identified in the Caltrain Business Plan as needed to implement the moderate growth service scenario of 8 trains per hour per direction.

There are about twenty capital projects that have been initiated by local jurisdictions or regional agencies included in the Caltrain DRAFT List of Projects. Caltrain's role in these projects varies, depending on the project, its phase and whether it impacts Caltrain's right-of-way and operations. Nonetheless, these projects have Caltrain's involvement in common and are split into two DRAFT Strategic Initiatives:

6. **Partner with Local Communities:** This initiative includes projects developed in partnership with local jurisdictions. It includes all the grade separation projects.
7. **Contribute to the Region's Economic Vitality:** Projects and programs of regional significance, or more, are included in this initiative.

The DRAFT Prioritization Framework - The Prioritization Framework is being developed as an equitable, data-driven decision-support tool. It will support informed decision-making by running projects and programs' information through a rigorous two-step evaluation process:

1. First, the process evaluates **how well a project/program aligns with Caltrain's values and how it helps Caltrain deliver on its mission**. The evaluation is a collaborative process. Relying on projects' data, the process is informed by subject matter experts in the organization and vetted at the Executive level. Applied to Caltrain-owned projects and programs, this step produces the Caltrain Unconstrained and Prioritized List of Projects, which will directly feed into the **10-Year CIP**.
2. Then, **the tool applies constraints** to the entire portfolio of projects and reviews which projects **Caltrain has the capacity to deliver in the next 4 years through various lenses**: financial, resources and bandwidth, project readiness, etc. The results of this second step inform the Constrained and Prioritized List of Projects, which will feed into the **4-Year Rolling Program**.

Staff is working with the member agencies' staff to inform the development of the 4-Year Rolling Program.

Next Steps - Following this update to the TOPS Committee, staff plans to bring the following two items to the TOPS Committee and Board:

1. Late Summer 2024– Staff presentation and Board approval of Caltrain 10-Year CIP.
2. Late Fall 2024 - Staff presentation and Board approval of Caltrain 4-Year Rolling Program.

Budget Impact

There is no budget impact associated with this informational item.

Prepared By:	Lyne-Marie Bouvet	Principal Planner, Capital Improvement Plan	650-508-6446
	Nicole Soutanov	Deputy Director, Capital Program Planning	650-730-6265

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety (TOPS) Committee
Through: Michelle Bouchard, Executive Director
From: John Hogan, Chief Operating Officer
Subject: **Receive Update on Rail Activation Management Program**

Finance Committee
Recommendation

Technology, Operations, Planning,
and Safety Committee
Recommendation

Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

This report is an informational item that provides an update on Caltrain’s Rail Activation Management Program (RAMP), which is an ongoing effort to manage all revenue start-up activities for the transition from electrification construction to operations. It requires no action by the Board of Directors. The purpose of this month’s report is to review the updated RAMP scorecard, which tracks progress of critical activities essential for start of electric train service in Fall 2024, and to provide an overview of both soft launch plans as well as marketing strategies.

Discussion

1. Rail Activation Background and Scope:

The Peninsula Corridor Electrification Project (PCEP) will upgrade 51 miles of diesel service to electrified service from San Francisco to San Jose (Tamien Station). The PCEP scope of work includes design and construction of an overhead contact system, traction power facilities, modification of the existing signaling and grade crossing protection system to make it compatible with the electrified railroad, improvements at Pacific Gas and Electric (PG&E) substations, and modifications at existing tunnels and Caltrain’s maintenance facility. It also includes the design, manufacturing, assembly, testing, and delivery of the Electric Multiple Units (EMUs).

A Rail Activation Committee (RAC) has been established to manage the successful launch of electrified revenue service following PCEP substantial completion by developing a guiding program for commissioning, systems integration, safety certification, testing, training, and overall resource planning. The RAC meets on a weekly basis, and its purpose is to:

- establish clear goals, roles and responsibilities to ensure readiness for electrified passenger service;
- develop a comprehensive understanding of all necessary start-up activities for revenue service; and
- ensure buy-in from full organization for the transition from construction to operations and maintenance.

The weekly RAC meetings also include a 2 to 4 week lookahead of upcoming activities to ensure items remain on track and deadlines do not slip.

Key RAMP focus areas included, but are not limited to:

- Safety and Security
 - System safety certification
 - Vehicle storage and disposition plans
 - Emergency preparedness
 - First responder training
 - Isolation protection services
- Revenue Service Readiness
 - Training, certification, and hiring
 - Operations & Maintenance plans
 - Legacy fleet retirement
 - Service planning
- Community Outreach
 - Public tours
 - Safety campaigns
 - Marketing
- Financial Plan
 - Start-up costs
 - Energy procurement strategy

2. *Rail Activation Roles:*

The RAC is led by a Director of Rail Activation and Transition with dedicated engineering and project management support.

Caltrain's Operations and Maintenance (O&M) department along with the JPB's rail service contractor, TransitAmerica Services, Inc. (TASI), are also heavily involved in the start-up efforts to ensure that the Electrification Program, once in revenue service, meets all Caltrain's benchmarks for safe, reliable, and efficient operations. To that end, Caltrain O&M staff participate in the RAC and work closely with the PCEP project team and contractors on development of the Overhead Contact System (OCS)/Traction Power System (TPS) maintenance program, training, and pre-revenue service planning.

Rail Activation is a collective effort that includes support from nearly every department and shared service function throughout the organization. These include Caltrain Planning, Design and Construction, Safety and Security, Human Resources, Finance, Budgets, Contracts and Procurement, Communications, Government and External Affairs, Information Technology, People and Culture and Real Estate and Grants.

3. *Next Steps:*

Upcoming RAMP activities include:

- Finalizing Pre-Revenue Operations & Maintenance plan and various Standard Operating Procedures.
- Determining detailed schedule and list of activities for End-to-End testing.
- Implementing mitigation strategies for identified Rail Activation risks.
- Implementing detailed plan for stations enhancement prior to Revenue Service Date.
- Establishing warranty administration program.
- Developing soft launch plans to gradually introduce EMUs into revenue service before September 2024.
- Creating informational videos for the public on the new EMU features and what to expect on opening day.

Budget Impact

Funds to support OCS and TPS maintenance and additional personnel hiring are included in JPB’s Fiscal Year 2024 and 2025 adopted operating budgets. As with most major construction projects that will provide a new form of operating service, a “start-up” budget is typically established to cover one-time costs associated with the transition from construction and commissioning to operations. On May 20, 2024, the JPB Finance Committee recommended approval of a Fiscal Year 2025 capital budget amendment including approximately \$20 million of Rail Activation start-up costs, which are summarized in the table below.

Category	Cost
Enterprise Asset Management System	\$ 5,000,000.00
Maintenance of Way Projects	\$ 6,000,000.00
Maintenance of Equipment Projects	\$ 4,143,903.00
Traction Electrification System Vehicles	\$ 2,500,000.00
Overhead Catenary System Improvements	\$ 2,288,000.00
Total	\$ 19,931,903.00

Prepared By: Mark Clendennen Director, Rail Activation & Transition 650.632.6825
 Graham Rogers Business Operations Project Manager 650.551.6169