

**Peninsula Corridor Joint Powers Board
Board of Directors Meeting
1250 San Carlos Avenue, San Carlos, CA 94070**

Minutes of March 7, 2024

Members Present: M. Abe-Koga, P. Burt, J. Gee, R. Medina, R. Mueller, S. Walton, M. Zmuda, S. Heminger (Vice Chair), D. Davis (Chair)

Staff Present: T. Bartholomew, M. Bouchard, D. Chazan, C. Fromson, J. Harrison, K. McCoy, BBI (Balfour Beatty Infrastructure, Inc.), D. Seamans, B. Shaw, P. Shrestha, A. Timbers, M. Tseng

1. Call to Order / Pledge of Allegiance

Chair Davis called the meeting to order at 9:02 am and led the Pledge of Allegiance.

2. Swearing in of VTA (Santa Clara Valley Transportation Authority) Appointed Representative - Margaret Abe-Koga was sworn into office.

3. Roll Call

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

4. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances - There were none.

5. General Counsel Report – Closed Session: Conference with Legal Counsel – Pending Litigation (§ 54956.9(d)(1))[Williams v. Peninsula Corridor Joint Powers Board, San Mateo County Superior Court, Case No. 22-CIV-03763]

6. General Counsel Report - Closed Session: Conference with Legal Counsel Anticipated Litigation: Significant exposure to litigation pursuant to Sections 54956.9(d)(2) and (e)(1) of the Government Code: Number of matter(s) to be discussed: 1

7. General Counsel Report – Report Out from Above Closed Session

Legal Counsel James Harrison noted that there were no reportable actions.

Chair Davis reduced public comment time to one minute for each speaker.

8. Public Comment for Items Not on the Agenda

Jeff Carter, Millbrae resident, commented on looking forward to the ridership dashboard being available online and noticed fares were being checked more often.

Emil Lawrence commented on his two letters sent regarding his interaction with railway workers.

Aleta Dupree commented on being pleased with the appointment of Margaret Abe-Koga and supported continuing to work with Clipper.

Adrian Brandt commented on a collision with a vehicle in South San Francisco and recommended redoubling efforts on preventing all manner of grade crossing collisions.

Ryan Globus commented on his email regarding broken screens at Diridon Station.

Lilian Koenig commented that stations and Clipper cards are confusing for seniors and people with disabilities.

9. Report of the Executive Director

- Welcomed Director Abe-Koga; expressed appreciation for and thanked Director Chavez for her service and dedication to the railroad
- Introduced and acknowledged Transit America, Inc. (TASI) crew: Gabe Chavez Jr., Fabian Alcalá, and Dominique Jolivet, for their involvement during the February 28th incident
- March 18th is National Transit Employee Appreciation Day - hosting events throughout the month at San Francisco and Diridon Stations for rider appreciation, featuring conductors and crew members on social media, and asking customers to submit positive experiences
- Nuria Fernandez announced her retirement from the FTA (Federal Transit Administration), she was previously the VTA GM/CEO (Santa Clara Valley Transit Authority General Manager/Chief Executive Officer), and acknowledged her great work
- National Transportation Safety Board (NTSB) released the final March 10, 2022 San Bruno incident report. Safety culture and new safety process procedures and tools were implemented to mitigate some of the causes. The report was initially scheduled to be heard by its board, but it was removed, and a short report was released on its website
- Recent rains resulted in an additional number of fallen trees on the right-of-way (ROW) - working with local communities on plans to identify tree in ROW and tree hazards
- Received two American Public Transportation Association (APTA) Add Wheel Awards for compelling communication campaigns and efforts and collaborating with a local artist who created posters for the public events
- May 11th event in San Carlos to highlight the EMU (electric multiple unit) and to continue to celebrate 160th anniversary of rail service
- MTC (Metropolitan Transportation Commission) work on regional measure, and at State level, is slated to flow through Senator Weiner's SB (Senate Bill) 925. The Board adopted principles to guide recommendations for language, which included ensuring Caltrain receives operating funding support when available, receive or be eligible for capital funding, support efforts that will improve the customer experience and support performance and accountability metrics, and stating that the consolidation of with another agency is not an option without Board approval
- Community funded projects earmarked in the House Appropriations Bill for a combined \$1 million towards implementing new safety crossing enhancement projects in several cities along the corridor

Public comments

Aleta Dupree commented on the importance in dealing with tree issues as well as the regional measure.

Adrian Brandt commented on his letter to the Board that was not included in the correspondence packet; averaging about six track intrusions per month and any funding received should be used for lighting at crossings as vehicle intrusions usually occur at night.

10. Consent Calendar

- 10.a. Meeting Minutes of February 1, 2024**
- 10.b. Accept Statement of Revenues and Expenses for the Period Ending January 31, 2024**
- 10.c. Renew Findings of an Emergency Regarding the North Channel Embankment of the San Francisco Creek Bridge Due to Erosion Pursuant to Public Contract Code §22050***
- 10.d. Award of Contract for Central Control Facility (CCF) Building Heating, Ventilation, and Air Conditioning (HVAC) Installation Project***
- 10.e. Adoption of the California Uniform Public Construction Cost Accounting Act**
- 10.f. Award of Contract for Construction Manager General Contractor Services for the Broadway Grade Separation Project***
- 10.g. 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***
- 10.h. Amendment #2 to the Memorandum of Agreement with Transbay Joint Powers Authority for 4th and King Yard Preparation in Support of the Downtown Rail Extension* ****
- 10.i. Approval of Update to Public Comment Process Policy for Fares and Major Service Changes**

Motion/Second: Walton/Medina

Ayes: Abe-Koga, Burt, Gee, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

Public comment

Jeff Carter commented on the Public Comment Process and how public comment was severely limited due to the packed agenda.

Adina Levin, Friends of Caltrain, thanked the Board Committee for proposing a revision for the staff recommendation on the Public Comment Process item.

Paul Wendt commented on the limited time for public comment, especially for complex issues.

11. Honoring International Women's History Month

Tasha Bartholomew, Media Relations Manager, provided highlights on the resolution, which included the following:

- Hosting a series of workshops on March 22nd with a keynote speaker followed by internal subject matter experts on careers, relevant skill sets, and interviewing
- Special employee spotlight feature on various social media platforms
- Leading efforts for women in transportation employee resource groups (ERG) to promote development and education throughout the agency by undertaking internal and external activities to attract, retain, empower, inform, inspire, and support female employees

Motion/Second: Gee/Walton

Ayes: Abe-Koga, Burt, Gee, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

12. Authorize Amendment to On-Call Transportation Planning and Consultant Support Services Contract*

Dahlia Chazan, Chief of Planning, provided the presentation that included the following:

- Summarized contract capacity with 70 work directives issues, leaving limited capacity
- Provided examples of how planning contracts are used
- Significant competition for quality staff amongst the consultant firms
- Proposed contract terms for two options prior to the original plan and added \$7.5 million
- Begun work to procure new transportation planning on-call service with the intent to have a contract in place before the proposed new capacity is utilized

Public comments

Jeff Carter supported approval and commented that level boarding is important as it allows shorter dwell times at stations.

Adrian Brandt commented on getting in-house staff is better than hourly contracted rates.

Adina Levin supported level boarding.

Director Zmuda reported that the Finance Committee reviewed the items and discussed with staff on their ability to do some work in-house, attract the correct type of positions, and evaluating, supervising, and approving contractors' work to completion.

Staff provided further clarification in response to Chair Davis's comments and questions that included the following:

- The likelihood that some of the work can be brought in-house and the number of current vacancies
- An estimated 30 percent of the contract amount are seconded staff due to specialized work

Motion/Second: Medina/Zmuda

Ayes: Abe-Koga, Burt, Gee, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

13. Adopt Caltrain Energy Policy

Ms. Bouchard noted that this item was heard at the Finance Committee a couple of times and wanted to highlight the changes made.

Amelia Timbers, Environmental Compliance Manager, provided the presentation that included the following:

- Energy becomes a significant expense once electrified. Set forth principles to help guide staff on energy-related matters and provide transparency to the public
- The policy is a foundation where consultants will seek procurement, such as products to purchase from which vendors and at what price
- The policy includes generation and consumption, but does not cover transmission and distribution
- Energy policy was built with six objectives - the first objective and primary goal is to get the most renewable energy and second-best choice is carbon-free energy
- Maximize revenue from LCFS (low carbon fuel standard). Consider cost-effective options. Utilities offer a range of programs to try to increase energy efficiency.
- Focused on programs that provide financial return
- Proactively working on resilience and seeking opportunities to make the system more resilient by pursuing the Caltrain climate vulnerability study

Director Gee left at 11:16 am

Public comments

Jeff Carter opined that the SFPUC (San Francisco Public Utilities Commission) should be considered and hydroelectric is renewable and supports communities along the line.

Vaughn Wolff commented on resilience and anticipation of new technologies.

Aleta Dupree commented on the policy as written is reasonable, aspiring for 100 percent renewable, and recommended engaging with BART (Bay Area Rapid Transit) and New York City MTA (Metropolitan Transportation Authority).

Adrian Brandt recommended exploring shorter train sets for cost savings.

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

- Update on the energy procurement strategy provided in the reading file
- Talking to the CCAs (Community Choice Aggregation) that are relevant to San Jose and South San Francisco
- Municipality utilities cannot be utilized
- Concerns with ranking renewable energy as first and carbon-free as second in priorities, and not being cost-effective, or have the lowest GHG (greenhouse gases) emissions

- Chair Davis, Director Burt, and Director Mueller to work with staff on prospective modifications of policy

Motion to approve staff recommendation regarding Energy Policy with the addition of Chair, Director Burt, and Director Mueller working with staff on prospective modifications of policy/Second: Burt/Mueller

Ayes: Abe-Koga, Burt, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

Absent: Gee

Director Mueller left the meeting at 11:50 am

14. Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report

Pranaya Shrestha, CalMod Chief Officer; Casey Fromson, Chief of Staff; and Keith McCoy, BBI (Balfour Beatty Infrastructure, Inc.) Project Director provided the presentation that included the following:

- OCS (overhead catenary system) construction completed, including San Francisco station, and drawdown of shared risk pool with an overall \$34.26 million remaining
- Impedance bond theft remains a challenge
- Three bus bridging remaining and getting the communication out. Noted impact to the San Francisco Giants games. Cities may see testing at night
- May 11th National Train Day combined with an electric train tour and the 160th year anniversary; smaller events planned with key stakeholders to ensure everyone knows about the benefits coming this year
- Storm damage impacted the project by about 30 more days. Substantial completion was scheduled for the end of March, but now towards the end of April
- Focused areas continue to be safety, with no incidents in January and February
- Traction power stations (PS) 2 and PS 1 have come online. PS 3 and PS 4 are to be brought online next week
- 16,000 total punch list items with 10,000 completed

Director Walton left the meeting at 12:00 pm

Public comment

Jeff Carter suggested the electric train to come on its own to May 11th event in San Carlos.

Aleta Dupree commented on the need to figure out impedance bonds theft and ensure corridor safety.

Adrian Brandt commented on the Burlingame OCS (overhead catenary system) damage in February and the missed opportunity for TASI (TransitAmerica Services, Inc.) to work alongside Balfour Beatty Infrastructure, Inc. to learn how to fix OCS damages.

The Board Members had a robust discussion, and staff provided further clarification in

response to the following Board comments and questions regarding the following:

- Process in the revised schedule without impacting the September date
- Process and collaborations with jurisdictions on tree damages
- Contract warranty remains during period of two years
- Bringing overhead catenary team onboard to observe BBI and need to develop a strike team approach

15. Receive Update on Customer Experience and Retention Strategy – Chair Davis deferred this item to next month with the Executive Director’s approval

16. Reports

16.a. Report of the Citizens Advisory Committee

Brian Shaw, Chair, provided an update on CAC discussions, which included the following:

- Public request for platform screens at Diridon Station to be repaired
- Received update on the Mini High project. Requested illustrative photographs of the platforms; report on the Customer Experience Task Force and focused on the VMS (visual messaging sign) signage improvements, content, and message prioritization
- Importance of consistent on-time train service, station cleanliness, safety, seating, and access to restrooms
- Revamp Go Pass program incentives for corridor employers; suggested improvements on wayfinding, distance-based fares, customer seating at stations, and accessibility to restrooms
- Update on fare enforcement and collection options, progress on tree removal at the Menlo Park Station, and impact of proposed grade separation projects on vehicle incursions and accidents
- Requested High-Speed Rail update and continued updates on Caltrain’s All Station Access Grant program; slated in March to have a strategic financial plan update, Measure RR annual audit, and an electrification update

16.b. Report of the Chair

Chair Davis reported on a February trip with the Executive Director to Denver, Colorado, to visit Regional Transportation District (RTD). They toured the maintenance facility and discussed the transition from capital project to operating, growing the pipeline for employees, and developing relationships with both high schools and middle schools.

16.b.i. Resolution of Appreciation for Cindy Chavez

Chair Davis noted that Director Chavez was on the Board for five years and participated fully in Board workings, was instrumental in governance discussions, the project labor agreement, and appreciated the time that she spent on the Board and the work that she put into helping strengthen the Board. She also noted Director

Chavez's work on Measure RR.

Motion/Second: Davis/Heminger

Ayes: Abe-Koga, Burt, Medina, Zmuda, Heminger, Davis

Noes: None

Absent: Gee, Mueller, Walton

16.c. Report of the Local Policy Maker Group (LPMG)

Chair Burt reported that the February meeting had two themes: the city specific fact sheets for electrification and service schedules pushed out to cities so they can take the lead role sharing service plans. He spoke on the need to have cities fully partner and help support using the new city partnership tool, drive and facilitate adoption of Go Passes and ridership, and the need to have different models for driving ridership. For March, there will be an upcoming workshop on corridor-wide crossing strategy in Redwood City.

Public comment

Jeff Carter supported the resolution for Director Chavez, appreciated the Chair's report on looking at Denver's facilities, and for having the JPB CAC minutes in the packet.

Adina Levin expressed gratitude to Director Chavez for her work.

17. Correspondence – Available In packets and online

18. Board Member Requests

Director Medina requested review and update to Things to Explore Around This Station webpage under Stations webpage as a school was listed that closed in 1989 and noted that schools should not be included.

19. Date/Time of Next Regular Meeting: Thursday, April 4, 2024 at 9:00 am

20. Adjourn – The meeting adjourned at 12:22 pm