

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

**Minutes of March 27, 2024**

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

**Staff Present:** M. Bouchard, J. Harrison, J. Hogan, M. Clendennen, 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 Director Burt led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Public Comment on Items not on the Agenda – There were none.**

**4. Meeting Minutes of February 28, 2024**

Motion/Second: Burt/Walton

Ayes: Burt, Walton, Medina

Noes: None

**5. Award of Contract for Electrified Rail Support Services\***

Graham Rogers, Business Operations Project Manager, and John Hogan, Chief Operating Officer, provided the presentation that included the following:

- Additional expertise for support in the transition to electrified system
- TES (traction electrification system) encompasses both OCS (overhead catenary system) and traction power.
- Assist TASI (TransitAmerica Services, Inc.) where necessary to improve their maintenance and operations, procedures, processes, and training
- Help formulate a prioritized traction power and OCS enhancement plan to further strengthen the resilience of TES

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

- The cost for contract services versus internal staff
- Budget resources

### Public comment

Adrian Brandt commented on the need to develop and have a rapid response repair team on standby to address any catenary issues.

Mr. Rogers mentioned employees from United ECM will help develop and serve as a rapid response team. Mr. Hogan added that TASI will have two contractors for emergency response to assist.

Motion/Second: Burt/Walton

Ayes: Burt, Walton, Medina

Noes: None

## **6. Receive Update on Rail Activation Management Program**

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

- Project tracking in early May for BBI (Balfour Beatty Infrastructure, Inc.) and early completion
- Contemplating soft launch to introduce electrified service with fully electric main corridor operations on September 23rd
- Two successful sets of short circuit testing. Each risk item assessed a probability factor, a range of potential cost impacts, and a range of potential schedule delays
- Transition process gearing up – taking over warehouse space from BBI in San Francisco, including office space for TES workers
- Moved 32 of 40-year-old gallery cars to make space for the electric cars
- Recent workshop held to resolve comments on draft pre-revenue operations plan and close to finalizing
- Highlighted upcoming activities – energy procurement strategy, finalize plan to elevate enhancements at stations, and the third and final EMU (electric multiple unit) event on May 11<sup>th</sup>, which is national train day

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

- Working closely with the Project Management Oversight Contractor (PMOC) and meeting with the FTA (Federal Transit Administration) to start going through revenue readiness for service review
- Ensure the system performs as designed
- The purpose of soft launch is to physically move the old fleet equipment off property freely move around and inspect the new fleet
- Ensure daily inspection for all 14 trains in service
- Explained process from soft launch to official launch

Public comment

Adrian Brandt spoke in favor of a soft launch date and suggested testing doors and other equipment, and offering a week of free rides to expose riders to the new schedule.

7. **Committee Member Requests** – There were none.
8. **Date/Time of Next Regular TOPS Committee Meeting: Wednesday, April 24, 2024 at 1:30 pm**
9. **Adjourn** – The meeting adjourned at 1:58 pm