



BOARD OF DIRECTORS 2024

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AGENDA

PENINSULA CORRIDOR JOINT POWERS BOARD

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

August 28, 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=OUE3b0ZiY3ZoYzRCN280UG5Gb9WZz09> 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.

August 28, 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 July 24, 2024 Motion
5. Adopt Updated Caltrain Station Access Policy Motion
6. Authorize Increase in Contract Change Order Authority for Mini-high Platform Project* Motion
7. Capital Projects Quarterly Status Report – 4th Quarter Fiscal Year 2024 Informational
8. Receive Update on Rail Activation Management Program Informational
9. Committee Member Requests
10. Date/Time of Next Regular TOPS Committee Meeting: Wednesday, September 25, 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.
11. 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 July 24, 2024**

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

Staff Present: R. Barnard, M. Bouchard, J. Harrison, L. Ko, M. Meader, G. Rogers,
M. Tseng

1. Call to Order/Pledge of Allegiance

Chair Medina called the meeting to order at 1:30 pm and led the Pledge of Allegiance

2. Roll Call

Deputy District Secretary Margaret Tseng called the roll and confirmed a Board quorum was present.

3. Public Comment on Items not on the Agenda

There were none.

4. Meeting Minutes of May 29, 2024

Motion/Second: Walton/Medina

Ayes: Burt, Walton, Medina

Noes: None

5. Award Pre-Construction Contract for Construction Manager General Contractor (CMGC) Services for Rengstorff Avenue Grade Separation Project*

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

- Grade Separation at Rengstorff Avenue to increase transportation safety while decreasing noise and congestion
- Four proposals from established firms- Atkinson/Clark Joint Venture highest-ranked determined by experience and base contract price analysis
- Project budget for FY (fiscal year) 2019 was \$3,500,500 while current total project budget is \$22 million (addition of \$18.5 million in FY 2023)

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

- CGMC Services: separate contract with designer and contractor
- Progressive Design Build: contract with only one firm (design and construction services combined)
- Contract termination option and replace with an alternative company through bid to ensure fair pricing to drive outcomes

Motion/Second: Walton/Burt

Ayes: Burt, Walton, Medina

Noes: None

6. Adopt Revised Policy Regarding Trees on or Adjacent to the Caltrain Right of Way

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

- Damages and delays caused by intense winter storms in 2023 and 2024
- Internal and municipal arborist involved to assess sturdiness of trees surrounding tracks
- Communication and cooperation with municipalities to effectively remove trees on municipal and private property in addition to the Caltrain Right of Way
- \$250 per tree incentive for private property tree removal. Must be compliant with Electrical Zone Requirements for prevention of future risks and damages
- \$100,000 proposed budget in FY2025 for incentives and subsidies with estimated removal costs of \$5,000-10,000 per tree

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

- Alignment and receptivity of municipalities on public safety
- Most removal cases on municipal property with two instances on private property
- Legal authorities under federal and state statute

Public comment

Adrian Brandt commented receiving similar presentation at the JPB Citizens Advisory Committee (CAC), \$250 incentive was not adequate, and proposed a yearly evaluation of tree health before each rainy season.

Motion to review the adequacy of \$250 replacement incentive and submit revised policy to Board/Second: Burt/ Medina

Ayes: Walton, Burt, Medina

Noes: None

7. Receive Update on Caltrain Safety Performance

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

- Safety Leader Recognition Program at all Rail All-Hands Meetings on quarterly basis. Recognized six individuals throughout the organization last week
- Eight reportable injuries for the year. Trending a little better than last year
- Since 2020, 198 vehicle track incursions- more than half of the occurrences taking place at five grade crossings

- Enhancements to be made at grade crossings: pavement markings, solar lane markers, delineators, signage, lighting, technology, scheduled improvements and separations
- Reduced amount of incursions to zero for stations with enhancements
- Implement AI (artificial intelligence) to new grade crossing enhancements. Prompt replacements of damaged barriers and addition of fences when needed

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

- Share information with MTC on examples of how coordination can address issues
- Provide follow-up when implementations for vehicular safety for Churchill and at overall stations would be completed

Public comment

Adrian Brandt commented about the collision at Broadway and prompted enforcement by local police or Caltrain at train crossings.

8. Receive Update on Rail Activation Management Program

Graham Rogers, Project Manager, provided the presentation that included the following:

- On-time schedule with most critical items addressed
- Updated Passenger Information System (PIS): automated announcements, external signage, and manual announcements with a clearer communication for passengers
- Hard launch in September- feedback questionnaire to make adjustments

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

- Information shared with MTC
- Whether the PIS can provide other transportation method information

Public comment

Adrian Brandt complemented the new PIS but suggested adding simpler directions communicating the final destination of the train.

9. Committee Member Requests

There were none.

10. Date/Time of Next Regular TOPS Committee Meeting: August 28, 2024 at 1:30 pm.

11. Adjourn – The meeting adjourned at 2:23 pm

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Technology, Operations, Planning, and Safety Committee
Through: Michelle Bouchard, Executive Director
From: Dahlia Chazan, Chief, Caltrain Planning
Subject: **Adopt Updated Caltrain Station Access Policy**

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 Joint Powers Board (JPB) adopt the updated Caltrain Station Access Policy as shown in Attachment 1.

This staff report provides an overview of the attached Caltrain Station Access Policy Update and the development process.

Discussion

In May of 2010, the Peninsula Corridor Joint Powers Board adopted the *Caltrain Comprehensive Access Program Policy Statement (Access Policy Statement)*, which outlined the purpose and context for the document as a first step towards a more complete policy with next steps being:

- Strategic Plan
- Capital Improvement Program
- Monitoring Program

It established guiding principles and System-wide Access Priorities by mode. It also created a station typology categorization framework that is based on current primary access mode, density/dominant land-use, and Caltrain service level. The Access Policy Statement prescribes mode-shift priorities for future access improvements for each of these station typologies. The document also calls out examples of access strategies for each mode.

The Access Policy Statement has not been updated, and much has changed in the realm of transportation planning in almost 14 years. Caltrain’s need for access improvements remains. The purpose of the updated Station Access Policy is to provide Board direction and policy guidance for Caltrain staff and transparency for external partners to ensure access-related decisions and investments are aligned with Caltrain’s overall mission, vision, and core values. The update is also needed to align the Station Access Policy with other Caltrain policies adopted

Resolution No. 2024-

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

* * *

Adopting the 2024 Update of the Caltrain Station Access Policy

Whereas, the Peninsula Corridor Joint Powers Board adopted the Caltrain Comprehensive Access Program Policy Statement in May of 2010 to improve station access and support ridership growth while prioritizing sustainable and cost-effective access modes; and

Whereas, an update to this policy is necessary to support decision making on access-related projects, align the policy with ongoing Caltrain and regional initiatives since 2010, and incorporate the latest industry best practices for access-related projects; and

Whereas, the work to update the Station Access Policy was informed by a review of Caltrain's current policies, an existing conditions analysis, case studies, and input from Caltrain staff and committee members;

Whereas, the Station Access Policy emphasizes Caltrain's vision of connecting communities, contributing to the region's economic vitality, and ensures a world-class travel experience;

Whereas, the Station Access Policy defines access as how individuals get to and from Caltrain stations;

Whereas, the Station Access Policy is a public statement on Caltrain's priorities and goals to improve station access;

Whereas, there are six goals in the Station Access Policy on safety, customer experience, ridership growth, equity, sustainability, and partnerships;

Whereas, the Station Access Policy includes an access hierarchy that is an aspirational framework to help guide station area planning and investment decisions;

Whereas, the Station Access Policy includes next steps that will support the application of the Station Access Policy, but the full execution of the next steps will be contingent upon the availability of future funding; and

Whereas, the updated Station Access Policy will be used as a tool in future and ongoing work adjacent to Caltrain stations across the corridor to improve how people get to and from Caltrain stations.

Now, Therefore, Be It Resolved; the Peninsula Corridor Joint Powers Board adopts the 2024 update of the Caltrain Station Access Policy.

Regularly passed and adopted this 5th day of September, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary



CALTRAIN STATION ACCESS POLICY

2024 UPDATE
Adopted DATE



Purpose

Caltrain is a customer-focused rail system. Our mission is to offer safe, reliable, accessible, and sustainable transportation service that enhances quality of life for all.

The Caltrain Station Access Policy supports Caltrain's vision of being a vital link in the regional and statewide rail network by improving connectivity to communities and other transit systems, contributing to the region's economic vitality, and partnering with local communities to ensure that diverse constituencies receive a world-class travel experience.

The Station Access Policy focuses on enhancing access for existing customers and expanding access to new customers to support ridership growth and the railroad's fiscal health, as well as supporting access improvements necessary as part of Caltrain's electrification and modernization program.

This Station Access Policy provides a tool for both Caltrain staff and external partners to use in making access-related decisions and prioritizing investments that align with Caltrain's overall mission, vision, and core values.

Defining Access

Caltrain serves a diverse range of individuals and community types that have varying access needs. Individuals use a number of modes of transport to complete their journey to and from Caltrain stations: they walk, use a mobility device, ride a bicycle, use shared micromobility (e.g. bike share and scooter share), drive, are dropped off, take a bus or train operated by another agency, or in many cases combine various modes of transport.

Motivations for travel vary and are constantly evolving in response to commute patterns, jobs and housing trends, and desires for connectivity to major attractions and activity centers throughout the region. It is critical to meet a wide range of access needs and support all individual's access journey regardless of the motivation for travel.

Caltrain's Station Access Policy emphasizes:

- Safe, universally accessible, well-maintained, and seamless connections to Caltrain stations.
- Integration with the local station area and community context.
- Excellent customer experience for all individuals.



Intended Users of the Station Access Policy

Caltrain Riders and Community Members:

To collaborate with Caltrain to identify local and systemwide needs and define access priorities, including within equity-priority communities such as historically underserved low-income, minority, Limited-English proficient, riders with disabilities, and transit-dependent groups.



Caltrain Board and Staff:

To guide project identification, prioritization, and engagement with project stakeholders based on the Access Toolkit and User Manual.



Policy Makers and Regulatory Agencies:

To align local and regional plans and policies around Caltrain stations and properties with the Policy goals and objectives, detailed in the Goals and Objectives section.



Local and Regional Transportation Agencies:

To partner with Caltrain in the identification, funding, and delivery of access projects, including coordination and implementation of projects.



Local Jurisdictions:

To partner and coordinate with Caltrain in the identification, funding, and delivery of access projects when and where these projects fall outside of Caltrain's jurisdiction.



Developers, Contractors, and Third-Party Vendors:

To partner and support Caltrain in the funding, planning, design, construction, ongoing maintenance and performance evaluation of access improvements.



Goals & Objectives



Access Goal #1 Safe Routes To, From, and Through Stations

- **Operations:** Prioritize rider and maintenance investments to ensure safe and reliable train operations at Caltrain stations.
- **Connectivity:** Work with local jurisdictions to ensure safe and direct connections to, from, and through Caltrain stations and facilities.
- **Universal Design:** Incorporate Universal Design* principles to ensure safe access for all riders and respond to varying user needs.
- **Crime Prevention:** Embed Crime Prevention Through Environmental Design (CPTED) principles in design guidelines and criteria to ensure safe and secure access.



Access Goal #2 World-Class Customer Access Experience for All Users

- **Design Guidelines and Criteria:** Develop multimodal station design guidelines and criteria reflecting industry best practices that align with the Caltrain Access Hierarchy.
- **Project Delivery:** Ensure access needs and improvements are reflected in planning, design, construction, and maintenance activities.
- **Technology:** Leverage technology both at stations and online to help riders easily navigate the Caltrain system.
- **Wayfinding:** Provide a unified wayfinding system that provides clear and intuitive directions to diverse customers, reinforces Caltrain's Access Hierarchy, and aligns with regional initiatives.

*Universal design facilitates station access, system equity, and ease of movement for all users, especially people using wheelchairs or mobility devices, the elderly, people with children and strollers, and people carrying groceries or packages (National Association of City Transportation Officials).



Access Goal #3

Ridership Growth through Strategic Access Investments

- **Transit-Oriented Development:** Promote transit-oriented development at all stations Caltrain serves and in the surrounding station areas, providing direct access to Caltrain for residents and workers.
- **Multimodal Programs:** Promote first/last mile access options through collaborations to expand bike lockers, bikeshare, private shuttles, and other micromobility options.
- **Transfer Guidelines:** Establish and implement facility design guidelines and criteria for direct and convenient travel paths when transferring between modes.
- **Seamless Transit:** Partner with connecting transit operators to minimize transfer times and provide seamless connections.
- **Maximize Value:** Explore creative use of facilities to support both operations and maintenance and customer access needs.



Access Goal #4

Equitable Access Aligned with Diverse Community Needs

- **Community Engagement:** Build relationships with communities, including equity-priority communities, to understand needs and define access priorities.
- **Access Prioritization:** Prioritize investments that improve access for equity-priority communities.
- **Expanded Choices:** Collaborate with jurisdictions and partner agencies to deliver first/last mile connections to Caltrain that are tailored to meet the needs of local riders.
- **Adaptable Solutions:** Ensure multimodal design guidelines and criteria are flexible and adaptable to different communities and local contexts.
- **Partnerships:** Engage in strategic partnerships to improve regional access to housing and jobs at Caltrain stations and in surrounding station areas.



Access Goal #5

Healthy and Sustainable Modes of Access

- **Land & Capital Management:** Leverage land and capital assets to encourage transit-oriented development around stations and minimize vehicle-miles traveled.
- **Climate Resilience:** Ensure station facilities can withstand and operate in current conditions and are resilient for future weather and climate conditions.
- **Mode Shift:** Prioritize multimodal investments to encourage mode shift from automobiles and parking to more sustainable options.
- **Parking Management:** Consider vehicle parking management strategies such as vehicle parking pricing to leverage parking assets and encourage mode shift that reduces single occupancy vehicle trips.



Access Goal #6

Strategic Partnerships to Advance Station Access

- **Collaboration:** Partner with local jurisdictions in station area planning efforts to incorporate multimodal, connected street networks aligned with transit-supportive land uses.
- **Coordination:** Define roles and responsibilities for Caltrain and its stakeholders to identify, plan, construct, and maintain access related projects.
- **Review Processes:** Establish protocol for involvement with local jurisdictions and private entities on development plans, leveraging the project planning and entitlement process to deliver access investments.
- **Partnerships:** Cultivate partnerships to explore cost-sharing, data-sharing, and grant funding opportunities with other agencies and jurisdictions.
- **Facility and Resource Use:** Align permitted uses and resources at Caltrain stations with access needs, balancing between multimodal access, maintenance, and community needs.

Access Hierarchy

Caltrain stations are accessed through a combination of several modes including, walking, mobility devices, biking, shared micromobility, transit, drop off/rideshare, or private vehicle and parking. Caltrain supports universal design across all modes to ensure that Caltrain's stations are accessible to everyone.


The Access Hierarchy is the systemwide aspirational framework to guide station area planning and investment decisions. The Access Hierarchy is intended to be used as a tool for decision making and weighing the tradeoffs of access investments to ensure sustainable modes are the highest priority. The Access Hierarchy emphasizes walking, biking/shared micromobility, and transit facilities as the highest priority when considering proposed access improvements.



Next Steps


The next steps support the application of the Station Access Policy.

- 1




Disseminate the Station Access Policy Internally and Externally

Within Caltrain and to the general public, local jurisdictions, stakeholders, and other agencies.
- 2




Identify Metrics and Measure Success

Establish metrics to measure the success of the Station Access Policy.
- 3




Update the Caltrain Design Guidelines and Criteria

Ensure that station design guidelines and criteria reflect the Station Access Policy.
- 4




Develop a Parking and Curbside Management Strategy

Establish methodology to determine parking needs and curb management at stations.
- 5




Develop a Station Access Database

Consolidate available data on stations and local transportation network conditions.
- 6




Document the Process for Access Improvements

Establish a procedure for internal and external collaboration throughout the project life cycle.
- 7




Conduct Station Needs Assessments

Perform an inventory of existing conditions at stations (standalone stations or systemwide).
- 8



Complete Project Identification, Evaluation, and Prioritization

Develop station area access improvement plans using strategies from the Station Access Toolkit.
- 9




Deliver Projects and Review the Policy

Advance projects, measure impacts, and update the Station Access Policy as needed.

 Short-Term

 Mid-Term

 Long-Term





CALTRAIN STATION ACCESS POLICY

Appendix
2024 UPDATE



Appendix

Station Access Toolkit

The Station Access Toolkit provides examples of actions to inform decision making that users of the Station Access Policy may select from when identifying possible access improvements. The Access Toolkit actions are organized into five categories:

1. Customer Experience
2. Active Transportation
3. Transit and Shuttles
4. Private Vehicles and Parking
5. Partnerships

Category #1

Customer Experience

Toolkit Actions

Improve customer comfort through enhancements such as landscaping, lighting, weather protection, seating, local information, and other placemaking strategies at stations.

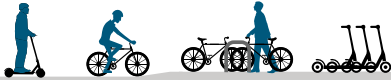
Improve ease of navigation to, from, and within stations, for example through intuitive design, clear sightlines, signage, translations of signage for Limited-English proficient communities, wayfinding for people with visual impairments, and other accessible wayfinding strategies.

Implement security improvements such as the application of Crime Prevention Through Environmental Design (CPTED) techniques, lighting, visibility enhancements, cameras, and other means to increase security presence.

Improve access to real-time arrival information at stations and through digital communications.

Category #2

Active Transportation



Toolkit Actions

Develop new or enhance existing pedestrian circulation areas (e.g. sidewalks, concourses, and plazas) within stations.

Ensure stations meet accessibility standards and work with stakeholders to apply universal design principles such as elevators, ramps, stairs, level boarding, and auditory and visual cues.

Coordinate with local jurisdictions to deliver local station area access improvements that meet universal design principles such as curb ramps, tactile and audio crossing cues, improved sidewalks, slower traffic speeds, shorter crossing distances, and increased crossing time.

Develop new or enhance existing bike and micromobility parking amenities, such as secure bike parking, bike share stations, scooter drop zones, and electric bike charging infrastructure.

Partner with local jurisdictions to encourage plans for low-stress active transportation facilities to Caltrain stations, such as traffic calming measures, crossing improvements, protected bike lanes, and curb extensions.

Work with local jurisdictions and project sponsors to ensure that grade separation projects adjacent to stations reflect multi-modal access needs.

Category #3

Transit and Shuttles



Toolkit Actions

Develop new or enhanced pick-up/drop-off facilities for transit and shuttles.

Work with transit agency partners to implement rail-to-rail and bus-to-rail opportunities that optimize transit stop placement, frequency, and routing for connecting transfer services.

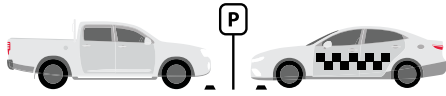
Coordinate schedules, station facility needs, and access to information with public and private transit operators to optimize transfers, including paratransit access, bus stops, waiting areas with shading and seating, and signage with real-time information.

Increase coordination with guaranteed ride home programs and other local micro-transit services to increase passenger awareness and usage.

Coordinate with local jurisdictions to deliver transit-priority improvements that improve transfer connectivity and travel times such as queue jumps, transit signal priority, and transit-only lanes.

Category #4

Private Vehicles and Parking



Toolkit Actions

Develop new or enhance delineated areas for rideshare passenger drop off and pickup.

Develop parking pricing to right-size parking to local market conditions and demand.

Implement parking management and enforcement practices such as paid parking, automated enforcement via license plate recognition, etc.

Identify stations where parking lots are underutilized and can be reduced and redeveloped into TOD and/or new access facilities (transit centers, bikeways, or bike parking, etc.).

Coordinate with other agencies, local jurisdictions, and/or adjacent property owners to consider sharing station parking.

Provide carshare facilities at stations.

Provide designated carpool/vanpool spaces at stations.

Category #5

Partnerships

Toolkit Actions

Explore fare incentive programs such as the GoPass and other partnerships that increase access to sustainable and affordable travel choices for equity-priority populations.

Strengthen relationships and membership in local Transportation Management Associations (TMAs) to promote Caltrain ridership and first/last mile access choices.

Coordinate with local institutions (e.g., colleges and healthcare campuses) to collect data and develop shuttle programs or other access projects that cater to these destinations.

Identify opportunities to support local parking cash out programs and other sustainable travel incentives.

Identify opportunities for public-private partnerships and other cost sharing agreements to deliver station area access improvements.

Formalize agreements, operating standards, and facility usage with third-party vendors that provide first/last mile access.

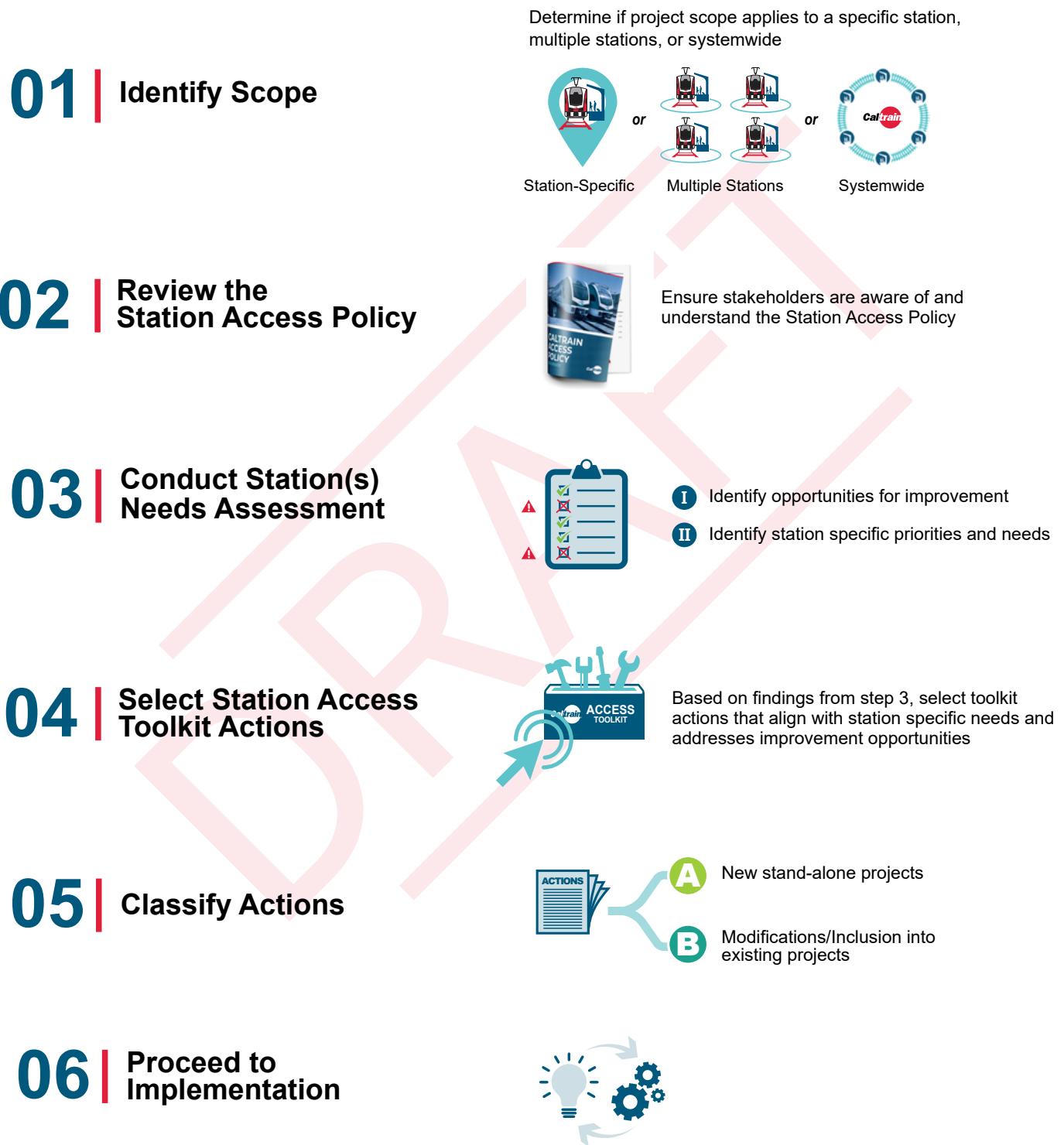
Partner with local jurisdictions to identify opportunities for placemaking and other station enhancements that promote community identity.

Collaborate with local communities, cycling advocacy groups and environmental groups to increase awareness of sustainable and affordable travel choices.

Formalize partnerships with advocacy groups, community-based organizations, and other non-governmental agencies to solicit community buy in and identify access priorities.

Applying the Station Access Policy

The six steps below outline how to use Caltrain's Station Access Policy to achieve the Goals and Objectives during the development of access-related projects.



List of Access Related Caltrain Policies and Programs

The following are adopted and ongoing Caltrain initiatives also relevant to access.

- Bicycle Parking Management Plan (2017)
- 2040 Service Vision (2019) and Business Plan (2020)
- Equity, Connectivity, and Growth Framework (2020)
- Rail Corridor Use Policy (2020)
- Transit-Oriented Development Policy (2020)
- Design Criteria (2024)
- ADA Transition Plan (Ongoing)
- Capital Improvement Plan Development Project (Ongoing)
- Corridor Crossings Strategy (Ongoing)
- Corridor Crossings Delivery Guide (Ongoing)
- At-Grade Crossings Safety Strategy (Ongoing)
- Level Boarding Roadmap (Ongoing)

DRAFT



**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 Increase in Contract Change Order Authority for Mini-high Platform Project**



Finance Committee
Recommendation



Technology, Operations, Planning,
and Safety Committee
Recommendation



Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

The Peninsula Corridor Joint Powers Board (JPB) is currently constructing mini-high platforms at 13 stations along the corridor. Unforeseen conflicts with existing facilities, more complex access to the platforms at Belmont Station and Tamien Station for placing materials and equipment, a need to accelerate construction to provide these facilities prior to the start of electrified service, and other changes have required modifications to the planned work. These modifications are expected to cost an additional \$420,435, which is outside of the 10% contingency the Board of Directors (Board) authorized for this contract in January 2024, via Resolution No. 2024-09.

Staff recommends that the Board of Directors (Board) of the JPB authorize an increase in construction contract change order authority from \$352,438.20 to \$772,873.20 for an increase of \$420,435.

Discussion

On January 4, 2024, the JPB awarded contract 24-J-C-028 to Angotti & Reilly, Inc. for the construction of mini-high platforms at 13 stations and construction of wheel stops at the Hillsdale Station Parking Lot, with a total contract authority of \$3,876,820.20, including a base value of \$2,400,941, an option in the amount of \$1,123,441, and a 10% contingency of \$352,438.20.

Mini-high platforms improve service reliability by allowing passengers using wheelchairs to more efficiently board and alight the trains. These facilities eliminate the need for a time-consuming process that requires train operators to use a mechanical lift for this operation. This process delays the trains, impacting all passengers. The mini-high platforms provide easy access for patrons in wheelchairs to seamlessly board the trains.

During construction, staff became aware of unforeseen conflicts with existing facilities, more complex access to the platforms at Belmont Station and Tamien Station for placing materials and equipment, a need to accelerate construction to provide these facilities prior to the start of electrified service, and other changes that have required modifications to the planned work.

Staff obtained a preliminary cost proposal from Angotti & Reilly, in the amount of \$420,435, which exceeds the current authorized contract change order authority.

Budget Impact

In January 2024 the project budget was \$4,185,825 funded by the San Mateo County Transportation Authority (SMCTA), San Mateo County Transit District (SMCTD), Federal Transit Administration Section 5337, and Local Partnership Program (LPP) funds. In June 2024, the Board, via Resolution No. 2024-37, allocated \$2,432,318 in Transit Intercity Rail Capital Program (TIRCP) Reimbursed Bond Proceeds to fund the Option for installation of additional mini-high platforms at five stations in the Gilroy Service Area. In August 2024, the Board, via Resolution No. 2024-46, allocated \$578,000 in TIRCP Reimbursed Bond Proceeds to fund this contract change, increasing the total project budget from \$4,185,825 to \$7,196,143. The project has sufficient budget to support the change in construction contract.

Prepared By: Andrew Kleiber

Project Manager

510-282-4932

Resolution No. 2024 –

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

* * *

Authorize Increase in Contract Change Order Authority for Mini-high Platform Project

Whereas, on January 4, 2024, the Peninsula Corridor Joint Powers Board (JPB) awarded contract 24-J-C-028 to Angotti & Reilly, Inc. for the construction of mini-high platforms at 13 stations and construction of wheel stops at the Hilldale Station Parking Lot, with a total contract authority of \$3,876,820.20, including a base value of \$2,400,941 an Option in the amount of \$1,123,441, and a 10% contingency of \$352,438.20; and

Whereas, mini-high platforms improve service reliability by allowing passengers using wheelchairs to more efficiently board and alight the trains; and

Whereas, during construction, unforeseen conflicts with existing facilities, more complex access to the platforms at Belmont Station and Tamien Station for placing materials and equipment, a need to accelerate construction to provide these facilities prior to the start of electrified service, and other changes have required modifications to the planned work; and

Whereas, these changes and acceleration are expected to require an increase in construction contract change order authority from \$352,438.20 to \$772,873.20 for an increase of \$420,435; and

Whereas, there are sufficient funds within the project budget to complete this work.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the increase of change order authority from \$352,438.20 to \$772,873.20, for an increase of \$420,435.

Regularly passed and adopted this 5th day of September, 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 Board of Directors
Through: Michelle Bouchard, Executive Director
From: Robert Barnard, Chief, Rail Design and Construction
Subject: **Capital Projects Quarterly Status Report – 4th Quarter Fiscal Year 2024**

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

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Board of Directors
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 provide an update on the soft launch of electrified operations and preview the upcoming project completion celebration events planned for September 2024.

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). PCEP reached a significant milestone on May 3rd, 2024, with substantial completion. 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)** exists 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:

- Establishing warranty administration program and process.
- Operationalizing the Passenger Information System to provide on-board, real-time travel information including announcements, schedules, and other relevant details.
- Calibrating Automated Passenger Counters and establishing data transfer connection.
- Implementing soft launch plans to gradually introduce EMUs into revenue service before the launch of the new electric service schedule in September 2024.

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 June 6, 2024, the JPB Board of Directors approved 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 |

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|--------------|-----------------|--|--------------|
| Prepared By: | Mark Clendennen | Director, Rail Activation & Transition | 650.632.6825 |
| | Graham Rogers | Project Manager, SOGR | 650.551.6169 |