



BOARD OF DIRECTORS 2020

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STEVE HEMINGER  
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JIM HARTNETT  
EXECUTIVE DIRECTOR

# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

### Finance Committee Meeting

Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the [Governor's Executive Orders N-25-20 and N-29-20](#), which suspends certain requirements of the Ralph M. Brown Act.

#### **THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Directors, staff and the public may participate remotely\* via the Zoom website at <https://zoom.us/j/859985692> for audio/visual capability or by calling 1-669-900-9128, Webinar ID: 859 985 692 for audio only. You also may view a [video live stream](#) during or after the meeting at <http://www.caltrain.com/about/bod/video.html>

Public comment also may be submitted via email to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com). Please indicate in your email the agenda item to which your comment applies. Please submit public comments as soon as possible so that they can be provided to the Directors before and as feasible during the meeting. Any written public comments received after an item is heard will be included in the Board's weekly correspondence posted online at [http://www.caltrain.com/about/bod/Board\\_of\\_Directors\\_Meeting\\_Calendar.html](http://www.caltrain.com/about/bod/Board_of_Directors_Meeting_Calendar.html).

Committee Members: Dev Davis (Chair), Ron Collins, Monique Zmuda

**March 23, 2020**

**2:30 pm**

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 three (3) minutes. Items raised that require a response will be deferred for staff reply.

4. Approve Meeting Minutes of February 24, 2020

MOTION

Finance Committee Meeting

5. Finance and Ridership Updates – COVID-19 INFORMATIONAL
6. Accept Statement of Revenues and Expenditures February 2020 MOTION
7. Authorize Application for San Mateo County Shuttle Program Funds MOTION
8. Award Contract to Alstom Transportation, Inc. for Locomotive Overhaul Services MOTION
9. Agreement with Sprint for Relocation of Communication Facilities for the South San Francisco Station Improvement Project MOTION
10. Committee Member Requests
11. Date/Time of Next Regular Finance Committee Meeting: Monday, April 27, 2020 at 2:30 pm, San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA
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](http://www.caltrain.com). Communications to the Board of Directors can be e-mailed to [board@caltrain.com](mailto: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 Finance Committee: Fourth Monday of the month, 2:30 pm. 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**

**Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.**

### **Public Comment\***

The public comment will be available remotely via the Zoom website using the link provided at the top of the agenda. Public commenters may enter in comments for specific agenda item(s) into the Zoom Q&A section and wait for the Chair to open for public comment and when you are called upon and for up to the allotted time allowed per speaker. The telephone call in number, provided at the top of the agenda, is only to listen to the meeting and does not have the capability to take any verbal comment. As directed at the top of the agenda, you may email comments/correspondence to [publiccomment@caltrain.com](mailto:publiccomment@caltrain.com) and it will be distributed to the Board and included for the official record. Comments that require a response may be deferred for staff reply.

### **Accessible Public Meetings/Translation**

Upon request, the JPB will provide for 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 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](mailto: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 are 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  
Finance Committee Meeting  
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF FEBRUARY 24, 2020**

**MEMBERS PRESENT:** D. Davis(Chair), R. Collins, M. Zmuda

**MEMBERS ABSENT:** None

**STAFF PRESENT:** D. Hansel, S. van Hoften, G. Martinez, A. Chan, P. Skinner, J. Cassman, D. Seamans, S. Wong

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Dev Davis called the meeting to order at 2:30 pm and led the Pledge of Allegiance.

**2. ROLL CALL**

District Secretary Dora Seamans called the roll and confirmed all were present.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None.

**4. APPROVAL OF MEETING MINUTES OF DECEMBER 23, 2019**

Motion/Second: Collins/Davis

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**5. ACCEPT STATEMENT OF REVENUES AND EXPENDITURES JANUARY 2020**

Derek Hansel, Chief Financial Officer, provided clarification in response to Committee comments and questions. Highlights included seat capacity with train electrification and negotiations with TASI (Transit America Services, Inc.).

Director Monique Zmuda noted that fewer reserves were used than anticipated.

Chair Dev Davis requested current total budget reserves and further clarification on equipment and maintenance being down three percent for the fiscal year.

Public Comment:

Roland Lebrun, San Jose, commented on the TASI extension, added train capacity, enforcement, and managing agencies.

Motion/Second: Zmuda/Collins

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

## **6. DISPOSITION OF TAYLOR DUNN ELECTRIC CARTS**

Julie Taylor, Director of Contracts & Procurement, provided a timeline of usage.

Motion/Second: Collins/Zmuda

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

## **7. AUTHORIZE THE APPLICATION FOR AND RECEIPT OF ANNUAL CAP AND TRADE FUNDING FOR THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP)**

Derek Hansel, Chief Financial Officer, responded to Committee comments and questions.

Motion/Second: Zmuda /Collins

Ayes: Collins, Zmuda, Davis

Absent: None

## **8. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 2 TO SUPPLEMENTAL AGREEMENT NO. 2 WITH PACIFIC GAS AND ELECTRIC FOR CONSTRUCTION OF 115 KILOVOLT INTERCONNECTIONS FOR THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT**

John Funghi, CalMod Chief Officer, provided a report; highlights included the scope and construction delegation, planned contingency budgets, and staff recommendation to transfer construction work from Balfour Beatty to PG&E.

Chair Davis inquired about upholding PG&E to a tight construction timeline.

Liria Larano, CalMod Deputy Chief, confirmed the previous PG&E schedule mishap and assured all milestones since were met.

### Public Comment:

Roland Lebrun, San Jose, commented on tunneling, Program Oversight Committee Reports, and acquisition of underground high voltage cables.

### **Motion/Second: Zmuda/Collins moved to approve with an amendment to include incentives/disincentives to meet the deadline.**

Ayes: Collins, Zmuda, Davis

Absent: None

## **9. COMMITTEE MEMBER REQUESTS**

None.

## **10. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING**

Chair Davis announced the time and location of the next meeting; Monday, March 23, 2020 at 2:30 pm, San Mateo County Transit District Administrative Building, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA

## **11. ADJOURN**

The meeting adjourned at 3:16 pm.

Finance Committee Meeting  
Minutes of February 24, 2020

An audio/video recording of this meeting is available online at [www.caltrain.com](http://www.caltrain.com). Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to [board@caltrain.com](mailto:board@caltrain.com).

DRAFT



# *Caltrain Financial Outlook*

FINANCE COMMITTEE - MARCH 23, 2020

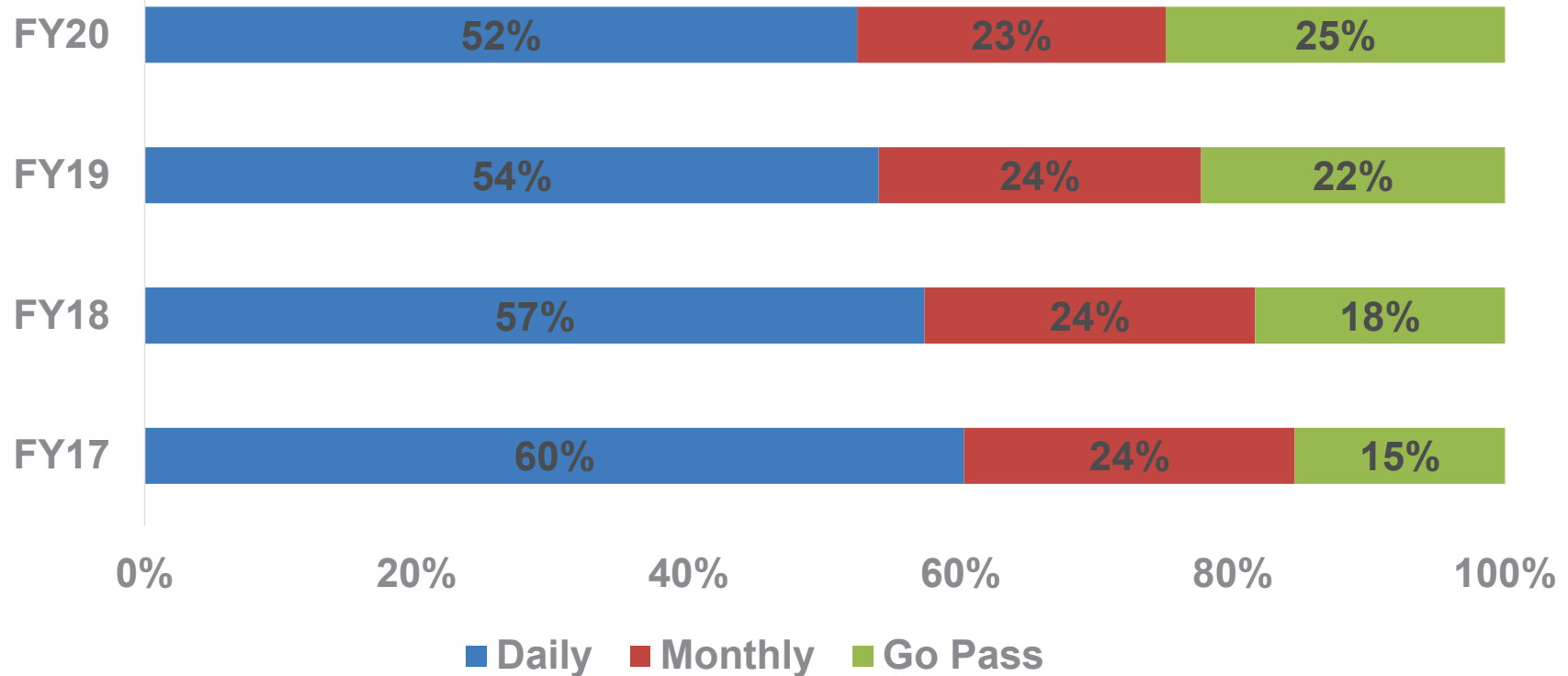
# Ridership Impacts



- One-way and day pass ticket sales have declined at an accelerated rate



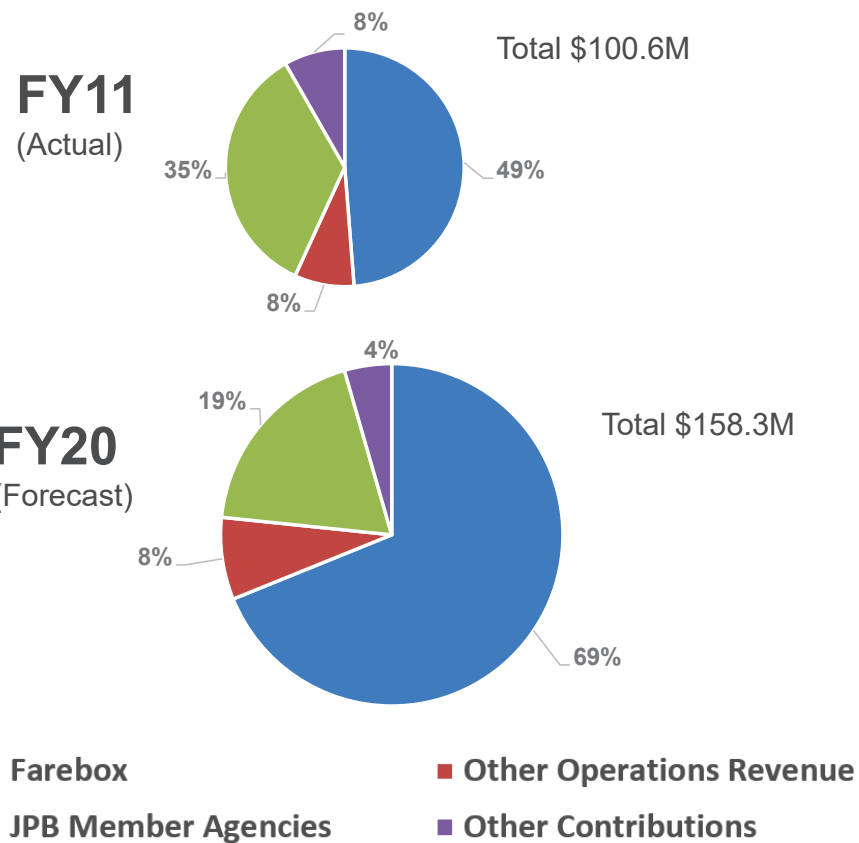
# Fare Revenue Composition (by product type)



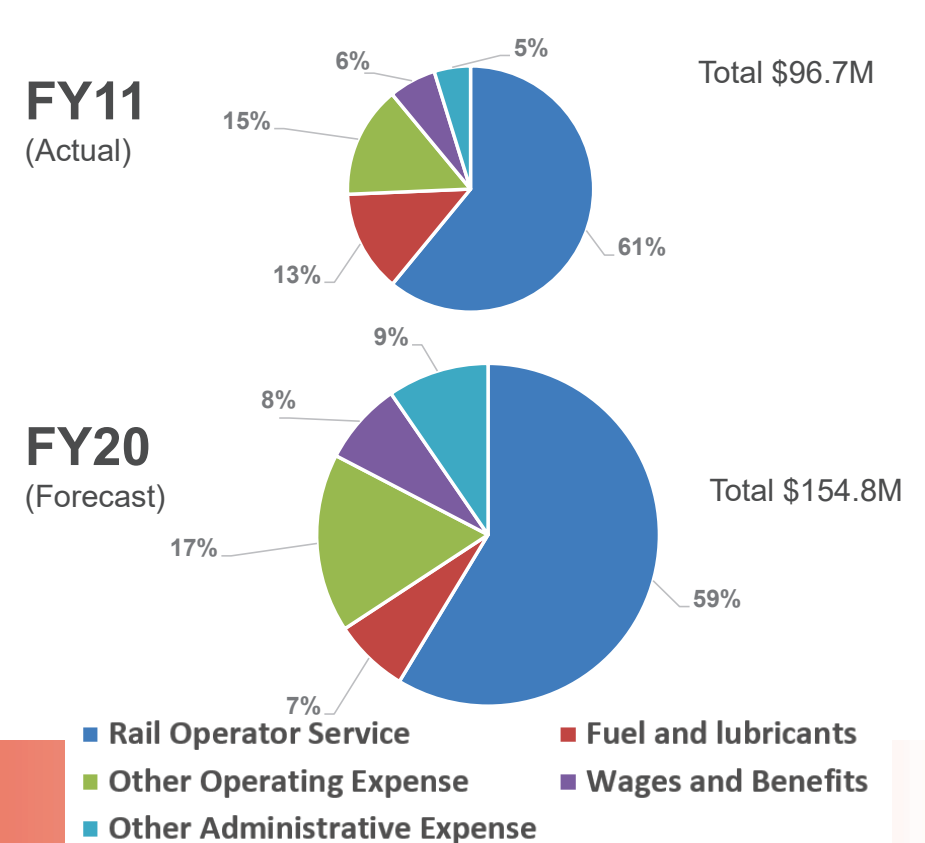
- Fare revenue from Go Pass has increased with fare changes

# Operating Budget Overview

## Sources of Funds:



## Uses of Funds:



# Impacts on Financial Liquidity

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- GoPass sales for Calendar 2020 represented nearly \$30 million
- Non-GoPass fares represent about \$7.2 million/month in revenue
- We anticipate losing as much as 90% of Non-GoPass fare revenue

# Impacts on Financial Liquidity (Continued)

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- Began this period with a healthy cash cushion
- \$10 million draw upon operating line of credit to ensure additional liquidity - \$10 million remaining
- Other liquidity levers
  - Managing agency relationship
  - Capital line of credit
  - SRA funding

# Service Modifications / Implications / Benefits

---

- Effective 3/17, reduced from 92 trains/weekday to 70 (elimination of Baby Bullet)
- Allows us to advance required training/education of crews without requiring overtime
- May provide additional work windows for capital projects, allow for advancing state of good repair work on rolling stock, and reallocating staff resources from operating to capital
- Need to save critical skills for service restoration
- Exploring options for further service reduction/implications

## Broader Economic Picture/Impacts on Funding Partners

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- Overall economic activity in the Bay Area, the State, and the U.S. as a whole sharply reduced by responses to coronavirus
- Jobless claims spiking, sales tax likely declining, odds of recession increasing greatly
- Significant public transit representation in lobbying State and Federal governments for support of this critical infrastructure (both operations and capital)

**PENINSULA CORRIDOR JOINT POWERS BOARD  
FINANCE COMMITTEE - STAFF REPORT**

TO: JPB Finance Committee  
THROUGH: Jim Hartnett  
Executive Director  
FROM: Derek Hansel  
Chief Financial Officer  
SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
FEBRUARY 29, 2020**

**ACTION**

Staff proposes that the Board of Directors accept and enter into the record the Statement of Revenues and Expenses for the month of February 2020.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through February 29, 2020. The statement has been designed to follow the Agency-wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year-to-date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2020.

**SIGNIFICANCE**

**Annual Forecast:** The annual forecast was updated for the April board meeting based on actual revenue and expense trends through January 2020. The forecast was derived by analyzing trends and reviewing details with cost center managers.

This forecast predates the development of implications associated with the Covid-19 virus; as such it does not reflect recent financial developments and expectations.

**Forecast Revenues:** Total revenue (page 1, line 17) is forecast \$2.6 million higher than budget. This is primarily driven by higher Farebox Revenue (page 1, line 1) which is \$3.1 million higher than budget due to adopted fare changes (Go Pass fare increased by 20%, Clipper discount reduced to \$0.25, and implementation of the means based fare pilot program). Other Income (page 1, line 5) is higher than budget by \$0.7 million due to increased parking citation revenue. This is partially offset by Shuttles (page 1, line 3), which is lower due to a reduction in service.

The Use of Reserves (page 1, line 13) is \$1.1 million lower than budget primarily due to the increased fare revenue.

**Forecast Expenses:** Total Expense (page 1, line 49) is \$0.9 million lower than budget. The variance is primarily due to lower expense trends. Shuttles Services (page 1, line 26) is \$0.6 million lower than budget due to a labor shortage of drivers causing a reduction in service. Professional Services (page 1, line 41) is lower than budget by \$0.1 million as a result of delays in various planning studies. Facilities &

Equipment Maintenance (page 1, line 31) is lower than budget by \$0.1 million due to delayed start of various survey work.

**Year to Date Revenues:** As of February year-to-date actual, the Total Revenue (page 1, line 17) is \$6.6 million higher than the prior year. This is primarily driven by Farebox Revenue (page 1, line 1), Other Income (page 1, line 5), and JPB Member Agencies Contributions (page 1, line 12).

**Year to Date Expenses:** As of February year-to-date actual, the Grand Total Expense (page 1, line 49) is \$5.9 million higher than the prior year-to-date actual. This is primarily due to increases in Rail Operator Service (page 1, line 23), Fuel and Lubricants (page 1, line 27), Wages and Benefits (page 1, line 38), Professional Services (page 1, line 41), and Long Term Debt Expense (page 1, line 47). The increases are partially offset by decreases in Claims, Payments, and Reserves (page 1, line 30), Managing Agency Admin OH Cost (page 1, line 39), and Other Office Expenses and Services (page 1, line 43).

**Other Information:** Starting in January 2019, the Agency modified the basis of reporting from accrual basis to modified cash basis (only material revenues and expenses are accrued) in monthly financial statements. The change in the accounting basis is not retroactively reflected in the prior year actual. As such, the monthly variance between the prior year and the current year actual may show noticeable variances for some line items on the financial statements.

#### **BUDGET IMPACT**

There are no budget amendments for the month of February 2020.

#### **STRATEGIC INITIATIVE**

This item does not achieve a strategic initiative.

Prepared By : Danny Susantin, Accountant III

650-622-8073

Jennifer Ye, Manager, General Ledger

650-622-7890



**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**STATEMENT OF REVENUE AND EXPENSE**  
**Fiscal Year 2020**  
**February 2020**

	% OF YEAR ELAPSED									66.7%
	YEAR TO DATE					ANNUAL				
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	CURRENT AS A % OF BUDGET	APPROVED BUDGET	FORECAST	\$ VARIANCE	% BUDGET	
<b>REVENUE</b>										
OPERATIONS:										
1 Farebox Revenue	66,330,153	70,494,830	4,164,677	6.3%	66.5%	106,000,000	109,050,000	3,050,000	2.9%	1
2 Parking Revenue	3,372,713	3,393,996	21,283	0.6%	63.6%	5,335,000	5,335,000	-	0.0%	2
3 Shuttles	1,277,880	1,250,819	(27,061)	(2.1%)	50.0%	2,503,200	2,395,314	(107,886)	(4.3%)	3
4 Rental Income	1,271,716	1,226,082	(45,634)	(3.6%)	59.5%	2,060,540	2,060,540	-	0.0%	4
5 Other Income	1,690,247	2,345,729	655,483	38.8%	133.8%	1,753,450	2,500,000	746,550	42.6%	5
6										6
7 TOTAL OPERATING REVENUE	73,942,709	78,711,457	4,768,748	6.4%	66.9%	117,652,190	121,340,854	3,688,664	3.1%	7
8										8
CONTRIBUTIONS:										
9										9
10 AB434 Peninsula & TA Shuttle Funding	1,168,523	1,354,780	186,257	15.9%	78.0%	1,737,950	1,737,950	-	0.0%	10
11 Operating Grants	4,380,405	3,465,342	(915,063)	(20.9%)	65.0%	5,327,497	5,327,497	-	0.0%	11
12 JPB Member Agencies	18,882,000	21,488,915	2,606,915	13.8%	71.8%	29,921,971	29,921,971	-	0.0%	12
13 Use of Reserves	-	-	-	0.0%	0.0%	1,064,614	-	(1,064,614)	(100.0%)	13
14										14
15 TOTAL CONTRIBUTED REVENUE	24,430,928	26,309,037	1,878,109	7.7%	69.1%	38,052,032	36,987,418	(1,064,614)	(2.8%)	15
16										16
17 <b>GRAND TOTAL REVENUE</b>	<b>98,373,637</b>	<b>105,020,494</b>	<b>6,646,857</b>	<b>6.8%</b>	<b>67.4%</b>	<b>155,704,222</b>	<b>158,328,272</b>	<b>2,624,050</b>	<b>1.7%</b>	17
18										18
19										19
<b>EXPENSE</b>										
20										20
21										21
OPERATING EXPENSE:										
22										22
23 Rail Operator Service	56,114,071	59,443,919	3,329,847	5.9%	65.5%	90,817,696	90,817,696	-	0.0%	23
24 Positive Train Control	20,481	207,901	187,420	915.1%	8.7%	2,400,000	2,400,000	-	0.0%	24
25 Security Services	3,818,904	3,857,219	38,315	1.0%	58.9%	6,544,183	6,544,183	-	0.0%	25
26 Shuttles Services	2,609,604	2,660,629	51,025	2.0%	50.3%	5,290,100	4,718,692	(571,408)	(10.8%)	26
27 Fuel and Lubricants	7,008,316	7,491,214	482,898	6.9%	68.1%	11,003,417	11,003,417	-	0.0%	27
28 Timetables and Tickets	53,414	47,633	(5,781)	(10.8%)	33.2%	143,500	100,000	(43,500)	(30.3%)	28
29 Insurance	2,802,471	2,883,565	81,093	2.9%	64.0%	4,506,064	4,506,064	-	0.0%	29
30 Claims, Payments, and Reserves	270,809	(90,688)	(361,497)	(133.5%)	(9.5%)	951,794	951,794	-	0.0%	30
31 Facilities and Equipment Maint	1,257,048	1,460,792	203,744	16.2%	43.7%	3,339,391	3,228,522	(110,869)	(3.3%)	31
32 Utilities	1,192,107	1,259,923	67,816	5.7%	59.8%	2,105,422	2,105,422	-	0.0%	32
33 Maint & Services-Bldg & Other	719,677	746,825	27,148	3.8%	47.6%	1,567,930	1,567,930	-	0.0%	33
34										34
35 TOTAL OPERATING EXPENSE	75,866,902	79,968,930	4,102,028	5.4%	62.2%	128,669,496	127,943,720	(725,776)	(0.6%)	35
36										36
ADMINISTRATIVE EXPENSE										
37										37
38 Wages and Benefits	6,625,540	8,110,041	1,484,501	22.4%	67.2%	12,066,711	12,066,711	-	0.0%	38
39 Managing Agency Admin OH Cost	4,254,370	2,810,636	(1,443,734)	(33.9%)	55.1%	5,098,065	5,098,065	-	0.0%	39
40 Board of Directors	14,334	9,966	(4,369)	(30.5%)	68.3%	14,600	14,600	-	0.0%	40
41 Professional Services	1,201,410	2,504,317	1,302,907	108.4%	58.6%	4,275,583	4,145,583	(130,000)	(3.0%)	41
42 Communications and Marketing	178,189	206,042	27,853	15.6%	68.3%	301,500	301,500	-	0.0%	42
43 Other Office Expenses and Services	2,010,105	1,690,368	(319,737)	(15.9%)	64.1%	2,638,494	2,625,494	(13,000)	(0.5%)	43
44										44
45 TOTAL ADMINISTRATIVE EXPENSE	14,283,949	15,331,370	1,047,421	7.3%	62.8%	24,394,953	24,251,953	(143,000)	(0.6%)	45
46										46
47 Long Term Debt Expense	1,003,969	1,779,000	775,032	77.2%	67.4%	2,639,773	2,639,773	-	0.0%	47
48										48
49 <b>GRAND TOTAL EXPENSE</b>	<b>91,154,819</b>	<b>97,079,300</b>	<b>5,924,481</b>	<b>6.5%</b>	<b>62.3%</b>	<b>155,704,222</b>	<b>154,835,446</b>	<b>(868,776)</b>	<b>(0.6%)</b>	49
50										50
51 <b>NET SURPLUS / (DEFICIT)</b>	<b>7,218,818</b>	<b>7,941,194</b>	<b>722,377</b>	<b>10.0%</b>		<b>(0)</b>	<b>3,492,826</b>	<b>3,492,826</b>		51



BOARD OF DIRECTORS 2020

**DAVE PINE**, CHAIR  
 DEVORA "DEV" DAVIS, VICE  
 CHAIR  
 STEVE HEMINGER  
 JENNIE BRUINS  
 RON COLLINS  
 CINDY CHAVEZ  
 SHAMANN WALTON  
 CHARLES STONE  
 MONIQUE ZMUDA

**PENINSULA CORRIDOR JOINT POWERS BOARD**

**INVESTMENT PORTFOLIO**

**AS OF FEBRUARY 29, 2020**

JIM HARTNETT  
 EXECUTIVE DIRECTOR

TYPE OF SECURITY		MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE
Local Agency Investment Fund (Unrestricted)	*	Liquid Cash	1.912%	12,000,040	12,000,040
County Pool (Restricted)		Liquid Cash	1.776%	624,073	624,073
Other (Unrestricted)		Liquid Cash	0.700%	47,505,660	47,505,660
Other (Restricted)	**	Liquid Cash	0.200%	14,220,082	14,220,082
				\$ 74,349,855	\$ 74,349,855

Interest Earnings for February 20                   \$ 52,573.53  
 Cumulative Earnings FY2020                   \$ 269,038.47

\* The market value of Local Agency Investment Fund (LAIF) is calculated annually and is derived from the fair value factor as reported by LAIF for quarter ending June 30th each year.

\*\* Prepaid Grant funds for Homeland Security, PTMISEA and LCTOP projects, and funds reserved for debt repayment. The Portfolio and this Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The Joint Powers Board has the ability to meet its expenditure requirements for the next six months.

**PENINSULA CORRIDOR JOINT POWERS BOARD  
FINANCE COMMITTEE - STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Michelle Bouchard  
Chief Operating Officer, Rail

David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **AUTHORIZATION FOR THE APPLICATION AND EXECUTION OF A FUNDING AGREEMENT FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDS**

**ACTION**

Staff Coordinating Council (SCC) recommends the Board authorize the Executive Director, or his designee, to:

1. Receive up to \$2,700,200 from the San Mateo County Transportation Authority (TA) and/or the San Mateo City/County Association of Governments (C/CAG) for the Caltrain shuttle program;
2. Commit up to \$259,600 in Peninsula Corridor Joint Powers Board (JPB) matching funds for the Caltrain shuttle program, with the funding sources to be identified through the annual JPB operating budget process; and
3. Execute a two-year funding agreement and take any other actions necessary for the purpose of obtaining grant funding through the TA and/or C/CAG for the operation of Caltrain shuttles in San Mateo County.

**SIGNIFICANCE**

Every two years, the Peninsula Corridor Joint Powers Board (JPB) applies for financial assistance from the TA and C/CAG, through the San Mateo County Shuttle Program, to help support Caltrain shuttle operations in San Mateo County. Of the 28 Caltrain shuttles, 11 operate within San Mateo County and are eligible for this fund source. Approval of this item will authorize the Executive Director, or his designee, to enter into a two-year funding agreement with the TA and/or C/CAG to receive up to \$2,700,200 for Fiscal Years (FY) 2021 and 2022. While the program requires a minimum local match of 25% based on the total cost of the service, employer contributions toward the shuttle program will be 44% or \$2,340,700. The JPB's match is 5%, or \$259,600, and is expected to be funded through a combination of member agency contributions and Bay Area Air Quality Management District (BAAQMD) funds. A list of the shuttles to be proposed for funding through the San Mateo County Shuttle Program is included as Attachment A.

Relatedly, the San Mateo County Transit District (District) and the JPB are undertaking a joint study of the San Mateo County Transit District's shuttle program. The project will holistically evaluate SamTrans and Caltrain shuttles with the goal of understanding current shuttle trends (namely, declining ridership and reliability) and identifying how

shuttles may best complement SamTrans fixed route and Caltrain rail services. Ultimately, the study will propose an ideal service and management vision for the program. Staff will be updating the Board periodically as work progresses and recommendations become available.

**BUDGET IMPACT**

The JPB also anticipates that it will receive funding from BAAQMD in both FY2021 and FY2022 through a competitive call for projects later in calendar year 2020 and again in 2021. Funding from the BAAQMD program fluctuates from year to year and funds received from the BAAQMD will reduce both the TA and JPB member agency contributions to the program. Approximately \$500,000 is received annually from the BAAQMD to fund the Caltrain shuttle program. The total estimated budget for the shuttles over the next two years is \$5,040,900 and is proposed to be funded as shown in the following table.

**Preliminary Budget**

<b>Fund Source</b>	<b>Amount</b>
San Mateo County Shuttle Program	\$2,700,200
Employer/City Contributions	\$2,081,100
JPB Member Agency Funds	\$259,600
<b>Total</b>	<b>\$5,040,900</b>

**BACKGROUND**

The San Mateo County Shuttle Grant Program is jointly administered by the TA and C/CAG. Caltrain shuttles provide a last-mile connection between Caltrain Stations and employers. The program is funded through Measure A, a half-cent sales tax in San Mateo County, and the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan. Caltrain shuttle operations are supported by funding from BAAQMD's Transportation Fund for Clean Air (TFCA), JPB local funds and contributions from employers. In addition to the TA/C/CAG funds,

Prepared By: Michael Stevenson, Associate Operations Contract Administrator

650-508-7979

## Attachment A

### List of JPB Shuttles to be Funded by the San Mateo County Shuttle Program

Shuttle Route	Grant Request	Employer/City Contribution	JPB Member Agencies	Total
Bayshore Brisbane Commute	\$197,900	\$0	\$65,900	\$263,800
Belmont/Hillsdale	\$261,600	\$0	\$87,200	\$348,800
Broadway/Millbrae	\$266,000	\$0	\$88,600	\$354,600
Campus Drive Area	\$265,300	\$84,800	\$3,600	\$353,700
Electronic Arts (EA)	\$160,000	\$250,000	\$0	\$410,000
Lincoln Centre	\$274,900	\$88,000	\$3,600	\$366,500
Mariners Island	\$274,900	\$88,000	\$3,600	\$366,500
Norfolk Area	\$251,800	\$80,600	\$3,300	\$335,700
Oracle	\$160,000	\$697,600	\$0	\$857,600
Pacific Shores	\$300,000	\$700,000	\$0	\$1,000,000
Twin Dolphin	\$287,800	\$92,100	\$3,800	\$383,700
<b>Total</b>	<b>\$2,700,200</b>	<b>\$2,081,100</b>	<b>\$259,600</b>	<b>\$5,040,900</b>

**RESOLUTION NO. 2020 –**

**BOARD OF DIRECTORS, PENINSULA CORRIDOR JOINT POWERS BOARD  
STATE OF CALIFORNIA**

**\* \* \***

**AUTHORIZING APPLICATION FOR AND RECEIPT OF SAN MATEO COUNTY SHUTTLE  
PROGRAM FUNDS**

**WHEREAS**, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

**WHEREAS**, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

**WHEREAS**, the Board of Directors of the City/County Association of Governments (C/CAG) of San Mateo County, at its February 14, 2002 meeting, approved the Countywide Congestion Relief Plan and subsequently reauthorized the Countywide Congestion Relief Plan in 2007, 2010, and 2015; and

**WHEREAS**, a component of the C/CAG Countywide Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

**WHEREAS**, the TA and C/CAG issued a joint Call for Projects for the San Mateo County Shuttle Program on January 13, 2020; and

**WHEREAS**, the TA and C/CAG require a resolution from the Peninsula Corridor Joint Powers Board (JPB) in support of the JPB's application for San Mateo County Shuttle Program funds to support the JPB's shuttle program; and

**WHEREAS**, there is a need to provide last-mile transit connections between Caltrain stations and major employment centers in San Mateo County; and

**WHEREAS**, the Caltrain shuttle program serves San Mateo County commuters by providing this last-mile transit connection; and

**WHEREAS**, to support the Caltrain shuttle program, the JPB seeks \$2,700,200 in San Mateo County Shuttle Program funds, which would require matching funds of \$259,600.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board by adopting this resolution hereby:

1. Authorizes the Executive Director, or his designee to file an application for and receive up to \$2,700,200 in San Mateo County Shuttle Program funds from the San Mateo County Transportation Authority and/or the City/County Association of Governments of San Mateo County.
2. Commits up to \$259,600 in required matching funds for the Caltrain shuttle program, to be identified through the annual JPB Operating Budget process.
3. Authorizes the Executive Director, or his designee, to execute a two-year funding agreement and take any other actions necessary for the purpose of obtaining grant funding through the TA and/or C/CAG for the operation of Caltrain shuttles in San Mateo County.

Regularly passed and adopted this 2<sup>nd</sup> day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers  
Board

ATTEST:

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JPB Secretary



**PENINSULA CORRIDOR JOINT POWERS BOARD  
FINANCE COMMITTEE - STAFF REPORT**

TO: Joint Powers Board

THROUGH: Jim Hartnett  
Executive Director

FROM: Derek Hansel  
Chief Financial Officer

Michelle Bouchard  
Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACT FOR MP36PH-3C LOCOMOTIVES MID-LIFE OVERHAUL SERVICES**

**ACTION**

Staff Coordinating Council recommends the Board:

1. Award a contract to Alstom Transportation, Inc. (Alstom) of Naperville, Illinois, to provide mid-life overhaul services for six MP36PH-3C locomotives (Services) for the not-to-exceed amount of \$13,941,902.
2. Authorize the Executive Director, or his designee, to execute a contract with Alstom in full conformity with the negotiated contract, and in a form approved by legal counsel.

**SIGNIFICANCE**

The recommended award will provide the Peninsula Corridor Joint Powers Board (JPB) with a qualified contractor that possesses the necessary expertise and experience to provide the Services. According to industry standard, locomotives should be overhauled after 15 years in service. These locomotives are several years past due and are required to increase service to Gilroy and launch electrified service.

**BUDGET IMPACT**

Funding for this contract was set aside in the JPB capital budgets for Fiscal Year (FY) 2018 and FY2019. The sources of funding include Federal, State, and JPB member agency contributions.

**BACKGROUND**

The JPB previously attempted to procure these Services in 2018 for the same six locomotives. However, due to the need to clarify and refine the scope of work, staff recommended the JPB reject the two proposals received. A revised Request for Proposals (RFP) was issued on the JPB's Procurement Portal in 2019.

Only Transit Vehicle Manufacturers listed on the Federal Transit Administration's (FTA) certified list of "Eligible Transit Vehicle Manufacturers," or Transit Vehicle Manufacturers that submitted a goal methodology to FTA that had not been disapproved, at the time of solicitation, were eligible to submit proposals in response to the RFP. The JPB did not establish a DBE participation goal for this solicitation because, as Transit Vehicle Manufacturers, all eligible proposers follow their own FTA-approved DBE programs and goals.

Due to the specialized nature of the work, there are a limited number of vendors who perform overhaul services in the United States. Outreach was conducted to these vendors and three interested proposers attended a pre-proposal conference. Four vendors downloaded the solicitation and proposals were received from the following three firms:

1. Alstom Transportation, Naperville, IL
2. Higher Power Industries, Inc., Yonkers, NY
3. MotivePower, Inc., Boise, ID

An Evaluation Committee (Committee) composed of qualified staff from the Rail Transportation and Safety and Security departments, reviewed and scored the proposals in accordance with the following evaluation criteria set forth in the RFP:

- |  |           |
|--|-----------|
| • Approach to Scope of Services                                      | 50 points |
| • Qualifications and Experience of Management Team and Key Personnel | 20 points |
| • Qualifications and Experience of Firm                              | 20 points |
| • Cost Proposal  | 10 points |

Following initial scoring, all three proposers were found to be in the competitive range and were invited to interview. The Committee determined Alstom to be the highest ranked proposer. Alstom possesses the requisite depth of experience and qualifications required to successfully perform the Services defined in the solicitation. Alstom has completed similar overhauls for Keolis Commuter Services, Amtrak, SFMTA, and BAE Systems Controls, Inc. Staff successfully negotiated contractual terms and conditions and price. Costs were determined to be fair and reasonable as compared to costs submitted by all proposers in response to the RFP and to those submitted in 2018 for the same Services. The six locomotives will continue to be in service after the first Electric Multiple Units are delivered.

Procurement Administrator II: Kevin Kelley 650.622.7892  
Project Manager: Henry Flores, Deputy Director, Rail Vehicle Maintenance 408.793.5440

**RESOLUTION NO. 2020-**

**BOARD OF DIRECTORS, PENINSULA CORRIDOR JOINT POWERS BOARD  
STATE OF CALIFORNIA**

**\* \* \***

**AWARDING A CONTRACT TO ALSTOM TRANSPORTATION, INC.,  
FOR PROVISION OF LOCOMOTIVE OVERHAUL SERVICES FOR  
A NOT-TO-EXCEED AMOUNT OF \$13,941,902**

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) issued a Request for Proposals (RFP) to provide mid-life overhaul services for six MP36PH-3C locomotives; and

**WHEREAS**, in response to the RFP, the JPB received a total of three proposals; and

**WHEREAS**, an Evaluation Committee (Committee) reviewed and ranked all of the proposals according to the evaluation criteria set forth in the RFP; and

**WHEREAS**, upon completion of reference checks, scoring of proposals, and interviews with the three firms, the Committee determined that Alstom Transportation, Inc., of Naperville, Illinois (Alstom), possesses the necessary qualifications and requisite experience to successfully perform the scope of services defined in the solicitation documents, and is capable of performing the specified services at fair and reasonable prices; and

**WHEREAS**, staff and legal counsel reviewed Alstom's proposal and determined that it complies with the requirements of the solicitation documents; and

**WHEREAS**, Staff Coordinating Council recommends, and the Executive Director concurs, that the JPB award a contract to Alstom for a not-to-exceed amount of \$13,941,902.

**NOW, THEREFORE, BE IT RESOLVED** that the Peninsula Corridor Joint Powers Board hereby awards a contract for mid-life overhaul services for six MP36PH-3C locomotives to Alstom Transportation, Inc. for a not-to-exceed amount of \$13,941,902; and

**BE IT FURTHER RESOLVED** the Executive Director, or his designee, is authorized to execute a contract in full conformity with the terms and conditions set forth in the RFP and negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 2nd day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary

**PENINSULA CORRIDOR JOINT POWERS BOARD  
FINANCE COMMITTEE - STAFF REPORT**

**TO:** Joint Powers Board

**THROUGH:** Jim Hartnett  
Executive Director

**FROM:** Derek Hansel  
Chief Financial Officer

Michelle Bouchard  
Chief Operating Officer, Rail

**SUBJECT:** Agreement with Sprint for Relocation of Communication Facilities for the South San Francisco Station Improvement Project

**ACTION**

Staff Coordinating Council recommends the Board authorize the Executive Director, or his designee, to execute an agreement with Sprint for relocation of communication facilities at the South San Francisco Station Improvement Project (Project) in the City of South San Francisco (City).

**SIGNIFICANCE**

The South San Francisco station is one of four remaining Caltrain stations, along with Atherton, Broadway, and College Park, that is subject to a safety precaution and operational constraint known as the "hold-out rule." Because the platform configurations at these stations require passengers to cross train tracks to board their trains, a train approaching the station must "hold out" if another train is in the station, and cannot enter the station until it is clear. The hold-out rule at the South San Francisco station can be eliminated with the construction of a wider platform that meets current Caltrain standards, and construction of the underpass that would connect Caltrain users to the center platform without having to cross the tracks. The Project will also serve as an important component of the City's plans for downtown mixed-use development.

The Project will be installing a stairwell and ramp along the east side of the station at Grand Avenue and Poletti Way. This Project element will require the relocation of fiber optic lines owned by Sprint, Verizon, CenturyLink, and Central Valley Independent Network, which are currently located in a ductbank within Union Pacific's fiber optic easement area. In order to facilitate the timely relocation of the co-carriers' facilities, staff proposes that the Peninsula Corridor Joint Powers Board (JPB) enter into an agreement to prepay Sprint (as lead carrier) to relocate the facilities into a fiber optic easement that the City intends to grant to Union Pacific.

Staff has reviewed Sprint's cost estimate, and concluded that the costs are reasonable.

**BUDGET IMPACT**

The cost to relocate the fiber optic facilities at South San Francisco station is estimated to be \$250,000, which includes a contingency of 10 percent. The total Project budget of \$71.6 million includes project contingency funds for utility relocations and will cover the cost associated with this agreement.

**BACKGROUND**

The Board of Directors awarded the construction contract for the Project at its August 2017 meeting for a total value of \$32.1 million to Proven Management Construction. The Project is jointly funded by a combination of grants from the San Mateo County Transportation Authority and the City. The Project is currently anticipated to be complete by fall 2020.

Prepared by: Howard Beckford, Project Manager, Capital Projects 650.622.7852

**RESOLUTION NO. 2020 –**

**BOARD OF DIRECTORS, PENINSULA CORRIDOR JOINT POWERS BOARD  
STATE OF CALIFORNIA**

**\* \* \***

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH SPRINT  
FOR RELOCATION OF COMMUNICATION FACILITIES FOR THE  
SOUTH SAN FRANCISCO STATION IMPROVEMENT PROJECT**

**WHEREAS**, on December 9, 2015, the City of South San Francisco (City), the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority entered into a cooperative agreement under which the JPB is undertaking the design and construction of the South San Francisco Station Improvement Project (Project), which includes an extension and reconfiguration of the station platforms and facilities, construction of a new center boarding platform and a new pedestrian and bicycle undercrossing to eliminate the "hold-out rule," a new shuttle pick-up area and a new pedestrian and bicycle tunnel entry plaza; and

**WHEREAS**, during the construction phase of the Project, the design team determined that communications facilities located at Grand Avenue and Poletti Way would need to be relocated to accommodate construction of the stairwell and ramp along the east side of the Project; and

**WHEREAS**, these communication facilities, which are currently located within Union Pacific's fiber-optic easement, much be relocated to avoid significant impacts to the Project construction schedule; and

**WHEREAS**, the estimated \$250,000 cost to relocate the communication facilities, which includes a contingency of 10 percent and which must be pre-paid to Sprint (as lead carrier), is within the total Project budget of \$71.6 million.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director, or his designee, to execute an agreement with Sprint to relocate communications facilities at Grand Avenue and Poletti Way, pursuant to the terms and conditions set forth above, and to take any other action necessary to give effect to this resolution.

Regularly passed and adopted this 2nd day of April 2020 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board

ATTEST:

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JPB Secretary