

**Peninsula Corridor Joint Powers Board  
Finance Committee Meeting  
1250 San Carlos Avenue, San Carlos CA 94070**

**DRAFT MINUTES OF AUGUST 24, 2020**

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** D. Hansel, M. Bouchard, J. Cassman, S. van Hoften, C. Mau, J. Funghi, C. Gayotin, C. Scarella, J. Sharma, L. Millard-Olmeda, L. Larano, D. Seamans, S. Wong

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

Chair Dev Davis called the meeting to order at 1:34 pm and Director Collins led the Pledge of Allegiance.

**2. ROLL CALL**

Chair Davis confirmed all Board Committee members were present.

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

Roland Lebrun, San Jose, recommended that Caltrain staff monitor and measure funding for Caltrain double tracking between South San Jose and Gilroy. He also commented on budget item organization and Wabtec replacing ARINC Inc.

**4. APPROVE MEETING MINUTES OF JULY 27, 2020**

Motion/Second: Collins/Davis

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**5. ACCEPT STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDED JULY 31, 2020 AND RIDERSHIP UPDATES – COVID-19**

Derek Hansel, Chief Financial Officer, stated that there was no formal presentation and that he was available to answer any questions.

Director Zmuda noted that so early in the (fiscal) year with so many unknowns, the Committee would continue to review information on a monthly basis and ask questions accordingly.

Public comment

Roland Lebrun, San Jose, commented on increasing ridership production with baby bullets, and rebuilding bombardiers to increase capacity by 25 percent.

Motion/Second: Collins/Zmuda

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**6. AWARD CONTRACT FOR MAINTENANCE AND SUPPORT OF I-ETMS POSITIVE TRAIN CONTROL SYSTEM**

Concepcion Gayotin, Manager of Contracts and Procurement, stated that this was a contract for Wabtec to complete Caltrain's Positive Train Control (PTC) system as the current software and hardware warranty were due to expire September 6, 2020. She said that this would be a three-year initial term with annual renewal terms. Ms. Gayotin noted that performance reviews would be reported to the Board and funding sources are from approved operating and PTC capital budgets.

Michelle Bouchard, Chief Operating Officer, provided a presentation; topics included the submitted safety plan, conditional approval from Federal Railroad Association (FRA), base term services under a fixed price, optional services under time and material, maintenance service contract duration, and support agreement annual costs.

Board members had a discussion and staff provided further clarification in response to Board comments and questions; topics included special projects in year 2, hardware repair in year 3, what annual PTC maintenance looks like, what annual costs will look like in the future, staffing requirements to maintain the system, Transit America Services, Inc. (TASI) staff duties, training of existing staff, assuming work of contractor over time, and sources of funding for this contract.

Public comment

Roland Lebrun, San Jose, commented on contracts to ARINC, Parson's Transportation Group, Wabtec, TASI, meeting deadlines, and awarding best service at the lowest cost.

Adrian Brandt, San Mateo County, commented on the cost of PTC, vendor lock in, and alternate sources for a fraction of the cost.

Motion/Second: Zmuda/Collins

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**7. AWARD OF CONTRACT FOR ELECTRONIC BIKE LOCKERS FOR CALTRAIN**

Ms. Gayotin stated that JPB Resolution 2017-56 included the provision for investing in e-lockers. She said staff conducted extensive research and found eLock Technologies, LLC to fulfill Caltrain requirements. Ms. Gayotin noted the benefits of working with the company. She said that it included a five-year maintenance contract and one-year option terms.

Dan Provence, CalMod Planning, provided a presentation; highlights included Caltrain bicycle statistics, bike parking options, future Caltrain plans, e-lockers, contract details, funding, and completion of 632 e-lockers by late 2023.

Board members had a discussion and staff provided further clarification in response to Board comments and questions regarding payment and inclement weather.

Public comment

Adrian Brandt, San Mateo County, requested the PowerPoint on the website, and expressed support for eLocker technology.

Motion/Second: Davis/Collins  
Ayes: Collins, Zmuda, Davis  
Noes: None  
Absent: None

**8. AUTHORIZATION TO ENTER INTO A FUNDING AGREEMENT WITH THE FEDERAL RAILROAD ADMINISTRATION FOR THE CALTRAIN RIGHT-OF-WAY TRESPASSING PROJECT**

Peter Skinner, Director of Grants & Fund Programming, explained that this was a \$48,000 agreement to pay for law enforcement staff time associated with the mitigation of trespassers on the right-of-way.

Motion/Second: Zmuda/Davis  
Ayes: Collins, Zmuda, Davis  
Noes: None  
Absent: None

**9. ADOPTION OF THE FY2021 JPB OPERATING AND CAPITAL BUDGETS, INCLUDING A SUSPENSION OF PREVIOUSLY ADOPTED FARE INCREASES (PRESENTATION TO THE FULL BOARD ON THIS)**

Derek Hansel, Chief Financial Officer, provided a presentation; topics included goals, challenges, revenue measures, ridership recovery, cost mitigation measures, fiscal year 2021 proposed budget outlook, fiscal year 2021 revenue assumptions, proposed revenues, proposed expenses, expense assumptions, Positive Train Control (PTC), key expense assumptions, staff allocation for Caltrain, application of CARES Act, sensitivity of revenue to ridership, costs to operate Caltrain, what it means to shut down Caltrain, capital budget, overview of capital costs, and next steps.

Public comment

Roland Lebrun, San Jose, commented on putting the PowerPoint up earlier, public trust with three foot distancing, re-introducing baby bullets, PTC, TASI, Caltrain auditor, appointing an interim CEO, paying for Samtrans bus division, operating trains people are interested in riding, and higher level doors not listed in the PTC budget.

Director Zmuda left the meeting at 3:17pm.

Board members had a robust discussion and staff provided further clarification in response to Board comments and questions; topics included election costs, ridership numbers, plans if Measure RR does not pass, use of reserves, TASI employee raise reductions, suspended fare increases, unfunded Board authority, high level doors, EMUs in the FY21 budget, capital improvement plan rather than annual budget, planning and studies, and the timeline for revenue measures on fiber.

Motion/Second: Collins/Davis  
Ayes: Collins, Davis  
Noes: None  
Absent: Zmuda

**10. COMMITTEE MEMBER REQUESTS**

There was none.

**11. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING**

Monday, September 28, 2020 at 1:30 pm, via Zoom.

**12. ADJOURN**

The meeting adjourned at 3.35pm.

An audio/video recording of this meeting is available online at <https://www.caltrain.com/about/bod/video.html?> 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).