

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

MINUTES OF JANUARY 25, 2021

MEMBERS PRESENT: Monique Zmuda (Chair), Jeff Gee, Glenn Hendricks
MEMBERS ABSENT: None
STAFF PRESENT: D. Hansel, M. Bouchard, J. Cassman, S. van Hoften, C. Mau, P. Skinner, K. Yin, J. Sangha, J. Sharma, D. Seamans, S. Wong

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

District Secretary Dora Seamans confirmed all Board Committee members were present.

3. SWEARING IN OF GLENN HENDRICKS, SANTA CLARA VALLEY TRANSPORTATION AUTHORITY (VTA) REPRESENTATIVE

Director Glenn Hendricks took the Oath of Office.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Roland Lebrun, San Jose, requested a change of the meeting time from 1:30 pm back to 3:00 pm due to conflicting regional transportation meetings.

Adrian Brandt, San Mateo County, commented on Germany and Austria are requiring N95 masks on public transportation for better protection across all COVID strains instead of cloth masks.

5. APPROVE MEETING MINUTES OF DECEMBER 21, 2020

Motion/Second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

6. FINANCE AND RIDERSHIP UPDATES – COVID-19 (VERBAL UPDATE)

Derek Hansel, Chief Financial Officer, provided an update and noted the execution of the first couple of 2021 GoPass agreements. He stated that ridership was still low and that the Metropolitan Transportation Commission (MTC) will consider releasing the first tranche of additional Federal stimulus funding Wednesday. Mr. Hansel said \$180 million would go to the five agencies that saw shortfalls (Caltrain, BART, Golden Gate Transit,

San Francisco Municipal Transportation Agency, Water Emergency Transportation Authority) and Caltrain would receive \$7 million – covering a month of agency expenses. He stated that they will be advocating for an appropriate share of second tranche funding. Mr. Hansel stated they would need to borrow about \$15 million to balance the budget.

Michelle Bouchard, Chief Operating Officer, stated that they are struggling with excessively low ridership at Caltrain, and will provide information at the Work Program Legislative Planning Committee (WPLP) in regards to recovery planning. She stated they would change the schedule to provide enhanced system access to essential workers, including the connection at Millbrae.

Public comment

Roland Lebrun, San Jose, commented on N95 masks, surgical masks and eliminating baby bullets.

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions regarding the \$7 million allocation formula, when the first tranche would be available, what the last passenger count indicates, and the most important factor driving ridership to Caltrain.

7. ACCEPT STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING DECEMBER 30, 2020

Derek Hansel, Chief Financial Officer, noted that there was no presentation and he was available to answer any questions. He stated that there were no surprises in the forecast with the newly adopted budget.

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions regarding the negative numbers, expenses decreasing, money left over in the fiscal year to pay back reserve or reduce borrowing, staffing levels, salary expenses, and amount borrowed.

Motion/Second: Gee/Hendricks
Ayes: Gee, Hendricks, Zmuda
Noes: None
Absent: None

8. AUTHORIZATION TO ENTER INTO FUNDING AGREEMENTS FOR THE SAN FRANCISCO DOWNTOWN EXTENSION PROJECT AND INCREASE THE FISCAL YEAR 2021 CAPITAL PROJECT BUDGET BY \$200,000 AND AMEND THE TOTAL FISCAL YEAR 2021 CAPITAL BUDGET TO \$112,559,772

Peter Skinner, Director of Grants and Fund Management, stated that this action will amend the capital budget and provide an additional \$200,000 for operational analysis

work associated with the downtown extension project for a total project cost of \$260,000. He stated that this analysis is required to ensure both Caltrain and California High Speed Rail operational requirements are met and that this is a small portion of the overall funding needed for the downtown extension project, which is estimated at \$4 billion.

Director Jeff Gee stated that there are many moving parts and this was needed to move the project forward.

Public comment

Roland Lebrun, San Jose, commented on not considering an East Bay connection, Pennsylvania Avenue extension (PAX) connection, needing a plausible connection to the tracks on 16th street, and augmenting PAX budget with MTC and high speed rail contributions.

Motion/Second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

9. INCREASE THE CONTRACT CHANGE ORDER AUTHORITY FOR CONSTRUCTION OF THE 25TH AVENUE GRADE SEPARATION PROJECT BY \$12,100,000 AND AMEND TO INCREASE THE FISCAL YEAR 2021 CAPITAL BUDGET TO INCLUDE \$25,900,000 FOR THE PROJECT AND REFLECT A CUMULATIVE INCREASE OF \$26,100,000 FOR A NEW TOTAL BUDGET OF \$112,559,772

Michelle Bouchard, Chief Operating Officer, pointed out previous history with issues on utilities and permitting. She stated that this was one of two projects needed to get out into construction quickly.

Joy Sharma, Senior Project Manager, provided a presentation including the project benefits, current construction completion schedule, and construction challenges, including the PG&E high pressure gas line. Ms. Sharma said they would need additional estimated funds of \$25.9 million, and that they still have major remaining risks (including contaminated soil, traffic control, and relocation of remaining utilities).

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions regarding lessons learned from this experience, whether the money put in now will be enough, how to prevent cost escalation in the future, needing to do additional research with projects involving dirt, and estimated completion dates.

Chair Zmuda stated that this item should go under the March consent calendar.

Public comment

Roland Lebrun, San Jose, commented on having this presentation as a separate item, the managing agency for this project, and previous plans to include passing tracks.

Adrian Brandt, San Mateo County, commented on the bridge thickness, alternatives to digging, and fully elevated viaducts across downtown Redwood City.

Motion/Second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

10. FUEL HEDGING UPDATE

Jayden Sangha, Treasury Manager, said that this was the second quarterly fuel hedge update. He stated the objective of the program, listed the current fuel hedge forecast, and indicated Caltrain's strategy. Mr. Sangha stated that they would be adding more contracts going into fiscal year 2022 with the goal of getting 55-60 percent of the fuel hedged.

Public comment

Roland Lebrun, San Jose, requested fuel cost estimates for extending half of the trains to Gilroy.

The Board members had a discussion and staff provided further clarification in response to the Board comments regarding the perspective of realized gain and future gain, what is a "good number", and current fuel and lubricants budget.

11. COMMITTEE MEMBER REQUESTS

None.

12. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING

Monday, February 22, 2021 at 1:30 pm via Zoom

13. ADJOURN

The meeting adjourned at 2:45 pm.

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.