

**Peninsula Corridor Joint Powers Board (JPB) Summary
Meeting of June 1, 2023**

The Board met in Closed Session on the following: Public Employee Performance Evaluation (Gov. Code § 54957(b)(1)) Title: Executive Director. There were no reportable actions.

- Report of the Executive Director - Michelle Bouchard, Executive Director, provided updates which included the following:
 - Strengthening safety culture to core value of “Safety First and Always”; Executive Safety Committee to develop policies and procedures for a health and safety culture
 - Provide more KPIs (key performance indicators) in safety reporting to be included in Executive Director's report and working on expanding the foul zone of the railroad
 - Summer of Caltrain - three-month promotion for rider appreciation and promote ridership
 - Requested APTA (American Public Transportation Association) for external expertise peer review around rail activation readiness
 - Rolled back June’s planned fare increase for six months

JPB Board of Directors Received and Approved the Following Items:

- Meeting Minutes of May 4, 2023
- Authorize the Executive Director to Execute a Service Agreement (Agreement) with the City of Palo Alto for Activities Undertaken in Support of the Connecting Palo Alto Project*
- Accept Statement of Revenues and Expenses for the Period Ending April 30, 2023
- Adoption of Revisions to the JPB Procurement Policy
- Renew Findings of an Emergency Regarding the North Channel Embankment of the San Francisquito Creek Bridge Due to Erosion Pursuant to Public Contract Code §22050*
- Approve Exclusive Negotiating Agreement and Agreement for Comprehensive Planning and Exchange of Easements with IQHQ at the South San Francisco Caltrain Station*
- Authorization of the Application for and Receipt of Annual Cap and Trade Funding for Ridership Recovery Service Enhancement
- Authorize Execution of Contracts and Amendments for Information Technology Licenses, Maintenance Services and Professional Services, and Technology-Related Products and Services Through Piggyback Contracts and Cooperative Purchasing Programs*
- State and Federal Legislative Update and Approval of Legislative Proposal:
Support AB 557 (Hart)
Support AB 1377 (Friedman)
- Authorize Execution of Agreement with San Mateo County Transit District in Connection with Bus Bridge Services for the Caltrain Peninsula Corridor Electrification Project (PCEP) 2023 Weekend Closures**

- Recognizing Lesbian, Gay, Bisexual, Transgender and Queer Pride Month and Reaffirming a Commitment to Diversity, Equity, Access, and Inclusion - Tasha Bartholomew, Media Relations Manager, provided the resolution and reaffirmed commitment to diversity, equity, access, and inclusion. She noted a chalk muralist will work on Caltrain Pride mural located at Fourth and King Street Plaza in San Francisco.
- Approved Revised Settlement Authority Policy for General Liability Claims – James Harrison, Legal Counsel, provided the presentation which included the following:
 - Background, current policy limits, and revised to \$100,000 to align with SamTrans authority
 - Proposed changes – authorize Executive Director (ED) to settle claims up to \$100,000
- The Board had a robust discussion and staff provided further clarification in response to the following Board comments and questions regarding the following:
 - Reasoning for proposal to exempt the ED, Chief Financial Officer, and General Counsel
 - Clarify when individuals are named in claim and reason to keep current limit as is
- Adopt Fiscal Year 2024 and Fiscal Year 2025 Proposed Operating and Capital Budgets – Kathleen Kelly, Interim Chief Financial Officer, provided the presentation which included the following:
 - Main change from the May Board meeting was half a million dollars on revenue side from VTA (Santa Clara Valley Transportation Authority) to cover cost of fourth train to Gilroy and Measure RR funds needs decreased for FY (fiscal year) 2025
 - Farebox and parking revenues and GoPass in FY2023 stayed high
 - Farebox revenue trends – FY2025 fares will go up as GoPass revenue is a significant source
 - Parking revenue trends – same general trend as fare revenue and looking at strategies
 - FY2024 and FY2025 Expenses – administrative cost changes due to ten new FTE (full-time equivalent) on operating side related to planning, electrification, and safety and system engineering support
 - Proposed operating budgets summary
 - Capital budget requests – focused on capital expense requests, review all current unprogrammed balances for reprioritization. capital commitments from all three funding partners for \$5 million dollars and prioritize programs to match available funding
 - Projected funding sources – member agency contributions confirmed with all three agencies
 - Capital Reserve Policy and proposal for Capital Endowment Fund to go to Board in future
- Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report - Sherry Bullock, Program Director of CalMod Program, provided the presentation which included the following:
 - Project Highlights – project eleven months for completion, findings for short circuit tests, safety and security update, and project contingency and shared risk pool
 - Top Risks – increased crew size for wiring crew, subcontractor onsite to increase regulation work, and focusing on traction power

- Casey Fromson, Chief Communications Officer, presentation included the following:
 - February to July 2023 Weekend Shutdowns – August through December and June to July – Regular Service Weekends with no shut down during Bay to Breakers event
 - Communication to public on what to expect
 - Public electric train tour at Diridon Station on July 29th with additional tours in Fall 2023
- Keith McCoy, Senior Vice President of Operations and Program Director, Balfour Beatty Infrastructure Inc. (BBII), presentation included the following:
 - May highlights – working on solutions together and June targets and focus areas
 - OCS (Overhead Catenary System) progress since last Caltrain Board meeting - at 104 percent of overall plan; OCS interim milestone management; TPS interim milestone management
 - The Board informally expressed appreciation for the updates and looks forward to future in person meeting with the BBI CEO on June 13th.
- Update on Implementation of Governance Memorandum of Understanding (MOU) – James Harrison, Legal Counsel, provided the presentation which included the following:
 - Background, MOU Terms (appointment of its own Executive Director, five new direct reports and role of managing agency) and negotiated shared services agreement
 - MTC (Metropolitan Transportation Commission) to pay outstanding balance
 - City/County of San Francisco (CCSF) and VTA to compensate for initial investment by August 4th
 - Timeline for negotiation of amendments, indemnification, and Managing Agency arrangement
 - Implementation of MOU: MTC \$19.6 million payment and CCSF and VTA \$15.2 million payment to SMCTD (San Mateo County Transit District);
 - Revision of the RPOA (real property ownership agreement)
 - Shared Services Agreement and authority of Caltrain ED (Executive Director)

Monthly Reports were provided on the following items:

- Report of the Citizens Advisory Committee – Brian Shaw, Chair, provided an update on CAC discussions regarding:
 - Three positions open for reappointment or new member
 - Distanced based fares – understand staff’s position and the equity point to make it more accessible for low-income and minority riders
 - Customer issues at Bayshore Station with inconsistent messaging on where to get off trains, riders being overcharged, and need for printed schedules
 - Impacts of tree removals during storms
 - PG&E (Pacific Gas and Electric Company) electricity sourcing
 - Update on fare enforcement - need for data to understand patterns and effectiveness of the process, revenue from citations and transit, and police response times
 - Cameras at crossings with intrusion detection would notify police but would not stop intruders climbing through holes in the fence

- For June, update on whistle microphones, two-speed checks, and corridor crossing strategies
- Report of the Chair – Chair Gee provided an update:
 - On going talks with BART (Bay Area Rapid Transit) on 20-minute frequency schedule change
 - Quality of life issues affecting transit properties
- Report of the Local Policy Maker Group (LPMG) - Director Burt provided an update on LPMG discussions regarding:
 - The workshop was highly valued by participants, focused on corridor-wide crossing strategy, had working groups based on geography; triggers for grade separations
 - LPMG as a vehicle to help cities understand how to drive ridership and how to include cities and towns that may not physically touch corridor to hear their voices and interests too
- Report of the Transbay Joint Powers Authority (TJPA) – Chair Gee reported on the following:
 - Budget completed and he thanked member agencies for their financial contributions
 - Chair of TJPA appointed an ad hoc committee to assist their Executive Director on Master Cooperative Agreement