

**Peninsula Corridor Joint Powers Board
Board of Directors
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF JANUARY 31, 2020
SPECIAL MEETING**

MEMBERS PRESENT: R. Collins, D. Pine, Chair; C. Stone

**MEMBERS
PARTICIPATING BY
TELECONFERENCE:**

C. Brinkman, J. Bruins, C. Chavez, D. Davis

MEMBERS ABSENT: S. Walton, Zmuda

STAFF PRESENT: J. Hartnett, J. Cassman, M. Bouchard, G. Cardona,
A. Chan, B. Fitzpatrick, J. Funghi, C. Boland

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chair Pine called the meeting to order at 9:00 a.m.

2. ROLL CALL

Assistant District Secretary Boland called the roll and confirmed a quorum.

3. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PURSUANT TO GOVERNMENT CODE SECTION 54956.8.

Property: 2121 South El Camino Real, San Mateo, California

Agency Negotiators: Joan Cassman, General Counsel, Brian Fitzpatrick, Director of Real Estate and Property Development, Gary Cardona, Manager, Capital Project Support and Property Management

Negotiating parties: LPC Wet, Inc. and RREF III-P Tower Plaza, LLC

Under Negotiation: Lease price and terms of payment

Chair Pine invited public comment prior to convening the Closed Session.

Public Comment

Roland Lebrun, San Jose, recommended relocating staff to 4020 Campbell Avenue in Menlo Park.

The Board convened a Closed Session at 9:05 a.m.

4. POTENTIAL ACTION TO AUTHORIZE EXERCISE OF OPTION TO EXTEND LEASE ON ABOVE REFERENCED PROPERTY

The Board reconvened into open session at 9:15 a.m. and took the following action:

Motion/Second: Stone/Collins moved to authorize the Executive Director to exercise the option under the lease at 2121 S. El Camino Real, San Mateo, to extend the lease by one year, from Nov. 1, 2020 through October 31, 2021.

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Ayes: Brinkman, Bruins, Chavez, Collins, Davis, Stone, Pine

Noes: None

Absent: Walton, Zmuda

5. ADJOURN

The special meeting adjourned at 9:17 a.m.

**Peninsula Corridor Joint Powers Board
Board of Directors Meeting
1250 San Carlos Avenue, San Carlos CA**

MINUTES OF JANUARY 9, 2020

MEMBERS PRESENT: D. Pine (Chair), J. Bruins, C. Chavez, R. Collins, D. Davis, C. Stone, S. Walton, M. Zmuda

MEMBERS ABSENT: C. Brinkman

STAFF PRESENT: J. Hartnett, C. Mau, M. Bouchard, A. Chan, J. Funghi, D. Hansel, S. Murphy, G. Martinez, M. Jones, S. Petty, D. Seamans, P. Skinner, C. Boland

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

The meeting was called to order by Vice Chair Pine at 9:06 a.m.

Vice Chair Pine suggested moving item 10a, Adoption of Caltrain Rail Corridor Use Policy to be heard after item 6 (Consent Calendar.) Board members concurred.

2. SWEARING-IN OF MONIQUE ZMUDA REPRESENTING THE CITY AND COUNTY OF SAN FRANCISCO

JPB Secretary administered an Oath of Office to Monique Zmuda, representing the San Francisco Mayor's office. Board members welcomed Director Zmuda back to the Board of Directors.

3. ROLL CALL

JPB Secretary called the roll and confirmed a quorum. Director Davis arrived at 9:12 a.m. Director Brinkman was absent.

4. REPORT OF THE NOMINATING COMMITTEE

a. Election of Officers for 2020

Director Stone announced that the Nominating Committee met and recommended that Director Pine serve as Chair for 2020 and Director Dev Davis serve as Vice Chair for 2020.

Motion/Second: Chavez/Zmuda moved approval of selecting Directors Pine and Davis as Chair and Vice Chair, respectively, for 2020.

Ayes: Bruins, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine

Noes: None

Absent/Abstain: Brinkman

5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

6. CONSENT CALENDAR

Motion/Second: Bruins/Stone approved the Consent Calendar, as follows:

Ayes: Bruins, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine

Noes: None

Absent/Abstain: Brinkman

- a. Approved Special Meeting/Study Session Minutes of November 21, 2019 and Meeting Minutes of December 5, 2019
- b. Received Key Caltrain Performance Statistics

Public Comment

Jeff Carter, Millbrae, addressed the board regarding the methodologies used in determining the monthly key Caltrain performance statistics.

- b. Received State and Federal Legislative Update

Director Chavez requested a regional meeting with Samtrans, VTA, other bus operators to address recruitment efforts and lack of drivers, including strong outreach to women.

- c. Accepted Statement of Revenues and Expenditures for November 2019
- d. Approved 2020 Committee Meeting Calendar
- f. Adopted Resolution 2020-01, Authorizing Receipt of State Rail Assistance Program Funds for the Peninsula Corridor Electrification Enhancement Project

Public Comment

Roland Lebrun, San Jose, addressed the board regarding the South San Francisco

- g. Adopted Resolution 2020-02, Adopting the Peninsula Corridor Joint Powers Board's 2019 Title VI Program

Director Chavez requested a brief presentation, either in committee or at the full Board, regarding Safe Harbor language.

- h. Adopted 2020 Legislative Program

7. REPORT OF THE CHAIR

- a. Resolution of Appreciation for former Chair Gillian Gillett

Chair Pine expressed appreciation for the work of former Chair Gillian Gillett, who stepped down from the Caltrain Board of Directors recently. Board members expressed appreciation to Ms. Gillett.

Motion/Second: Pine/Stone moved approval of Resolution No. 2020-03, Resolution of Appreciation for former Chair, Gillian Gillett.

Ayes: Bruins, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine

Noes: None

Absent/Abstain: Brinkman

8. REPORT OF THE EXECUTIVE DIRECTOR

CEO Hartnett provided the following updates:

- o The Special Legal Counsel Services Request for Proposals will be reviewed by the Board's ad hoc committee consisting of Directors Stone, Chavez and Walton who will screen and review proposals. He noted that member agencies would share in the cost equally;
- o Received Federal Transit Administration approval to extend the Transit America Services, Inc. contract;
- o An organizational study has commenced to be integrated with human resources and internet technology functions of the organization and would conclude in early February;
- o Updated the Caltrain Board on placing a three-county measure for dedicated funding on the November ballot;
- o Regarding the Governance ad hoc committee, Supervisor Pine would represent San Mateo County, Director Walton for San Francisco and an appointment would be made soon for Santa Clara County will announce its representative soon;
- o Discussed "FASTER Bay Area" measure stating that 2/3rd voter approval would be needed.

a. Peninsula Corridor Electrification Project Monthly Report for November
John Funghi, CalMod Chief Officer, provided a monthly update on the electrification project including foundation and pole installations. His report focused on the tunnel modification and the contractor's issues with certain construction elements. He reported on a bus bridge and public outreach that SamTrans has coordinated for the end of February in conjunction to the service interruption. Finally, Mr. Funghi updated the board on the train set completions to date and answered questions of the board.

b. Monthly Report on Positive Train Control System
Michelle Bouchard, Chief Operating Officer, Rail, updated Board members on the major milestones completed to date on the project and implementation on the project with Wabtek. She emphasized that she is constantly in communication with the Federal Railroad Administration (FRA). Mr. Hartnett relayed positive comments received from the FRA regarding Ms. Bouchard's hard work on such a complex project.

9. REPORT OF THE CITIZENS ADVISORY COMMITTEE

Brian Shaw, Chair of the Citizens Advisory Committee, highlighted notable items of discussion from the last advisory committee meeting, including welcoming the new representative from Santa Clara County.

10. REPORT OF THE WORK PROGRAM-LEGISLATIVE-PLANNING (WPLP) COMMITTEE (TAKEN OUT OF ORDER)

- a. Adoption of Caltrain Rail Corridor Use Policy

Melissa Jones, Principal Planner, provided lengthy policy presentation on the draft Use Policy; a document that would be used administratively to make informed decisions on

non-railroad uses, such as requests to use the land for development projects, commercial businesses, accessing facilities, pop-up events, farmers markets and utility-related uses. She noted that the overview was presented to the Work Program-Legislative-Planning committee meeting in December 2019.

Ms. Jones responded to Board members comments; Director Bruins inquired whether the revenue generating land uses included utilities and if air space was considered above stations. Ms. Jones responded affirmative in both instances.

Ms. Jones then reviewed four property use zones and illustrated those areas using a mapping process developed to show a capital project overlay which ties into the long-term service vision. She reviewed the methodology that went into the service vision and overlay illustration.

Ms. Jones responded to Director Davis' question regarding the possibility of joint development with neighboring cities in the high developable areas. Ms. Jones stated the draft policy does not address joint developments but could be reviewed in the future on a case by case basis.

Ms. Jones called upon Brian Fitzpatrick, Director of Real Estate and Property Development, who provided overview of how the draft Transit-Oriented Development (TOD) coincides with the draft Use Policy. He provided a preliminary look at potential developable sites in San Mateo, Menlo Park and Redwood City, keeping both draft policies in mind.

Director Walton expressed appreciation for the presentations and would like to take into consideration current uses and have a conversation of how to preserve what exists and perhaps write it into the policy.

Ms. Jones responded to board members' questions. Responding to Director Zmuda regarding current potential uses which are not currently consistent with the draft policy, Ms. Jones stated there was an issue with a bike path in Palo Alto which would need to be reviewed following adoption of the policy.

Continuing, Ms. Jones discussed the administrative piece to the Use Policy and reviewed the allowable uses and the process. She proposed that for uses under five years, staff approval would be needed if compatible with current and future railroad needs using established maps and the administrative guidelines and for uses over five years, staff and Board approval would be required, if the proposed use was compatible with current and future railroad needs, using the same administrative tools contained in the policy. She discussed the next steps in the process and recommended board adoption of the Use Policy. Language in the Resolution was discussed and there was consensus to tighten the language regarding leases exceeding five years. Legal Counsel Cassman recommended an amendment to better provide clarification of the Board's policy. Director Stone requested to be kept abreast of leases under five years as well.

Chair Pine invited public comment.

Public Comment

Jeff Carter, Millbrae, stated right of way development should be judicious and reiterated the need for four tracks, platform and parking lot expansion.

Roland Lebrun, San Jose, recommended SamTrans initiate a first right of refusal for properties adjacent to right of way and a moratorium on real estate transactions.

Adina Levin, Friends of Caltrain, thoughtful approach to the different policies and affordable housing. She supported integrated developments.

Isaiah Powell, San Francisco, discussed benefits of the Florence and Fang community garden in San Francisco.

Eddie Ahn, Brightline, San Francisco, supported the previous speakers' comments. He supported a high percentage of units for future below market rate housing.

Teddy Fang, San Francisco, Asian League Foundation, discussed benefits of the Florence and Fang community garden in San Francisco and felt the site should not be contained in the TOD policy as a potential site.

Uncle Wen, San Francisco, using a translator, discussed the benefits of a community garden.

Drew, San Mateo, provided commentary on several potential development sites contained in the staff presentation.

Board members expressed appreciation to staff and provided concluding comments on the draft policy. Consensus was received to include conceptual language regarding air rights and grade separations in the next version of the draft policy to be reviewed at the next Work Program-Legislative-Planning Committee meeting. No action was taken on the item.

11. CORRESPONDENCE

Correspondence was included in the Board's reading folders and on line.

12. BOARD MEMBER REQUESTS

None.

13. GENERAL COUNSEL REPORT

None.

14. DATE/TIME OF NEXT REGULAR MEETING: THURSDAY, FEBRUARY 6, 2020 AT 9:00 A.M. SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING, 2ND FLOOR, 1250 SAN CARLOS AVENUE, SAN CARLOS, CA

15. ADJOURN

The meeting adjourned at 11:32 a.m.

An audio/video recording of this meeting is available online at 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.