

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

MINUTES OF MARCH 22, 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, H. Beckford, J. Sharma, T. Young, L. Leung, M. Reggiardo, D. Seamans, S. Wong

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

District Secretary Dora Seamans confirmed the presence of all Board Committee members.

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Roland Lebrun, San Jose, commented on operating freight under electrified service and eliminating non-electrified tracks.

Adrian Brandt, San Mateo County, commented on having more fare products to target infrequent commuters and revising zone fare structure.

4. APPROVE MEETING MINUTES OF FEBRUARY 22, 2021

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

5. APPROVE REVISED FINANCE COMMITTEE MEETING CALENDAR 2021

Public comment

Roland Lebrun, San Jose, commented on changing the meeting starting time to 3:00 pm.

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

6. ACCEPT REPORT OF THE CHIEF FINANCIAL OFFICER (CFO)
A. STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING FEBRUARY 28, 2021

Derek Hansel, Chief Financial Officer, noted that they were expecting a decision on distribution of Phase Two of the Federal funds later in the week and they had approval on the Phase One funds. Mr. Hansel noted there would be incremental costs associated with studying the various alternatives associated with governance changes. He stated that there would be consulting services items with no specific line item for the next fiscal year, and that he would provide a verbal update to the Board members for transparency.

Public comment

Roland Lebrun, San Jose, commented on expenditures and focusing on ridership recovery.

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions regarding cash flow, the budget without CARES funding, rail operator services surplus, funding for security services in light of recent incidences, administrative overhead, governance costs, and pension and healthcare costs.

Motion/Second: Gee/Hendricks

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

7. AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH RAIL SURVEYORS & ENGINEERS, INC. FOR ENGINEERING CONSULTANT DESIGN SERVICES TO INCREASE THE MAXIMUM AGGREGATE NOT-TO-EXCEED AMOUNT BY \$2,650,000 AND EXTEND THE CONTRACT TERM THROUGH MARCH 31, 2022

Director Jeff Gee recused himself due to his connection with the City of South San Francisco.

Tomisha Young, Rails Contract Administrator, stated that South San Francisco was asking for \$2.2 million, while Marin and Napoleon was asking for \$450,000 for a total cost of \$2.65 million, while extending the contract terms for a March 21, 2022 completion date.

Public comment

Roland Lebrun, San Jose, commented on needing to remove existing tracks at Cesar Chavez and Gerald Ave due to overlap with the Pennsylvania Avenue extension.

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions, which included the following: where the \$2.65 million funding is coming from, the cause for the increase, whether it is COVID related or

due to a change in scope, potential future delays or cost increases, and other committees involved.

Motion/Second: Hendricks/Zmuda

Ayes: Hendricks, Zmuda

Noes: None

Recused (Absent): Gee

8. ON CALL PLANNING - CONTRACT REPORTING - QUARTERLY UPDATE

Lawrence Leung, Manager of Rail Contracts and Budgets, provided an update on the new work directives issued to six vendors. He stated that page three and four indicated the new amounts, and he was available for questions.

The Board members had a discussion and staff provided further clarification in response to the Board comments, which included the following: whether the dollar amount was drawn from a pool for the contracts, whether each item was budgeted, the number of contract days, the time it was expended, using all of the contractors in the pool, and contractor performance.

Public comment

Roland Lebrun, San Jose, commented on a potential Capital Program Committee for projects prior to the Finance Committee review.

9. COMMITTEE MEMBER REQUESTS

Director Gee requested either a report or graph on cash flow.

10. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING

Monday, April 26, 2021 at 2:30 pm via Zoom

11. ADJOURN

The meeting adjourned at 3:17 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.