

**Peninsula Corridor Joint Powers Board  
Work Program – Legislative – Planning Committee (WPLP)  
1250 San Carlos Avenue, San Carlos CA**

**MINUTES OF APRIL 22, 2020**

**MEMBERS PRESENT:** C. Stone (Chair), C. Chavez, M. Zmuda

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** J. Hartnett, J. Cassman, S. van Hoffen, S. Petty, M. Bouchard, D. Hansel, D. Seamans, S. Wong

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

Chair Charles Stone called the subcommittee meeting to order at 3:01 p.m.

**2. ROLL CALL**

District Secretary Dora Seamans called the roll and confirmed a quorum. All members were present.

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

Drew commented on the audio public comment process.

**4. APPROVE MEETING MINUTES OF MARCH 25, 2020**

Director Cindy Chavez requested an amendment for Item #5, Caltrain Business Plan, to include her request for a visual data map of rider access.

Motion/Second: Chavez/Zmuda

Ayes: Chavez, Zmuda, Stone

Noes: None

Absent: None

**5. Finance and Ridership Updates – COVID-19**

Jim Hartnett, Executive Director, announced that the MTC (Metropolitan Transportation Commission) unanimously approved on the first tranche for the allocation and distribution of Federal funds resulting in \$49M for Caltrain, available mid-June, which will sustain the agency through late July or early August depending. He stated that there will be a second and third tranche made available, that have yet to be determined, at the beginning of July.

Director Monique Zmuda asked if the funds were based on lost revenues or additional anticipated losses. Mr. Hartnett replied that the application was based in large part on what Caltrain demonstrated their losses to be.

Michelle Bouchard, Chief Rail Operating Officer, provided an update on operations and ridership. She stated that the service has now been stabilized (operating the same service plan for several weeks now), hourly on the weekdays and every 90 minutes on the weekend. Ms. Bouchard explained that due to the CARES funding they were able to forestall any potential TASI (Transit America Services, Inc.) employee furloughs. She

said they still fully expect social distancing requirements around re-opening services and plan on having staff monitor this. She revealed that an upside to the service plan, was that it allowed more construction progress on essential projects (i.e. South San Francisco and 25<sup>th</sup> Ave Grade Separation).

Derek Hansel, Chief Financial Officer, provided an update. He indicated his team was addressing liquidity issues during this period, in part with a \$10M and then \$15M draw against the operating line of credit to provide a bridge to the CARES funding in June. Mr. Hansel repeated not bringing forth a May preliminary budget, and that the June proposed budget will be a “stub” budget (first three months of the fiscal year), covering operating requirements, and providing mandatory financial bumpers for contracts. He stated that there may be disproportionate expenditures arising, so the budget will be modified to reflect those needs. Mr. Hansel addressed studying fare increases in July and sustaining current Clipper discounts though it was scheduled to drop in April. He said he will be working with Ms. Bouchard’s operations team and the executive team to make recommendations as a whole.

Director Zmuda asked about the three month operating budget and whether the assumptions made will be the same schedule they are currently operating under. Mr. Hansel replied that since the report will not be until early June, they have the opportunity to see where things are heading currently. He noted that there was a shift from operating to capital budget as TASI staff are redirected, but the budget for the first three months will be dependent on COVID-19 and the measures taken.

Director Zmuda asked about submitting the capital budget for the entire year. Mr. Hansel replied that it will be those projects that have to happen right now, in short, a hybrid capital budget.

Director Zmuda asked if there are statutory requirements of when the budget needs to be approved by the Board. Mr. Hansel said there are no requirements for a full year budget at any point, but in order to spend there must be a budget presented to the Board for authorization.

Director Zmuda clarified that presumable Mr. Hansel will get the budget in June and in July they can carry about their funding needs. Mr. Hansel added that in the August or September meeting, they can present the balance of the full fiscal year.

#### Public comment

Adina Levin, commented on the first tranche, the task force for transit recovery, and financially enabling transit dependent essential workers in good times and bad.

Aleta Dupree, Oakland, commented on keeping Clipper differential, doing as much construction as possible, and the new budget.

Roland Lebrun, San Jose, commented on reducing expenses, other contractors and consultants, and compensation.

## **6. CALTRAIN BUSINESS PLAN - UPDATE COVERING APRIL 2020**

Sebastian Petty, Director of Policy Development, provided a brief update. He said two pieces of technical work they were still working on were the closeout of the equity piece with more specific staff recommendations, and the long term funding strategy (including finding billions of funding for investment), and in the process of producing the final report which will include summary volumes and detailed technical reports to support the process; anticipated to be available this Summer.

Public comment

Drew, San Mateo, commented on improving micro mobility (scooters, bicycles, etc) to Caltrain land owned stations.

**7. UPDATE ON DOWNTOWN EXTENSION AND RELATED SAN FRANCISCO PLANNING EFFORTS**

Mr. Petty provided a detailed update; highlights include significant work over the last year to advance and prepare for advancement, a memorandum of understanding (MOU) with Caltrain and other downtown extension (DTX) partners, signed by Mr. Hartnett, details regarding various projects and plans (i.e. extension to Salesforce Center, planning for 4<sup>th</sup> and King, , Pennsylvania Ave Extension (PAX), and 22<sup>nd</sup> Street Station plans)

Director Chavez asked about how the Board prioritizes these partnerships relative to this Caltrain's Business Plan, particularly without sales tax funding yet. Mr. Petty replied that Caltrain has been a long standing member of the TJPA (Transbay Joint Powers Authority) and a factor is confirming what Caltrain's service and funding plans will be in that facility.

Director Chavez asked when Caltrain will go around the Bay and when BART does a second tunnel, if Caltrain would consider a similar role. She asked if the end of the line was developed enough to allow for that type of opportunity in the future. Mr. Petty said there is a substantial body of planning work gearing up for a second Transbay crossing. The DTX (downtown extension) program has achieved their environmental clearance so it is a fairly defined plan. He said it is fairly early in the work scope, but that the hope is that there has been a second crossing built at the Salesforce Transit Center.

Director Zmuda asked if former Director Jeff Gee continues to be on the TJPA and what type of relationship Caltrain (Executive Director Hartnett) has with him in staying current in the discussions and decisions. Mr. Hartnett replied that Mr. Gee, now Vice-Chair, keeps in regular contact with Caltrain and they are continuously exchanging information on what is going on at TJPA and they are in agreement with views on how to proceed.

Director Zmuda asked if there was a Chair and Vice-Chair appointed for the Chairing Committee or if they will wait until the MOU approval stage. Mr. Petty replied that they are currently not in that stage. Director Zmuda asked if a project manager recruitment has begun. Mr. Petty replied that they were working on job descriptions without any formal recruitment yet.

Director Zmuda asked about delivery times for the non-Salesforce projects. Mr. Petty said that since DTX has achieved environmental clearance, that advancing timelines is something everyone is looking at.

Director Zmuda asked if it would be the TJPA's responsibility to apply for funding or the Steering Committee's. Mr. Petty replied that it would ultimately be the TJPA's responsibility while shared participation be amongst the partners.

Public comment

Roland Lebrun, San Jose, commented MOU approval processes, transparency, Pennsylvania Avenue Extension (PAX), and Jeff Gee.

Jeff Carter, Millbrae, commented on Prologis, railroad ownership, and Pennsylvania Street tunnel expenses.

Aleta Dupree, Oakland, commented DTX, throughput, details of engineering, eliminating grade crossings in San Francisco, 22<sup>nd</sup> Street station ADA compliance & expansion requirements.

**8. COMMITTEE MEMBER REQUESTS**

None.

**9. DATE/TIME OF NEXT REGULAR WPLP COMMITTEE MEETING: MAY 27, 2020 AT 3:00 PM, SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING, 2<sup>ND</sup> FLOOR, 1250 SAN CARLOS AVENUE, SAN CARLOS, CA**

**10. ADJOURN**

The meeting adjourned at 4:08 p.m.