

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

**MINUTES OF SEPTEMBER 27, 2021**

**MEMBERS PRESENT:** Monique Zmuda (Chair), Jeff Gee, Glenn Hendricks

**MEMBERS ABSENT:** None

**STAFF PRESENT:** M. Bouchard, D. Hansel, J. Harrison, S. Petty, M. Reggiardo, C. Mobley-Ritter, T. Young, W. Bacon, M. Eiseman, 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 a Board quorum.

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

Roland Lebrun, San Jose, commented on Transit America Services, Inc. (TASI) contract review, bundled contract, train operations, train maintenance, and contract renewal.

**4. CONSENT CALENDAR**

- a. **Approve Meeting Minutes of August 23, 2021**
- b. **Approve Modified 2022 Finance Committee Calendar**

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks Zmuda

Noes: None

Absent: None

**5. ACCEPT REPORT OF THE CHIEF FINANCIAL OFFICER (CFO)**

- A. **Information on Statement of Revenues and Expenses for the Period Ended July 31, 2021**
- B. **Information on Statement of Revenues and Expenses for the Period Ended August 31, 2021**

Derek Hansel, Chief Financial Officer, provided updates on the following:

- Completion of unaudited Fiscal Year 2021 financial statements

- Annual Comprehensive Financial Report (ACFR) being finalized and anticipated for the next finance meeting
- Finalized execution of Tranche 1 funds

The Board members had a discussion and staff provided further clarification in response to the Board comments and questions on the following:

- Last year's budget, Measure RR details, and accruals based on available forecasts
- Month to month estimated revenues versus incoming cash flow differences
- Acknowledged federal, MTC (Metropolitan Transportation Commission) and others for their significant support

Public comment

Roland Lebrun, San Jose, commented on farebox revenue projections and pre-COVID ridership levels.

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks Zmuda

Noes: None

Absent: None

**6. AUTHORIZE AMENDMENT OF THE MEMORANDUM OF UNDERSTANDING FOR THE WHIPPLE AVENUE GRADE SEPARATION PROJECT TO INCREASE (1) CAPITAL PROJECT BUDGET BY \$301,000 AND (2) THE TOTAL FISCAL YEAR 2022 CAPITAL BUDGET FROM \$67,234,919 to \$67,535,919**

Melissa Reggiardo, Manager Caltrain Planning, provided the staff report, which included background of collaboration with Redwood City on Grade Separations, matching funds, and the focus expanded to look at five other at-grade crossings within the city.

Public comment

Roland Lebrun, San Jose, commented on total grade crossing budgets, overview of Redwood City projects, passing tracks and level boarding platforms.

The Board members had a discussion and staff provided further clarification regarding additional outreach for impacted communities and communities of concern, so they may weigh in on whatever alternative is selected.

Motion/Second: Gee/Zmuda

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**7. REAFFIRM THE PENINSULA CORRIDOR JOINT POWERS BOARD INVESTMENT POLICY AND REAUTHORIZE INVESTMENT OF MONIES WITH THE LOCAL AGENCY INVESTMENT FUND**

Derek Hansel, Chief Financial Officer, stated this item is brought regularly to the Committee and Board for reauthorization, with no changes proposed to the investment policy.

The Board members had a discussion and staff provided further clarifications regarding the following:

- Have a green, environmentally sustainable investment aspect and have future review within 24 months from this date
- Making a statement on values would be useful
- Confirmed the Chief Financial officer is the designee for executive director
- Continue to review and provide approvals on an ongoing basis

Motion: Second: Hendricks/Gee **moved to approve with the addition of a green sustainability investment aspect to come back no later than 24 months from this date**

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

**8. ON-CALL TRANSPORTATION PLANNING AND CONSULTANT SUPPORT SERVICES UPDATE**

Tomisha Young, Rails Contract Administrator, provided the report, which included following information: update on activities from June 2021 to September 2021 and \$8.9 million in work directives issues with a remaining capacity of \$16 million.

Public comment

Roland Lebrun, San Jose, commented on Kimley-Horn contracts and elevated future BART stations.

The Board members had a discussion and staff provided further clarification, which included the following:

- The revenue on budget for fuel and savings identified
- The work done by Kimley-Horn has been satisfactory and the contracts were amended when they first came to the Board to include quarterly reports and allow the Board to review and revisit the work by and payments made to each of the contractors
- Monitoring funding during the program and uncertainty if the amount of work needed may be potentially more than the \$25-35 million allocated

## **9. UPDATE ON THE REGIONAL FARE COORDINATION AND INTEGRATION STUDY**

Melissa Jones, Deputy Director for policy Development, provided background information on the regional study and introduced the project managers.

Bill Bacon, Metropolitan Transportation Commission (MTC) Project Manager, provided a presentation that included the following:

- Partnership between transit operators and MTC and exploring an integrated fare system and growing ridership
- Fare integration tiers and overview of key finding, including options that are cost effective and equitable to promote growth
- October 27-28 MTC meeting will include fare integration team recommendations

Michael Eiseman, BART project manager, provided a presentation that included the following:

- Summary of recommendations and phases with all regional agencies participating in Clipper for a broader fare system to move forward
- Individual pass implementation in 2023 or later depending on finding outcomes and funding
- Shared distance or zone-based structure for all regional services including rail, ferry, and buses
- No recommendation for single fare structure for local and regional service yet
- Recommended near term actions, including eliminating price barriers between agencies and working with stakeholders
- Regional institutional and employer pass pilot

### Public comment

Adina Levin, Friends of Caltrain, commented on going forward, the proposed pilot for Caltrain, funding, fully integrated fares and cost effective options.

Roland Lebrun, San Jose, commented on moving the Finance meeting to 3:00 pm due to conflicts with MTC meetings, riders interested in seamless connections, and zone-based fares being unrealistic for BART and Caltrain.

Jeff Carter, Millbrae, expressed support for fare integration and going to distance based fares regardless of the study.

The Board members had a robust discussion and staff provided further clarification, which included the following:

- Fuel budget
- Clarify the future revenue impact of \$22.5 million a year and additional subsidy
- As an objective, keep agency money within its own agency
- Needs for local funding and accountability and long term funding
- Institutional and employer pass - seek out price point that does not require additional subsidy
- End user free transfers, frequency, ridership changes
- Taxes to provide the services locally and equity for that county's taxpayers

- Revenue from other sources, metrics for success and getting to a steady state

Motion/Second: Hendricks/Gee

Ayes: Gee, Hendricks, Zmuda

Noes: None

Absent: None

## **10. COMMITTEE MEMBER REQUESTS**

Director Hendricks requested a county by county view of the Statement of Revenues and Expenses.

Director Gee requested additional outreach for impacted communities and communities of concern regarding Redwood City grade separation projects to weigh in on alternatives selected.

Director Hendricks requested sustainability, green information with the next local agency investment policy update.

## **11. DATE/TIME OF NEXT REGULAR FINANCE COMMITTEE MEETING**

Monday, October 25, 2021 at 2:30 pm via Zoom

## **12. ADJOURN**

The meeting adjourned at 4:05 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](mailto:board@caltrain.com).