

**Peninsula Corridor Joint Powers Board (JPB)
Board of Directors Meeting
1250 San Carlos Avenue, San Carlos CA 94070**

**Minutes
June 2, 2011**

MEMBERS PRESENT: J. Cisneros, S. Elsbernd (Chair), N. Ford, A. Kalra, A. Lloyd, A. Tissier

MEMBERS ABSENT: L. Kniss, K. Yeager

STAFF PRESENT: T. Bartholomew, A. Chan, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Sean Elsbernd called the meeting to order at 10:03 a.m. Director Art Lloyd led the Pledge of Allegiance.

PUBLIC COMMENT

Pat Giorni, Burlingame, noted bike bumps are way down and thanked the Board and staff for increasing bike capacity. She asked if there will be an update on the Peninsula Rail Program under the Executive Director's report.

Shirley Johnson, San Francisco, thanked the Board and staff for maintaining the 86-train schedule and upgrading all gallery cars to two bike cars. She said on behalf of the Bikes Onboard team, the San Francisco Bicycle Coalition (SFBC) and the Bicycle Advisory Committee (BAC) thank you for making the commute easier for thousands of passengers.

Jeff Carter, Burlingame, expressed condolences on Director Omar Ahmad's passing and praised Director Ahmad as energetic with very interesting comments on the budget process. Mr. Carter thanked the Board for increasing bicycle capacity. He said yesterday there was an article that appeared in the *San Mateo Times* and *San Jose Mercury News* with bad and incorrect information.

Greg Conlon, Atherton, expressed condolences on Director Ahmad's passing. He is concerned about rail safety and high-speed trains going through cities. Mr. Conlon said there is a blind intersection at Watkins Avenue in Atherton where quad gates need to be installed for safety.

CONSENT CALENDAR

- a. Approval of Minutes of May 5, 2011
- b. Authorize Execution of 10-year Master Agreement and Program Supplements with the California Department of Transportation for State-funded Transit Projects
- c. Authorize Disposition of 10 Service Support Vehicles

The Board approved the consent calendar (Tissier/Cisneros).

CHAIRPERSON'S REPORT

Resolution in Memory of Director Omar Ahmad

Chair Elsbernd said the Board and the community suffered a great loss with the passing of Director Ahmad. Chair Elsbernd said the three items placed at Director Ahmad's seat today are how everyone will most remember him, a Starbucks coffee cup, an iPad and a roll of toilet paper that he used to make a point at a previous meeting.

A motion (Lloyd/Tissier) to approve the resolution in memory of Director Ahmad was approved unanimously by roll call.

Appointment of Citizens Advisory Committee Members

Director Ash Kalra said the Santa Clara County selection committee recommends Bruce Jenkins for reappointment.

A motion (Kalra/Lloyd) to reappoint Mr. Jenkins to the CAC was approved unanimously.

Director Adrienne Tissier said San Mateo County selection committee recommends the reappointment of Paul Bendix.

A motion (Tissier/Kalra) to reappoint Mr. Bendix to the CAC was approved unanimously.

Director Jose Cisneros said San Francisco County selection committee recommends Kevin Gardner for appointment

A motion (Cisneros/Ford) to appoint Mr. Gardner to the CAC was approved unanimously.

REPORT OF THE CITIZENS ADVISORY COMMITTEE (CAC)

Chair Jenkins thanked the Board for his reappointment. The CAC received a presentation on the Fiscal Year (FY) 2012 Operating and Capital budgets. The meeting was adjourned in memory of Director Ahmad.

REPORT OF THE EXECUTIVE DIRECTOR

Proclamation Declaring June 16, 2011 as "National Dump the Pump Day"

Public Information Specialist Tasha Bartholomew said Staff Coordinating Council (SCC) is asking the Board, in conjunction with the American Public Transportation Association (APTA), to approve a proclamation designating June 16 as "National Dump the Pump Day." The sixth annual "National Dump the Pump Day" is an opportunity to encourage people to give up driving and use public transportation. Staff will be placing ads in local newspapers, distributing news releases to local media and posting information on both the Caltrain and SamTrans websites, where commuters can use the commute calculator to compare the cost of taking public transit to driving. Staff will be hosting an open house at SamTrans' North Base bus operation and maintenance facility on June 16.

Chair Elsbernd presented the proclamation to Linda Koelling, mayor of Foster City and chair of the Peninsula Traffic Congestion Relief Alliance (Alliance).

Ms. Koelling thanked Caltrain for the proclamation and the ongoing partnership. The Alliance is San Mateo County's Transportation Demand Management Agency whose mission is to improve

the San Mateo County commute. The Alliance provides commute alternatives to encourage commuters who drive alone to try public transit, vanpools, carpools and biking to work or transit. Ms. Koelling said the Alliance also manages shuttles from BART and Caltrain stations to employer work sites, as well as community shuttles. She said “Dump the Pump Day” recognizes the important role public transportation plays in many lives on a daily basis.

A motion (Ford/Tissier) to approve the proclamation was approved unanimously by roll call.

Executive Director Michael Scanlon reported:

- There was a fatality last night near the San Antonio Station and it remains under investigation. He thanked the Santa Clara Valley Transportation Authority (VTA) for setting up a bus bridge between the San Antonio and Palo Alto stations.
- Monthly Performance Statistics – April 2011 compared to April 2010
 - a. Total Ridership was 1,075,960, an increase of 6.3 percent.
 - b. Average Weekday Ridership was 40,756, an increase of 7.1 percent.
 - c. Total Revenue was \$4,374,574, an increase of 19.6 percent.
 - d. On-time Performance was 89.8 percent, a decrease of 3.4 percent.
 - e. Caltrain Shuttle Ridership was 7,000, an increase of 18.7 percent.
- Year-to-Date Performance Statistics – April 2011 compared to April 2010
 - f. Total Ridership was 10,331,753, an increase of 4.7 percent.
 - g. Average Weekday Ridership was 39,159, an increase of 4.8 percent.
 - h. Total Revenue was \$39,525,343, an increase of 13 percent.
 - i. On-time Performance was 93.5 percent, a decrease of 0.7 percent.
 - j. Caltrain Shuttle Ridership was 6,144, an increase of 11.6 percent.

On-time Performance Presentation

Deputy CEO Chuck Harvey reported:

- Caltrain’s on-time goal is 95 percent or better.
- On-time is arrival within five minutes of the scheduled arrival time.
- In the last two fiscal years, on-time performance has been mostly below the goal.
- Primary causes of delay:
 - 6-10 minute delays
 - Bikes and passenger dwell time
 - Holding for connections
 - Passengers needing assistance (PNA)
 - Crowds for special events
 - Grade crossing protection
 - Transportation issues
 - Slow orders
 - 10-20 minute delays:
 - Correctable mechanical problems
 - Law enforcement activities
 - 20 minutes and longer delays
 - Signal or communication failures
 - Mechanical breakdowns enroute
 - Crossing incidents
 - Fatalities and accidents
- A mechanical failure can have a cascading effect on the schedule.

- On-time performance within 10 minutes of the scheduled arrival time is above 95 percent, but remains below the agency standard of 95 percent arrivals within five minutes.
- Mechanical and signals are within staff's control to improve.
- PNA, bike and passenger dwell times have increased over the last six months.
- Rolling stock has been inspected, but the agency has been unable to fully fund maintenance. Mechanical delays will continue if the rolling stock is not maintained.
- JPB staff is working closely with contract operator (Amtrak) to identify, reduce and/or eliminate correctable delays.

Chair Elsbernd would like the monthly mechanical delays included each month in the packet.

Director Tissier asked if expectations are too high due to increased ridership. She said the Board and staff have received kudos for adding bicycle capacity, but is this slowing things down? Mr. Harvey said complaints include bike bumping, overcrowding and mechanical issues. It is impossible to spend enough money to eliminate mechanical problems. He said many days on-time performance is 100 percent.

Director Nat Ford asked if on-time performance is considered up to five minutes late and is there a penalty for being early. Mr. Harvey said it is anything within the time schedule up to five minutes late. Director Ford asked how the five minute standard was developed. Mr. Harvey said it is an APTA-established industry standard.

Director Kalra said the 95 percent expectation and 10 minutes is good. He asked if there is some technology that can be done at some stations for the PNAs. Mr. Harvey said the Bombardiers are low floor, but a manual lift has to be used, except at the several key Baby Bullet stations where there are many mini-high platforms that people can get quickly up and down ramps. Staff is now looking at stations where there is high PNA use to see if mini-high platforms should be added.

Director Kalra asked if there is a practical way to get people on and off the trains. Mr. Harvey said the time to load and unload is magnified by the station layout.

Director Tissier asked if a graph could be shown on customer satisfaction as well as complaints.

Mr. Scanlon continued with his report:

- Clarified a point that appeared in the May 5 minutes on page five of nine in response to a question from Chair Elsbernd on how capital investments affect operating. Mr. Scanlon said he responded specifically about Positive Train Control (PTC) and when he answered he spoke how it could help the operating costs come down significantly, but wanted to reiterate that it is not just PTC by itself, but coupled with electrification.
- The BAC met on May 19 and approved a resolution for two bike cars on every train. Staff provided an update on various bike related projects, reviewed the passenger count presentation and reported on the status of the bike parking facility at 4th and King Caltrain Station. The BAC approved a resolution in support of bikes onboard future High Speed Rail (HSR) service. New general public member James Sam from San Francisco was welcomed. He will complete the term vacated by David Cade, which expires December 2012. Staff is in

the process of recruiting for a new general member for San Mateo County to complete a term vacated by Cindy Choi that expires December 2012. Applications are due June 13.

- A nice letter was received from Andy Thornley from the SFBC and is in the reading file thanking the Board for the two-bike-car consists.
- Extensive damage was done to a Bombardier consist involved in an accident at the Charleston Grade Crossing on April 15. This consist has only one bike car and it is for emergency use only.
- Sharks ridership was up an extra 2,500 riders for the playoffs, a 35 percent increase over last year.
- Giants had 12 home games in May carrying an additional 71,000. Through 23 games, including exhibition, ridership is up 13 percent over last year.
- Bay to Breakers ridership was down this year.
- On Saturday July 2, trains will stop at Stanford for the Earthquakes soccer game.
- A Sunday schedule will be run on July 4 with extra evening service, both for the fireworks in the evening and the post-Giants game.
- The April Safety and Security Report is in the reading file.
- Marian Lee has been appointed the Interim Director of the Caltrain Modernization Program, formerly known as the Peninsula Rail Program (PRP). Staff is back to a planning exercise more than an engineering exercise.

Public Comment

Pat Giorni, Burlingame, asked if HSR is being taken out of the equation for the PRP and only electrification will be discussed. Mr. Scanlon said absolutely not. Staff is engaged in doing a capacity analysis of this corridor and advocating for phased implementation. The exercise staff is doing is a capacity analysis to determine how much of Caltrain's service could be accommodated along with HSR on existing infrastructure. Staff doesn't know the answer yet, but this would be considered the first phase of HSR. Ms. Giorni asked about the Environmental Impact Report for electrification. Mr. Scanlon said it will be probably coming back to the Board and is still current and a solid document for the electrification of Caltrain.

Irvin Dawid, Palo Alto, said a point was made that an increase in delay was because of bicycles, but the expansion to two bike this should decrease the delay. He said this morning he saw the electronic message board informing passengers to let bicyclists board first. Staff should also consider putting a bike logo on the platform so people know where to board.

Greg Conlon, Atherton, said the Board should be aware of fatalities of this railroad compared to other railroads throughout the country. Mr. Scanlon said the Mineta Institute did a study within the past year.

Rohand Lebrun, San Jose, said to reduce dwell times, staff needs to look at carriage design. The engineer needs to stop the train in the correct position for people with disabilities to board to reduce dwell times. He said in terms of a capital investment Caltrain should be looking for a private partner who will run the service.

Shirley Johnson, San Francisco, said she supports the signage on the platforms for bicycle boarding. The month of April set a record of 274 bicyclist bumps. She thanked Director Tissier for requesting the customer complaints and also stated that the SFBC tracks bicycle bumps. She requested Mr. Scanlon include a bump report in his monthly report.

Ed DeLanoy, San Carlos, said local service should have three car trains based on fuel estimates and it would also reduce wear and tear on cars. He said local trains would start faster because the locomotive has less work to do with only three cars.

Adina Levin, Friends of Caltrain, said she attended an excellent session put on by Director Liz Kniss on how modernization and HSR will work. She said people are not opposed to this, but want to know how this will affect grade crossings, grade separations, schedules, operating and capital costs.

Chair Elsbernd asked if there could be markings on the platforms for bicyclists along with luggage cars, especially at the Millbrae station.

ACCEPTANCE OF STATEMENT OF REVENUES AND EXPENSES FOR APRIL 2011

A motion (Ford/Lloyd) to accept the April 2011 statement was approved unanimously.

ADOPTION OF FISCAL YEAR 2012 OPERATING BUDGET IN THE AMOUNT OF \$103,779,904

Deputy CEO Gigi Harrington delivered the following report:

- Fiscal Year (FY) 2012 budget retains full weekday service.
- Total FY2012 revenue is \$103.8 million and total expenses are \$103.8 million.
- Fuel has been slightly increased to \$14.6 million for FY2012.
- Staff has requested \$5 million in preventative maintenance from the Metropolitan Transportation Commission (MTC) and MTC will be taking action on this request at their June meeting.
- Discussions will continue with partners for balancing the FY2013 budget.

Chair Elsbernd asked about the fare number and how was it developed. Ms. Harrington said staff looked at year-to-date ridership and built off of that with a modest increase.

Public Comment

Andy Chow, Redwood City, said yesterday the *Mercury News* ran an article that Caltrain is giving all the administrative staff a raise and this needs to be addressed as it could hurt Caltrain's chance to obtain dedicated funding. Mr. Scanlon said the individual who published this article will not or does not understand what a virtual organization means. There were pay raises to Amtrak employees after a seven-year negotiating stalemate. The virtual organization we have is that three or four dozen employees work part of their day for different business units. He said employees have been under a pay freeze since 2008. Mr. Scanlon said that at less than 6 percent going to administrative staff expense in the FY2012 budget, this is one of the best bargains in this nation in terms of administration.

Vaughn Wolfe, Pleasanton, said electrification is the solution to at least three items on the agenda, including operating costs, Dump the Pump, fuel hedging, lack of capacity and loading of cars. He said dedicated funding wouldn't be required if there was electrification. It is a huge capital cost, but operating costs would be down.

Jeff Carter, Burlingame, said he appreciates the comments about the administrative costs as they are being blown way out of proportion. Caltrain riders pay more than some of the other transit agencies in the Bay Area.

Greg Greenway, chair of the Transportation and Housing Committee of the Redwood City/San Mateo County Chamber of Commerce, said they held a forum last month on Caltrain's revenue situation. The general reaction was a real understanding of herioc efforts for a one-year budget, but this is not the end of the problem and the hard work is just beginning to find a long-term solution. Mr. Greenway said he also represents the Peninsula Freight Rail Users Group and they are here for Caltrain and support electrification.

A motion (Tissier/Ford) to approve the FY2012 Operating Budget was approved unanimously by roll call.

PRELIMINARY FISCAL YEAR 2012 CAPITAL BUDGET

Director of Budgets and Grants April Chan made the following points:

- This item was brought forward to the Board last month as informational, but after deliberations with the three partners Ms. Chan wanted the Board to hear the potential impact of the Capital Budget based on what each partner can contribute.
- Budget goals are:
 - Invest in infrastructure and equipment improvements to maintain system in a state of good repair.
 - Invest in the rehabilitation and replacement of components for the rail vehicles to ensure fleet availability.
 - Complete Caltrain PTC Development Plan for Caltrain PTC/Communications Based Overlay Signal System project to meet a Federal mandate by December 31, 2015.
 - Continue system safety improvements.
 - Continue work to coordinate planning and design efforts for the HSR system in the Caltrain corridor with the California High Speed Rail Authority (CHSRA).
- The total FY2012 budget is \$64.6 million.
- Staff has secured almost \$40 million in Federal grants, \$9.5 million in State and regional grants, \$2.8 million in other funding sources and request a total of \$12.7 million from the partners.
- After discussions with the partners over the past several months, the funding that is being proposed is:
 - San Mateo - \$4 million
 - San Francisco - \$2.7 million
 - VTA - \$3.1 million
- In accordance with the 1996 Joint Powers Agreement, capital improvements are funded by the three partners equally.
- Assuming partner contributions are \$4 million, the capital program cuts would be from support and the balance from the rolling stock.
- Assuming partner contributions are \$3.1 million, the capital program cuts would be in the support program, the Visual Messaging System upgrade project at some stations and the balance would come from the rolling stock.
- Assuming partner contributions are \$2.7 million, the capital program cuts would be to increase the reduction to the rolling stock to \$2.7 million.

- In FY2010, due to funding constraints, \$4.9 million of rolling stock rehabilitation was deferred out of a \$12.5 million request.
- Potential risks in the reducing rolling stock project include:
 - The JPB will be exposed to greater risk of reliability and availability issues with the fleet.
 - Some deferred subsystem work may result in in-service failures and added operating expenses.
 - Customers will experience cars with more cosmetic issues than they have seen in the past.
 - Deferred state-of-good repair work will accumulate and require greater levels of investment later, particularly if electrification/fleet replacement is delayed.
 - One-third of the fleet will reach the mid-life rehab cycle at the same time the older fleet should be replaced, resulting in higher capital needs and possible equipment availability issues to support multiple fleet programs at the same time.
- Staff will continue to work with the member agencies on their contributions and bring back a final budget for adoption at the July meeting.

Director Art Lloyd asked where staff is on the PTC requirement. Mr. Harvey said staff is currently in a procurement phase. Proposals have been received and are being evaluated. Director Lloyd asked if there is still a requirement for this. Mr. Harvey said the regulators are holding firm to the 2015 deadline.

Mr. Scanlon said staff is awaiting word from the Federal Railroad Administration on a grant to the CHSRA, who is the designated and authorized recipient of \$16 million that would enable staff to get through the design phase. Director Lloyd asked if Caltrain has to meet the same deadline as HSR. Mr. Scanlon said by 2015 Caltrain has to be compliant and APTA is on record to extend it to 2018.

AUTHORIZE APPROVAL OF BID DOCUMENTS AND EXECUTION OF DOCUMENTS AND PAYMENT OF PREMIUM FOR COMMODITY PRICE CAP FOR FUEL HEDGING PROGRAM FOR FISCAL YEAR 2012

Ms. Harrington said SCC is asking the Board to approve the fuel hedge documents for the FY2012 Fuel Hedge Program. The Board approved a revised fuel hedging policy in April. Staff's proposal is to hedge 50 percent of the fuel budget. Ms. Harrington said staff has negotiated documents with four bidders. Bids will be taken later this month and if they are not amendable staff will not execute the hedge. She thinks fuel will be in the \$3-\$3.15 per gallon range. Ms. Harrington said prices have been going down since staff started the process earlier this year. The transaction also includes SamTrans fuel requirements to increase the quantities of fuel.

Chair Elsbernd asked if the previous hedge wasn't done, what the costs would have been and what the savings are. Ms. Harrington said through yesterday, the cost of the hedge has been paid for and the agency has received \$170,000 in savings. She said the hedge from the previous year was an expense.

A motion (Ford/Lloyd) to approve the bid documents and execution of documents and payment of premium for commodity price cap for fuel hedging program for FY2012 was approved unanimously by roll call.

AUTHORIZE EXECUTION OF CONTRACTS OF MORE THAN \$100,000 FOR INFORMATION TECHNOLOGY LICENSE RENEWALS, MAINTANENCE SERVICES AND PROFESSIONAL SERVICES FOR FISCAL YEAR 2012 FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$500,000

AUTHORIZE EXECUTION OF CONTRACTS OF MORE THAN \$100,000 FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE PURCHASING PROGRAMS FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$500,000 FOR FISCAL YEAR 2012

Ms. Harrington said these two items are to enter into various maintenance and new software license agreements for the next fiscal year.

A motion (Tissier/Ford) to approve both matters and authorize execution of contracts of more than \$100,000 for information technology license renewals, maintenance services and professional services and for technology related products and services to vendors under cooperative purchasing programs was approved unanimously by roll call.

LEGISLATIVE UPDATE

Executive Officer of Public Affairs Mark Simon said the Legislative Analyst Officer report criticized HSR and recommended that they increase oversight, cut the budget and revisit the Central Valley decision. In the governor's May revise budget the gas tax swap remained intact and it is expected there will be an increase of \$1 million in State Transit Assistance funding. At the May meeting, CHSRA voted to delay the study of phased implementation. This issue will be considered again at the July CHSRA meeting. The Legislature has restored \$1.1 million for the Caltrain Memorandum of Understanding that was not in the governor's May revise and staff is hopeful that the money will stay intact. The deadline for bills is Friday.

Mr. Simon said at the Federal level the surface transportation reauthorization has been in limbo for a while and now a number of different proposals are starting to surface. The Senate has a blueprint that would maintain some funding levels. The House version is due out this month and staff expects it will be cut by as much as 30 percent based on existing Highway Trust Fund revenues.

QUARTERLY CAPITAL PROGRESS REPORT

No discussion.

CORRESPONDENCE

In the reading file

BOARD MEMBER REQUESTS

None

GENERAL COUNSEL REPORT

No report.

DATE/TIME/PLACE OF NEXT MEETING

Thursday, July 7, 2011, 10 a.m. at San Mateo County Transit District Administrative Building,
Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

ADJOURNED

Adjourned at 11:41 a.m.