

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

**Minutes
October 3, 2013**

MEMBERS PRESENT: J. Cisneros, M. Cohen, J. Deal, A. Lloyd, T. Nolan, A. Tissier, P. Woodward, K. Yeager

MEMBERS ABSENT: A. Kalra

STAFF PRESENT: J. Averill, J. Cassman, C. Cavitt, A. Chan, G. Harrington, C. Harvey, R. Haskin, M. Lee, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Chair Ken Yeager called the meeting to order at 10 a.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Jeff Carter, Millbrae, said on Wednesday, September 25 there was a fire near the tracks south of Millbrae and it required trains to be stopped. He said it would be good to hear about what it takes to put a bus bridge in place. Mr. Carter said the Predictive Arrival/Departure System seems to be working well.

Director Josè Cisneros arrived at 10:03 a.m.

Paul Jones, Atherton, said there is a potential problem in November when excavation starts for installation of fiber optic cables for the Communications-based Overlay Signal System (CBOSS). There are many large, mature trees near the right of way with very large roots. He urges staff to have an arborist available to pass judgment on the danger to the trees if the roots are cut.

Greg Conlon, Atherton, thanked Casey Fromson, Government Affairs Officer, for attending the Atherton rail committee meeting. He said he is concerned about the gridlock on Highway 280.

CONSENT CALENDAR

- a. Approval of Minutes of September 5, 2013
- b. Authorize Entering into a Funding Agreement with the California Department of Transportation for a Transportation Planning Grant in the Amount of \$49,951 for Caltrain Modernization Program Planning Internships

A motion (Woodward/Tissier) to approve the Consent Calendar was passed unanimously.

CHAIRPERSON'S REPORT

Chair Yeager said the Santa Clara Valley Transportation Authority (VTA) is planning to appoint a new general manager at their meeting tonight. The candidate has a long background in transportation and planning. Chair Yeager said the candidate has worked for some of the biggest transit agencies in the country, including Chicago and Washington, D.C., and is currently the chief operating officer at New York Metropolitan Transportation Authority.

Director Tom Nolan arrived at 10:06 a.m.

Michael Scanlon, Executive Director, said he offers his congratulations on this appointment. He has known the candidate (Nuria Fernandez) for many years. She served as the Deputy Administrator for the Federal Transit Administration and knows Washington, D.C. inside and out.

REPORT OF THE CITIZENS ADVISORY COMMITTEE (CAC)

Kevin Gardiner, CAC Chair, said at its September 18 meeting the CAC received a report from the sub-committee working on their work plan. The CAC has six ideas to work on or advocate for: three relate to operations and three relate to advocacy. Mr. Gardiner said operations topics include managing capacity and how this relates to the bike bump issue, incident response, particularly communications as it relates to passengers, and Wi-Fi. He said advocacy topics include dedicated funding and whether the CAC can help advocate, blended system support, and support of Caltrain-related projects.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Scanlon reported:

- Congratulated Director Cisneros on being elected president of the League of California Cities.
- Key Caltrain Performance Statistics
 - Monthly Performance Statistics – August 2013 compared to August 2012
 - Total Ridership was 1,466,168, an increase of 8.6 percent.
 - Average Weekday Ridership was 53,840, an increase of 10.7 percent.
 - Total Revenue was \$6,505,552, an increase of 9 percent.
 - On-time Performance was 91.1 percent, a decrease of 2.4 percent.
 - Caltrain Shuttle Ridership was 6,962, a decrease of 16.9 percent.
 - Year-to-date Performance Statistics – August 2013 compared to August 2012
 - Total Ridership was 2,958,054, an increase of 11.4 percent.
 - Average Weekday Ridership was 54,414, an increase of 11.9 percent.
 - Total Revenue was \$13,159,067, an increase of 11.5 percent.
 - On-time Performance was 90.7 percent, a decrease of 2.9 percent.
 - Caltrain Shuttle Ridership was 6,495, a decrease of 18.5 percent.
 - A further analysis indicates crowding is the most significant factor contributing to on-time performance.
- The goal is no less [stet more] than 600 minutes per month of mechanical failures. In August there were 1,500 minutes. Chuck Harvey, Deputy CEO, has been speaking with TransitAmerica to correct this issue.

- On September 22 Granite Construction hit a gas line in San Bruno. There were no injuries, but there was disruption in service.
- On September 25 there was a fire in Millbrae during the heavy peak travel hour. The fire caused both tracks to be closed. Staff will have a debriefing with first responders.
- There were two fatalities on September 11. The first was in the early afternoon when a trespasser stepped in front of a southbound train at a grade separated portion of the right of way between Belmont and San Carlos. That same evening a trespasser was struck by a not-in-service southbound train. Total number of fatalities this year is 12, which is the same as last year's total.
- The Bicycle Advisory Committee (BAC) met on September 19 and received an update on bicycle theft prevention, which continues to be a problem at the Palo Alto Station. They received a presentation from the operator of the San Francisco bicycle facility, Alameda Bikes, and Sebastian Petty, Planner, provided an updated on the Bicycle Access and Parking Plan. The next BAC meeting will be on November 21.
- Giants ridership was down slightly. For the entire season, there was an additional 527,000 riders, down about 8 percent from last year. The average per-game ridership for the season was 6,300 riders.
- San Jose Sharks open their season tonight. For the preseason home games, there was an extra 160 riders per game, an increase of 15 percent over last year.
- Stanford will have two football games in October and the Big Game is November 23.
- Caltrain's 150th Anniversary will be celebrated in a number of ways. The first community event will be on October 19 at the Menlo Park Caltrain Station from 11 a.m. to 3 p.m. Senator Jerry Hill, San Mateo County Supervisors Adrienne Tissier and Warren Slocum, and Chair Yeager will all be speaking. At 12:14 p.m. actors will arrive at the station via Caltrain and re-create the famous 1864 picnic scene. A second event is being planned in January at the Santa Clara Caltrain Station.
- Thanked the Board for their support on the recent accusations from former employees that led to the NBC-11 investigative report. The finance team is outstanding and of the highest ethics and very qualified.
- Ten young filmmakers recently showed their rail safety videos at the Cinemark Theater in Redwood City. After each student's video was shown they spoke about the challenges of shooting the film and the message they were trying to get across. The themes were pay attention and don't shortcut life. The videos will be used in Operation Lifesaver presentations and on social media. Jayme Ackemann, Communications Manager and James Namba, Marketing Specialist, were acknowledged for their assistance in working with the filmmakers.
- The Reading File contains the August Safety & Security Report, a notice on upcoming Belmont Caltrain Station parking lot improvements, *Track the Fun* and San Jose Sharks Take One.

Caltrain Modernization Update

Marian Lee, Executive Officer, Caltrain Modernization (CalMod) Program, said staff is preparing the administrative draft of the Environmental Document for the Peninsula Corridor Electrification Project. It is still on schedule to release the public draft early next year. Staff has begun the analysis of the other projects in the corridor.

Ms. Lee said staff was hoping to provide the Board with closure on the Fourth and King Study today, but it has been pushed out a month. This will allow staff from San Francisco and Santa Clara more time to review the technical analysis.

Ms. Lee said the Local Policy Maker Group met last month and received an update on the CBOSS/Positive Train Control (PTC) Project and all the installation activities planned for the corridor. The group received a presentation on level boarding.

Level Boarding Update

Ms. Lee said level boarding is not a component of the \$1.5 billion CalMod Program, but is a longer-term goal that will need additional funding.

- Level boarding is important to Caltrain so that passengers do not have to step up or down between the platform and train.
- Key benefits include safety, operating efficiencies, passenger convenience and enabling passengers in wheelchairs to get on and off trains without assistance.
- There are 32 Caltrain stations and the trains are shared with multiple tenants.
- Currently Caltrain does not have level boarding.
- Station platforms are eight inches above top of rail. Caltrain vehicles are 18 inches from top of the rail.
- Currently Caltrain is subject to conflicting regulations. The Americans with Disabilities Act (ADA) requirement states there should be level boarding with trains and platforms next to each other. The California Public Utilities Commission (CPUC) requirement states that today Caltrain is fine, but if the platform height becomes higher than eight inches, a gap must be provided between the platform and trains. To be ADA compliant mini-high platforms and various types of lifts are used.
- Intermodal stations at Essen Central Station, Germany, Los Angeles Union Station and Denver Union Station house multiple tenants and have dedicated platforms at different heights to support the different systems.
- The future Caltrain-shared corridor will have an increase in multiple tenants with different floor and first-step heights.
- In the future Caltrain will strive for level boarding at 27 stations from San Francisco to Tamien. It is unclear what will happen to the five stations south of Tamien to Gilroy because this is Union Pacific's right of way. At the Santa Clara and Diridon stations there would be dedicated platforms because they are shared stations with the Altamont Commuter Express, Capitol Corridor, and Amtrak. At Millbrae and the new Transbay Terminal there will be dedicated platforms for high-speed rail (HSR).
- At a very conceptual level it would be ideal to have the same floor and platform heights for everybody. Staff is challenged with a corridor that supports different systems with different operating objectives.

- Caltrain has been looking at the industry for in-service vehicle options for the electric multiple units (EMUs) and there are two options: single level cars with a floor height of 50 inches and bi-level cars with a floor level height of 25 inches. It is important to find service-proven options.
- Staff is recommending the bi-level at 25 inches. This provides the most number of seats, which are critical to support increased ridership, and this floor height will be compatible with the Bombardier cars after removal of the first step.
- Next steps include:
 - Long-term level boarding effort in planning, analysis and timing
 - Presentations to stakeholders and Friends of Caltrain
 - Discussions used for procurement of the EMUs

Director Malia Cohen asked what the CPUC rationale is to create a gap. Ms. Lee said the CPUC rule is based on an outdated regulation so that rail personnel could hang off the side of a freight train and not hit the platform as the train moves through the station.

David Miller, Legal Counsel, said it is very difficult and challenging dealing with the CPUC despite the advantage of abandoning an old rule.

Director Tissier asked if there are guidelines that do not allow people to hang off the trains. Mr. Scanlon said they are operating on the Caltrain corridor, but are regulated by the Federal Railroad Administration and CPUC jurisdiction.

Public Comment

Jeff Carter, Millbrae, said level boarding cannot happen soon enough. He said he understands the difference in heights, but there needs to be consistency. Mr. Carter said the CPUC code is totally outdated and the practice of riding on the side of a train should be abolished.

Roland Lebrun, San Jose, said he doesn't think 25 inches is going to work as long as there are other tenants operating in the corridor. He said he would like the Board to send a strong message to the California High-Speed Rail Authority that dedicated platforms will not be tolerated in the Peninsula. Mr. Lebrun said a different procurement approach is taken in Europe. He said a specification is written of what is needed to get the job done and then agencies wait until the manufacturers respond back.

Adina Levin, Friends of Caltrain, requested Caltrain and HSR look at solutions for their platform needs.

Andy Chow, Bay Rail Alliance, said VTA has level boarding with mini-high platforms for wheelchair boardings. Mr. Chow said shared platforms will be highly desirable at Transbay Terminal.

Greg Conlon, Atherton, said staff can file an Order of Investigation with the CPUC to change this old regulation and offered to assist in this effort.

ACCEPTANCE OF STATEMENT OF REVENUES AND EXPENSES FOR AUGUST 2013

Gigi Harrington, Deputy CEO, said August revenues are over budget by \$1.8 million and there are savings of \$1.3 million on the expense side. Last week, fuel was \$3.14 per gallon and year-to-date is \$3.16 per gallon. The JPB received \$31,000 from the fuel hedge in September.

Ms. Harrington said fare revenue for Fiscal Year 2013 was \$68.8 million and the budgeted amount was \$66 million. She said staff will look at this number during the mid-year budget review and make any necessary budget adjustments. Ms. Harrington said the auditors will be leaving today and she will be back with the year-end financial reports in December.

A motion (Tissier/Nolan) to accept the July 2013 statement was approved unanimously.

AUTHORIZE AWARD OF CONTRACT TO VAN WAGNER COMMUNICATIONS, LLC FOR TRAIN AND STATION ADVERTISING FOR A FIVE-YEAR BASE TERM

Cheryl Cavitt, Director, Contracts and Procurement, said this contract will provide an advertising contractor for exterior train and station advertising. This is a revenue producing contract with a minimum annual guarantee of \$90,000 per year, with a 3 percent escalation per year, or 60 percent of advertising revenues received by Van Wagner, whichever is greater.

A motion (Nolan/Tissier) to award a contract to Van Wagner Communications, LLC, for train and station advertising for a five-year base term was approved unanimously.

AUTHORIZE AWARD OF CONTRACT TO COMMUNITY TREE SERVICE, INC. FOR THE SAN MATEO BRIDGES PROJECT ADVANCED SITE PREPARATION IN THE TOTAL AMOUNT OF \$375,000

Ms. Cavitt said this contract is going to provide for the advanced site preparation for the San Mateo Bridges Project and will involve the removal and disposal of 111 trees and shrubs along the Caltrain right of way.

A motion (Lloyd/Nolan) to award a contract to Community Tree Service, Inc. for the San Mateo Bridges Project advanced site preparation in the total amount of \$375,000 was approved unanimously.

AUTHORIZE AWARD OF CONTRACTS TO ICF JONES & STOKES, INC. AND THE LOUIS BERGER GROUP, INC. TO PROVIDE ON-CALL ENVIRONMENTAL PLANNING, PERMITTING AND SUPPORT SERVICES FOR AN ESTIMATED AGGREGATE NOT-TO-EXCEED AMOUNT OF \$4 MILLION FOR A THREE-YEAR TERM

Ms. Cavitt said staff is requesting Board approval of award of contracts to two firms. There is an aggregate pool of \$4 million dollars that will be shared among the two firms based on task-by-task assignment of work directives.

A motion (Lloyd/Tissier) to award contracts to ICF Jones & Stokes, Inc. and The Louis Berger Group, Inc. to provide on-call environmental planning, permitting and support services for an estimated aggregate not-to-exceed amount of \$4 million for a three-

year term and exercise additional two one-year options of \$1 million each was approved unanimously.

AUTHORIZE AWARD OF CONTRACTS TO CDM SMITH, INC., FEHR & PEERS, INC., HNTB CORPORATION, AND STANTEC CONSULTING SERVICES, INC. TO PROVIDE ON-CALL TRANSPORTATION PLANNING AND SUPPORT SERVICES IN AN ESTIMATED AGGREGATE NOT-TO-EXCEED AMOUNT OF \$4 MILLION FOR A THREE-YEAR TERM

Ms. Cavitt said this is the companion to the previous item and is for on-call contracts to be shared among four firms for on-call transportation planning and support services.

A motion (Cisneros/Deal) to award contracts to CDM Smith, Inc., Fehr & Peers, Inc., HNTB Corporation, and STANTEC Consulting Services, Inc. to provide on-call transportation planning and support services in an estimated aggregate not-to-exceed amount of \$4 million for a three-year term and exercise up to two additional one-year options was approved unanimously.

UPDATE ON CALTRAIN STRATEGIC PLAN

Ms. Lee said this is an informational item. She reported:

- The last Plan was in 2004 and covered a 20-year timeframe. Although it has not been 20 years, a new plan is justified given all the activities occurring on the right of way.
- The vision was to become the preferred mode of travel along the Peninsula corridor by providing passengers with a world-class travel experience, serve as a catalyst for economic development, and have a key role in regional mobility management.
- The 2004 Guiding Principles were:
 - Satisfy passengers and build ridership
 - Invest wisely in system improvements
 - Promote connections to other transportation systems
 - Partner with communities and broaden communications with the public
 - Improve long-term financial footing
- In 2004, average weekday ridership was 28,000. The major events were the opening of the Millbrae Caltrain Station with Bay Area Rapid Transit service and implementation of Baby Bullet service. At the time, the key opportunities were Caltrain electrification, continue to build an intermodal network for the region, and connection to the HSR system.
- The Plan also stated that while there were great opportunities there were a lot of problems. There was the structural deficit, no dedicated funding source, and limited capital funding.
- To address the gap between the great opportunities and the realities of funding, the Plan laid out a range of investment scenarios from status quo to build out. The Plan stated which scenario would be achievable and was directly linked to how much money could be found.
- Today average weekday ridership is 50,000 and major events include the San Bruno Grade Separation Project, the \$1.5 billion CalMod Program and commitment to the blended system with HSR. While revenue from ridership is doing quite well there still is a struggle with the challenges outlined in the 2004

- Plan, structural deficit and no dedicated source of funding.
- Purpose of updating the Plan:
 - Recommend looking out 10 years
 - Want to address five key questions in the new Plan
 - What do we want to become?
 - How are we doing?
 - What's ahead of us?
 - What do we need to do?
 - How are we going to do it?

In asking these questions, staff will be anchored to the existing commitments of implementing the CalMod Program and the blended system.

- Project partners include staff, Staff Coordinating Council, Local Policymaker Group, the CAC, City Staff Coordinating Council, external stakeholders and the Peninsula Corridor Working Group.
- Staff will come back in spring 2014 with draft policies for discussions and produce a final Plan for adoption in July 2014.

Chair Yeager asked if community meetings will be held in all three counties. Ms. Lee said it is not in the program, but it will be considered.

Chair Yeager asked what the role of the CAC will be in this process. Ms. Lee said staff will seek the CAC's input and comments.

Director Tissier left at 11:14 a.m.

Public Comment

Jeff Carter, Millbrae, said he is glad staff is updating the Plan. He said the right of way cannot be constrained because it needs to accommodate a lot more in the future.

Adina Levin, Friends of Caltrain, said she is glad the Plan will be updated since so much has changed since 2004. She said if staff can put together a picture of what the needs are for Caltrain it may be easier to get support from the voters and regional supporters.

Greg Conlon, Atherton, said he applauds staff's decision to update the Plan and encouraged staff to look at both grade separations and trenching as a solution over the next 10 years.

LEGISLATIVE UPDATE

Federal Update

Seamus Murphy, Director, Government and Community Affairs, said the impacts on the Federal shutdown to the Federal Transit Administration (FTA) are significant. About 95 percent of FTA workers have been furloughed and the only employees remaining are those working on the Hurricane Sandy relief effort. Mr. Murphy said the one grant pending for Caltrain that would be of concern if the shutdown lasts for a period of time is \$27 million for the CBOSS Project. He said the finance staff says this amount can be cash flowed for a certain period of time, but if the shutdown were to last many months it might become an issue.

State Update

Mike Robson, the JPB's State lobbyist from Edelson/Gilbert/Robson/Smith, said Senate Bill (SB) 557 by Senator Hill has been signed by the governor and ensures \$600 million in Proposition 1A high-speed rail funds will be allocated to the CalMod Program.

Mr. Robson said Assembly Bill (AB) 8 was signed by the governor and will renew the Carl Moyer Program, which provides funds for alternative-fuel vehicles.

Josh Shaw, the JPB's lobbyist from Shaw/Yoder/Antwih, Inc., said AB797 by Assemblyman Rich Gordon has been signed by the governor and will give VTA and SamTrans new innovative procurement methods related to Construction Manager/General Contractor method of contracting. Mr. Shaw said there is a code section that grants all public transportation agencies the design-build authority and it sunsets next year. The California Transit Association is writing a bill that renews this authority for public transit agencies.

Public Comment

Roland Lebrun, San Jose, said he was pleased to read that staff is paying attention to reports on PTC. He said all Class 1 railroads in the United States are standardized.

CORRESPONDENCE

No discussion.

BOARD MEMBER REQUESTS

None

LEGAL COUNSEL REPORT

No report.

DATE/TIME/PLACE OF NEXT MEETING

The next meeting will be Thursday, November 7, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

Adjourned at 11:30 a.m.