

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

**Minutes  
May 2, 2013**

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

**MEMBERS ABSENT:** M. Cohen

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

Chair Ken Yeager called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Jeff Carter, Millbrae, said last month the Board approved an amendment to the Memorandum of Understanding (MOU) with Bay Area Rapid Transit (BART) regarding the Millbrae Station. He said the JPB is giving money to BART for upkeep at the station and the amenities are not good. Mr. Carter said the drinking fountain on the mezzanine level has been out of order for more than a year.

Director Adrienne Tissier arrived at 10:02 a.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of April 4, 2013
- b. 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 \$1 Million for Fiscal Year 2014
- c. Authorize Execution of Contracts of More than \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for an Aggregate Not-to-Exceed Amount of \$500,000 for Fiscal Year 2014

A motion (Nolan/Tissier) to approve the Consent Calendar was unanimous.

**CHAIRPERSON'S REPORT**

No report.

**REPORT OF THE CAC**

CAC Chair Kevin Gardiner said at its April 25 meeting, the CAC:

- Received a presentation on the 2013 Customer Satisfaction Survey. The CAC is interested in drilling into how on-time performance measures are taken.

Director Ash Kalra arrived at 10:04 a.m.

- Staff reported on increased ridership.
- The CAC is looking forward to a possible bike share program to help with increased capacity.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Michael Scanlon reported:

- Key Caltrain Performance Statistics
  - Monthly Performance Statistics – March 2013 compared to March 2012
    - Total Ridership was 1,310,962, an increase of 11.4 percent.
    - Average Weekday Ridership was 48,719, an increase of 13.5 percent.
    - Total Revenue was \$5,654,766, an increase of 15.3 percent.
    - On-time Performance was 94.4 percent, an increase of 1.8 percent.
    - Caltrain Shuttle Ridership was 8,383, an increase of 9 percent.
  - Year-to-date Performance Statistics – March 2013 compared to March 2012
    - Total Ridership was 11,437,748, an increase of 11.3 percent.
    - Average Weekday Ridership was 47,964, an increase of 12.1 percent.
    - Total Revenue was \$50,338,671, an increase of 16.4 percent.
    - On-time Performance was 91.2 percent, a decrease of 2.3 percent.
    - Caltrain Shuttle Ridership was 8,204, an increase of 15.2 percent.
- On April 6 a cover plate came off a portion of a locomotive and ruptured the fuel tank, resulting in the leak of approximately 700 gallons of diesel at the South San Francisco Caltrain Station. A number of wells have been installed to determine the amount of contamination. Cleanup is underway and staff is coordinating with environmental agencies. At this time it appears the spill does not require extensive mitigation or excavation.
- The Bicycle Advisory Committee will meet on May 16 and will receive presentations on the annual passenger counts, the Caltrain Modernization (CalMod) Program, and the award of contract for the 4<sup>th</sup> and King Bicycle Facility.
- Special service:
  - The Giants played 12 games in April and ridership averaged 7,000 per game, an increase of 6 percent over last year.
  - The Sharks played eight home games in April and averaged 507 per game, an increase of 41.5 percent over last year.
  - The Dodgers will be in town May 3-5 and extra service and security will be provided.
  - Bay to Breakers is on May 19 and five trains will be added in the morning and three will be added post-race. Tickets are being presold at the ticket vending machines (TVM) starting May 13.
- San Bruno grade separation work continues with track being installed on the grade separated structure. Staff hopes to shift operations from the shoofly to the grade separation by the end of May. Staff will be holding a community meeting tonight for the San Mateo Bridges Replacement Project. This project is replacing four bridges that are more than 100 years old and involves raising the height of

some of the bridges, building new retaining walls, and removing trees. Staff has spoken to every property owner whose property abuts to the right of way.

- Bike to Work Day is on May 9 and staff will be at various energizer stations.
- Staff has engaged a marketing firm, Singer and Associates, to package and present the Caltrain Wi-Fi opportunity to potential sponsors. The marketing firm has created a formal presentation to gauge the interest of private entities in sponsoring Wi-Fi on Caltrain. Staff is also working with the Silicon Valley Leadership Group on this endeavor. To date, staff has had seven meetings with potential sponsors. The Massachusetts Bay Transportation Authority in Boston is doing this same exercise and staff is watching their process.
- The reading file contains Take Ones for Bay to Breakers and Sunset Celebration, and the March Safety and Security Report.

### CalMod

Marian Lee, Executive Officer, Caltrain Modernization, said staff is in the process of summarizing the comments received from the public meetings on the Corridor Electrification Environmental Document. The summary and comments are posted on the CalMod website. This is for information only and not for public comment. The technical team is continuing to do the environmental work and assessment on the project. The Communications-based Overlay Signal System (CBOSS) technical team is continuing to advance design and coordination with High-speed Rail (HSR), the Federal Railroad Administration (FRA) and Union Pacific (UP).

Ms. Lee said project delivery of electrification and the vehicles is a hefty scope of work in a condensed period. Staff is continuing to build the JPB/CalMod team and supplementing staff with the necessary expertise. This expanded team will eventually oversee the delivery of electrification and vehicles and then coordinate with the Advanced Signal System Project.

Ms. Lee said staff is continuing to assess the appropriate project delivery approaches and planning outreach to the experts in the industry. These efforts will peak within the next Fiscal Year (FY). The proposed FY2014 Capital Budget includes a request for the CalMod Program.

Ms. Lee said the draft blended system studies were sent to city and county staff on May 1. The preliminary findings of these two studies were shared the end of last month and over the last several months people were able to comment. These reports do not contain policy decisions and are for educational purposes. Ms. Lee said after the city staff review the studies will be posted on the CalMod website for the public to review and comment.

Ms. Lee said the Local Policy Maker Group did not meet in April. The next meeting will be May 23.

Public Comment

Adina Levin, Friends of Caltrain, said they are happy to be hosting a public forum on the traffic and gate down time study in Menlo Park. She encourages staff to form a peer review group to look at some of the technical and operational decisions.

**ACCEPTANCE OF STATEMENT OF REVENUES AND EXPENSES FOR MARCH 2013**

Gigi Harrington, Deputy CEO, said revenues are \$2.1 million over budget and there are \$1 million in savings on the expense side. Last week fuel was \$2.88 per gallon and year to date is \$3.17 per gallon. The fuel hedge provided the JPB \$15,000 in April and \$461,000 year to date.

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

**AUTHORIZE APPROVAL AND PUBLICATION OF THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) OVERALL GOAL OF 12 PERCENT FOR FEDERAL FISCAL YEARS 2014 THROUGH 2016 FOR FEDERAL TRANSIT ADMINISTRATION ASSISTED CONTRACTS**

Raymond Lee, DBE Officer, said staff is asking Board authorization to publish for public comment the JPB's proposed goal of 12 percent for Federal FY2014-2016, and authorize the goal be adopted if no comments are received. Mr. Lee said as a condition of receiving Federal financial assistance the JPB is required to establish overall DBE goals on a triennial basis. The overall DBE goal for FY2011-2013 is 10.5 percent. In FY2011 a 9 percent goal was achieved; FY2012 slightly under 11 percent; currently for FY2013 it is at 22 percent. Staff will continue to monitor the DBE performance to ensure objectives are met.

A motion (Nolan/Lloyd) to approve and publish the DBE overall goal of 12 percent for FY2014-2016 was approved unanimously.

**AUTHORIZE AWARD OF CONTRACT TO ALAMEDA BICYCLE TO OPERATE THE SAN FRANCISCO CALTRAIN BICYCLE PARKING FACILITY FOR A NOT-TO-EXCEED AMOUNT OF \$245,000 FOR A THREE-YEAR TERM**

Ms. Harrington said this is a recommendation to award a three year-contract with two one-year options to Alameda Bicycle. There is a subsidy involved and is included in the FY2014 budget. Staff did a competitive procurement and received three proposals. Ms. Harrington said the proposal includes tenant improvements that will allow expand capacity to 180 bikes. The current operator has a 90-day termination that staff will invoke upon approval of this contract. Ms. Harrington said the current operator will be invited to staff the facility for one year, or until the tenant improvements are completed.

Director Jerry Deal said the staff report notes the JPB will be putting forward \$130,000 for purchase of furnishings and equipment. Ms. Harrington said this will be a JPB procurement.

A motion (Tissier/Deal) to award a contract to Alameda Bicycle to operate the San Francisco Caltrain bicycle parking facility was approved unanimously.

**AUTHORIZE IMPLEMENTATION OF FUEL HEDGING PROGRAM FOR THE FISCAL YEAR ENDING JUNE 30, 2014, AUTHORIZE THE EXECUTION AND DELIVERY OF DOCUMENTS NECESSARY TO IMPLEMENT FUEL HEDGING PROGRAM AND AUTHORIZE TAKING ALL ACTION NECESSARY RELATING TO THE IMPLEMENTATION AND EXECUTION OF THE FUEL HEDGING PROGRAM**

Ms. Harrington said this is a request to hedge 50 percent of the JPB fuel budget. It is a very different environment this year with less volatility compared to last year. Staff hopes to start taking bids in two weeks from the four potential bidders. Ms. Harrington said the hedge is for 2.5 million gallons and as of today the cost will be one-third less than last year at \$2.85 per gallon.

A motion (Nolan/Deal) to implement the Fuel Hedging Program for FY2014 and take all necessary action related to executing the Program was approved unanimously.

**AUTHORIZE AMENDING AND INCREASING THE FISCAL YEAR 2013 CALTRAIN CAPITAL BUDGET IN THE AMOUNT OF \$844,000 FOR A TOTAL CAPITAL BUDGET OF \$90,437,085 AND EXECUTE A SERVICE CONTRACT AMENDMENT TO RECEIVE PROGRAMMED FEDERAL HIGHWAY ADMINISTRATION SECTION 130 RAILROAD/HIGHWAY AT-GRADE CROSSING GRANT FUNDS FOR THE REDWOOD CITY BROADWAY CROSSING IMPROVEMENT PROJECT**

Eva Goode, Manager, Budgets, said this amendment includes funding to begin work on the TVM Replacement Project, conduct a grade crossing hazard analysis, and implement crossing improvements at Broadway in Redwood City. She said funds for the amendment will come from Federal and local sources.

A motion (Lloyd/Tissier) to amend the FY2013 Capital Budget and execute a service contract amendment to receive Federal Highway Administration Section 130 Railroad/Highway At-grade Crossing Grant Funds was approved unanimously.

**2013 ANNUAL PASSENGER COUNTS**

Deputy CEO Chuck Harvey reported:

- The purpose of the counts is to provide a measurement relative to previous years and to provide data for evaluating service changes, identifying trends, and allocating resources.
- Headcounts were taken on every weekday train, averaged over five weekdays, and on every weekend train for one weekend.
- Average weekday ridership was 47,060, an 11 percent increase over last year.
- Mid-day ridership increased 23.9 percent.
- All stations, except South San Francisco and Blossom Hill, had an increase in boardings.
- All counties saw significant increases in ridership.
- Ridership on the Gilroy extension increased 12.1 percent over last year.
- Baby Bullet trains are very popular; an 8.4 percent increase.
- In October 2012 four shoulder peak trains were restored and those trains and adjacent trains had an 18.5 percent increase in ridership. In the same period six stops were added at Sunnyvale and Palo Alto and those trains averaged 22.5 percent more passengers.
- Average weekday trip length is unchanged from 2012 at 22.8 miles.

- Average weekday bike ridership increased 15.7 percent. Daily bicycle ridership represents about 10 percent of total ridership.
- Over the five-day survey period, 59 bikes were denied boarding, compared to 58 in 2012. During this period 24,550 bikes were carried and the system is accommodating 99.8 percent of the demand.
- Weekend service increased 20.2 percent.
  
- Next steps
  - Ridership growth continues to strain capacity in peak periods and FY2014 Operating and Capital budgets must support the required resources to meet demand.
  - Increasing capacity between FY2014-2019 is essential to continue ridership/revenue growth.
  - Staff is investigating a potential rail car purchase to increase consists to six cars.

Chair Yeager said Santa Clara County is the fastest growing county in the State, and everything is pointing towards more growth. He asked at what point the conductors just shut the doors and not allow any more passengers on. Mr. Harvey said it depends. After a Giants game a standing load of 1,000-1,100 passengers will be carried. The average commute length is 20 or more miles so the goal is to get more people seated on these trains. Chair Yeager said at some point there will be a need to communicate to passengers the trains are full. He said he is pleased with bike boardings and denials numbers.

Director Tom Nolan asked what the impact of ridership will be with the bike sharing program in San Francisco and Redwood City. Mr. Harvey said it is a separate initiative and almost too small to estimate. Redwood City is going to have bikes, Zipcars, and shuttles, and this won't impact onboard capacity.

Director Ash Kalra said he is glad staff is looking into purchasing more cars for a short-term fix. The 47,000 passengers equals 1 million vehicle miles off the road. He said in terms of the Gilroy extension, if trains are added, passengers will come. The Blossom Hill Station showed a flat increase in ridership, but Hitachi is building a pedestrian bridge for employees to access the Blossom Hill Station.

#### Public Comment

Adina Levin, Friends of Caltrain, said she is glad to see the increase in ridership. It would be helpful to look at transit-oriented developments (TOD) in San Mateo, Mountain View, and Sunnyvale. Ms. Levin said Mountain View and San Mateo are creating non-profits that apply to the Transportation Demand Management Program. She said younger people prefer to drive less and use transit more.

Paul Wendt, Belmont, thanked staff for the presentation but disputes the bike bumping number. If bicyclists are denied boarding every day they will adjust their schedule.

Jeff Carter, Millbrae, said people used to say Caltrain won't amount to anything, but they have been proven wrong. He is glad staff is looking into obtaining additional rail cars so there is more seating. Mr. Carter said local ridership declined, but there are not many locals compared to limited and Baby Bullet trains, and would appreciate more local trains.

Roland LeBrun, San Jose, said everyone who wants to go northbound has to drive to Tamien Station, so service to Blossom Hill is needed. He said with electrification coming staff should not be buying gallery or Bombardier cars, but lease them for five years.

Greg Conlon, Atherton, said he drives to San Francisco once or twice a week and staff should track the traffic on Highways 101 and 280 because as traffic increases ridership will increase on the trains.

### **PRELIMINARY FISCAL YEAR 2014 OPERATING BUDGET**

Ms. Harrington said:

- Ridership and customer demand are at an all-time high.
- Farebox ratio is projected to be 55.1 percent for FY2013.
- The FY2014 budget has no recommended fare increase, but does include a daily parking increase to \$5 per day.
- Total preliminary revenues are \$120 million.
- Total preliminary expenses are \$120 million.
- In the past, a five-year rolling average of morning boardings was used to calculate the partner shares. Last year the partners agreed to look at contributions and last month it was agreed to use a formula of all day boardings. This new formula increases San Francisco's contribution, holds Santa Clara's about the same and, lowers San Mateo's.
- Caltrain's fiscal crisis has not been solved but the FY2014 budget delays it another year.
- FY2015 currently shows a deficit of \$16 million.
- Staff will be back with a balanced budget for Board approval in June.
- Staff will continue discussions with member agencies and funding partners on funding options.

### Public Comment

Roland LeBrun, San Jose, said \$16.5 million in administrative costs is excessive.

Adina Levin, Friends of Caltrain, said the San Mateo County Board of Supervisors is considering using some of the sales tax passed last November to support SamTrans and this could alleviate some burden for Caltrain. She suggested staff look ahead with the partners a few years out on the budget process to avoid the roller coaster problems.

Mr. Scanlon said the 2013 Annual Passenger Counts Presentation showed Caltrain busting at the seams with passenger capacity and the FY2014 Operating Budget is being balanced with one-time money, but looking at a significant hole in FY2015.

## **PRELIMINARY FISCAL YEAR 2014 CAPITAL BUDGET**

Ms. Goode said:

- FY2014 Capital Budget includes projects to maintain and improve the Caltrain system and keep it in a state of good repair. It also includes ongoing planning and management of the Early Investment Program and work with the California High-speed Rail Authority (CHSRA) on the blended system.
- The total budget is \$66.7 million with Right of Way and Signal programs comprising nearly 70 percent, largely due to the San Mateo Bridges Project and the San Bruno Grade Separation Project.
  - The Right of Way and Signal category includes annual track rehabilitation and the San Mateo Bridges Project. The proposed projects include signal communications rehabilitation and final construction funds for the San Bruno Grade Separation Project. This category also includes funds for ongoing rehabilitation of passenger fleet and locomotives.
  - The Operational Improvements category includes the continued installation of fencing along the right of way and funds to construct the San Bruno Archway.
  - The Caltrain Modernization category includes planning and delivery methodology, continued outreach, building the team for the Early Investment Program, and ongoing coordination with CHSRA.
- Proposed funding sources include Federal, State and regional grants, and member agency contribution.
- Staff is requesting a total of \$14.3 million from the partners, but discussions are continuing over the final contribution.

### Public Comment

Jim Bigelow, Redwood City/San Mateo County Chamber of Commerce, said partners need to come up with their fair share for implementation of electrification. The traffic is terrible at rush hour and is one reason there is an increase in ridership.

Roland LeBrun, San Jose, said there are four tracks at San Bruno and Caltrain just needs to elevate the other two and there will be a new passing station. He said when re-tracking is done in the future it should be done for 125 miles per hour.

Director Tissier left at 11:32 a.m.

## **LEGISLATIVE UPDATE**

### State Update

Seamus Murphy, Director, Government and Community Affairs, said Senate Bill 557 would clarify the HSR budget language to state \$600 million of the \$1.1 billion appropriated by the State would come to the Caltrain corridor for modernization. The bill also adds an extra layer of protection for the blended system by requiring the signatories to the regional HSR Early Investment MOU be required to adopt new language before anything beyond the blended system is considered. This bill cleared the Senate Transportation Committee this week and moves to Appropriations Committee the week of May 6.

Mr. Murphy said the San Mateo County Transit District (District) and the Santa Clara Valley Transportation Authority (VTA) are co-sponsoring Assembly Bill (AB) 797. This bill would provide the District and VTA with a project delivery approach called "construction management/general contractor." It would allow transit agencies to expedite projects by bringing on construction managers early in the design process, giving the firm an opportunity to review designs to ensure a project's constructability, provide more certainty regarding costs and to start work before design is complete. This would apply to Caltrain since the District and VTA have authority and San Francisco already has authority as a chartered city.

Mr. Murphy said AB574 would provide the authorization for Cap and Trade revenues to flow to meet different greenhouse gas-reducing projects.

#### Federal Update

Mr. Murphy said the appointment of new Transportation Secretary, Anthony Foxx, is good news for transit advocates. The American Public Transportation Association applauded the selection.

Mr. Murphy said the House Transportation and Infrastructure Subcommittee will be hosting a field hearing in the Central Valley on HSR on May 28-29. The chair of the committee is not a supporter of HSR so staff expects to hear some critical comments.

Chair Yeager asked if Mr. Scanlon knew much about Mr. Foxx. Mr. Scanlon said he doesn't know him personally, but has heard very good things about him.

#### **CORRESPONDENCE**

No discussion.

#### **BOARD MEMBER REQUESTS**

Director Art Lloyd said there are always a lot of people boarding at Millbrae with luggage. He said there should be better signage for people with luggage and a designated boarding area.

#### **DATE/TIME/PLACE OF NEXT MEETING**

The next meeting will be Thursday, June 6, 2013, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

#### **GENERAL COUNSEL REPORT**

- a. Closed Session: Conference with Real Property Negotiators  
Property: 4020 Campbell Avenue, Menlo Park, CA  
Agency Negotiators: Gigi Harrington; David Miller  
Property Owner: Campbell Avenue Portfolio, LLC  
Negotiations Scope: Price and Terms of Payment

Legal Counsel David Miller said real property negotiation qualifies for discussion in closed session under the Brown Act. He said there have been active negotiations that

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are connected to the CBOSS Project and it is possible there will be action taken by the Board following the closed session.

Adjourned to closed session at 11:41 a.m.

Reconvened to open session at 11:48 a.m.

Mr. Miller said the Board met in closed session, as permitted by the Brown Act, on a matter of a potential lease with purchase option of a real estate building in Menlo Park at 4020 Campbell Avenue. This is facility would house staff working on the CBOSS Project, and the location is ideal in that it is in close proximity to the right of way. The resolution would authorize the Executive Director to enter into a lease of the property.

A motion (Lloyd/Nolan) to authorize the Executive Director or his designee to execute a lease for property at 4020 Campbell Avenue in Menlo Park was approved unanimously.

Adjourned at 11:49 a.m.