

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

MINUTES OF NOVEMBER 3, 2016

MEMBERS PRESENT: J. Cisneros, M. Cohen, R. Guilbault, R. Peralez, J. Ramos, A. Tissier, P. Woodward (Chair), K. Yeager

MEMBERS ABSENT: J. Gee

STAFF PRESENT: J. Averill, M. Bouchard, J. Cassman, A. Chan, D. Couch, C. David, C. Fromson, J. Hartnett, E. Kay, L. Larano, M. Martinez, N. McKenna, S. Murphy, L. Scanlon, P. Skinner, M. Simon, S. van Hoften, N. Vigil

Chair Perry Woodward called the meeting to order at 10:04 a.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Jeff Carter, Millbrae, said at the last Citizens Advisory Committee (CAC) meeting it was announced Caltrain will run a modified Saturday schedule the day after Thanksgiving. He said he appreciates this change to accommodate people who use Caltrain that day. In June, the ridership count was reviewed by the CAC and a few members asked for the data to be posted online in Excel. Staff said it would be posted but it hasn't.

Director Raul Peralez arrived at 10:06 a.m.

Roland Lebrun, San Jose, said the Electric Multiple Unit (EMU) procurement as proposed by staff cannot accommodate existing or future passenger loads. There is a reduced capacity of 230 seats per train. The current capacity for five trains is 3,800 seats per hour per direction. In 2012 this was supposed to be increased to 5,600 seats per hour per direction, but for some reason the EMUs specified by the consultants will reduce capacity by 800 seats, and this is after adding one additional train. He asked the Board to direct staff to stop all negotiations with Stadler and ask the Santa Clara Valley Transportation Authority (VTA) to take over the responsibility for drafting and releasing a new Request for Proposals focusing on maximum seat and bike capacity along the lines of the 2012 capacity study.

Adina Levin, Friends of Caltrain, wished luck to the ballot measures that would increase money for Caltrain capacity increases and grade separations. San Mateo County is working on a transportation plan for 2040 and it is likely to set the framework for funding for San Mateo County. There are critical elements including Caltrain Modernization (CalMod) Phase II and adding to the grade separation program and a strategy to shift as many people as possible to sustainable modes and look at equity.

Director Adrienne Tissier left at 10:09 a.m.

CONSENT CALENDAR

- a) Approval of Minutes of October 6, 2016
- b) Approval of 2017 Board Meeting Calendar
- c) Acceptance of Statement of Revenues and Expenditures for Fiscal Year Ending June 2016 (Unaudited)
- d) Acceptance of Statement of Revenues and Expenses for September 2016
- e) Award Contract to Scintech Associates, Inc. for Physical Inventory Services at a Total Not-to-Exceed Cost of \$288,870 for a Three-Year Base Term
- f) Award Contract to Am-Tran for Mail Courier Services at an Estimated Cost of \$117,194 for a Five-Year Term

Motion/Second: Ramos/Guilbault

Ayes: Cohen, Guilbault, Peralez, Ramos, Yeager, Woodward

Absent: Cisneros, Gee, Tissier

CHAIRPERSON'S REPORT

No report.

REPORT OF THE CAC

The October 19 report is in the Reading File.

Director Tissier returned at 10:12 a.m.

REPORT OF THE EXECUTIVE DIRECTOR

Jim Hartnett, Executive Director, thanked Director Malia Cohen for introducing and carrying at the Board of Supervisors meeting the financing consent required for the loan facility. Staff is very appreciative of her and her staff's work.

Peninsula Corridor Electrification Project (PCEP) Update

Dave Couch, Program Delivery Director, presented:

- Electrification infrastructure
 - Design Build (DB) contract
 - Coordination on design activities and preparing for field activities
 - Coordination on preliminary schedule
 - Tunnel modifications
 - 65 percent design plans completed
 - Continue design coordination
 - Centralized Equipment Maintenance and Operations Facility
 - Design activities resumed now that Stadler has been selected
 - Pacific Gas and Electric
 - Supplemental Agreements 2 and 5 executed
 - Load profile and power quality study complete
 - Utility relocation and coordination
 - Monthly utility coordination meetings continued with communications and power carriers
 - Disadvantaged Business Enterprise (DBE) participation and labor
 - DB contract goal 5.2 percent
 - Reporting to begin once construction begins

- EMU
 - Contract
 - Technical specification compliance matrix, mobilization plan and schedule
 - Schedule and mobilization plan development
 - EMU-related activities
 - Continue work on system interface with the DB contractor
 - Development of EMU conceptual design features
- Safety – Caltrain Roadway Worker Protection Training Program
- Third Party Agreements
 - City/county
 - 14 approved by city/county
 - San Francisco, San Bruno, Atherton, Palo Alto, and Santa Clara in-process
 - Cooperative
 - San Mateo and Santa Clara counties approved
 - San Francisco in-process

Director José Cisneros arrived at 10:18 a.m.

- Utilities – California Public Utilities Commission operating rules in-process
- Transportation – California State Department of Transportation (Caltrans) in-process using peer process

Liria Larano, Deputy Chief, CalMod/Caltrain Program Delivery, presented:

- Schedule
 - Environmental clearance: January 2015
 - Limited Notice to Proceed: September 2016
 - Notice to Proceed : spring 2017
 - First train set delivered: 2019
 - Rollout first passenger service with EMUs: 2021
- Budget and expenditures
 - Electrification: Budget: \$697 million; costs this quarter and to date: \$17.54 million
 - EMU: Budget: \$551 million; costs this quarter and to date: \$1.24 million
 - Separate contract and support costs: Budget: \$417 million; costs this quarter: \$4.98 million; costs to date: \$81.86 million
 - Contingency: Budget: \$315 million; costs this quarter: \$0
 - PCEP total: Budget: \$1.98 billion; costs this quarter: \$23.76 million; costs to date: \$100.64 million
- Funding update
 - All local, regional, State funding secured
 - Federal Transit Administration (FTA) Core Capacity Grant
 - Accepted in engineering phase
 - Submitted Fiscal Year (FY) 2018 Presidential Budget application
 - Completed FTA risk workshop
 - Requested Full Funding Grant Agreement (FFGA)
 - Second quarterly meeting with FTA headquarters and region: October 2016

- Federal delegation (25 members) sent letter of support for swift FFGA execution
- Risk/quality/environmental
 - Risk management
 - 241 risks; 131 retired
 - Top risk: overhead utility relocation
 - Quality
 - 0 internal audits conducted
 - 1 non-conformance report closed
 - Environmental consultation and permits
 - All environmental permits have been obtained
 - Favorable ruling from the PCEP on action in the writ of mandate challenge by the town of Atherton
- Real estate
 - Segment 4 (Santa Clara to San Jose): Appraisal Packages: 13; Appraisals completed: 13; acquisition offers: 3
 - Segment 2 (South San Francisco to Atherton): Appraisal Packages: 26; Appraisals completed: 25; acquisition offers: 0
 - Segment 1 (San Francisco to Brisbane): Appraisal Packages: 8; Appraisals completed: 0; acquisition offers: 0
 - Segment 3 (Menlo Park to Santa Clara): Appraisal Packages: 12; Appraisals completed: 0; acquisition offers: 0
- Community
 - 43 community presentations and stakeholder meetings (State and Federal staff; city/county staff; advocacy/business/civic groups)
 - Press conference with Department of Transportation Secretary Anthony Foxx

Ms. Larano said the Local Policy Maker Group met on October 27 and provided an update on the overall timeline of the PCEP and anticipated activities, and a Metropolitan Transportation Commission (MTC)-funded corridor-wide grade separation toolkit study, which is not part of the PCEP or the Blended System. The scope of the study is under discussion.

Mr. Hartnett said:

- A possible special meeting may be held on November 17 at 6 p.m. if a quorum can be arranged and if the paperwork will be complete in connection with the PCEP financing.
- On-time performance (OTP) for October was 95.2 percent compared to 87 percent last October. September OTP was over 94 percent compared to 86 percent last September.
- Staff is working on updating the timetable to help minimize the impacts to service, maintain customer experience and service reliability during the several capital projects scheduled through 2021. The timetable updates will help support Caltrain electrification, South San Francisco station improvements, the Los Gatos Creek Project, and the San Mateo 25th Avenue Grade Separation Project. The timetable will be effective in the spring of 2017. In the meantime the updates will be communicated to the public beginning in November through the winter.

- Last week the Dogpatch Green Benefits District partnered with the Golden State Warriors to clear away debris and plant new foliage on city-owned property adjacent to the Caltrain corridor. The JPB is a property owner in the area.
- Special event train service includes:
 - San Francisco Giants regular season and playoffs
 - San Francisco 49ers
 - Stanford football
 - Stanford Scavenger Hunt
 - San Francisco Fleet Week
 - San Jose Sharks
 - College football championship
 - The Holiday Train will run on December 3 and 4 and will stop at nine stations between San Francisco and Santa Clara
 - Holiday service includes:
 - Sunday service will run on Thanksgiving Day
 - Saturday service will run Christmas Eve
 - Sunday service will run on Christmas Day
 - Saturday service will run New Year's Eve along with pre- and post-fireworks special trains
 - Sunday service on New Year's Day
 - A modified Saturday service with six extra trains in each direction including a round trip from Gilroy to San Francisco will run on the day after Thanksgiving
- Capital projects include:
 - San Mateo Bridges
 - San Francisco Highway Bridges
 - San Mateo 25th Avenue Grade Separation
 - Los Gatos Creek
 - South San Francisco Station Improvements
 - San Francisco Crew Facility Rehabilitation
 - Train Departure Monitors at 4th and King and San Jose Diridon

Public Comment

Roland Lebrun, San Jose, said the monthly report is well written. It is false to say the PCEP will increase capacity after adding an extra train. There will be a 20 percent loss in capacity. The statement on page 2-1 that reads "as of September the project has secured all local, regional, and State funding" is false. He said he issued a public records request for the agreements of the Proposition 1A bonds for San Mateo. He received a reply on October 21 telling him the Memoranda of Understanding (MOU) were still being drafted and have not been signed. He said table 2-2 shows \$100 million was blown; \$84 million was on electrification and \$60 million of that was for management oversight. \$16 million was blown on EMUs, and out of that \$15 million was for management oversight. The EMUs were supposed to be a Buy America contract, but people are flying to Switzerland to attend meetings every three weeks. San Francisco did not approve the \$150 million in interim financing. The MOUs have not been signed. He asked how the capital budget could have been increased by \$165 million last month when money was not there. \$100 million has been blown on this project and there has been 0 percent accounted in DBE participation.

KEY CALTRAIN PERFORMANCE STATISTICS SEPTEMBER 2016

Michelle Bouchard, Chief Operating Officer, Rail, said:

- Key Caltrain Performance Statistics compared to September 2015:
 - OTP is on track.
 - There is a decrease in total and average weekday ridership. Staff is pulling this data apart to see if there is an isolate cause, but has yet to identify one. Ticket types have been reduced in all categories.
 - Two additional six-car trains will be inserted into the rotation with the hope to accommodate more people. Staff is also doubling down on fare enforcement to try to collect all fare revenue due to Caltrain.

Director Joël Ramos asked if staff has considered the rise of the technology shuttle services and compared or contacted the organizations serving that amenity.

Ms. Bouchard said as this trend continues staff will do that. In the past there has been ridership growth even though the technology shuttles have been out there. Staff should look if there is a change driving some of this. This is a regional trend. Bay Area Rapid Transit (BART) is also seeing decreases. Staff will check in with local partners in transit to see if they have identified anything that would apply to Caltrain.

Public Comment

Roland Lebrun, San Jose, said this is the third month in row with decreased ridership. Caltrain lost 2,100 passengers a day over the last year. Caltrain just raised fares by 9 percent. Farebox recovery has gone up by less than 1 percent. The Board should seriously consider off-peak discounts of 10 or 20 percent. A good place to start fare enforcement would be 4th and King. Fare enforcement on Baby Bullets is physically impossible because trains are so full that conductors cannot move through the trains.

Jeff Carter, Millbrae, said he hopes staff will look into the fare elasticity and if the fare increase may have something to do with the decrease in ridership. It could be the capacity issue and hopefully the additional six-car trains will help. He said he has requested details on the Go Pass ticket sales and how the ridership is calculated. Several years ago the monthly report used to provide details of tickets sold and he would like to see more details on ticket sales in the report.

AMENDMENT TO INCREASE THE FISCAL YEAR 2017 CAPITAL BUDGET BY \$109,736,658 FOR THE PCEP AND THE GRADE CROSSING STATE OF GOOD REPAIR PHASE II PROJECT FOR A TOTAL CAPITAL BUDGET OF \$525,985,568

Eli Kay, Chief Financial Officer, said the increase for the Grade Crossing State of Good Repair Phase II Project reflects a Federal Railroad Administration (FRA) grant that is being presented later in the agenda, and the increase for the PCEP will provide sufficient budget for FY2017 since the Board authorized the award of contract for the DB services and purchase of EMUs in July.

Director Malia Cohen left at 10:42 a.m.

Public Comment

Roland Lebrun, San Jose, said the Board is being asked to increase the capital budget without identifying funding sources. There is no indication of having received any agreement from the FTA. If the Board approves the increase, the FY2017 Capital

Budget will have ballooned to over half a billion dollars, and there is over \$200 million unaccounted for.

Motion/Second: Tissier/Guilbault

Ayes: Cisneros, Guilbault, Peralez, Ramos, Tissier, Yeager, Woodward

Absent: Cohen, Gee

AUTHORIZE AMENDMENT TO PROJECT MANAGEMENT SUPPORT SERVICES CONTRACT WITH URS CORPORATION AMERICAS IN AN AMOUNT NOT TO EXCEED \$5.5 MILLION

Nita Vigil, Acting Director, Contracts and Procurement, said the contract was awarded in 2014 and there were program management services required by the Communications-based Overlay Signal System (CBOSS) Project that used \$5.5 million of this capacity. This will restore to the CalMod program management services the capacity for usage by CalMod. These services consist of management associated essential functions such as program management, quality assurance, risk management, and planning and scheduling.

Public Comment

Roland Lebrun, San Jose, said CBOSS was supposed to be in revenue service demonstration in October 2015. It was rescheduled to October 2016, but it still did not happen. There is no sign of a new date. He asked why the Board would authorize another \$5.5 million without asking for some guarantee this project will deliver something one day and by what date.

Motion/Second: Tissier/Yeager

Ayes: Cisneros, Guilbault, Peralez, Ramos, Tissier, Yeager, Woodward

Absent: Cohen, Gee

AUTHORIZATION TO ENTER INTO A FUNDING AGREEMENT WITH THE FEDERAL RAILROAD ADMINISTRATION TO RECEIVE \$1.06 MILLION FOR THE GRADE CROSSING STATE OF GOOD REPAIR PHASE II PROJECT

Peter Skinner, Manager, Grants and Fund Programming, said staff applied for and received a grant to fund the Grade Crossing State of Good Repair Program, which will make various safety upgrades for pedestrians and vehicles at 10 crossings in San Mateo, San Francisco, and Santa Clara counties, including updated pavement markings, pedestrian and vehicle gate enhancements, and signal upgrades. The FRA grant of \$1.06 million will be matched by \$1.04 million in State and local funds composed of \$1.03 million from the FY2016 and FY2017 Capital budgets and \$400,000 will be considered as part of the FY2018 Capital Budget.

Motion/Second: Cisneros/Guilbault

Ayes: Cisneros, Guilbault, Peralez, Ramos, Tissier, Yeager, Woodward

Absent: Cohen, Gee

AUTHORIZATION TO ENTER INTO A FUNDING AGREEMENT WITH THE FEDERAL RAILROAD ADMINISTRATION TO RECEIVE \$2.88 MILLION FOR THE CBOSS/POSITIVE TRAIN CONTROL PROJECT

Mr. Skinner said this will fund required testing and system certification for the CBOSS/ Positive Train Control Project. There is a 20 percent match requirement in the amount of \$720,000, which is included in the FY2017 Budget.

Director Cohen returned at 10:48 a.m.

Motion/Second: Guilbault/ Tissier

Ayes: Cisneros, Cohen, Guilbault, Peralez, Ramos, Tissier, Yeager, Woodward

Absent: Gee

ADOPTION OF CALTRAIN TITLE VI PROGRAM

Catherine David, Senior Planner, presented:

- Submittal requirements
 - Title VI public notice posted – headquarters, station information boards, Caltrain website
 - Complaint procedures updated and followed – no pending lawsuits or complaints
 - Non-elected committee membership diversity
 - Construction facilities information – in past three years, no facility equity analyses required
- Changes from 2013
 - Limited English proficiency Language Assistance Plan (LAP)
 - Public participation plan
 - Service standards and policies monitoring
 - Demographic profile maps
 - Equity analyses performed
- Limited English proficiency and LAP
 - Outlines how language assistance will be provided to persons with limited English proficiency
 - Identifies clearly what languages predominate in the Caltrain service area
 - Various data sources used to determine these languages based on new data
 - Updated vital and non-vital document list
 - Included new training for frontline employees
 - Languages – Three categories of languages identified
 - Primary language: Spanish predominates in the service area
 - Tier One languages: Spanish and Chinese
 - Tier Two languages: Vietnamese, Tagalog, Korean, Russian, Japanese, Persian, and Hindi
 - Tier Three “Safe Harbor” languages for vital document translation in addition to those listed above: Arabic, Portuguese, French, Mon-Khmer Cambodian, Thai, Italian, Urdu, Gujarati, German, Serbo-Croatian, and Armenian
- Public Participation Plan
 - Refines the strategies used to attain customer and community feedback

- Provides information about outreach methods to engage minority, low-income, and limited English proficient populations
- Includes a summary of outreach efforts made since the last Title VI Program submission
- Includes Community Based Organization survey
- Service standards and policies
 - Standards: vehicle load, vehicle headways, OTP, service availability
 - Policies: vehicle assignment, transit amenities
 - No change to Board adopted policies from April 2013
 - Monitoring analysis and findings reveal service is being delivered with no disparate impact on minority populations and disproportionate burden on low-income populations
- Equity analyses
 - Additional regional Clipper use incentive and change in youth age
 - Completed June 2014
 - Adopted July 2014
 - Effective October 2014 and January 2015
 - Fare changes to the Caltrain Codified Tariff
 - Completed November 2015
 - Adopted December 2015
 - Effective February 2016
- Next steps
 - Approved Title VI Program will be submitted to the FTA by December 1, 2016
 - Staff will continue to monitor Title VI performance compared with the Title VI Program
 - Continue to update and improve Title VI training
 - Title VI Program is a living document and any changes or modifications to any of the policies will be brought before the Board as necessary

Director Cohen asked what the hours of operation are for the number listed on the I-Speak card. Ms. David said weekdays from 7 a.m. to 7 p.m. and weekends and holidays from 8 a.m. to 5 p.m.

Director Cohen said there are no changes to the policies from 2013. She asked what the internal process is to evaluate the policies. She asked if a reevaluation of the policies is done every five years, 10 years, or on an as-needed basis. Shayna van Hoften, Legal Counsel, said the Federal government does not allow it to be done more often than every three years because they don't want transit providers to game the system by changing the rules. There are policies in place that needed to be lived out for the entire monitoring season. It did not make sense to do it now when changes are soon going to be made to the system. When Caltrain goes through construction there will be service changes made. Standards need to be in place that are meaningful for that time period. The JPB will probably want to adopt some service standards and policies that work for the construction time period and then have new standards in place for the new system.

Public Comment

Roland Lebrun, San Jose, said when the Board starts talking about fare increases and elasticity, that is a Title VI violation, because it has a disproportionate impact on low-income minorities. Caltrain lost 2,100 passengers, but he doesn't know who those passengers are. He guessed they were low-income people who decided to take up carpool lanes on Highway 101. The only way to address it is at a regional level through MTC. Special Clipper cards could be issued to low-income minorities with some kind of discounting to make it an even playing board for everyone. Increasing fares does not affect the high-tech workers.

Adina Levin, Friends of Caltrain, said one of the challenges with Title VI looking at equity is that it looks at whether new actions disadvantage the people who are currently using the system, but it does not look at who is not using the system. Lower income people are already not using the system. There are people who would take Caltrain but don't because of fares. She recommended the Board look at who is not using the system and at the structure of the Go Pass to make fares accessible to the population in the region.

Jay West, San Francisco, said he is a bike locker renter. At the 4th and King location, there has been a rash of bike locker break-ins. Whoever is managing the service is not responding to bike locker renters. The managers should be informing the customers and warning them about suspicious things. Employees at that location say it is not their job. There is some issue about law enforcement and who has jurisdiction. It makes this a dangerous situation. A customer could be attacked while someone is breaking into the bike lockers. The managers are not communicating the dangers to customers. He said he has a strong suspicion there is something going on with the employees because they know what is going on but are not communicating. The thieves are not breaking through the gates, this is happening during business hours. A security guard should be patrolling the area. Chair Woodward asked staff for a written report to the Board to get a full briefing on this situation.

Director Cohen said a contract vendor is in charge of bike security at 4th and King. She asked staff to look at when the vendor's term expires and if there is a clause in the contract that says if x number of bikes are stolen the contract could be revisited. She said penalties should be built into the contract. The purpose of the contract is to protect people's bikes and if that is not happening the vendor should lose the contract or be held accountable. She asked how secure the facilities are. She said she would like to know the profile of the person who is not using Caltrain. She did not vote to approve fare increases largely because she is concerned about providing a service that is accessible to everyone. She said the Board should have discussion about this issue.

Director Ramos said this document and process serves as a baseline to make sure Caltrain is doing the minimum that it should legally do, and it does not represent what the Board should be aspiring to in the end. He hopes the Board will approach this issue sooner than later and have a conversation very soon. The ridership of people with lower incomes is declining. There is no low-income fare program apart from people with disabilities. It would merit the Board talking and doing an inventory of who is not riding the system. He said the JPB should think about how to capture riders where

people work. Low-income people are living farther away from where they work. This analysis just looks at where people live. The cost of living near transit has gone up pushing people of lower incomes away from transit. He is not confident this study captures all the potential riders. BART looks at how far away people can access their stations on transit. Instead of looking at a one-mile area, they are looking at where people live that has 10-minute access on transit. He said he would like to push a conversation sooner than later to start talking about this more in depth. He would like a workshop where there's a place for discussion. If the JPB is going to try to grow ridership and get support at the ballot, the Board needs to demonstrate equity.

Director Cohen said the reason why the Board is raising this issue is to elevate the conversation to get Caltrain to the collective best interest, which is to get people out of their cars and onto the train. To do that, the JPB needs to understand who is not riding and why, and then solve for those problems. Caltrain needs regular funding sources, and that is done by talking to voters. People who don't ride are voters and are less incentivized to vote for a measure that provides funding.

Ms. David said appendix J lists ridership travel patterns and demographics on who are riding the trains including household incomes. Nine percent of riders make less than \$30,000 a year.

Director Peralez said he is interested in a future conversation incorporating thinking about who is not riding the system. He would like a more in-depth study session on the data in the report. The end goal is to drive up ridership within lower-income demographics. He would like to include a conversation about the incentives and more knowledge of the Go Pass and who is using it. He said many of the riders were introduced to Caltrain through a special event or leisure activity, but he assumes there are not that many lower-income individuals who will be introduced to Caltrain that way.

Motion/Second: Tissier/Cohen

Ayes: Cisneros, Cohen, Guilbault, Peralez, Ramos, Tissier, Yeager, Woodward

Absent: Gee

CALTRAIN PLANNING INITIATIVES

Liz Scanlon, Caltrain Planning Manager, presented:

- Planning initiatives
 - Several key policy and strategic planning studies underway that will
 - Advance and support the Caltrain Strategic Plan
 - Develop policy or operating procedures to best support Caltrain service and riders
- Station management toolbox
 - FTA grant award
 - Scope of study
 - Develop decision-making tools related to stations
 - Evaluate how access facilities and programs serve riders
 - Explore opportunities related to transit-oriented development (TOD)
 - Timeline: 2016-2018

- Corridor use policy
 - Develop policy framework around the use of JPB-owned property
 - Scope of study
 - Identify range of JPB property assets
 - Develop decision framework related to permitted near- and long-term uses and associated procedures
 - Evaluate financial and operational tradeoffs
 - Timeline: 2017-2018
- Bike parking management plan
 - Caltrans grant award
 - Scope of study
 - Study options and strategies for the management of bike parking at stations
 - Understand the market for bike parking
 - Explore opportunities for delivering improved parking including potential third-party vendor partnerships
 - Engage the Bicycle Advisory Committee
 - Timeline: 2016-2017
- Caltrain fare study
 - Phase I
 - Technical studies to determine correct fare elasticities
 - Study current structure and passes as well as industry best practices
 - Use technical data, fully scope Phase II
 - Phase II
 - Draft and evaluate fare policy
 - Public and stakeholder outreach
 - Timeline: 2016-2017
- Short-Range Transit Plan (SRTP)
 - Required by the MTC every two years
 - Describes existing and planned services/facilities following guidelines set forth by MTC
 - Current Caltrain SRTP (adopted October 2015) covers FY2015-2024
 - Update will cover FY2016-2026
- Stakeholder coordination
 - Importance
 - Key projects or studies effect Caltrain long-range planning or strategic plans
 - Offer input early related to impacts to Caltrain service, facilities and/or riders
 - Major projects
 - Blended system
 - Station area plans, etc.
- California High-Speed Rail Authority (CHSRA) Blended Service timeline
 - Latest business plan adopted April 28, 2016
 - Scoping for Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) May 9, 2016
 - Caltrain submitted scoping letter
 - EIR/EIS technical work underway
 - Caltrain has been involved in meetings with CHSRA staff on various

- blended corridor elements
 - Technical analysis is pending
 - Early 2017, draft EIR/EIS document anticipated for review and comment
 - End 2017, schedule for final EIR/EIS approval
 - Key issues for Caltrain
 - Passing track locations
 - Blended system operations and prototypical schedule
 - Configuration of stations
 - Platform configuration at San Jose, Millbrae and 4th and King
- San Jose Diridon Station
 - Intermodal working group (San Jose, VTA, CHSRA, and Caltrain)
 - Transportation Master Plan study
 - Kickoff in 2017, looks at all modes of access to station relative to high-speed rail and BART extension
 - Station area TOD potential
 - Governance model being studied
 - Possible interagency working agreement
 - Possible joint powers authority for station area
 - VTA policy advisory board quarterly updates
 - Timing: 2016-2018
- Millbrae Station
 - Intermodal working group (Millbrae, CHSRA, San Francisco International Airport, the city and county of San Francisco, and Caltrain)
 - Comprehensive access study
 - Kickoff 2017, looks at all modes of access to station to ensure buses, bikes, pedestrians, and cars can all adequately access the station
 - TOD
 - East side: BART TOD project (pending approval)
 - West side: Private TOD project proposed
 - Studying high-speed rail configuration and integration to station
 - 2016-2019
- San Francisco Station
 - North Terminal study
 - FTA grant to evaluate options to modernize 4th and King station and rail yard
 - Study operational needs and station/passenger facility
 - Coordinating with Transbay Joint Powers Authority (TJPA) and CHSRA regarding future planned improvements affecting 4th and King
 - Underlying land owner interest in working with Caltrain on modernization efforts
 - Coordinating with the city and county of San Francisco regarding land use and transportation
 - Timing: 2016-2019
- Downtown Extension (DTX)
 - TJPA working to develop DTX funding plan
 - Caltrain and CHSRA passenger facility surcharge proposed to generate revenues for capital costs; Caltrain studying the concept
 - TJPA proposes to complete development of regional funding plan by mid-2017

- TJPA working on securing additional funds to continue implementation
- Timing: DTX draft delivery schedule anticipates operations beginning in early 2026
- Other stakeholder activities
 - State Rail Plan led by California State Transportation Agency – Planning of the integrated State rail network
 - MTC Core Capacity Transit Study – Study of the capacity constraints in San Francisco
 - City and County of San Francisco Rail Yard Alternatives and Interstate 280 Boulevard Feasibility Study – City transportation study of unified vision for Soma/Mission Bay including 4th and King rail yard
 - Other station area plans
 - Grade separation efforts – Integration with city efforts and county measures

Director Cohen asked if the Bike Parking Management Plan could include safety of the bikes and the owners. Ms. Scanlon said safety will be part of that plan.

Director Ramos said it would be good to talk about the regional perspective of TOD at the stations and think about making development happen quickly and easily as a strategy to build ridership. Getting more people who live near the stations access to homes or jobs could help build ridership. BART has created a TOD policy thinking about making a statement to developers or potential investors about what would be the best use of the land around stations. To have a strategy outlined from a regional perspective would benefit the agency and transportation as a whole.

Public Comment

Jeff Carter, Millbrae, said one thing about Millbrae is connecting between buses and the station. The bus turnaround was removed. It is difficult for people to get from BART or Caltrain to the buses on El Camino Real. Staff should look at better connections in the future. There are no good intermodal connections to get to the airport from Millbrae. He has asked for details about how the Go Pass ridership is calculated.

Adina Levin, Friends of Caltrain, said MTC has regional origin and destination information for commutes on all modes. Transit Management Associations are also collecting data about how people are commuting into job centers and dense nodes.

Doug DeLong, Mountain View, said he has asked the Board to take away the senior discount and implement low-income discounts for Caltrain riders. If the JPB can figure out a way to implement a low-income discount, there will need to be unique marketing approaches to reach those populations. He does not get the sense there is much energy behind this initiative.

Vaughn Wolffe, Pleasanton, said if TOD is going to work, it will have to be provided on the level of household income as opposed to the level of profit builders will get. If people buy property, they will stay for life. If they rent, agencies can control the rent and keep it the same for low-income people. Most of the traffic on Highway 101 is impacted because of people coming from the East Bay to the Peninsula. Unless cross-bay transportation is addressed to make it more efficient, the problem will not be

solved. No one is working on a solution.

Director Ramos said BART and VTA have adopted inclusionary zoning policies to make sure TODs have a requirement of about 25 percent baseline at or below market rate. BART has established a goal of achieving 35 percent inclusionary housing at below market rate.

LEGISLATIVE UPDATE

Casey Fromson, Manager, Government and Community Relations, provided the following update:

Local

A transportation measure in Santa Clara County will potentially have over \$1 billion going towards Caltrain contracts: \$314 million for Caltrain capacity improvements and congestion relief project and \$700 million dedicated for grade separations in Palo Alto, Mountain View, and Sunnyvale. This will be the first time that Santa Clara County will have a dedicated local funding source for grade separations.

State

Proposition 53 would require Statewide voter approval before any revenue bonds could be issued or sold by the State for projects over \$2 billion. This would likely impact high-speed rail if passed. The governor is opposed to this proposition and it does not look like it will pass.

Assemblymember Rich Gordon is termed out and his district includes parts of the Caltrain right of way in Santa Clara and San Mateo counties. There are two contenders to replace Mr. Gordon: Palo Alto City Councilman Marc Berman and Palo Alto attorney Vicki Veenker.

In San Jose the seat being vacated by Nora Campos could be filled by Ash Kalra or Madison Nguyen.

Scott Wiener and Jane Kim are in the race for State Senate.

Federal

The Continuing Resolution funding ends on December 9, so the House and Senate may take action before that time to address appropriations either through minibuses or an omnibus packages.

Senator Barbara Boxer is retiring and in San Jose there is a race between Mike Honda and Ro Khanna.

CORRESPONDENCE

No discussion.

BOARD MEMBER REQUESTS

None.

DATE/TIME/PLACE OF NEXT REGULAR MEETING

Thursday, December 1, 2016, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL REPORT

Joan Cassman, Legal Counsel, said there is only one potential case of anticipated litigation the Board will be discussing in closed session along with the real property negotiation.

Recessed to closed session at 11:59 a.m.

Chair Woodward left at 12 p.m.

Closed Session: Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2): One Potential Case

Closed Session: Conference with Real Property Negotiators (Joan L. Cassman, General Counsel, Brian Fitzpatrick and Gary Cardona, JPB Real Estate Staff); pursuant to Government Code Section 54956.8:

Under negotiation: Price and terms of contract

- 2645 S. El Camino Real, San Mateo CA 94403

Reconvened to open session at 12:12 p.m.

Ms. Cassman said no action has been taken.

Adjourned at 12:13 p.m.