

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

**MINUTES OF MARCH 23, 2020**

**MEMBERS PRESENT:** D. Davis(Chair), R. Collins, M. Zmuda

**MEMBERS ABSENT:** None

**STAFF PRESENT:** D. Hansel, S. van Hoften, G. Martinez, A. Chan, P. Skinner, J. Cassman, D. Seamans, S. Wong

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Dev Davis called the meeting to order at 2:37 pm and led the Pledge of Allegiance.

**2. ROLL CALL**

District Secretary Dora Seamans called the roll and confirmed all present.

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

Roland Lebrun, San Jose, commented on using to Zoom icon to raise your hand to speak.

**4. APPROVAL OF MEETING MINUTES OF February 24, 2020**

Motion/Second: Zmuda/Collins

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**5. ACCEPT FINANCE AND RIDERSHIP UPDATES – COVID-19**

Jim Hartnett, Executive Director, said the slides will show Caltrain's dramatic circumstances in terms of both ridership and revenues, and he noted that the PowerPoint is outdated as there are daily changes.

Derek Hansel, Chief Financial Officer, spoke on ridership impacts; highlights included one way and day pass sales for week of February 24, a notable drop in ridership the week of March 2 to the point where there were normally over 20,000 one way tickets being sold down to 1,000 one way tickets being sold. He noted that weekend ridership plummeted down to 400 tickets being sold daily. Mr. Hansel said fare revenue composition for GoPass is now 25 percent, and while there is a degree of insulation with GoPass, the drop in ridership creates significant problems with no other sources of revenue as a cushion in these dramatic circumstances. He said the vast majority of expenses are associated with the TASI (Transit America Services, Inc) contract. He noted that there is an operating line of credit with JP Morgan that is not needed right now.

Directors Zmuda, Director Collins, and Chair Davis had a robust discussion with Mr. Hansel, Ms. Bouchard and Mr. Hartnett involving the TASI contractor status, borrowing from the capital line of credit, Federal and State support funds, and COVID-19 insurance coverage.

Public comment

Dave Burruto asked if any GoPass companies have withdrawn from the program. Mr. Hansel answered no.

Jeff Carter, Millbrae, asked for the raw data compiled for the charts. Mr. Hansel said they would ultimately make that data available as staff is already overbooked for current projects.

Roland Lebrun, San Jose, commented on removing the baby bullet from the schedule, lines of credit, and the Samtrans agency.

The Board members had a robust discussion and staff provided further clarification in response to the Board comments and questions. Topics ranged from weekend ridership, ongoing projects going forward, to worst case scenarios and protective equipment.

**6. ACCEPT STATEMENT OF REVENUES AND EXPENDITURES FEBRUARY 2020**

Derek Hansel, Chief Financial Officer, noted that the forecast in the report is now inaccurate and that they cannot currently forecast due to the current fluid circumstances.

Public Comment:

Roland Lebrun, San Jose, suggested the forecast be put on consent

Motion/Second: Zmuda/Collins moved to accept with the exclusion of the February data projection from the Board report.

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**7. AUTHORIZE APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDS**

Michelle Bouchard, Chief Rail Officer, said this occurs every two years to support the shuttle program. They are in the process of a study to determine cost effectiveness and this is to authorize the program to move forward until recommendations from that study are done.

In response to Director Zmuda's question on payment for the program, staff clarified that it was shared equally amongst the three partners.

Motion/Second: Collins/Zmuda

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**8. AWARD CONTRACT TO ALSTOM TRANSPORTATION, INC. FOR LOCOMOTIVE OVERHAUL SERVICES**

Julie Taylor, Director of Contracts & Procurement, noted that the report was in the packet and welcomed questions.

Director Zmuda asked if this was the last time the locomotives will be overhauled and whether the eligibility requirements were new.

Ms. Bouchard responded that this was the first and last time these vehicles will receive a mid-life overhaul.

In response to Director Collins question, Ms. Bouchard responded that midlife is every 15 years and its mid-life was in 2016.

Public comments:

Drew, San Mateo, commented on the timing and frequency of locomotive overhauls.

Motion/Second: Collins/Zmuda

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**9. AGREEMENT WITH SPRINT FOR RELOCATION OF COMMUNICATION FACILITIES FOR THE SOUTH SAN FRANCISCO STATION IMPROVEMENT PROJECT**

Howard Beckford, Capital Projects, introduced the agreement regarding relocation of the communication facilities, currently in the construction phase, where they would install a stairwell and ramp at the station. He said they needed to relocate the fiber optic line with a 180-foot trench, which falls outside contract scope. Mr. Beckford recommended proceeding immediately to prevent delays.

Motion/Second: Zmuda/Collins

Ayes: Collins, Zmuda, Davis

Noes: None

Absent: None

**10. COMMITTEE MEMBER REQUESTS**

None.

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

Chair Davis announced the time and location of the next meeting; Monday, April 27, 2020 at 2:30 pm, San Mateo County Transit District Administrative Building, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA

**12. ADJOURN**

The meeting adjourned at 3:49 pm.

An audio/video recording of this meeting is available online at [www.caltrain.com](http://www.caltrain.com). Questions may be referred to the Board Secretary's office by phone at 650.508.6279 or by email to [board@caltrain.com](mailto:board@caltrain.com).