

**Peninsula Corridor Joint Powers Board  
Board of Directors Meeting  
1250 San Carlos Avenue, San Carlos CA**

**MINUTES OF FEBRUARY 6, 2020**

**MEMBERS PRESENT:** D. Pine (Chair), C. Brinkman, J. Bruins, C. Chavez, R. Collins, D. Davis, C. Stone, S. Walton, M. Zmuda

**MEMBERS ABSENT:** None

**STAFF PRESENT:** J. Hartnett, C. Mau, J. Cassman, M. Bouchard, A. Chan, J. Funghi, D. Hansel, S. Murphy, M. Jones, S. Petty, C. Boland, J. Brook

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

Chair Dave Pine called the meeting to order at 9:05 am.

**2. ROLL CALL**

Assistant District Secretary Jean Brook called the roll and confirmed a quorum.

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

Roland Lebrun, San Jose, suggested eliminating the baby bullet, size of electric vehicle units, and employee relations.

Jeff Carter, Millbrae, expressed support for Seamless Bay Area.

**4. CONSENT CALENDAR**

**Motion/Second: Stone/Collins approved the Consent Calendar, as amended, to item 4.a., below:**

Ayes: Brinkman, Bruins, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine

Noes: None

Absent/Abstain: None

**a. Approve Meeting Minutes of January 9, 2020, as amended**

Director Chavez requested an amendment to the January 9, 2020 Minutes, on Page 2, Consent Calendar, Item 6.g, Insert "Director Chavez requested that a discussion take place between SamTrans and Valley Transportation Authority and other operators regarding a regional approach to strategies around recruitment of bus operators, with particular outreach to women."

**b. Receive Key Caltrain Performance Statistics**

**c. Receive State and Federal Legislative Update**

**d. Accept Statement of Revenues and Expenditures for December 2019**

**e. Approved By Resolution No. 2020-4, Authorize an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services**

**f. Diridon Integrated Station Concept Plan – Acceptance of Decision 3 of Concept Layout**

Vice Chair Davis clarified that the project was approved conceptually, with no specific decisions on funding, timelines, or track numbers.

**Approved by the Work Program-Legislative-Planning Committee:**

**g. Approved Resolution No. 2020-5, Adoption of the Caltrain Rail Corridor Use Policy**

Public Comment:

Jeff Carter, Millbrae, commented on the Rail Corridor Use Policy (RCUP) and retention of Caltrain land for future uses.

**h. Caltrain Business Plan - Update Covering December 2019 and January 2020**

**5. REPORT OF THE CHAIR**

**a. Board Committee Appointments**

Chair Pine provided the following updates:

- Director Monique Zmuda replaced Director Walton on the Finance Committee. He expressed his appreciation to Director Walton for his service on the committee.
- Director Bruins was appointed to chair the Local Policy Makers Group;
- A Request for Proposals (RFP) for Special Legal Counsel services was developed following discussion at the Board's workshop in November. Four firms were invited to interview and the finalist would be brought to the Board in March for award of contract.
- The Governance ad-hoc committee (Walton, Chavez and Pine) would hold its first meeting in February with the assistance of facilitator Grace Crunican.
- Attended a seven-agency meeting regarding Senate Bill 797; a sales tax funding measure.

**6. REPORT OF THE EXECUTIVE DIRECTOR**

Jim Hartnett, Executive Director, provided the following updates:

- Discussed the seven-agency meeting for discussion of a potential funding measure for Caltrain. Three successive meetings were scheduled and an informational item would be brought back to the Work Program Committee in March;
- Updated the Board on the means-based fare pilot program;
- A task force on Clipper fare integration has been started, chaired by Mr. Hartnett;
- The consultant team of ARUP has been retained to conduct an organizational assessment/capacity study in order to achieve the recommendations in the Business Plan.

In response to Director Chavez, Michelle Bouchard, Chief Operating Officer, Rail, discussed ARUP's three areas contained their scope of work. Director Pine added that the work on the organization study is an important endeavor.

Directors Stone and Brinkman discussed on the means based fare study and fare integration work and commended staff for its important work.

**a. Peninsula Corridor Electrification Project Monthly Report and Quarterly Report**

John Funghi, Chief Officer, Caltrain Planning/CalMod, provided a monthly update on the electrification project. He provided details on the foundation work, work done by the pole subcontractor, tunnel modifications, electric multiple unit progression, testing, and program financials. Mr. Funghi noted that the the quarterly report produced by the Federal Transit Administration's project management oversight consultant ("PMOC") called out Balfour Beatty's inability to meet the construction schedule. Director Brinkman added that the Peninsula Corridor Electrification Project ad hoc Committee discussed foundation productivity, Balfour Beatty construction progress, and contractor accountability.

Public Comment:

Roland Lebrun, San Jose, commented on tunnel poles, schedule for the electric multiple units, dual-speed solutions, and tracks circuits.

**b. Monthly Report on Positive Train Control Project**

Ms. Bouchard provided an update on the Positive Train Control project and discussed the ongoing safety testing certifications currently underway.

Director Brinkman thanked the City and County of San Francisco for its collaboration.

Public Comment:

Roland Lebrun, San Jose, commented on positive train control deadlines and expenditures.

**7. REPORT OF THE CITIZENS ADVISORY COMMITTEE**

Brian Shaw, Chair, Caltrain Citizens Advisory Committee, provided an update; highlights included Mr. Shaw's nomination as CAC Chair with Adrian Brandt as Vice-Chair, CAC requests and comments, and future agenda items.

**8. DELEGATION OF AUTHORITY TO THE GENERAL MANAGER/CEO TO EXECUTE REVENUE-NEUTRAL AGREEMENTS FOR CALTRAIN SPECIAL EVENT SERVICE**

Catherine David, Principal Planner, Caltrain Operations Planning, recommended delegation of authority to the Executive Director, or his designee, to execute revenue-neutral agreements and amendments to mitigate the Caltrain's financial risk when operating Special Event Service for venues or events, to ensure adequate Caltrain service and establish partnerships between Caltrain and the event venues. Examples cited were Oracle Park, Chase Center, Levi Stadium and SAP Center. Director Stone supported the resolution.

**Approved by Resolution No. 2020-6, Delegating Authority to the Executive Director to Execute Revenue-Neutral Agreements for Caltrain Special Event Service.**

Motion/Second: Chavez/Stone

Ayes: Brinkman, Bruins, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine

Noes: None

Absent: None

**9. REPORT OF THE WORK PROGRAM-LEGISLATIVE-PLANNING (WPLP) COMMITTEE**

Mr. Hartnett said the Rail Corridor Use policy informs Caltrain of potential limited property opportunities not earmarked for current or future use. He outlined policy goals (sustainable transportation, value creation, equity, complete communities) and strategic objectives (encouraging transit, supporting development, generating revenue streams, leveraging capital projects land acquisitions, workforce development). He noted the limitations and emphasized the importance to Caltrain staff and Board values.

**a. Recommend Adoption of Transit-Oriented Development (TOD) Policy**

Jim Hartnett, CEO, reviewed the four goals and objectives contained in the draft policy, which had been reviewed previously by both the Board and Board's Work Program committee five times collectively. He stated the policy would be an important guide for staff to following in the future.

Mr. Hartnett introduced Brian Fitzpatrick, Director of Real Estate and Property Development, who provided a final presentation on the subject highlighting, again, the purpose and scope of the policy, a brief history of previous meetings and the preliminary findings from the recently adopted Railroad Corridor Use Policy.

Mr. Fitzpatrick reviewed comments from previous meetings, which were incorporated into the policy for consideration. He then reviewed the economics of affordable housing requirements, parking, soil remediation and reviewed BART and Valley Transit's transit oriented policies for comparison purposes.

*Director Bruins was excused from the remainder of the meeting at 10:41 am*

Mr. Fitzpatrick and Mr. Hartnett responded to Board questions, including percentage of developable opportunities, right of first refusal, hotels as an allowable use, and density requirements.

*The meeting recessed at 10:48 am and reconvened at 10:58 am.*

Chair Pine called for public comment.

Public Comment:

Leora Tanjuatco, San Mateo Housing Leadership Council, expressed support for prioritizing affordable housing on public land.

Jonathan Erwin Frank, Tenant Attorney, commented on the Surplus Land Act, its requirements, and expressed support for right of first refusal.

Vaughn Wolffe, Pleasanton, discussed factors on increasing housing prices and restricting empty investment properties.

Jeff Carter, Millbrae, expressed support for the TOD, affordable housing, and station parking.

Justin Wang, Greenbelt Alliance, discussed affordable housing near transit and contributing to climate goals by utilizing public transit.

Adina Levin, Friends of Caltrain, commented on Caltrain statistics regarding height and density standards, parking, and grade separation.

Kelsey Banes, Peninsula for Everyone, discussed access to quality housing for veterans and people rebuilding their lives with no access to transportation otherwise.

Rob Nielsen, Palo Alto, expressed support for 30 percent inclusionary goal and the minimum height requirement.

Roland Lebrun, San Jose, discussed TOD, railroad ties, complexity of raised stations, re-thinking Redwood junction for Caltrain for two stops.

Eric Zigman, Executive Director, Golden Gate Regional Center, discussed serving people with multiple disabilities with affordable housing near transit.

Chair Pine closed public comment and opened Board discussion.

Director Zmuda asked about Request for Proposals (RFPs) in regards to the nonprofit sector and affordable developers. Mr. Fitzpatrick said the objective is to set goals that reflect Caltrain values created at this meeting and encourage affordable developers to compete.

Director Stone said the issue of housing on transit agency land is a bit more complex compared to other government land. He expressed support for TOD and discussed hotel based housing.

Director Walton expressed support for omitting hotels from the policy.

Director Chavez commented that the market does not create opportunities for affordable housing and profit should not be the motivation. She supported minimum standards in the policy.

Director Collins recalled the issues with the San Carlos Transit Village project on El Camino and the issues related with the stories and density, with affordability component. He expressed support for setting a higher standard to maximize density and affordability levels.

Chair Pine stated the Board has set a good example for standards for analyzing complex issues in this policy, with this policy and its 30 percent minimum.

**Approved by Resolution No. 2020-7, Adopted the Caltrain Transit-Oriented Development Policy, as amended, below.**

Motion/Second: Davis/Brinkman moved to approve the Transit-Oriented Development (TOD) policy, as amended to include a height and density clause of 50-units per acre and height minimum of four-stories for residential projects.

Ayes: Brinkman, Chavez, Collins, Davis, Stone, Walton, Zmuda, Pine  
Noes: None  
Absent: Bruins

*Director Walton was excused from the remainder of the meeting, at 11:35 am.*

**10. CORRESPONDENCE**

Correspondence was included in the Board's reading folders and on line.

**11. BOARD MEMBER REQUESTS**

None.

**12. GENERAL COUNSEL REPORT**

None.

**13. DATE/TIME OF NEXT REGULAR MEETING:** Thursday, March 5, 2020 at 9:00 am, San Mateo County Transit District Administrative Building, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA

**14. ADJOURN**

The meeting adjourned at 11:36 am in memory of retired Bus Maintenance Supervisor, Elliott Rivas; husband of Bus Transportation Manager, Ana Rivas.