

**Peninsula Corridor Joint Powers Board
Finance Committee
1250 San Carlos Avenue, San Carlos, CA 94070
Minutes of February 24, 2025**

Members Present: David J. Canepa, David Cohen, Monique Zmuda (Chair)
Members Absent: None
Staff Present: M. Bouchard, J. Brook, J. Harrison, K. Jordan Steiner, L. Lumina-Hsu, M. Stewart, K. Yin

1. Call to Order

Chair Monique Zmuda called the meeting to order at 2:31 pm.

2. Oath of Office: David Cohen (representing Santa Clara Valley Transportation Authority)

JPB Deputy Secretary Loana Lumina-Hsu administered the Oath of Office to David Cohen, representing Santa Clara Valley Transportation Authority.

3. Roll Call

JPB Deputy Secretary Lumina-Hsu called the roll and confirmed a quorum was present.

4. Pledge of Allegiance / Safety Briefing

Chair Zmuda led the Pledge of Allegiance and delivered the safety briefing.

5. Public Comment on Items not on the Agenda – There were none.

6. Consent Calendar

6.a. Approval of Meeting Minutes for December 16, 2024

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

7. Authorize Executive Director to Execute a Primary Grant Agreement with the San Mateo County Transportation Authority for Future Measures A and W Funding**

Michelle Stewart, Director, Grants and Fund Management, provided the presentation, which included the following:

- Execute the primary agreement with the Transportation Authority (TA) as funding allocations are made
- Purpose is to streamline the TA's Measure A and W funding process

The Committee members had a discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- \$5 million per member agency for Measures A and W funding for TA capital program
- Other funding possibilities for which JPB may be eligible
- Executive Director working with TA to guide strategy for funding Capital Improvement Program

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

8. Awarding On-Call Transportation Planning and Consultant Support Services to Kimley-Horn and Associates, Inc.; Fehr & Peers; and Mott MacDonald Group, Inc. for an Aggregate Total Not-to-Exceed Amount of \$60 Million for a Five-Year Base Term and up to an Additional \$20 Million for Two One-Year Option Terms*

Kevin Yin, Director, Contracts and Procurement, provided the presentation, which included the following:

- Provide a bench of firms to support services for rail planning
- Received nine proposals: six in competitive range and selected three highest-ranked firms
- Funding from local, state and federal sources as approved by the budget

The Committee members had a discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Contract management: Work directives and monitoring consultant teams
- Provide quarterly reports: Current contracts will conclude at end of calendar year or continue with the three selected consultants
- Contract capacity was expanded last year; no further capacity issues expected for existing contract
- Use of consultants versus existing staff
- Departments working with HR (Human Resources) to fill open rail planning positions
- Provide new contractor rates
- Feedback from other transit agencies indicates percent profit margin has increased

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

9. Adopt Event Ticket Distribution Policy

James Harrison, Legal Counsel, provided the presentation, which included the following:

- Policy to govern how tickets Caltrain receives from sponsors are distributed
- Caltrain reports financial disclosure of gifts and not individual recipients
- Tickets must be distributed to serve a public purpose

Motion/Second: Cohen/Canepa

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

10. Adopt JPB Debarment Policy

Mr. Yin provided the presentation, which included the following:

- Policy establishes standards for contractor work
 - Provides an administrative enforcement procedure to ban contractors from applying for and receiving government contracts
 - Establishes grounds for debarment
 - Establishes fair review of contractors alleged to have engaged in misconduct
- Debarment policy concurrently being brought to SamTrans and the TA

The Committee members had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Policy's impact for contractors on debarment list
- Policy similar to policies of other transit agencies in region
- Debarred firms must submit request to Executive Director to be removed from debarment list

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

11. Receive Quarterly Financial Report for Fiscal Year 2025 Quarter 2 Results and Annual Outlook

Kate Jordan Steiner, Chief Financial Officer, provided the presentation, which included the following:

- Improved financial position
- Projecting to end year with \$5 million deficit
- Year-end forecast is close to budget with operating grants and interest income - \$1.5 million favorable to budget and offset by Measure RR and Go Pass decline
- Financial risks: expenses outpacing sources and inflation driving labor and pension pressures

The Committee members had a robust discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Updated sales tax projections received every quarter. Rates slated to increase in Fiscal Year 2026
- Build more dedicated operating reserves
- Project increased ridership and fare revenue

12. Committee Member Requests - There were none.

13. Date/Time of Next Regular Finance Committee Meeting: Monday, March 24, 2025 at 2:30 pm.

14. Adjourn - The meeting adjourned at 3:29 pm.