



BOARD OF DIRECTORS 2025

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AGENDA

Peninsula Corridor Joint Powers Board Finance Committee Meeting

May 19, 2025, 2:30 pm

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

Committee Members: Monique Zmuda (Chair), David J. Canepa (Vice Chair), David Cohen

Members of the public may participate remotely via Zoom at <https://us02web.zoom.us/j/81843266625?pwd=aDExTGltUUJSOUc5TkNnbU1QMTRHUT09> or by entering Webinar ID: # 818 4326 6625, Passcode: 249080, in the Zoom app for audio/visual capability or by calling 1-669-900-6833 (enter webinar ID and press # when prompted for participant ID) for audio only. The video live stream will be available after the meeting at <https://www.caltrain.com/video-board-directors>.

Members of the public also may participate in person at: San Mateo County Transit District, 1250 San Carlos Avenue, Bacciocco Auditorium - Second Floor, San Carlos, CA, or any other noticed location.

Public comments may be submitted to publiccomment@caltrain.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings>.

Verbal public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak, and callers should dial *6 to unmute themselves when recognized to speak.

Each public comment is limited to two minutes. The Board Chair has the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

May 19, 2025 - Monday

2:30 pm

All items to which [Government Code section 84308](#) applies have been marked with an asterisk.

A double asterisk indicates that one or more Directors of the JPB serve on the governing board of a public agency with which the JPB proposes to contract. Under Government code section 1091(a)(9), this relationship is considered to be a noninterest but it must be disclosed.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance / Safety Briefing
4. Public Comment on Items not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff to reply.
5. Consent Calendar
Members of the Board may request that an item under the Consent Calendar be considered separately.
 - 5.a. Approval of Meeting Minutes for April 21, 2025 Motion
 - 5.b. Authorize Contingent Budget Authority for Fiscal Year 2025 Operating Budget Increasing the Budget from \$238.1 Million to \$240.5 Million Motion
6. Authorize the Submission of Grant Applications to the Regional Transit Connection Program (RTC) Program
 - 6.a. Resolution to Support Caltrain's Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$13,500,000 to initiate the Environmental Phase of the Redwood City 4-Track Station and Grade Separation Project** Motion
 - 6.b. Resolution to Support Caltrain's Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount Between \$5,000,000 and \$10,000,000 to Support Operating Funding for Increased Weekend Service** Motion
 - 6.c. Resolution to Support Caltrain's Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$1,800,000 for a Station Safety and Access Assessment and Improvements in San Mateo County** Motion

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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| 6.d. Resolution to Support Caltrain's Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$1,000,000 for a First and Last Mile Station Access Planning Study in San Mateo County** | Motion |
| 7. Award a Contract to Kelly McNutt Consulting, LLC for On-Call Alternative Project Delivery Support Services for a Total Not-to-Exceed Amount of \$6,228,400 for a Five-Year Term* | Motion |
| 8. Award Contracts to Cooperative Personnel Services; gothamCulture LLC; and The Consulting Team LLC for On-Call Coaching and Leadership Development Services for an Aggregate Not-to-Exceed Amount of \$350,000 for a Five-Year Base Term, with Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$140,000* | Motion |
| 9. Award Contracts to AppleOne, Inc.; SearchPros Staffing, LLC; and Tellus Solutions, Inc. for On-Call Temporary Staffing Services for an Aggregate Not-to-Exceed Amount of \$1,250,000 for a Five-Year Base Term, with up to Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$500,000* | Motion |
| 10. Authorize Execution of Contracts and Amendments for Information Technology Hardware, Software, Licenses, Maintenance Services and Professional Services, and Technology-Related Products and Services, Through Piggyback Contracts and Cooperative Purchasing Programs up to an Aggregate Not-to-Exceed Limit of \$3 Million for Fiscal Year 2026* | Motion |
| 11. Accept Statement of Revenues and Expenses for the Period Ending March 31, 2025 | Motion |
| 12. Authorize the Executive Director to Execute a Reimbursement Agreement with the San Mateo County Transit District for the Peninsula Corridor Joint Powers Board's (JPB) Share of Furnishing, Information, Communications, and Technology (ICT) Infrastructure, and Other Costs in Connection with Relocating to 166 N. Rollins Road in Millbrae, California** | Motion |
| 13. Committee Member Requests | |
| 14. Date/Time of Next Regular Finance Committee Meeting: Monday, July 28, 2025 at 2:30 pm.
The meeting will be accessible via Zoom and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070. | |
| 15. Adjourn | |

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Information for the Public

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board. If you have questions on the agenda, please contact the JPB Secretary at 650.551.6108. Agendas are available on the Caltrain website at <https://www.caltrain.com>. Communications to the Board of Directors can be e-mailed to board@caltrain.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287

Date and Time of Board and Committee Meetings

JPB Board: First Thursday of the month, 9:00 am; JPB Finance Committee: Two Mondays before the Board Meeting, 2:30 pm; JPB Technology, Operations, Planning, and Safety (TOPS) Committee: Two Wednesdays before the Board meeting, 1:30 pm. JPB Advocacy and Major Projects (AMP) Committee: Two Wednesdays before the Board meeting, 3:30 pm. The date, time, and location of meetings may be changed as necessary. Meeting schedules for the Board and Committees are available on the website.

Location of Meeting

Members of the Public may attend this meeting in person or remotely via Zoom. Should Zoom not be operational, please check online at <https://www.caltrain.com/about-caltrain/meetings> for any updates or further instruction.

Public Comment*

Members of the public are encouraged to participate remotely or in person. Public comments may be submitted by comment card in person and given to the JPB Secretary. Prior to the meeting's call to order, public comment may be sent to publiccomment@caltrain.com so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.caltrain.com/about-caltrain/meetings>.

Oral public comments will also be accepted during the meeting in person or through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Upon request, the JPB will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that is distributed to a majority of the legislative body, will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**Peninsula Corridor Joint Powers Board
Finance Committee
1250 San Carlos Avenue, San Carlos, CA 94070
DRAFT Minutes of April 21, 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, A. To, K. Yin, L. Zhang

1. Call to Order

Chair Monique Zmuda called the meeting to order at 2:30 pm.

2. Roll Call

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

3. Pledge of Allegiance / Safety Briefing

Chair Zmuda led the Pledge of Allegiance and delivered the Safety Briefing.

4. Public Comment on Items not on the Agenda

Adrian Brandt commented on flat spot repair.

5. Consent Calendar

5.a. Approval of Meeting Minutes for March 24, 2025

Motion/Second: Cohen/Canepa

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

6. Receive Caltrain Non-Fare Revenue Strategy Study Initial Results

Li Zhang, Chief, Commercial and Business Development, introduced Laura Aldrete and Rachelle Sarmiento, Hatch Urban Solutions. Ms. Sarmiento provided the presentation, which included the following:

- Cost reduction focus; developed roadmap for non-fare revenue strategies including fiber optic leasing
- Outlined organizational priorities; past agreements; scanned Bay Area market; set priority actions

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

- Strategies employed by other rail agencies
- Portfolio performance; more comprehensive strategy from a corridor-wide perspective over 10-15-year trajectory

- Fiber optic cable leasing and energy storage; greatest opportunity with the lowest barrier in terms of resources, cost-effectiveness
- Revenue from advertising, naming rights, transit-oriented development, and commercial leasing

Public Comment

Adrian Brandt commented on parking revenue strategies and fare enforcement.

Roland commented on fiber optics and Communications Hill as a potential future Caltrain station.

7. Accept Statement of Revenues and Expenses for the Period Ending February 28, 2025

Kate Jordan Steiner, Chief Financial Officer, presented the staff report, which included the following:

- Revenues offset by LCFS (Low Carbon Fuel Standard), SRA (State Rail Assistance), and LCTOP (Low Carbon Transit Operations Program) grant funding; lack of favorability due to timing or invoicing
- Expenses favorable driven by professional services
- Claims generally favorable
- Rail operator service unfavorable

Public Comment

Adrian Brandt commented on using diesel switchers as opposed to electric locomotives, and income from citations.

Roland commented on Measure RR and using electric locomotives.

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

8. Accept Annual Audit of Measure RR Tax Revenues and Expenditures for the Fiscal Year Ended June 30, 2024

Annie To, Director, Accounting, provided the presentation, which included the following:

- Assets and expenses exceeded liabilities
- JPB Citizens Advisory Committee (CAC) accepted the 2024 financial statements

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

- Non-operating revenues added to total revenue – excess rolled over to following year; operating funds not rolled over across years

Motion/Second: Cohen/Canepa

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

9. Award a Cooperative Purchasing Contract to Mansfield Oil Company of Gainesville, Inc. to Supply Renewable and Standard Red-Dye, Ultra-Low Sulfur Diesel Fuel and Fueling Services through September 2027 for a Total Estimated Amount of \$2,527,274

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

- Prior contract with Mansfield ends June 2025
- Reviewed cooperative purchasing process and will be included in future operating budgets

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

- Board approval required if additional funds beyond \$2.5 million are required
- Fuel expenditures tracked monthly

Public Comment

Roland requested staff express the contract in terms of number of gallons and cost per gallon of fuel.

Adrian Brandt commented on fuel use of rescue locomotives versus electric locomotives.

Motion/Second: Canepa/Cohen

Ayes: Canepa, Cohen, Zmuda

Noes: None

Absent: None

10. Receive Quarterly Financial Report for Fiscal Year 2025 Quarter 3 Results and Annual Outlook

Ms. Jordan Steiner presented the staff report, which included the following:

- Sources for Quarter 3 better than expected financial position due to high ridership and partner revenue; savings are up due to timing delays and contractor invoicing/vendor payments
- June budget amendment may be required
- Total revenue is favorable offset by delay in funding credits
- Operating grants delayed; will align as expense billing catches up by fiscal year end

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

- Money owed to San Mateo County Transit District (SamTrans) under Administrative category of year-to-date actuals
- Budget adjustments in Fiscal Year (FY) 2025
- TASI (TransitAmerica Services, Inc.) labor contract negotiations
- No need to use operating reserve

Public Comment

Adrian Brandt commented on TASI contract involving retroactive pay increase.

11. Committee Member Requests - There were none.

12. Date/Time of Next Regular Finance Committee Meeting: Monday, May 19, 2025 at 2:30 pm.

13. Adjourn - The meeting adjourned at 4:12 pm.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
For: June 2025 JPB Board of Directors Meeting
Subject: **Authorize Contingent Budget Authority for Fiscal Year 2025 Operating Budget
Increasing the Budget from \$238.1 Million to \$240.5 Million**

☐ Finance Committee Recommendation ☐ Technology, Operations, Planning,
and Safety Committee Recommendation ☐ Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Staff recommends that the Board authorize additional contingent expense budget authority of up to \$2.4 million (or approximately 1.0 percent) within the Fiscal Year 2025 (FY25) Operating Budget. While current projections suggest that Caltrain will remain within the original expense budget, this amendment provides flexibility to address unforeseen year-end adjustments or emerging cost pressures should they arise. This amendment will result in a revised FY25 expense operating budget of \$240.5 million.

Discussion

Based on the most recent forecast, Caltrain is projected to end FY25 within 1 percent (approximately \$1.7 million) favorable to the FY25 operating expense budget. This positive outlook is largely attributed to ongoing reductions in traction power usage and cost savings across several non-labor categories, including professional and consulting services, legal expenses, and Overhead Contact System/Train Power Supply (OCS/TPS) maintenance. Consultant usage in these areas has been lower than anticipated during the transition period.

While the overall outlook remains favorable, there is still year-end risk. The annual actuarial report, expected in August but prior to the close of the fiscal year's books, may require updated projections of Caltrain's long-term liability obligations. In addition, claims events remain volatile in nature, as any significant incident or change in claims activity over the next two months could result in unfavorable budget impacts. Staff also anticipate a potential offsetting inventory adjustment, but the net effect of these variables remains uncertain.

In light of these risks, staff is requesting a budget amendment to increase operating expense authority as a contingency. This action does not represent a commitment to spend beyond the adopted budget but allows flexibility should circumstances require it. Any use of this authority will be reported in the year-end financial statements and updates to the Board.

Sources for the recommended \$2.4 million are (a) \$1.5 million in projected favorable sources mainly driven by favorable farebox, parking, and interest revenues; and (b) \$0.9 million draw from the Measure RR reserve. The tables below outline the impact of the proposed expense budget amendment.

	FY25 Adopted Budget	May FY25 Year-end Forecast	Variance	
Sources	208.7	210.2	1.5	
Uses	238.1	236.5	1.7	Current Expense Contingency
Net Result	(29.4)	(26.3)	3.1	

	FY25 Adopted Budget	Contingency Request	FY25 Amended Budget (Proposed)
Sources	208.7	-	208.7
Uses	238.1	2.4	240.5
Net Result	(29.4)	(2.4)	(31.8)

	FY25 Amended Budget (Proposed)	May FY25 Year-end Forecast	Variance	
Sources	208.7	210.2	1.5	
Uses	240.5	236.5	4.1	Amended Expense Contingency
Net Result	(31.8)	(26.3)	5.5	

Budget Impact

Approval of this item would increase Caltrain's FY25 Operating Budget expense authority by up to \$2.4 million for a revised FY25 operating budget of \$240.5 million. Actual use of the amended authority will depend on final year-end outcomes. Any expenditure above the original budget will be monitored and reported to the Board.

Prepared By: Ladi Millard-Olmeda

Director, Budgets and Financial
Analysis

05/16/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Amend the Fiscal Year 2025 Operating Budget to Reflect Increase of \$2.4 Million, from \$238.1 Million to \$240.5 Million

Whereas, the Joint Powers Agreement of the Peninsula Corridor Joint Powers Board (JPB) requires the Board of Directors (Board) to approve annual Operating Budget; and

Whereas, the adoption of an Operating Budget is necessary for obtaining both Federal and State funds to support the Peninsula Commute Service operation known as Caltrain; and

Whereas, pursuant to Resolution No. 2023-45 adopted on June 1, 2023, the JPB adopted the Fiscal Year 2025 (FY25) Operating Budget for a total authorized budget of \$238,138,000; and

Whereas, based on the most recent forecast, Caltrain remains within 1 percent favorable to the FY25 Operating Budget, due primarily to reduced traction power usage and cost savings in non-labor categories including professional services, legal expenses, and maintenance activities; and

Whereas, while current projections suggest that Caltrain will remain within the adopted FY25 budget, there is still some year-end financial risk due to anticipated adjustments from the annual actuarial report, volatility in claims activity, and other potential unforeseen expenses; and

Whereas, the Staff recommends that the Board authorize additional contingent expense budget authority of up to \$2,400,000 and amend the Operating Budget from \$238,138,000 to \$240,538,000 representing approximately 1 percent of the adopted FY2025 expense Operating Budget, to allow for flexibility in addressing any such year-end adjustments or emerging cost pressures, without requiring additional Board action; and

Whereas, this contingent authority is not a commitment to spend beyond the adopted budget and any use of this authority will be reported in the year-end financial statements.;

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby approves the amendment of the Fiscal Year 2025 Operating Budget in the amount of \$2,400,000 from \$238,138,000 to \$240,538,000; and

Be It Further Resolved that the Executive Director, or designee, is requested to forward a copy of the FY25 Revised Operating Budget to the JPB member agencies at the earliest practicable date; and

Be It Further Resolved that the Executive Director, or designee, is directed to submit these budgets to the Metropolitan Transportation Commission, together with a copy of this resolution, at the earliest practical date.

Regularly passed and adopted this 5 day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Li Zhang, Chief, Commercial and Business Development
For: June 2025 JPB Board of Directors Meeting
Subject: **Resolution to Support Caltrain’s Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$13,500,000 to initiate the Environmental Phase of the Redwood City 4-Track Station and Grade Separation Project****

<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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Purpose and Recommended Action

Staff proposes that the Board of Directors (“Board”) of the Peninsula Corridor Joint Power Board (“JPB”) adopt a resolution to support Caltrain’s application to the Cycle 1 Measure W Regional Transit Connection Program (RTC) Grant Program of San Mateo County Transportation Authority (SMCTA) for an amount of \$13,500,000 to initiate the Environmental Phase of the Redwood City 4-Track Station and Grade Separation.

Discussion

Background

In April 2025, SMCTA released a call for projects for the Regional Transit Connection (RTC) program. The purpose of this program is to fund transit improvements that connect San Mateo County with Alameda County, San Francisco County, and Santa Clara County. This program is targeted toward eligible transit agencies such as Caltrain. The program includes three funding sub-categories for transit capital, transit operations, and first/last mile.

Grant Application

Staff is submitting four applications to the Program. This resolution is to initiate the Environmental Phase of the Redwood City 4-Track Station and Grade Separation. Following the completion of the current funded phase, Caltrain, in partnership with the City of Redwood City will continue into the environmental phase for this project. The four-track station and expanded track right-of-way are critical components to advancing the Adopted Long-Range Service Vision that will allow transfer between Express and Local Trains. It will cost \$15,000,000 to advance this project. The total funding request is \$13,500,000, with a 10 percent local match required of \$1,500,000.

Budget Impact

This resolution is a requirement to apply for the RTC Program and has no immediate impact on the Caltrain Capital Budget. If funding is awarded, staff will return to the Board to request the necessary budget authority.

Prepared By:	Lyne-Marie Bouvet	Principal Planner, Capital Improvement Plan	05/08/2025
	Michelle Stewart	Director, Grants and Fund Management	05/08/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Supporting the Redwood City 4-Track Station and Grade Separation Project and Authorizing
Submittal of an Application for the San Mateo County Transportation Authority's 2025 Cycle 1
Measure W Regional Transit Connections Program Call for Projects**

Whereas, the Peninsula Corridor Joint Power Board adopted its Long-Range Service Vision in October 2019, and

Whereas, the Long Range Service Vision plan for substantially increased rail service which will require a 4-Track Station in Redwood City to allow transfer between local and express trains, and

Whereas, it will cost \$15,000,000 to initiate the Environmental Phase of the Redwood City 4-Track Station and Grade Separation Project, and

Whereas, the Peninsula Corridor Joint Powers Board wishes to sponsor the development of this environmental phase of the project, and

Whereas, on November 6, 2018, the voters of San Mateo County approved a ballot measure known as "Measure W," which increased the sales tax in San Mateo County by 1/2 percent, and tasked the San Mateo County Transportation Authority (SMCTA) with administering four of the five transportation program categories pursuant to the Congestion Relief Plan presented to the voters; and

Whereas, SMCTA issued a Call for Projects for the Measure W Regional Transit Connections (RTC) Program funds on April 3, 2025, and

Whereas, SMCTA requires applicants for Measure W funds to submit a resolution in support of the application, in this case for \$13,500,000 in Measure W RTC Program funds for the Environmental Phase of the Redwood City 4-Track Station and Grade Separation Project, and

Whereas, SMCTA also requires applicants to submit a resolution committing to the completion of the proposed project scope, in this case, Environmental Phase of the Redwood City 4-Track Station and Grade Separation, and

Whereas, SMCTA requires applications to certify that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

Whereas, if the SMCTA Board awards Measure W RTC Program funds to the Environmental Phase of the Redwood City 4-Track Station and Grade Separation, SMCTA will require that Caltrain commence work on the project within one year of SMCTA Board action.

Now, Therefore, Be It Resolved that the Peninsula Corridor Joint Powers Board:

1. Directs staff to submit an application for SMCTA 2025 Cycle 1 Measure W Regional Transit Connections Program funds for \$13,500,000 for the Environmental Phase of the Redwood City 4-Track Station and Grade Separation.
2. Authorizes the Executive Director or their designee to execute a funding agreement with SMCTA for Caltrain to receive any Measure W RTC Program funds awarded and associated amendments for an award.
3. Certifies that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. Commits 10 percent of the total funding request, in this case \$1,500,000 in matching funds for the completion of the Environmental Phase of the Redwood City 4-Track Station and Grade Separation, if awarded the requested SMCTA Measure W RTC Program funds
5. Directs Caltrain to commence work on the Environmental Phase of the Redwood City 4-Track Station and Grade Separation within one year of receiving an award of Measure W RTC Program Funds.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Li Zhang, Chief, Commercial and Business Development
For: June 2025 JPB Board of Directors Meeting
Subject: **Resolution to Support Caltrain’s Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount Between \$5,000,000 and \$10,000,000 to Support Operating Funding for Increased Weekend Service****



Finance Committee
Recommendation



Technology, Operations, Planning,
and Safety Committee
Recommendation



Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Staff proposes that the Board of Directors (“Board”) of the Peninsula Corridor Joint Power Board (“JPB”) adopt a resolution to support Caltrain’s application for Grant to the Cycle 1 Measure W Regional Transit Connection Program (RTC) of San Mateo County Transportation Authority (SMCTA) for an amount between \$5,000,000 and \$10,000,000 to support operating funding for increased weekend service.

Discussion

Background

In April 2025, SMCTA released a call for projects for the Regional Transit Connection (RTC) program. The purpose of this program is to fund transit improvements that connect San Mateo County with Alameda County, San Francisco County, and Santa Clara County. This program is targeted toward eligible transit agencies such as Caltrain. The program includes three funding sub-categories for transit capital, transit operations, and first/last mile.

Grant Application

Staff is submitting four applications to the Program. This resolution is for Operating Funding for Increased Weekend Service. The funding request supports expanded weekend service operations made possible by electrification. Weekend service has increased from hourly to 30-minute frequencies, offering substantial improvements in mobility and regional connectivity for San Mateo County residents and neighboring counties. Operating funds are being sought to sustain this enhanced level of service, which directly responds to community demand and contributes to a more accessible, equitable, and integrated transit network. Caltrain is

requesting between \$5,000,000 and \$10,000,000, depending on funding availability. Local match is required for this funding request.

Budget Impact

This resolution is a requirement to apply for the RTC Program and has no immediate impact on the Caltrain Capital Budget. If funding is awarded, staff will return to the Board to request the necessary budget authority.

Prepared By:	Lyne-Marie Bouvet	Principal Planner, Capital Improvement Plan	05/08/2025
	Michelle Stewart	Director, Grants and Fund Management	05/08/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Supporting Operating Funding for Increased Weekend Service Request and Authorizing
Submittal of an Application for the San Mateo County Transportation Authority's 2025 Cycle 1
Measure W Regional Transit Connections Program Call for Projects**

Whereas, Caltrain has been running increased weekend services since the
Electrification, and

Whereas, weekend service has increased from hourly to 30-minute frequencies, offering
substantial improvements in mobility and regional connectivity for San Mateo County residents
and neighboring counties, and

Whereas, Caltrain is requesting between \$5,000,000 and \$10,000,000, depending on
funding availability, to sustain this enhanced level of service, and

Whereas, the Peninsula Corridor Joint Powers Board wishes to sponsor the Operating
Funding Request for Increased Weekend Service, and

Whereas, on November 6, 2018, the voters of San Mateo County approved a ballot
measure known as "Measure W," which increased the sales tax in San Mateo County by
1/2 percent, and tasked the San Mateo County Transportation Authority (SMCTA) with
administering four of the five transportation program categories pursuant to the Congestion
Relief Plan presented to the voters; and

Whereas, SMCTA issued a Call for Projects for the Measure W Regional Transit
Connections (RTC) Program funds on April 3, 2025, and

Whereas, SMCTA requires applicants for Measure W funds to submit a resolution in
support of the application, in this case for \$5,000,000 to \$10,000,000 in Measure W RTC
Program funds for, and

Whereas, SMCTA also requires applicants to submit a resolution committing to the
completion of the proposed project scope, in this case, Operating Funding for Increased
Weekend Service Request, and

Whereas, SMCTA requires applications to certify that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

Whereas, if SMCTA Board awards Measure W RTC Program funds to the Operating Funding for Increased Weekend Service Request, SMCTA will require that Caltrain commence work on the project within one year of TA Board action.

Now, Therefore, Be It Resolved that the Peninsula Corridor Joint Power Board:

1. Directs staff to submit an application for SMCTA 2025 Cycle 1 Measure W Regional Transit Connections Program funds for \$5,000,000, up to \$10,000,000 for the Operating Funding for Increased Weekend Service Request.
2. Authorizes the Executive Director or their designee to execute a funding agreement with SMCTA for Caltrain to receive any Measure W RTC Program funds awarded and associated amendments for an award.
3. Certifies that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. Commits to getting the matching fund needed for the increased weekend service, if awarded the requested SMCTA Measure W RTC Program funds
5. Directs Caltrain to commence work on the Increased Weekend Services within one year of receiving an award of Measure W RTC Program Funds.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Li Zhang, Chief, Commercial and Business Development
For: June 2025 JPB Board of Directors Meeting
Subject: **Resolution to Support Caltrain’s Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$1,800,000 for a Station Safety and Access Assessment and Improvements in San Mateo County****

<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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Purpose and Recommended Action

Staff proposes that the Board of Directors (“Board”) of the Peninsula Corridor Joint Power Board (“JPB”) adopt a resolution to support Caltrain’s application to the Cycle 1 Measure W Regional Transit Connection Program (RTC) Grant Program of San Mateo County Transportation Authority (SMCTA) for an amount of \$1,800,000 for a Station Safety and Access Assessment and Improvements in San Mateo County.

Discussion

Background

In April 2025, SMCTA released a call for project for the Regional Transit Connection (RTC) program. The purpose of this program is to fund transit improvements that connect San Mateo County with Alameda County, San Francisco County, and Santa Clara County. This program is targeted toward eligible transit agencies such as Caltrain. The program includes three funding sub-categories for transit capital, transit operations, and first/last mile.

Grant Application

Staff is submitting four applications to the Program. This resolution is for the Station Safety and Access Assessment and Improvements in San Mateo County. This project will improve the safety, accessibility, and overall comfort of Caltrain stations. It includes a planning study to identify “last 50 feet” access and wayfinding enhancements near up to four stations, as well as a safety assessment and pilot CCTV (closed-circuit television) installation at select stations in San Mateo County. The effort aligns with Caltrain’s safety commitment and its access policy, while laying the foundation for future capital investments that enhance rider experience and support long-term ridership growth. It will cost \$2,000,000 to complete the project. The total funding request is \$1,800,000, with a 10 percent local match required of \$200,000.

Budget Impact

This resolution is a requirement to apply for the RTC Program and has no immediate impact on the Caltrain Capital Budget. If funding is awarded, staff will return to the Board to request the necessary budget authority.

Prepared By:	Lyne-Marie Bouvet	Principal Planner, Capital Improvement Plan	05/08/2025
	Michelle Stewart	Director, Grants and Fund Management	05/08/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Supporting the Station Safety and Access Assessment and Improvements in San Mateo County and Authorizing Submittal of an Application for the San Mateo County Transportation Authority's 2025 Cycle 1 Measure W Regional Transit Connections Program Call for Projects

Whereas, Caltrain is dedicated to improving station access as lay down in its Station Access Policy, and

Whereas, Safety is Caltrain number one core value, and

Whereas, it will cost \$2,000,000 to develop a safety and accessibility assessment of up to four stations in San Mateo County as well as the implementation of a pilot program for CCTV (closed-circuit television) at stations, and

Whereas, the Peninsula Corridor Joint Powers Board wishes to sponsor the development of this Station Safety and Access Assessment and Improvements, and

Whereas, on November 6, 2018, the voters of San Mateo County approved a ballot measure known as "Measure W," which increased the sales tax in San Mateo County by 1/2 percent, and tasked the San Mateo County Transportation Authority (SMCTA) with administering four of the five transportation program categories pursuant to the Congestion Relief Plan presented to the voters; and

Whereas, SMCTA issued a Call for Projects for the Measure W Regional Transit Connections (RTC) Program funds on April 3, 2025, and

Whereas, SMCTA requires applicants for Measure W funds to submit a resolution in support of the application, in this case for \$1,800,000 in Measure W RTC Program funds for the Station Safety and Access Assessment and Improvements, and

Whereas, SMCTA also requires applicants to submit a resolution committing to the completion of the proposed project scope, in this case, Station Safety and Access Assessment and Improvements, and

Whereas, SMCTA requires applications to certify that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

Whereas, if SMCTA Board awards Measure W RTC Program funds to the Station Safety and Access Assessment and Improvements, SMCTA will require that Caltrain commence work on the project within one year of SMCTA Board action.

Now, Therefore, Be It Resolved that the Peninsula Corridor Joint Power Board:

1. Directs staff to submit an application for SMCTA 2025 Cycle 1 Measure W Regional Transit Connections Program funds for \$1,800,000 for the Station Safety and Access Assessment and Improvements.
2. Authorizes the Executive Director or their designee to execute a funding agreement with SMCTA for Caltrain to receive any Measure W RTC Program funds awarded and associated amendments for an award.
3. Certifies that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. Commits 10 percent of the total funding request, in this case \$200,000 in matching funds for the completion of the Station Safety and Access Assessment and Improvements, if awarded the requested SMCTA Measure W RTC Program funds
5. Directs Caltrain to commence work on the Station Safety and Access Assessment and Improvements within one year of receiving an award of Measure W RTC Program Funds.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Li Zhang, Chief, Commercial and Business Development
For: June 2025 JPB Board of Directors Meeting
Subject: **Resolution to Support Caltrain’s Application to the Cycle 1 Measure W Regional Transit Connection Program of San Mateo County Transportation Authority for an Amount of \$1,000,000 for a First and Last Mile Station Access Planning Study in San Mateo County****

<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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Purpose and Recommended Action

Staff proposes that the Board of Directors (“Board”) of the Peninsula Corridor Joint Power Board (“JPB”) adopt a resolution to support Caltrain’s application to the Cycle 1 Measure W Regional Transit Connection Program (RTC) Grant Program of San Mateo County Transportation Authority (SMCTA) for an amount of \$1,000,000 for a First and Last Mile Station Access Planning Study in San Mateo County.

Discussion

Background

In April 2025, SMCTA released a call for projects for the Regional Transit Connection (RTC) program. The purpose of this program is to fund transit improvements that connect San Mateo County with Alameda County, San Francisco County, and Santa Clara County. This program is targeted toward eligible transit agencies such as Caltrain. The program includes three funding sub-categories for transit capital, transit operations, and first/last mile.

Grant Application

Staff is submitting four applications to the Program. This resolution is for the First and Last Mile Station Access Planning Study in San Mateo County. The project will develop a first/last-mile plan that identifies and prioritizes active transportation improvements within a half-mile radius of Caltrain stations in San Mateo County. Key activities will include reviewing existing station access plans, conducting interviews with local stakeholders, and performing on-site assessments. The resulting recommendations will build on Caltrain’s Station Access Policy and support the goals of MTC’s (Metropolitan Transportation Commission) Transit-Oriented Communities Policy. Caltrain is requesting \$1,000,000. This application does not require matching funds.

Budget Impact

This resolution is a requirement to apply for the RTC Program and has no immediate impact on the Caltrain Capital Budget. If funding is awarded, staff will return to the Board to request the necessary budget authority.

Prepared By:	Lyne-Marie Bouvet	Principal Planner, Capital Improvement Plan	05/08/2025
	Michelle Stewart	Director, Grants and Fund Management	05/08/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Supporting the First and Last Mile Station Access Planning Study Project and Authorizing
Submittal of an Application for the San Mateo County Transportation Authority's 2025 Cycle 1
Measure W Regional Transit Connections Program Call for Projects**

Whereas, Caltrain is dedicated to improving station first and last mile access as lay down in its Station Access Policy, and

Whereas, Caltrain would like to be moving forward in recommending first and last mile improvements for stations in San Mateo County, and

Whereas, it will cost \$1,000,000 to develop a first and last mile San Mateo Countywide First and Last mile Station Access Plan, and

Whereas, the Peninsula Corridor Joint Powers Board wishes to sponsor the development of this planning level study, and

Whereas, on November 6, 2018, the voters of San Mateo County approved a ballot measure known as "Measure W," which increased the sales tax in San Mateo County by 1/2 percent, and tasked the San Mateo County Transportation Authority (SMCTA) with administering four of the five transportation program categories pursuant to the Congestion Relief Plan presented to the voters; and

Whereas, SMCTA issued a Call for Projects for the Measure W Regional Transit Connections (RTC) Program funds on April 3, 2025, and

Whereas, SMCTA requires applicants for Measure W funds to submit a resolution in support of the application, in this case for \$1,000,000 in Measure W RTC Program funds for the First and Last Mile Station Access Planning Study in San Mateo County, and

Whereas, SMCTA also requires applicants to submit a resolution committing to the completion of the proposed project scope, in this case, First and Last Mile Station Access Planning Study in San Mateo County, and

Whereas, the requires applications to certify that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and

Whereas, if the SMCTA Board awards Measure W RTC Program funds to the First and Last Mile Station Access Planning Study, SMCTA will require that Caltrain commence work on the project within one year of SMCTA Board action.

Now, Therefore, Be It Resolved that the Peninsula Corridor Joint Power Board:

1. Directs staff to submit an application for SMCTA 2025 Cycle 1 Measure W Regional Transit Connections Program funds for \$1,000,000 for the First and Last Mile Station Access Planning Study.
2. Authorizes the Executive Director or their designee to execute a funding agreement with SMCTA for Caltrain to receive any Measure W RTC Program funds awarded and associated amendments for an award.
3. Certifies that any funds awarded by SMCTA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. Directs Caltrain to commence work on First and Last Mile Station Access Planning Study within one year of receiving an award of Measure W RTC Program Funds, .

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
For: June 2025 JPB Board of Directors Meeting
Subject: **Award a Contract to Kelly McNutt Consulting, LLC for On-Call Alternative Project Delivery Support Services for a Total Not-to-Exceed Amount of \$6,228,400 for a Five-Year Term***

☐ Finance Committee
Recommendation

☐ Technology, Operations, Planning,
and Safety Committee
Recommendation

☐ Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Award of the proposed contract for On-Call Alternative Project Delivery Support Services (Services) will provide the Peninsula Corridor Joint Powers Board (JPB) with a qualified and experienced consulting firm that is well-versed in public transit capital projects to support the JPB during implementation of capital projects using alternative project delivery methods. The Services are expected to include development of independent cost estimates, cost validation and oversight services.

Staff proposes the Finance Committee recommend the Board of Directors (Board) of the JPB:

1. Award an on-call contract to Kelly McNutt Consulting, LLC of Vancouver, WA (Kelly McNutt) to provide the Services for a total not-to-exceed amount of \$6,228,400 for a five-year term.
2. Authorize the Executive Director or designee to execute a contract with Kelly McNutt in full conformity with the terms and conditions of the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

Discussion

In December 2023, pursuant to Resolution 2023-75, the JPB awarded a contract to Kelly McNutt to provide On-Call Alternative Project Delivery Negotiation Support Services over a five-year term for a total not-to-exceed amount of \$2,500,000. In January 2025, early and high expenditures were incurred due to the accelerated schedules of two grade separation projects, which nearly exhausted the contract capacity in the first year. As a result, the JPB executed Amendment No. 1 to increase the contract capacity amount by \$650,000, from \$2,500,000 to \$3,150,000, to complete existing projects.

The JPB has a continued need for the Services to ensure uninterrupted Caltrain operations. Approval of the above actions will benefit the JPB by engaging a qualified firm that can provide independent cost estimates for construction phase work and support the JPB with its total contract price reviews; provide collaborative support for the development of project risk

registers and risk allocation and mitigation plans, including risk-based cost assessments; provide support for negotiations with contractors regarding potential incentives for safety, quality, community relations, diversity, cost control, schedule control, and sustainability; and review, comment on, and validate project delivery contractors' construction phase work planning. The Services will be utilized on an as-needed basis.

On January 21, 2025, the JPB issued Request for Proposals (RFP) 25-J-P-064 for the Services. The RFP was advertised on the JPB's e-Procurement website. Staff held a pre-proposal meeting, and six potential proposers attended. On February 28, 2025, the JPB received proposals from four firms:

1. Accenture Infrastructure & Capital Projects, LLC of San Francisco, CA
2. Innovative Contracting & Engineering, LLC of Highland, UT
3. Kelly McNutt Consulting, LLC of Vancouver, WA
4. Mott MacDonald Group, Inc. of San Ramon, CA

A Selection Committee (Committee), composed of qualified staff from JPB's Rail Development Department, reviewed, evaluated, and ranked these proposals in accordance with the following weighted criteria:

Evaluation Criteria	Maximum Points
Approach to Providing Services: On-Call Team Organization and Work Directive Management Plan	25 Points
Company Qualifications, Experience, and References	25 Points
Understanding the Required Scope of Services	30 Points
Cost Proposal and/or Labor Rates	20 Points
Small Business Enterprises (SBE) Preference	5 Points

After the initial scoring of the technical proposals, the Committee determined Kelly McNutt to be the highest-ranked firm with the most qualified proposal and approach for the Services. The firm possesses the requisite depth of experience and has the required qualifications to successfully perform the Services as defined in the solicitation documents.

Staff conducted negotiations with Kelly McNutt. Also, staff conducted a price analysis and determined that Kelly McNutt's prices are fair and reasonable. Staff and legal counsel reviewed Kelly McNutt's proposal and determined it complies with the requirements of the RFP.

Kelly McNutt is a certified SBE and received five points for the SBE Preference. Kelly McNutt intends to perform this contract with a team of two subconsultants, one of which is an SBE firm and the other of which is a Disadvantaged Business Enterprise.

The proposed contract is for a total not-to-exceed amount of \$6,228,400 for a five-year term. Staff will issue Work Directives for specific needs during the contract term on an as-needed basis and as further described in the RFP. There is no guarantee of any amount of work or level

of effort that will be ordered from or allocated to, nor total compensation to be paid to, the proposed contractor.

Budget Impact

Funds for this contract are included in the JPB's current capital budget and will be included in future years' capital budgets.

Prepared By:	Vanessa Mariano	Procurement Administrator II	03/28/2025
	Jonathan Tillman	Director, Capital Program Management	03/28/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

Award a Contract to Kelly McNutt Consulting, LLC for On-Call Alternative Project Delivery Support Services for a Total Not-to-Exceed Amount of \$6,228,400 for a Five-Year Term

Whereas, on January 21, 2025, the Peninsula Corridor Joint Powers Board (JPB) issued Request for Proposals (RFP) 25-J-P-064 for On-Call Alternative Project Delivery Support Services (Services); and

Whereas, in response to the RFP, the JPB received four proposals; and

Whereas, a Selection Committee (Committee), composed of qualified staff, reviewed, evaluated, and ranked these proposals in accordance with the weighted criteria set forth in the RFP, and determined that Kelly McNutt Consulting, LLC of Vancouver, Washington (Kelly McNutt), was the highest-ranked proposer; and

Whereas, the Committee determined that Kelly McNutt possesses the requisite depth of experience and has the required qualifications to successfully perform the Services as defined in the solicitation documents; and

Whereas, staff and legal counsel reviewed Kelly McNutt's proposal and determined it complies with the requirements of the RFP; and

Whereas, staff conducted a price analysis and determined that Kelly McNutt's prices are fair and reasonable; and

Whereas, staff recommends that the Board of Directors (Board) award a contract to Kelly McNutt to provide the Services for a five-year term for a total not-exceed amount of \$6,228,400.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a contract to Kelly McNutt Consulting, LLC to provide On-Call Alternative Project Delivery Support Services for a five-year term for a total not-to-exceed amount of \$6,228,400; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute a contract on behalf of the JPB with Kelly McNutt in full conformity with the terms and conditions of the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee

Through: Michelle Bouchard, Executive Director

From: Kate Jordan Steiner, Chief Financial Officer
Nate Kramer, Chief People Officer

For: June 2025 JPB Board of Directors Meeting

Subject: **Award Contracts to Cooperative Personnel Services; gothamCulture LLC; and The Consulting Team LLC for On-Call Coaching and Leadership Development Services for an Aggregate Not-to-Exceed Amount of \$350,000 for a Five-Year Base Term, with Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$140,000***

☐ Finance Committee
Recommendation

☐ Technology, Operations, Planning,
and Safety Committee
Recommendation

☐ Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Award of these contracts for On-Call Coaching and Leadership Development Services (Services) will provide the Peninsula Corridor Joint Powers Board (JPB) with a bench of qualified and experienced firms to support the JPB's ongoing need for highly skilled and experienced coaching and leadership development services to meet a variety of professional development, executive mentoring, team building, and organizational effectiveness needs on an as-needed basis.

Staff proposes the Finance Committee recommend that the Board of Directors (Board) of the JPB:

1. Award contracts to the firms listed below to provide the Services for an aggregate not-to-exceed amount of \$350,000 for a five-year base term, with two additional one-year option terms for an aggregate not-to-exceed amount of \$140,000:
 - a. Cooperative Personnel Services of Sacramento, California (CPS).
 - b. gothamCulture LLC of New York, New York (gotham).
 - c. The Consulting Team LLC of Mountain View, California (Consulting Team).
2. Authorize the Executive Director or designee to execute contracts with CPS, gotham, and Consulting Team in full conformity with the terms and conditions of the solicitation documents and negotiated agreements, and in a form approved by legal counsel.
3. Authorize the Executive Director or designee to exercise up to two additional one-year option terms with the above firms, if in the best interest of the JPB.

Discussion

On July 17, 2024, the JPB, the San Mateo County Transit District, and the San Mateo County Transportation Authority (collectively referred to as the "Agencies") issued a joint Request for Proposals (RFP) 25-S-J-T-P-015 for the Services. The RFP was advertised on the Agencies'

eProcurement website and 47 potential proposers downloaded the RFP. In response to the RFP, the Agencies received nine proposals; all nine were found to be responsive to the requirements of the solicitation documents.

A Selection Committee (Committee) composed of staff from the Agencies reviewed and evaluated the proposals in accordance with the evaluation criteria set forth in the RFP.

Evaluation Criteria	Maximum Points
Qualifications and Experience of Firm	20 Points
Qualifications and Experience of Mgt Team Key Personnel	35 Points
Approach to Scope of Services	20 Points
Cost Proposal	25 Points
Small Business Enterprise (SBE) Preference	5 Points
Total	105 Points

The Committee then scored and ranked these proposals. The highest-ranked firms were CPS, gotham, and Consulting Team. Staff determined all three firms possess the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents. Of these three firms, gotham claimed the five points for SBE Preference, but did not receive them, as the referenced certified subconsultants could not be verified. CPS and Consulting Team did not claim the points for SBE Preference.

Staff successfully negotiated contract terms, including prices, with each of the three highest-ranked firms. Staff performed a price analysis and determined the negotiated prices to be fair, reasonable, and consistent with those paid by other public agencies in the Bay Area for similar services.

Staff will issue Work Directives for specific needs during the contract term on an as-needed basis and pursuant to a competitive selection process as further described in the RFP. There is no guarantee of any amount of work or level of effort that will be ordered from or allocated to, nor total compensation to be paid to, any of the firms under the awarded contracts.

Budget Impact

There is no budget impact for Fiscal Year 2026 (FY26). While staff is requesting Board approval of the contract at this time, no funding for these services is included in the draft FY26 Operating Budget due to current funding constraints. Staff will continue to evaluate service needs and funding availability in future years before initiating any work under the contract.

Prepared By:	Maria Flores	Procurement Administrator	03/25/2025
	Juliet Nogales-DeGuzman	Director, Human Resources	03/25/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

* * *

**Award Contracts to Cooperative Personnel Services; gothamCulture LLC; and
The Consulting Team LLC for On-Call Coaching and Leadership Development Services for an
Aggregate Not-to-Exceed Amount of \$350,000 for a Five-Year Base Term, with
Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$140,000**

Whereas, on July 17, 2024, the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transit District, and the San Mateo County Transportation Authority (collectively referred to as the “Agencies”) issued a joint Request for Proposals (RFP) 25-S-J-T-P-015 for On-Call Coaching and Leadership Development Services (Services) to establish a bench of firms to provide the Services on an as-needed basis; and

Whereas, in response to the RFP, the Agencies received nine proposals, of which staff found all nine proposals to be responsive to the requirements of the RFP; and

Whereas, a Selection Committee (Committee), composed of staff from the Agencies reviewed, evaluated, scored, and ranked the proposals in accordance with the evaluation criteria set forth in the RFP, and ranked the following three firms highest:

- Cooperative Personnel Services of Sacramento, California (CPS),
- gothamCulture LLC of New York, New York (gotham), and
- The Consulting Team LLC of Mountain View, California (Consulting Team); and

Whereas, the Committee determined that the three highest-ranked firms possess the requisite experience and qualifications required to successfully perform the Services; and

Whereas, staff successfully negotiated contract terms, including prices, with each of these three highest-ranked firms; and

Whereas, staff performed a price analysis and determined the negotiated prices to be fair, reasonable, and consistent with those paid by other public agencies in the Bay Area for similar services; and

Whereas, staff recommends that the Board of Directors (Board) award a bench of contracts to CPS, gotham, and Consulting Team to provide the Services for an aggregate not-to-exceed amount of \$350,000 for a five-year base term, with up to two one-year option terms for an aggregate not-to-exceed amount of \$140,000.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a bench of contracts to:

- Cooperative Personnel Services of Sacramento, California,
- gothamCulture LLC of New York, New York, and
- The Consulting Team of Mountain View, California

to provide On-Call Coaching and Leadership Development Services for an aggregate not-to-exceed amount of \$350,000 for a five-year base term, with up to two one-year option terms for an aggregate not-to-exceed amount of \$140,000; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute contracts on behalf of the JPB with CPS, gotham, and Consulting Team in full conformity with the terms and conditions of the RFP and negotiated agreements, and in a form approved by legal counsel; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute up to two one-year option terms with each of the three firms, if in the best interest of the JPB.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee

Through: Michelle Bouchard, Executive Director

From: Kate Jordan Steiner, Chief Financial Officer
Nate Kramer, Chief People Officer

For: June 2025 JPB Board of Directors Meeting

Subject: **Award Contracts to AppleOne, Inc.; SearchPros Staffing, LLC; and Tellus Solutions, Inc. for On-Call Temporary Staffing Services for an Aggregate Not-to-Exceed Amount of \$1,250,000 for a Five-Year Base Term, with up to Two Additional One-Year Option Terms for an Aggregate Not-to-Exceed Amount of \$500,000***

<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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Purpose and Recommended Action

Award of these contracts for On-Call Temporary Staffing Services (Services) will provide the Peninsula Corridor Joint Powers Board (JPB) with a bench of qualified and experienced firms to support the JPB's ongoing need for highly skilled and experienced administrative and professional personnel to meet a variety of administrative, financial, information technology, and light industrial business needs. Also, these contracts will address the JPB's needs for: (1) a bench of temporary staffing firms from which to select assistance; (2) temporary staffing services that were not anticipated the last time these services were solicited, and (3) sufficient contract capacity to accommodate the projected level of temporary staffing support required for the duration of the contract term. Work provided under these contracts will be defined through specific Work Directives for each assignment.

Staff proposes the Finance Committee recommend the Board of Directors (Board) of the JPB:

1. Award contracts to AppleOne, Inc. of Glendale, California (AppleOne); SearchPros Staffing, LLC of Sacramento, California (SearchPros); and Tellus Solutions, Inc. of Santa Clara, California (Tellus) to provide the Services on an as-needed basis for an aggregate not-to-exceed amount of \$1,250,000 for a five-year base term, with two additional one-year option terms for an aggregate not-to-exceed amount of \$500,000.
2. Authorize the Executive Director or designee to execute professional services contracts on behalf of the JPB with AppleOne, SearchPros, and Tellus consistent with the requirements of the solicitation documents and negotiated agreements, and in a form approved by legal counsel.

3. Authorize the Executive Director or designee to exercise up to two additional one-year option terms on each contract, if in the best interest of the JPB.

Discussion

On July 17, 2024, the JPB, the San Mateo County Transit District, and the San Mateo County Transportation Authority (collectively referred to as the “Agencies”) issued joint Request for Proposals (RFP) 25-S-J-T-P-014 for the Services. The RFP was advertised on the Agencies’ eProcurement website. In response to the RFP, the Agencies received 21 proposals, 14 of which were found to be responsive, and seven of which were found to be non-responsive to the requirements of the solicitation documents. A Selection Committee (Committee), composed of staff from the Agencies, reviewed and evaluated the proposals in accordance with the evaluation criteria set forth in the RFP.

Evaluation Criteria	Maximum Points
Qualifications and Experience of Firm	20
Qualifications and Experience of Management Team Key Personnel	30
Approach to Scope of Services	20
Cost Proposal	30
Small Business Enterprise (SBE) Preference	5
TOTAL	105

The Committee then scored and ranked the 14 responsive proposals, determining that AppleOne, SearchPros, and Tellus were the highest-ranked firms. All three firms possess the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents. Of these three firms, Tellus Solutions, a certified SBE, received five points for SBE Preference. AppleOne and SearchPros did not claim the points for SBE Preference.

Staff successfully negotiated contract terms, including prices, with each of the three highest-ranked firms. Staff performed a price analysis and determined the negotiated prices to be fair, reasonable, and consistent with those charged for similar services in the Bay Area.

Staff will issue Work Directives for specific needs during the contract term on an as-needed basis and pursuant to a competitive selection process as further described in the RFP. There is no guarantee of any amount of work or level of effort that will be ordered from or allocated to, or total compensation to be paid to any of the firms under the awarded contracts.

Budget Impact

No budget impact for Fiscal Year 2026 (FY26) since the cost of temporary staffing will be offset by savings from unfilled budgeted positions. Staff will continue to evaluate service needs and funding availability in future years before initiating any work under the contract.

Prepared By:	Pooja Mehra	Procurement Administrator II	03/26/2025
	Julia Horiuchi	Human Resources Manager	03/26/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

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**Award Contracts to AppleOne, Inc.; SearchPros Staffing, LLC; and Tellus Solutions, Inc. for
On-Call Temporary Staffing Services for an Aggregate Not-to-Exceed Amount of
\$1,250,000 for a Five-Year Base Term, with up to Two Additional
One-Year Option Terms for an Aggregate Not-To-Exceed Amount of \$500,000**

Whereas, on July 17, 2024, the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transit District, and the San Mateo County Transportation Authority (collectively referred to as the “Agencies”) issued joint Request for Proposals (RFP) 25-S-J-T-P-014 for On-Call Temporary Staffing Services (Services) to establish a bench of firms to provide the Services on an as-needed basis; and

Whereas, in response to the RFP, the Agencies received 21 proposals, of which staff found 14 proposals to be responsive to the requirements of the RFP; and

Whereas, a Selection Committee (Committee) composed of staff from the Agencies reviewed, evaluated, scored and ranked the proposals in accordance with the evaluation criteria set forth in the RFP, and determined the following three firms to be the highest-ranked:

- AppleOne, Inc. of Glendale, California (AppleOne),
- SearchPros Staffing, LLC of Sacramento, California (SearchPros), and
- Tellus Solutions, Inc. of Santa Clara, California (Tellus); and

Whereas, the Committee determined that the three highest-ranked firms possess the requisite experience and qualifications required to successfully perform the Services; and

Whereas, staff successfully negotiated contract terms, including prices, with each of these three highest-ranked firms; and

Whereas, staff performed a price analysis and determined the prices to be fair, reasonable, and consistent with those charged for similar services in the Bay Area; and

Whereas, staff recommends that the Board of Directors (Board) award contracts to a bench of firms that consists of AppleOne, SearchPros, and Tellus to provide the Services for an aggregate not-to-exceed amount of \$1,250,000 for a five-year base term, and up to two one-year option terms for an aggregate not-to-exceed amount of \$500,000.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards contracts to:

- AppleOne, Inc. of Glendale, California,
- SearchPros Staffing, LLC of Sacramento, California, and
- Tellus Solutions, Inc. of Santa Clara, California

to provide On-Call Temporary Staffing Services for an aggregate not-to-exceed amount of \$1,250,000 for a five-year base term, and up to two additional one-year option terms for aggregate not-to-exceed amount of \$500,000; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute contracts on behalf of the JPB with AppleOne, SearchPros, and Tellus in full conformity with the terms and conditions of the RFP and negotiated agreements, and in a form approved by legal counsel; and

Be It Further Resolved that the Board authorizes the Executive Director or designee to execute up to two additional one-year option terms, if in the best interest of the JPB.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee

Through: Michelle Bouchard, Executive Director

From: Kate Jordan Steiner, Chief Financial Officer
Mehul Kumar, Chief Information and Technology Officer

For: June 2025 JPB Board of Directors Meeting

Subject: **Authorize Execution of Contracts and Amendments for Information Technology Hardware, Software, Licenses, Maintenance Services and Professional Services, and Technology-Related Products and Services, Through Piggyback Contracts and Cooperative Purchasing Programs up to an Aggregate Not-to-Exceed Limit of \$3 Million for Fiscal Year 2026***

<input type="checkbox"/> Finance Committee Recommendation	<input type="checkbox"/> Technology, Operations, Planning, and Safety Committee Recommendation	<input type="checkbox"/> Advocacy and Major Projects Committee Recommendation
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Purpose and Recommended Action

Approval of this contracting authority will allow the Peninsula Corridor Joint Powers Board (JPB) to pay for information technology hardware, software, licenses, maintenance and support in an amount greater than the approved threshold without bringing individual actions before the Board of Directors (Board) for approval. This delegation would not eliminate the requirement that all other procurement policies and procedures be followed.

Staff proposes the Finance Committee recommend that the Board of the JPB:

1. Determine that an independent JPB-initiated solicitation process for each purchase, lease and/or rental of new personal computers, computer and telecommunications equipment and services, digital reprographic equipment, hardware, software, licensing and maintenance agreements, computer peripherals and temporary technology consultants is unlikely to be in the JPB's best interest.
2. Authorizes the Executive Director or designee to execute contracts exceeding \$250,000 for:
 - a. Technology systems equipment and related services through JPB-approved cooperative purchasing programs and piggyback contracts to meet the JPB's technology equipment and services requirements, pursuant to the terms and conditions of each cooperative purchasing program vendor agreement or piggyback agreement, and to the extent that each cooperative purchasing program, each vendor agreement, and each piggyback contract fully complies with the JPB's statutory procurement authority and procurement policy;

- b. New or additional software licenses or license renewals, maintenance, product support, or related professional services through original equipment manufacturers, product licensors, or their authorized distributors or consultants to permit continued effective use and upkeep of JPB-owned information technology, hardware, and software;
 - c. Professional and staff augmentation services for information technology, pursuant to the JPB's procurement authority and policy; and
 - d. Expansion or modification of previously competitively procured proprietary software from an original provider when the original provider is the only source of such software and/or related services.
- 3. Authorize the Executive Director or designee to execute contracts that commit the JPB to multi-year service terms that exceed one fiscal year's allocated budget, with the understanding that each subsequent service year will be accounted for in the following fiscal year's resolution's requested budget.
 - 4. Authorize the Executive Director or designee to execute purchase orders, contracts, and other documents and actions to give effect to this proposed Resolution, including any agreements with other agencies' cooperative purchasing programs and piggyback purchasing for administrative fees for processing these purchases.
 - 5. Establish an aggregate, not-to-exceed limit of \$3 million for Fiscal Year (FY) 2026 for contracts and amendments authorized pursuant to this proposed Resolution.
 - 6. Direct staff to provide a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this proposed Resolution.

Discussion

The JPB has an ongoing need to refresh technology that supports all business operations. Some of the required equipment include:

- a. personal computers
- b. telecommunications equipment
- c. digital reprographic equipment
- d. computer peripherals
- e. server and network hardware
- f. software
- g. maintenance and support services
- h. installation and configuration services
- i. temporary technology consultants
- j. other related technology services

Recurring maintenance, support, and license agreements are, by their nature, repetitive and routine, and are required to ensure the continued and effective operation of information technology assets owned by the JPB. The sole source purchase of additional modules to existing software or professional services to modify existing proprietary software will allow the JPB's changing business needs to be met in a timely manner.

Pursuant to the Procurement Policy adopted by the Board in 2023 (Resolution No. 2023-37), the Board must approve any purchase of goods and services exceeding \$250,000. Since 2010, the Board has granted the Executive Director authority to execute technology-related contracts and amendments that exceed this standard Board-approved contract authority threshold.

Beginning in Fiscal Year (FY) 2024, the Board approved, via one resolution, both recurring contracts and cooperative agreements.

Delegating this authority expedites the JPB's ability to continue needed operations and services in the management of Caltrain and reduces the time and resources otherwise required to obtain individual approval of such support and license agreements.

Further, this authority provides the JPB with a cost-effective means to support its standardization policy and provide the latest technology and related services through cooperative purchasing programs and piggybacks. Contracts issued under this authority address the JPB's requirements for equipment, hardware, software, services, licensing, maintenance agreements, and programmed replacement of equipment that has reached the end of its useful life or has become unsuited to address the JPB's future needs.

Many equipment purchases and service contracts must be renewed on an annual basis. These renewals are usually routine and predictable, and generally were competitively procured previously. Software and hardware are typically sold with licenses and maintenance agreements that require periodic renewal. Failing to renew maintenance support results in loss of software updates, and problems obtaining assistance and repair services typically needed to keep a product in good operating order. In some cases, the product may not be legally used if maintenance and license renewals have not been obtained.

The types of licensing and maintenance agreements contemplated are generally unobtainable under any other method because they are proprietary to the manufacturers of the software. Similarly, many manufacturers do not allow third parties to access source code or to provide services. As a result, professional services to upgrade, modify, or add to existing software must be performed by the original manufacturer.

Procurements relating to JPB assets requiring payment of recurring annual or multi-year maintenance services, support, and license fees over \$250,000 may need to be accommodated in FY 2026, outside of cooperative purchase agreements or other pre-existing contracts.

Contracts issued by governmental entities that allow other jurisdictions to use the contract they established are called "piggybacking contracts" because they allow another agency to "piggyback" on that governmental entity's solicitation process, contract terms and pricing.

Contracts will be executed only with vendors whose contracts include piggybacking language on a basis that complies with the JPB's procurement authority and policy.

Various cooperative purchasing programs and piggyback purchasing are available to provide these products and services. Special districts (and joint powers authorities operating under their contracting restrictions) are given statutory permission to procure competitively priced goods and services arising out of these vendor agreements. The Federal government's General

Services Administration (GSA) Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) also may be utilized. By utilizing cooperative purchasing and piggyback contracts, the JPB saves considerable time and expense associated with independent procurements, which would be unlikely to yield more favorable pricing or service.

By approving this action, the Board would eliminate the need for issuance of contracts for new and recurring maintenance and continued operation of assets like these would need to be brought individually before the Board for approval.

The Executive Director or designee will provide a quarterly report to the Board with a summary of the contracts awarded under this delegated authority.

Budget Impact

These purchases will be funded by the current and future operating and/or capital budgets.

Prepared By:	Linda Tamtum	Contract Administrator	04/22/2025
	Michael Salazar	IT Operations Manager	04/22/2025

Resolution No.2025-

Board of Directors, Peninsula Corridor Joint Powers Board

State of California

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Authorize Execution of Contracts and Amendments for Information Technology Hardware, Software, Licenses, Maintenance Services and Professional Services, and Technology-Related Products and Services, Through Piggyback Contracts and Cooperative Purchasing Programs up to an Aggregate Not-to-Exceed Limit of \$3 Million for Fiscal Year 2026

Whereas, the Peninsula Corridor Joint Powers Board (JPB) will require personal computers, computer peripherals, telecommunications equipment, reprographic equipment, servers, switches, maintenance agreements, software licensing, continuing product support and licenses, technology consulting, and other related services throughout Fiscal Year (FY) 2026 in order to replace equipment that has reached the end of its useful life and to meet the JPB's current and emerging technology needs; and

Whereas, the JPB desires to standardize procurement using the most cost-effective manners; and

Whereas, piggybacking on other agencies' procurements, as well as participating in cooperative purchasing consortia, allows the JPB to procure competitively priced technology systems equipment and related services; and

Whereas, the JPB's software license, maintenance, and support agreements for the information technology assets in use are, by their nature, repetitive and routine; and

Whereas, the JPB requires professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

Whereas, the JPB also requires Information Technology (IT) staff augmentation services to support IT specific projects; and

Whereas, the Executive Director recommends that the JPB participate in the above-mentioned programs, as well as additional cooperative purchasing programs and piggyback purchasing, to the extent such programs fully comply with the JPB's procurement authority and policy; and

Whereas, staff recommends that the Executive Director or designee be authorized to execute contracts that exceed \$250,000 with vendors under JPB-approved cooperative purchasing programs and piggyback purchasing to meet the JPB's personal computer/server, telecommunications, and other related technology equipment and professional service requirements for FY 2026, pursuant to the terms and conditions of each cooperative purchasing program's vendor agreements or piggyback agreement; and

Whereas, staff further recommends that the Executive Director or designee be authorized to execute contracts that exceed \$250,000 with original equipment manufacturers, product licensors, their authorized distributors and consultants, and IT professional services and staff augmentation to meet the JPB's technology requirements for FY 2026, pursuant to the JPB's statutory procurement authority and procurement policy; and

Whereas, finally, staff recommends limiting the purchasing authority established by this Resolution to an aggregate, not-to-exceed amount of \$3 million for FY 2026.

Now, Therefore, Be It Resolved that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby:

1. Determines that an independent JPB-initiated solicitation process for each purchase, lease and/or rental of new personal computers, computer and telecommunications equipment and services, digital reprographic equipment, hardware, software, licensing and maintenance agreements, computer peripherals, and temporary technology consultants is unlikely to be in the JPB's best interest; and
2. Authorizes the Executive Director or designee to execute contracts exceeding \$250,000 for:
 - a. Technology systems equipment and related services through JPB-approved cooperative purchasing programs and piggyback contracts to meet the JPB's technology equipment and services requirements, pursuant to the terms and conditions of each cooperative purchasing program vendor agreement or piggyback agreement, and to the extent that each cooperative purchasing program, each vendor agreement, and each piggyback contract fully complies with the JPB's statutory procurement authority and procurement policy;
 - b. New or additional software licenses or license renewals, maintenance, product support, or related professional services through original equipment manufacturers, product licensors, or their authorized distributors or consultants to permit continued effective use and upkeep of JPB-owned information technology, hardware, and software;
 - c. Professional and staff augmentation services for information technology, pursuant to the JPB's procurement authority and policy; and

- d. Expansion or modification of previously competitively procured proprietary software from an original provider when the original provider is the only source of such software and/or related services; and
- 3. Authorizes the Executive Director or designee to execute contracts that commit the JPB to multi-year service terms that exceed one fiscal year's allocated budget, with the understanding that each subsequent service year will be accounted for in the following fiscal year's resolution's requested budget; and
- 4. Authorizes the Executive Director or designee to execute purchase orders, contracts, and other documents and actions to give effect to this resolution, including any agreements with other agencies' cooperative purchasing programs and piggyback purchasing for administrative fees for processing these purchases; and
- 5. Establishes an aggregate, not-to-exceed limit of \$3 million for FY 2026 for contracts and amendments authorized pursuant to this Resolution; and
- 6. Directs staff to provide a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this Resolution.

Regularly passed and adopted this 5th day of June, 2025 by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
For: June 2025 JPB Board of Directors Meeting
Subject: **Accept Statement of Revenues and Expenses for the Period Ending March 31, 2025**

☐ Finance Committee Recommendation ☐ Technology, Operations, Planning, and Safety Committee Recommendation ☐ Advocacy and Major Projects Committee Recommendation

Purpose and Recommended Action

Staff proposes that the Finance Committee accepts and enters into the record the Statement of Revenues and Expenses, and supplemental information for the period ending March 31, 2025.

Discussion

This staff report provides a brief discussion of significant items and trends in the attached Statement of Revenues and Expenses through March 31, 2025. The attachment provides a comparison of current year-to-date actuals to the year-to-date budget, including dollar and percentage variances.

Total Revenues:

As of March 31, 2025, total revenues were \$157.1 million compared to \$155.7 million in the adopted budget, resulting in a favorable variance of \$1.4 million (0.9 percent).

The favorable revenue variance was primarily driven by the following:

- **Caltrain Fare Revenue:** \$3.1 million favorable to budget (11.5 percent). The baseball season game is most likely contributing to the increase in Clipper sales. This also reflects continued recovery in ridership, which reached 55.9 percent of pre-pandemic levels in March (45.1 percent year-to-date). Year-over-year ridership is up 57.0 percent in March, with year-to-date increases of 40.1 percent compared to this period last year.
- **Other Income (Investment Earnings):** \$1.9 million favorable to budget (64.0 percent). This was driven by interest earnings on California Asset Management Program (CAMP) and increased interest income.

The favorable revenue variance was partially offset by the following:

- **LCFS/LCTOP/SRA Grants:** (\$2.4 million) unfavorable to budget (22.5 percent) with:
 - (\$3.1) million unfavorable Low Carbon Fuel Standard (LCFS) credits as the team works to execute new transactions to sell credits. Due to the verification and administrative process and we will record the revenue when received, it is unlikely to be received in this fiscal year.

This is offset by the following:

- \$0.7 million favorable Low Carbon Transit Offset Program (LCTOP) revenues with total annual budgeted receipts received prior to year-end; and
- \$0.1 million favorable variance in State Rail Assistance (SRA) with \$5.5 million of recognized revenue year-to-date, with year-end values expected to match budget.

Total Expenses:

As of March 31, 2025, total expenses were \$160.2 million compared to \$173.0 million in the adopted budget, resulting in a favorable variance of \$12.6 million (7.3 percent).

The favorable expense variance was primarily driven by the following:

- **Professional Services:** \$3.6 million favorable to budget (39.2 percent). This variance reflects delayed vendor invoicing and it is projected that it will become unfavorable by year-end.
- **Facilities and Equipment Maintenance:** \$2.8 million favorable to budget (35.3 percent). This is primarily due to delayed contractor invoices. It is expected that the favorability will continue through fiscal year end however the magnitude of favorability will decline significantly.
- **Overhead Contact System/Train Power Supply Maintenance:** \$1.9 million favorable to budget (32.8 percent). The variance is driven by the timing of invoices and efforts to optimize consulting needs for rail support. It is expected that the favorability will continue through year-end however decline in magnitude significantly.
- **Other Expenses and Services:** \$0.9 million favorable to budget (23.5 percent). Favorable variances are attributed to lower software maintenance and license costs, reduced recruitment expenses, and timing differences for bank fees associated with interest on a line of credit. It is projected that this variance will become unfavorable by year-end as invoices are received and processed and with increasing expenses associated with contract renewals, software licenses expenses, and banking & financial services fees.

The favorable expense variance was partially offset by the following:

- **Rail Operator Service:** (\$0.8 million) unfavorable to budget (0.8 percent). The unfavorable variance is due to Transit America Services, Inc. (TASI) cost differential between the expense incurred and what was accrued. We project this variance to resolve by year-end, however inventory adjustments at year-end and Train Power Supply Maintenance allocation could alter this projection.

- **Fuel and Lubricants:** (\$0.6 million) unfavorable to budget (19.9 percent). There are two rescue/shuttle units at CEMOF (Central Equipment Maintenance and Operations Facility), 503 and 504, which run on diesel fuel around the clock. Each unit has a 1200-gallon tank that is refilled every five days. These units are primarily used to tow EMUs (electric multiple units) back to CEMOF in case of breakdowns and to position equipment onto specific tracks for servicing and repairs.
- **Electric Charges for Power Traction:** (\$0.4 million) unfavorable to budget (5.3 percent). The variance reflects expenses slightly higher than the budget during this period. We expect this line item to become favorable by year-end and to align closer with our updated budget values.


Other Information:


JPB accounts for revenue and expense on a modified accrual basis (only material revenues and expenses are accrued) on the monthly financial statement. As such, the variance between the current year actual and the budget may show noticeable variances due to the timing of expenses.

Budget Impact

Acceptance of the month of March 2025 Statement of Revenues and Expenses has no budget impact.

Prepared By:	Li Saunders	Accountant II	4/16/2025
	Danny Susantin	Financial Reporting, Manager	4/16/2025

	PENINSULA CORRIDOR JOINT POWERS BOARD STATEMENT OF REVENUE AND EXPENSE FISCAL YEAR 2025 AS OF MARCH 2025					(In Thousands)
	YEAR-TO-DATE JULY TO MARCH				ANNUAL	
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	
REVENUE						
OPERATIONS:						
Caltrain Fares	\$ 26,577	\$ 29,642	\$ 3,065	11.5%	\$	36,682
Go Pass	12,300	11,759	(541)	(4.4%)		16,400
Parking Revenue	1,662	2,246	585	35.2%		2,103
Rental Income	1,125	1,229	104	9.2%		1,500
Other Income	3,011	4,940	1,928	64.0%		4,015
TOTAL OPERATING REVENUE	44,675	49,816	5,141	11.5%	60,700	
CONTRIBUTIONS:						
Operating Grants	8,957	8,361	(595)	(6.6%)		11,942
Measure RR	90,817	90,317	(500)	(0.6%)		120,610
Member Agency (VTA - Gilroy)	740	470	(270)	(36.5%)		987
LCFS, LCTOP/SRA	10,475	8,120	(2,355)	(22.5%)		14,489
TOTAL CONTRIBUTED REVENUE	110,989	107,268	(3,721)	(3.4%)	148,028	
GRAND TOTAL REVENUE	\$ 155,664	\$ 157,084	\$ 1,420	0.9%	\$ 208,728	

	PENINSULA CORRIDOR JOINT POWERS BOARD STATEMENT OF REVENUE AND EXPENSE FISCAL YEAR 2025 AS OF MARCH 2025				
	(In Thousands)				
	YEAR-TO-DATE JULY TO MARCH				ANNUAL
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET
EXPENSE					
DIRECT EXPENSE:					
Rail Operator Service	\$ 91,342	\$ 92,114	(771)	(0.8%)	\$ 123,316
OCS/TPS Maintenance	5,757	3,869	1,888	32.8%	8,460
Security Services	6,781	6,463	318	4.7%	9,042
Shuttle Services	60	52	8	13.4%	80
Fuel and Lubricants*	2,916	3,497	(580)	(19.9%)	3,045
Electric Charges for Power Traction	8,183	8,613	(430)	(5.3%)	12,274
Timetables and Tickets	71	51	20	28.6%	95
Insurance	8,850	8,340	510	5.8%	11,800
Claims, Payments, and Reserves	2,455	1,979	476	19.4%	3,274
Facilities and Equipment Maintenance	7,853	5,080	2,773	35.3%	10,525
Utilities	2,626	2,233	393	15.0%	3,501
Maint & Services-Bldg & Other	1,406	784	622	44.2%	1,875
TOTAL DIRECT EXPENSE	138,302	133,074	5,227	3.8%	187,287
ADMINISTRATIVE EXPENSE					
Wages and Benefits	15,484	15,236	248	1.6%	20,589
Managing Agency Admin OH Cost	3,217	2,627	589	18.3%	4,289
Board of Directors	15	14	1	5.0%	20
Professional Services	9,173	5,578	3,596	39.2%	12,314
Communications and Marketing	476	277	199	41.7%	633
Other Expenses and Services	3,764	2,881	883	23.5%	5,004
TOTAL ADMINISTRATIVE EXPENSE	32,129	26,613	5,516	17.2%	42,848
TOTAL OPERATING EXPENSE	170,431	159,687	10,743	6.3%	230,135
Governance	150	9	141	93.8%	240
Debt Service Expense	2,403	551	1,851	77.1%	7,763
GRAND TOTAL EXPENSE	\$ 172,983	\$ 160,248	\$ 12,595	7.3%	\$ 238,138
Projected Contribution to Reserve					6,812
NET SURPLUS / (DEFICIT)	\$ (17,319)	\$ (3,164)	\$ 14,155	81.7%	(36,222)
Draw from Measure RR Reserve for PCEP					36,222
ADJUSTED NET SURPLUS / (DEFICIT)	\$ (17,319)	\$ (3,164)	\$ 14,155	81.7%	-
Reserve, Beginning Balance **					26,879
Projected Contribution to Reserve					6,812
Claims, Payments, and Reserve					
Reserve, Ending Balance					33,691
* Fuel and Lubricants costs were increased by a realized loss of \$59k from the fuel hedge program.					
** Updated based on FY24 Audited Actuals					



BOARD OF DIRECTORS 2025

STEVE HEMINGER, CHAIR
RICO E. MEDINA, VICE CHAIR
MARGARET ABE-KOGA
PAT BURT
JEFF GEE
RAY MUELLER
SHAMANN WALTON
MONIQUE ZMUDA

MICHELLE BOUCHARD
EXECUTIVE DIRECTOR

PENINSULA CORRIDOR JOINT POWERS BOARD

INVESTMENT PORTFOLIO

AS OF MARCH 31, 2025

TYPE OF SECURITY	M/M	Q/Q	Y/Y	MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE Q3FY25 3/31/2025
Local Agency Investment Fund (LAIF) (Unrestricted)	0.00%	1.16%	4.62% *	Liquid Cash	4.333%	393,164	393,164
California Asset Mgmtt Program (CAMP) (Unrestricted)	0.38%	1.12%	-82.09%	Liquid Cash	4.470%	13,809,095	13,809,095
County Pool (Unrestricted)	0.00%	0.94%	3.89%	Liquid Cash	3.805%	607,783	607,783
Other (Unrestricted)	-13.28%	158.71%	163.99%	Liquid Cash	3.756%	104,154,974	104,154,974
Other (Restricted)	-3.08%	-4.99%	506.43% **	Liquid Cash	4.048%	133,000,785	133,000,785
	-7.40%	29.28%	80.70%			\$ 251,965,801	\$ 251,965,801

* The market value of Local Agency Investment Fund (LAIF) is calculated annually and is derived from the fair value factor as reported by LAIF for quarter ending June 30th each year.

** Prepaid Grant funds for Homeland Security, PTMISEA and LCTOP projects, and funds reserved for debt repayment. The Portfolio and this Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The Joint Powers Board has the ability to meet its expenditure requirements for the next six months.

**Peninsula Corridor Joint Powers Board
Staff Report**

To: JPB Finance Committee
Through: Michelle Bouchard, Executive Director
From: Li Zhang, Chief of Commercial & Business Development
For: June 2025 JPB Board of Directors Meeting
Subject: **Authorize the Executive Director to Execute a Reimbursement Agreement with the San Mateo County Transit District for the Peninsula Corridor Joint Powers Board's (JPB) Share of Furnishing, Information, Communications, and Technology (ICT) Infrastructure, and Other Costs in Connection with Relocating to 166 N. Rollins Road in Millbrae, California****



Finance Committee
Recommendation



Technology, Operations, Planning,
and Safety Committee
Recommendation



Advocacy and Major Projects
Committee Recommendation

Purpose and Recommended Action

Staff recommends that the Board of Directors (“Board”) of the Peninsula Corridor Joint Powers Board (“JPB”) authorize the Executive Director, or designee, to execute a Reimbursement Agreement between the San Mateo County Transit District (“District”) and JPB to cover JPB’s share of the Furniture, Fixtures & Equipment (FF&E) contract between the District and KBM Office Equipment, Inc., as well as information, communications and technology (ICT) infrastructure and moving costs in connection with the new SamTrans and JPB headquarters at 166 N. Rollins Road, in the City of Millbrae, California.

Discussion

In December 2024, the JPB authorized the Executive Director to execute an agreement and take other actions necessary to sublease a portion of the Gateway at Millbrae Station, located at 166 N. Rollins Road in Millbrae, California from the San Mateo County Transit District. As part of that agreement, JPB agreed to cover its share of costs to purchase FF&E, moving services, and IT costs associated with JPB’s subleased spaces.

The table below outlines the estimated cost of JPB’s share of costs not covered by Tenant Improvement Allowances. In May 2025, the District awarded a contract to KBM Office Equipment, Inc., to provide FF&E purchase and design services in connection with 166 N. Rollins Road. In addition, JPB and the District will incur costs for ICT infrastructure such as cabling and audio-visual equipment, as well as moving related costs.

Scope of Work	JPB's Estimated Cost Share
Furniture, Fixtures & Equipment (FF&E)	\$ 1,968,272
Information, Communications & Technology (ICT)	\$ 1,328,316
Moving Services, Move Management, Equipment & Furniture Disposal	\$ 286,704
Total	\$ 3,583,292

To realize efficiencies and savings, staff recommend that the Board authorize the Executive Director to enter into an agreement to reimburse the District for the purchase of JPB's FF&E, ICT, and moving related expenses as outlined in the Reimbursement Agreement.

Budget Impact

Staff proposes to include \$3.6 million from savings from project closeout and general capital funds in the FY26 & FY27 Capital Budget to cover costs associated with this agreement. Costs beyond this estimate will be subject to future additional budget authorizations.

Prepared By:	Li Zhang	Chief, Commercial and Business Development	05/13/2025
	Oscar Quintanilla Lopez	Director of Budgets and Financial Analysis	05/13/2025

Resolution No. 2025-

**Board of Directors, Peninsula Corridor Joint Powers Board
State of California**

*** * ***

**Authorize the Executive Director to Execute a Reimbursement Agreement with
the San Mateo County Transit District for JPB's Share of Furnishing, ICT
Infrastructure, and Other Costs in connection with relocating to 166 N. Rollins
Road in Millbrae, California**

Whereas, the San Mateo County Transit District ("District") executed a lease-to-purchase agreement for the "Gateway at Millbrae Station" office building, located at 166 N. Rollins Road in Millbrae, California; and

Whereas, in December 2024, the Peninsula Corridor Joint Powers Board ("JPB") authorized the Executive Director to execute an agreement between the District and JPB and take other actions necessary to lease a portion of the Gateway at Millbrae Station; and

Whereas, the parties agreed that each will experience costs above and beyond the cost of building occupancy and tenant improvements, including costs to purchase furniture, finishings, fixtures and equipment ("FF&E"), to install information, communications and technology (ICT) infrastructure and furnish IT (information technology) equipment, and to prepare for and actually move and that a joint procurement would be the most cost-effective way to proceed; and

Whereas, in May 2025, the District awarded a contract to provide furniture, fixtures, equipment, and services in connection with moving to the Gateway at Millbrae Station which includes the purchase of the FF&E for JPB use in the sublease premises; and

Whereas, the District has proposed a Reimbursement Agreement, pursuant to which JPB will reimburse the District for JPB's share of the costs of FF&E, ICT, and moving; and

Whereas, costs associated with the Reimbursement Agreement will be included in the JPB Fiscal Year 2026 and Fiscal Year 2027 Capital Budget.

Now, Therefore, Be It Resolved, that the Board of Directors authorize the Executive Director, or designee, to execute a Reimbursement Agreement with the San Mateo County Transit District for JPB's share of FF&E, ICT infrastructure, and other costs in connection with relocating to 166 N. Rollins Road in Millbrae, California

Regularly passed and adopted this 5th day of June, 2025, by the following vote:

Ayes:

Noes:

Absent:

Chair, Peninsula Corridor Joint Powers Board

Attest:

JPB Secretary