

**Peninsula Corridor Joint Powers Board  
Finance Committee  
1250 San Carlos Avenue, San Carlos, CA 94070  
Minutes of May 19, 2025**

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

**Members Absent:** None

**Staff Present:** L. Bouvet, J. Brook, J. Harrison, K. Jordan Steiner, L. Lumina-Hsu,  
O. Quintanilla Lopez, 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**

Aleta Dupree, Team Folds, commented on 30-minute train frequency, Caltrain funding, Measure RR, and fares.

Roland commented on the supplemental reading file and Consent Calendar items.

**5. Consent Calendar**

**5.a. Approval of Meeting Minutes for April 21, 2025**

**5.b. Authorize Contingent Budget Authority for Fiscal Year 2025 Operating Budget  
Increasing the Budget from \$238.1 Million to \$240.5 Million**

Motion for 5.a./Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

Motion for 5.b./Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

- 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**
- 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**
- 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**
- 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**

Lyne-Marie Bouvet, Planning Administrator, Capital Planning, provided the presentation, which included the following:

- Fund transit projects and infrastructure
- First time program released; happens every four years
- Retroactive funding request for increased weekend service

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

- San Mateo County Transportation Authority (TA) Board decision on selected projects after application review by staff
- Dollar amount for some projects may be negotiated with the TA; grant money may be less than requested

#### Public Comment

Aleta Dupree, Team Folds, spoke in support of grant application submissions and commented on four-track service and grade separation projects.

Motion for Item 6.a./Second: Cohen/Canepa

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

Motion for Item 6.b./Second: Cohen/Canepa

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

Motion for Item 6.c./Second: Cohen/Canepa

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

Motion for Item 6.d./Second: Cohen/Canepa

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

**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**

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

- Received four proposals - all responsive
- Kelly McNutt selected; funds included in current and future capital budgets

The Committee members had a discussion and staff provided further clarification in response to the Committee comments and questions, which included Mr. Yin confirming that Kelly McNutt was the current service provider and clarification on contract award amount based on future projects.

Motion/Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

**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**

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

- Joint RFP (Request for Proposals) issued by JPB (Peninsula Corridor Joint Powers Board), SamTrans (San Mateo County Transit District), and the TA
- Nine proposals received - all responsive
- Staff to issue work directives as needed based on approval by Executive Director

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

- Staff did price analysis; negotiated prices are fair and reasonable
- Contract for leadership coaching is for managers, directors, and senior leadership to improve their professional relationships and conduct across the agencies

- Work directives issued on as-needed basis after review and approval by Executive Director and Chief of Staff
- Approval of contract at this time; no funding for services included in draft Fiscal Year 2026 operating budget
- JPB not obligated to purchase any level of service
- Contracts with SamTrans and TA also going to their respective Boards

Motion/Second: Cohen/Zmuda

Ayes: Cohen, Zmuda

Noes: Canepa

Absent: None

**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**

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

- Joint RFP issued by JPB, SamTrans, and the TA
- Received 21 proposals, 14 responsive.
- Selection committee composed of representatives from all three agencies reviewed and scored proposals; Three highest ranked firms selected
- Staff completed price analysis and found these firms are fair, reasonable, and consistent
- Temporary staffing to be offset by unfilled budgeted positions

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

- JPB has contracted with the firms in the past and unsure if JPB previously used them
- Method for picking an agency to fill a temporary staffing spot; consideration of written proposal, criteria, team, and cost

Motion/Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

**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**

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

- Prior to Fiscal Year (FY) 2023, the Board approved two separate resolutions: one for licenses, maintenance services, and professional services, and one for cooperative programs and piggyback contracts

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 for contracts exceeding \$250,000
- Most IT (information technology) contracts are renewals of current software and maintenance services; many piggybacked on existing competitive procurements
- FY 2025 has not yet used the delegated authority authorized for FY 2025; expect one contract at \$800,000 to come to Board in August; quarterly report lags two months behind
- Policy for piggybacking IT contracts has been in effect prior to 2010; other public agencies have negotiated contracts through a competitive process and JPB piggybacks on those negotiations
- Policy allows IT to make quick decisions and is cost effective; allows for IT renewals on a yearly basis, such as for office software, cybersecurity, and hardware, with vendors that can only provide those services and support those programs
- Requested spreadsheet for last few years showing how \$3 million target was set; based on past statistics of eight to ten regular vendors with multi-year contract renewals of \$210,000 to \$400,000
- Multi-year renewal process for significant discounts for the agency; cooperative agreements for cost savings by not having to do RFPs for each contract every year
- \$3 million is for aggregate contracts over one-year period
- Frequency of reports provided to Board – need additional software licenses/upgrades for new staff on ongoing basis; staff to provide spreadsheet for next year's update
- Confirmed new IT items and purchases are single-sourced situations

Motion/Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

#### Public Comment

Roland commented report updates are part of the supplemental reading file and not on the agenda, does not allow opportunity for Directors or public to comment on updates, and reports should be agendaized.

### **11. Accept Statement of Revenues and Expenses for the Period Ending March 31, 2025**

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

- Sources favorable: ridership, parking, investment earnings
- Timing issues expected to be resolved by year end
- Uses were generally favorable; affected by timing delays; offset by unfavorable uses
- Year-end projected to be one percent favorable to budget

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

- Numbers elasticity
- Sufficient revenue to address delay
- Possible variances at year end – to be determined after consultants do inventory
- Predicting continued strong ridership

#### Public Comment

Aleta Dupree, Team Folds, commented on Measure RR, slowdown on purchase of large-ticket items due to consumer confidence over tariffs, energy regeneration credit, and interest income.

Roland commented on funding and grants for Gilroy service, Measure RR, Joint Powers Agreement, and ballot language.

Motion/Second: Cohen/Canepa

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

#### **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**

Li Zhang, Chief, Commercial and Business Development, introduced Oscar Quintanilla Lopez, Director, Budgets and Financial Analysis. Mr. Quintanilla Lopez provided the presentation, which included the following:

- Sublease with SamTrans authorized December 2024; Caltrain to reimburse costs associated with sublease spaces
- Proposing to include \$3.6 million in Fiscal Year 2026-2027 capital budget from savings from project closeouts and general capital funds – cover actual costs not included in tenant improvement allowances

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

- June 2026 projected move-in date
- Continued partnership between JPB and SamTrans at a multimodal space serviced by Caltrain, SamTrans, and Bay Area Rapid Transit (BART)

Public Comment

Aleta Dupree, Team Folds, spoke in support of reimbursing SamTrans for furnishings and infrastructure, and commented on cost and work savings of partnership than if done separately.

Motion/Second: Canepa/Cohen

Ayes: Cohen, Canepa, Zmuda

Noes: None

Absent: None

**13. Committee Member Requests** - There were none.

**14. Date/Time of Next Regular Finance Committee Meeting:** Monday, July 28, 2025 at 2:30 pm.

**15. Adjourn** - The meeting adjourned at 3:57 pm.