

**Peninsula Corridor Joint Powers Board (JPB) Summary
Meeting of June 6, 2024**

Closed Session: Conference with Legal Counsel – Pending Litigation (§ 54956.9(d)(1)) [Rogers v. Peninsula Corridor Joint Powers Board, San Mateo County Superior Court, Case No. 23-CIV-03335]. There were no reportable actions.

Report of the Executive Director - Michelle Bouchard, Executive Director, provided updates, which included the following:

- May 11 San Carlos electrification event had the highest attendance with 5,000 people. Received support from delegation from Board Members and VIPs
- Final electrification train testing this weekend. Future events include a soft launch through August, September 21, a new schedule launch, and community events throughout corridor
- APTA (American Public Transportation Association) Rail Conference was held in Cleveland, Ohio, where Sam Sargent, Director of Strategy and Policy, spoke about ridership growth and Graham Rogers, Business Operations Project Manager, spoke about the zero-emission future, and Ms. Bouchard spoke about organizational safety culture and the electrification program
- June is Pride Month. Supported South City Pride. Second annual event will be in San Francisco on June 30
- SB (Senate Bill) 1031 was withdrawn for consideration for this year

JPB Board of Directors Received and Approved the Following Items:

- Meeting Minutes of May 2, 2024
- Accept Statement of Revenues and Expenses for the Period Ending April 30, 2024
- Accept Financial Audit and Citizens Advisory Committee’s Report of Measure RR Tax Revenues and Expenditures for the Fiscal Year Ended June 30, 2023
- Renew Findings of an Emergency Regarding the North Channel Embankment of the San Francisquito Creek Bridge Due to Erosion Pursuant to Public Contract Code §22050*
- Fiscal Year 2025 Capital Budget Amendment (Authorizing use of PCEP Reimbursements for Eligible Capital Projects)
- Authorize the Executive Director to Execute a Memorandum of Understanding (MOU) With the City of Menlo Park for Activities Undertaken in Support of the Middle Avenue Undercrossing Project
- Authorize the Fourth Amendment of the Use, Operating and Maintenance (UOM) Agreement for the Millbrae Intermodal Station (with BART)
- Approve Title VI Analysis for September 2024 JPB Electrification Service Changes
- Authorize Execution of Funding Agreements with VTA for Use of Measure B and Regional Measure 3 Funds for Phase 2 of the Diridon Station Business Case
- Award of Contract for Federal Legislative Advocacy Services
- Award of Contract for State Legislative Advocacy Services

Appointment of the Citizens Advisory Committee Representative and Alternate for San Mateo County and for San Francisco County – the Board first approved Amit Lohe as the regular member and Melody Pagee as an alternate member, with each term expiring on June 30, 2027 as the San Mateo County CAC representatives. The Board then approved Rohit Sarathy as the regular member with a term expiring June 30, 2027, as the San Francisco City/County representative.

State and Federal Legislative Update and Consideration of Position on SB 1031: The Connect Bay Area Act of 2024 – Casey Fromson, Chief of Staff and Devon Ryan, Government Affairs Officer, provided the presentation that included the following information:

- Support position on HR7039 to authorize \$20 billion annually for public transportation operating expenses for four years in federal funds
- Senator Padilla is advancing requests for funding for the South County, Santa Clara County Wi-Fi project – for Wi-Fi on the remaining diesel fleet running from Gilroy to Tamien to San Jose
- \$5.1 billion dollars reserved in State budget for transit package – \$25 million allocated to Caltrain through MTC (Metropolitan Transportation Commission) in FY (fiscal year) 2026, but cuts \$114 million to three grade separation projects on the corridor in Burlingame, Mountain View, and Palo Alto
- SB1031 is not moving forward and will need external sources. Hoping for first \$36 million will be reduced by state funds from MTC
- Continue to review cost control measures, such as fares, service, FTEs (full-time equivalent), and operating contract deficiencies

The Board Members had a robust discussion, and staff provided further clarification in response to the following Board comments and questions:

- MTC special meeting scheduled next Wednesday to discuss legislation
- Concerns with costs that make it challenging for any city to do grade separations alone

Receive Update on Evaluation of Caltrain’s Options for Headquarters Space – Nadine Fogarty, Director of Real Estate and TOD, provided the presentation that included the following information:

- Caltrain may co-locate with SamTrans or establish a separate headquarters location
- Initial exploration of options was completed in January, which led to the Board’s recommendation to pursue two parallel paths: move forward with negotiations with SamTrans and engage in a search process to explore other options
- RFI (Request for Information) included refined space program and received five responses, and secured a broker to assist with evaluation and help supplement responses
- Continued conversations regarding co-locating and space planning efforts
- Searching for 27,000 – 30,000 square feet location with possible additional space if needed

- Two staff surveys were conducted to gather input for future headquarters office. Results show shorter commutes, better transit connections, and higher quality office space are all important and would help encourage staff to return to office
- Current costs for headquarters in this building is very low and expected to increase in future scenarios. Costs expected to increase \$2 million to \$3 million annually with shared services
- Reviewed summary of evaluation framework with three main categories: cost, staff retention and recruitment, and building suitability

The Board Members had a robust discussion, and staff provided further clarification in response to the following Board comments and questions regarding the following:

- Confirmed amount of square footage needed and telework policy in place
- Clarified square footage in current building and request for leadership to send an email to the Board with details of the proposed framework
- Timeline to bring co-locating decision to SamTrans as soon as possible and make decision by August with final decision in September
- Return with quantified square feet for the current building since some space cannot be utilized
- Mutual services are completed in an expeditious and fair way. Co-locate option preferred

Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report – Sherry Bullock, Program Director, CalMod and Rail Integration, Keith McCoy, Project Director, BBI (Balfour Beatty Infrastructure, Inc), and Casey Fromson, Chief of Staff, provided the presentation that included the following information:

- Project budget – have \$89,000 drawn from shared risk pool and \$9.27 million from project contingency pool
- Project reached a significant milestone on May 3rd with substantial completion
- Eight EMU (electric multiple unit) running simultaneously for stress tests
- Fully ready for soft launch in August and eventually in the full service in September
- Still facing ongoing theft of impedance bond cables. Started permanent solution on technical level. Hope to have final solution recommendation by end of month
- Focus now is closing out punch list items and documentation before final acceptance
- Last weekend shutdown scheduled for June 8 - 9 between San Francisco and San Jose. Replacement bus service at high ridership stations (Millbrae, Palo Alto, and San Jose)
- More training on traction power to happen in June and July

The Board Members had a robust discussion, and staff provided further clarification in response to the following Board comments and questions regarding the following:

- Timeline for sorting out project's remaining funds after completion
- Cities to help get the word out. Need to stress safety as trains will be quieter and running during the day

Receive Update on Rail Activation Management Program – Graham Rogers, Business Operations Project Manager, and Mark Clendennen, Director of Rail Activation and Transitioning, provided the presentation that included the following information:

- Operationally prepared for seamless launch of electrified service upon PCEP completion
- Focused on areas, such as pre-revenue operations planning, Safety and security plans, risk management, back-office technology, data management and integration
- Mid-August to introduce the first electric train to the existing service schedule and replace one of the diesel locomotives. Preceded by a small VIP celebration event and VIP EMU train ride
- Gradually introduce additional EMUs into service each week, ramping up electric train service over a four-to-six-week period before the September launch of the new schedule
- Soft launch benefits include alleviating storage constraints, improved reliability, staggered maintenance, demonstrate traction electrification system capabilities, and smooth transition
- Marketing campaign spearheaded by Communication team. Working with marketing agency, Celtis, to develop and implement a comprehensive campaign that will highlight new trains and improve service for current and potential customers
- Will have large a community celebration with events and activities at stations along the corridor in September

Receive Update on Customer Experience and Retention Strategy – Lisa Peabody, Director of Customer Experience, provided the presentation that included the following information:

- Provided average monthly numbers for Customer Service team, communications collateral (signage, handouts, temporary wayfinding), community outreach with ambassadors, distribution team deliveries, and ticket sales or group/special events sales
- 2023 customer satisfaction survey had 78 percent satisfaction rate, especially regarding feeling safe on board
- Created Customer Task Force – made of up many teams, including Systems Engineering, Rail Administration and Planning, Government Affairs, IT (Information Technology), Accessibility, Capital Planning, and more to help address challenges to improve the customer experience
- Implementing measurable programs that can help grow customer retention, diversify customer base, and help customers, such as physical improvements (wayfinding, communication, and outreach) and digital improvements

The Board Members had a robust discussion, and staff provided further clarification in response to the following Board comments and questions regarding the following:

- Concerns with second highest boarding station at University Avenue in Palo Alto and plans for activation
- Participate in a board policy on use of AI (artificial intelligence) as well as some guidelines on use of the Discord social media platform

Monthly Reports were provided on the following items:

- Report of the Citizens Advisory Committee – Brian Shaw, Chair, provided an update on CAC discussions, which included the following:
 - Received update on SB1031
 - Discussion on wayfinding and asked staff to create video on how to best ride Caltrain, create regional mapping and wayfinding hub for user testing before implementing any new signage, and consider costs of the regional mapping wayfinding project
 - Received update on electrification and upcoming wireless broadband for the railroad
 - Request for more information on full shutdown in June and environmental benefits of electrification, bike capacity with growing use of bikes on railroad, and rail crossing optimization
 - Need to approve the Measure RR report and staff advised to create subcommittee to help with feedback

- Report of the Chair – Acting Chair Gee had nothing to report.

- Report of the Local Policy Maker Group (LPMG) – Chair Burt reported the following:
 - Last meeting focused on High-Speed Rail updates and received update on the latest business plan

- Report of the Transbay Joint Powers Authority (TJPA) - Chair Gee reported the following:
 - Received approval to enter into engineering for DTX (downtown extension) project. It came with \$3.4 billion in federal funding and a press conference was held on May 20th at Salesforce Transit Center. It came with the commitment that by July 2027, they will need to come up with local matching funds.

Board Member Requests

Director Abe-Koga requested to name two of the EMU trains after Congresswoman Anna Eshoo and Speaker Nancy Pelosi and for staff to return with an updated naming policy.

Director Medina also requested to add Congresswoman Jackie Speier.