

Amended 03/06/2024 at approx. 8:00 am to add resolution for Item 16.b.i., page 214-215, and amended 03/05/2024 at approx. 4:40 PM to add materials for Item 12, pages 165 – 177



**BOARD OF DIRECTORS 2024**

DEVORA "DEV" DAVIS, CHAIR  
STEVE HEMINGER, VICE CHAIR  
PAT BURT  
JEFF GEE  
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SHAMANN WALTON  
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MICHELLE BOUCHARD  
EXECUTIVE DIRECTOR

# AGENDA

## PENINSULA CORRIDOR JOINT POWERS BOARD

### Board of Directors Meeting

March 07, 2024, 9:00 am

Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Ave., San Carlos, CA

Members of the public may participate remotely via Zoom at <https://us06web.zoom.us/j/87581188408?pwd=OFNUYTVFdExlOXRkR2tQOENXQUhhUT09> or by entering Webinar ID: **875 8118 8408**, Passcode: **033088** 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, Bacciocco Auditorium - Second Floor, 1250 San Carlos Ave., San Carlos, CA, or any other noticed location.

Public Comments: Public comments may be submitted to [publiccomment@caltrain.com](mailto: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.

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

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.

**March 07, 2024 - Thursday**

**9:00 am**

*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.*

**PART I OF MEETING (CALL TO ORDER): 9:00 am**

1. Call to Order / Pledge of Allegiance
2. Swearing in of VTA (Santa Clara Valley Transportation Authority) Motion  
Appointed Representative
3. Roll Call
4. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances

**PART II OF MEETING (CLOSED SESSION): 9:05 am estimated**

5. General Counsel Report – Closed Session: Conference with Legal Counsel – Pending Litigation (§ 54956.9(d)(1))[Williams v. Peninsula Corridor Joint Powers Board, San Mateo County Superior Court, Case No. 22-CIV-03763]
6. General Counsel Report - Closed Session: Conference with Legal Counsel Anticipated Litigation: Significant exposure to litigation pursuant to Sections 54956.9(d)(2) and (e)(1) of the Government Code: Number of matter(s) to be discussed: 1

**PART III OF MEETING (REGULAR SESSION): 10:05 am estimated**

7. General Counsel Report – Report Out from Above Closed Session
8. Public Comment for 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 reply.
9. Report of the Executive Director Informational
10. Consent Calendar  
Members of the Board may request that an item under the Consent Calendar be considered separately.

10.a. Meeting Minutes of February 1, 2024 Motion

**Approved by the Finance Committee**

10.b. Accept Statement of Revenues and Expenses for the Period Ending January 31, 2024 Motion

10.c. 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\* Resolution

10.d. Award of Contract for Central Control Facility (CCF) Building Heating, Ventilation, and Air Conditioning (HVAC) Installation Project\* Resolution

10.e. Adoption of the California Uniform Public Construction Cost Accounting Act Resolution

**Approved by the Technology, Operations, Planning, and Safety (TOPS) Committee**

10.f. Award of Contract for Construction Manager General Contractor Services for the Broadway Grade Separation Project\* Resolution

10.g. Authorize Executive Director to Amend Contract with Turbo Data Systems, Inc. for Fare Evasion Citation Processing Services and Mobile Fare Enforcement Devices to Increase by \$500,100 to \$1,096,500\* Resolution

**Approved by the Advocacy and Major Projects (AMP) Committee**

10.h. Amendment #2 to the Memorandum of Agreement with Transbay Joint Powers Authority for 4th and King Yard Preparation in Support of the Downtown Rail Extension\* \*\* Resolution

10.i. Approval of Update to Public Comment Process Policy for Fares and Major Service Changes Resolution

11. Honoring International Women’s History Month Resolution

12. Authorize Amendment to On-Call Transportation Planning and Consultant Support Services Contract\* Resolution

13. Adopt Caltrain Energy Policy Resolution

- |  |               |
|--|---------------|
| 14. Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report  | Informational |
| 15. Receive Update on Customer Experience and Retention Strategy   | Informational |
| 16. Reports  |               |
| 16.a. Report of the Citizens Advisory Committee  | Informational |
| 16.b. Report of the Chair  | Informational |
| 16.b.i. Resolution of Appreciation for Cindy Chavez  | Resolution    |
| 16.c. Report of the Local Policy Maker Group (LPMG)  | Informational |
| 17. Correspondence   |               |
| 18. Board Member Requests  |               |
| 19. Date/Time of Next Regular Meeting: Thursday, April 4, 2024 at 9:00 am.<br>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. |               |
| 20. Adjourn  |               |

## 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 650.508.6242. Agendas are available on the Caltrain website at [www.caltrain.com](http://www.caltrain.com). Communications to the Board of Directors can be e-mailed to [board@caltrain.com](mailto: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 TOPS and AMP Committee: Two Wednesdays before the Board meeting, 1:30 pm and 3:30 pm respectively. 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](mailto: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](mailto: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.



# Executive Director's Monthly Report: February 2024

Executive Director Michelle Bouchard

*Report prepared for March Board meeting; data current through January 2023.*

## Who We Are and What We Do

**Caltrain Mission:** Caltrain is a customer-focused rail system offering safe, reliable, accessible, and sustainable transportation service that enhances quality of life for all.

**Caltrain Vision:** To be a vital link in the statewide rail network by improving connectivity to other transit systems, contributing to the region's economic vitality, and partnering with local communities to ensure that diverse constituencies receive a world-class travel experience.



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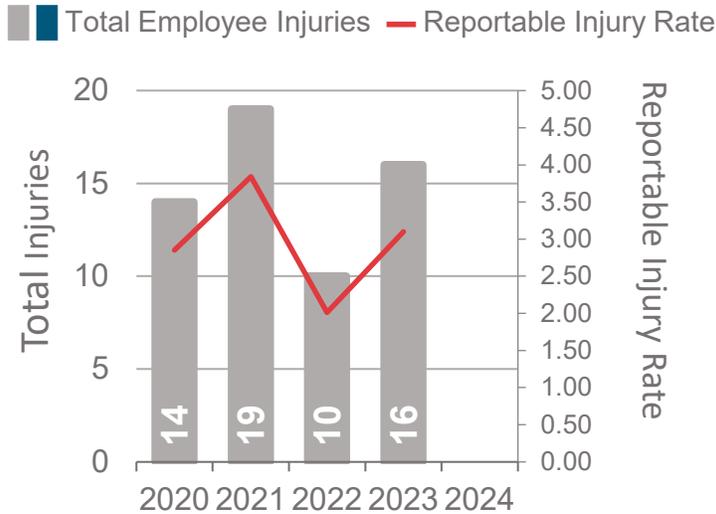
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# Safety Updates – Injuries and Incidents

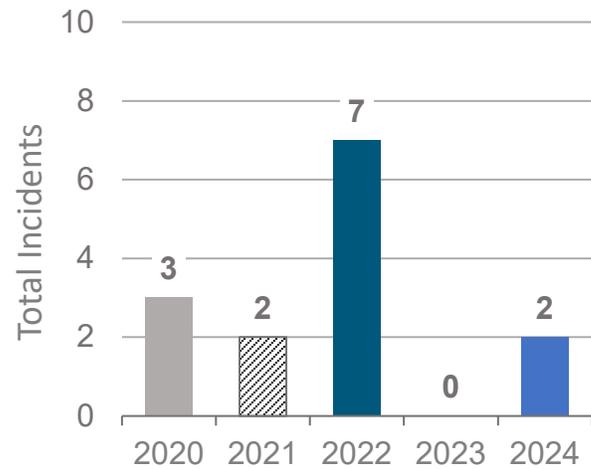
## Reportable Injury Trends



Reportable Injury Rates (RIR) are based on the number of railroad worker on duty injuries and illnesses per 200,000 employee-hours annually (equivalent of 100 full time employees). The national average RIR is 3.0 across all industries, per the U.S. Bureau of Labor Statistics. Caltrain’s cumulative RIR for calendar year 2023 was 3.24.

Strains or sprains constitute the majority (53%) of reportable injuries for Caltrain’s operator.

## Reportable Rail Equipment Incidents



Reportable railroad accidents/incidents are divided into three groups: (1) Highway-Rail Grade Crossing; (2) Rail Equipment; (3) Death, Injury and Occupational Illness.

Reportable Rail Equipment Incidents from recent years peaked in 2022. There were no reportable incidents in 2023 but there have been 2 incidents thus far in 2024.

## Days without a Reportable Injury as of 2/9/2024

Department	Days Without Injury	Date of Last Injury
Operations	99	11/3/2023
Maintenance of Equipment	96	11/6/2023
Maintenance of Way	3	2/7/2024
Other	1,354	5/27/2020





# Safety Culture Engagement Efforts

## Ongoing Safety Culture Transformation

- Caltrain recently onboarded a new cohort of Safety Champion volunteers to partner with the Safety Department and executives on the Safety Culture Steering Committee to promote, improve, and sustain a proactive safety culture. Safety Champions help create safety messaging, encourage safety concern reporting, model safe behaviors, and obtain feedback from peers.
- Chief Safety Officer issues regular correspondence to Caltrain employees about the importance of continuing to put Safety First and Always. Recent messages covered topics such as learning culture and safety moments.
- Caltrain recently launched a “Safety Leaders of the Quarter” recognition program to acknowledge and celebrate employees who are actively contributing to a positive safety culture. The inaugural Safety Leaders were recognized at Caltrain’s most recent All Hands Meeting. A new group of Safety Leaders will be selected and recognized in March 2024.

## Recent Engagement Activities

- Attended APTA Mid-Year Safety and Risk Seminar
- Participated in Commuter Rail Safety Committee – presented Caltrain efforts on Roadway Worker Protection, Safety Culture and Grade Crossings
- Meeting with City of Palo Alto to discuss fencing, Churchill Grade Crossing, and Project Safety Net
- Scheduling meetings regarding Burlingame – Broadway Crossing

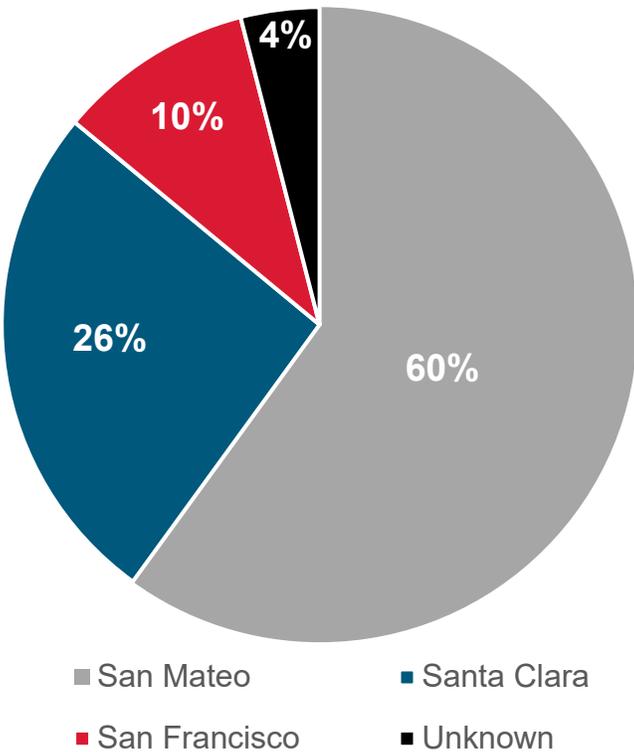




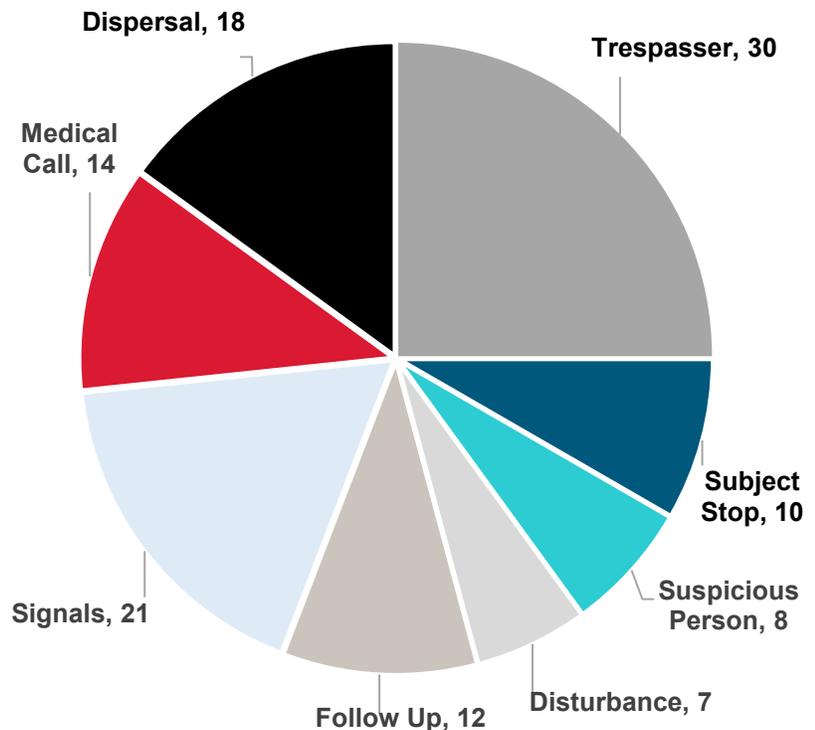
# Security Update

The San Mateo County Sheriff’s Office Transit Police Bureau is Caltrain’s contracted law enforcement provider. The bureau is responsible for policing all Caltrain rail equipment, stations, right-of-ways and facilities throughout San Francisco, San Mateo, and Santa Clara counties.

### Calls for Service by County – January 2024



### Number of Calls by Category – January 2024<sup>1</sup>



### January 2024 Service Call Data

Overall Average Response Time: **25:32**  
 Average Response Time for **Priority 1\***: **16:38**  
 Average Response Time for **Priority 2\*\***: **26:31**

\*Priority 1 Calls: *In Progress – Crimes Against Persons*

\*\*Priority 2 Calls: *Just Occurred – Crimes Against Persons/ In Progress – Property Crimes*

Footnote 1: Total calls for service totaled 302 in January across 15 categories. The pie chart shows the top 8 categories representing 207 calls or 71% of the total.

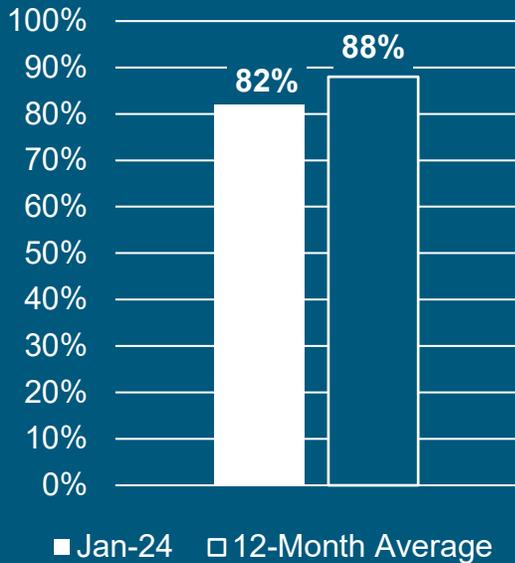




# Performance at a Glance

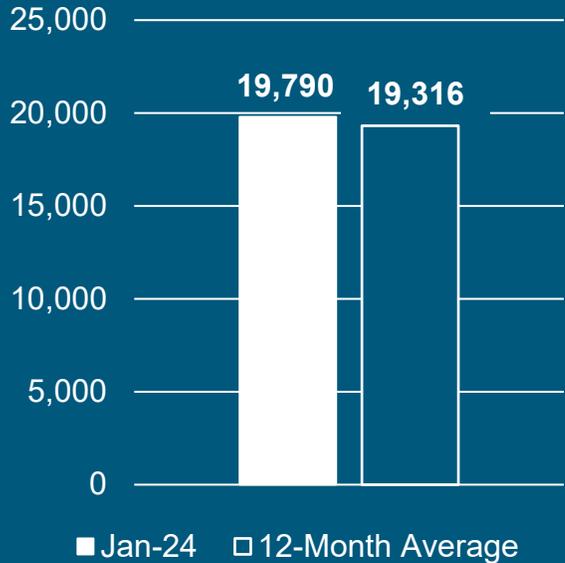
## On-Time Performance

Percentage of trains arriving within six minutes of the scheduled time



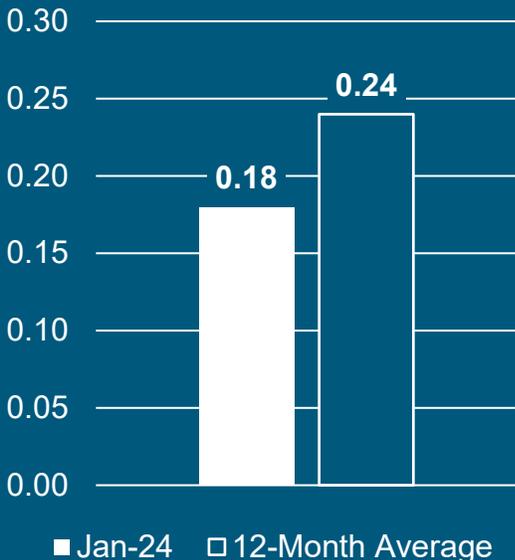
## Average Daily Ridership

Average estimated weekday ridership



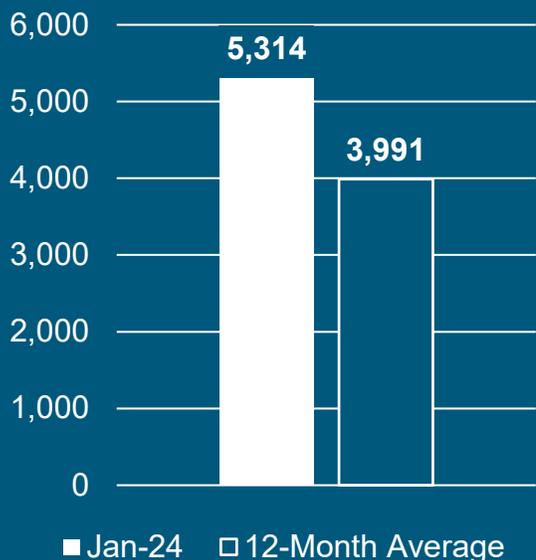
## Farebox Recovery Ratio

Ratio of fare revenue to operating costs



## Mean Distance Between Failures

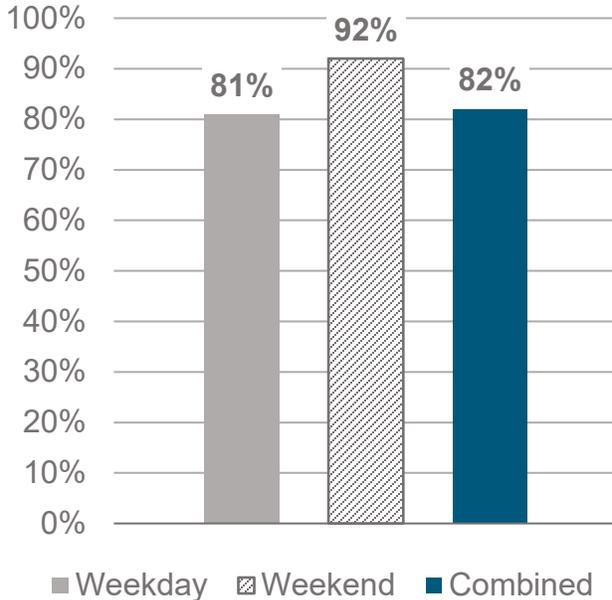
Average miles travelled by locomotives before maintenance/repair is required





# On-Time Performance

## Performance This Month (Jan-24)

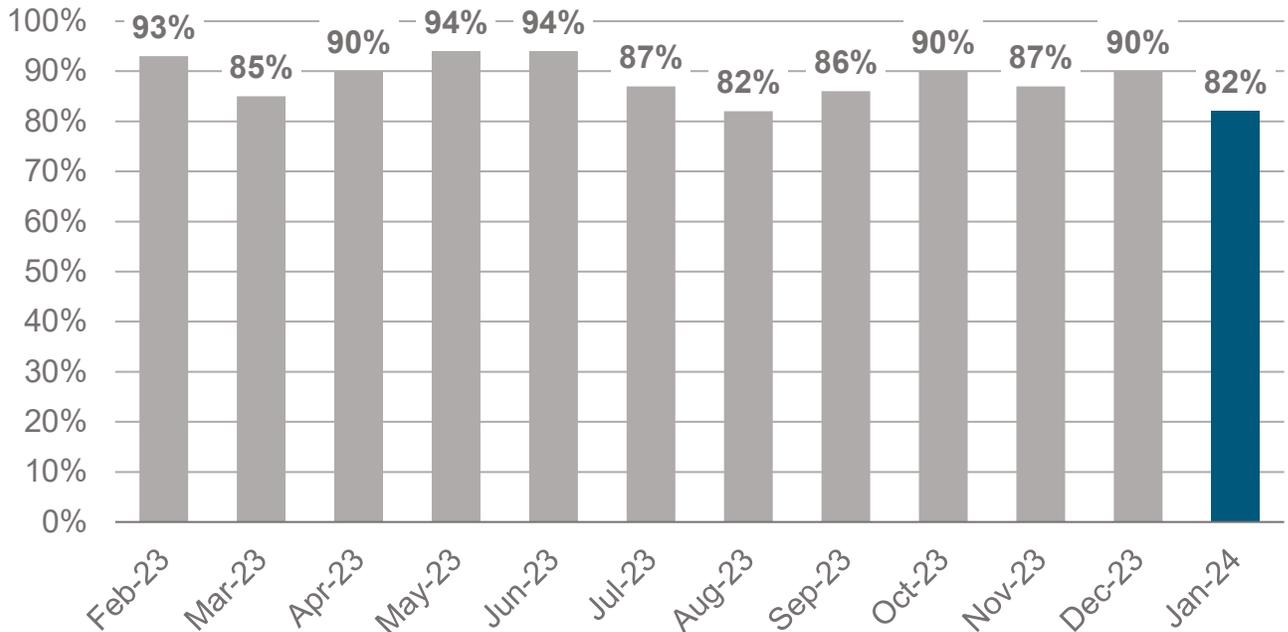


Trains are considered on-time if they arrive within six minutes of the scheduled arrival time at end-line locations (i.e. San Francisco, San Jose Diridon, Tamien, and Gilroy).

The on-time performance (OTP) goal for Caltrain is 95 percent. Combined OTP for the month of December was 90%.

Note that weekend OTP includes holidays.

## Monthly On-Time Performance in the Past Year





# Delays and Cancellations

Nov-23

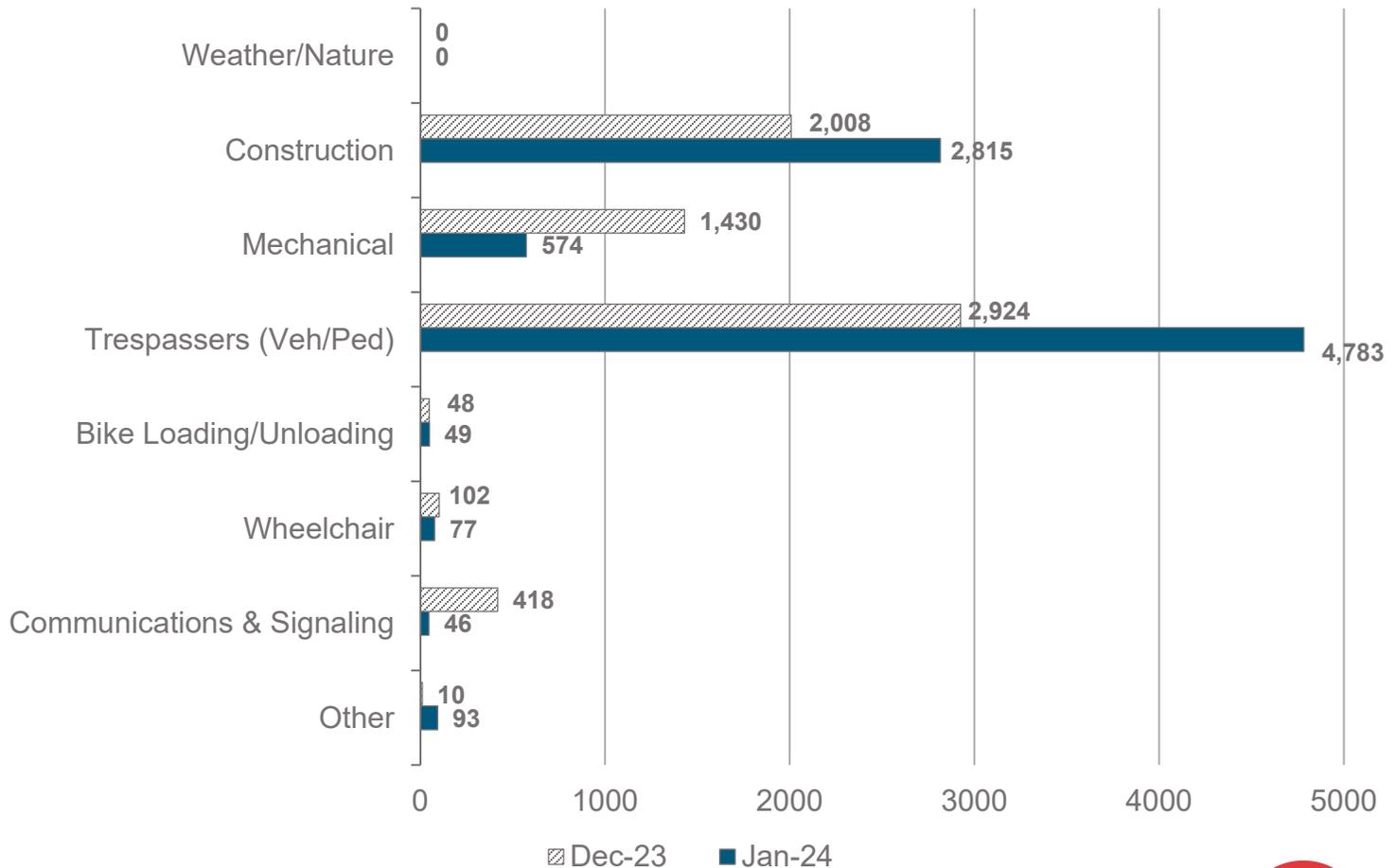
Dec-23

Jan-24

<b>Number of Late Trains</b>	316	238	448
<b>Average Minutes Late for Late Trains</b>	21	29	27
<b>Number of Cancelled Trains</b>	44	11	41

Trains are considered late if they arrive at their end-line destination six minutes or more after the scheduled time. Average Minutes Late represents the average difference in actual arrival time from the scheduled arrival time for late trains. Cancelled Trains includes trains forced to terminate mid-run, as well as those that are annulled before they begin to operate.

## Reasons for Train Delays, by Minutes of Delay



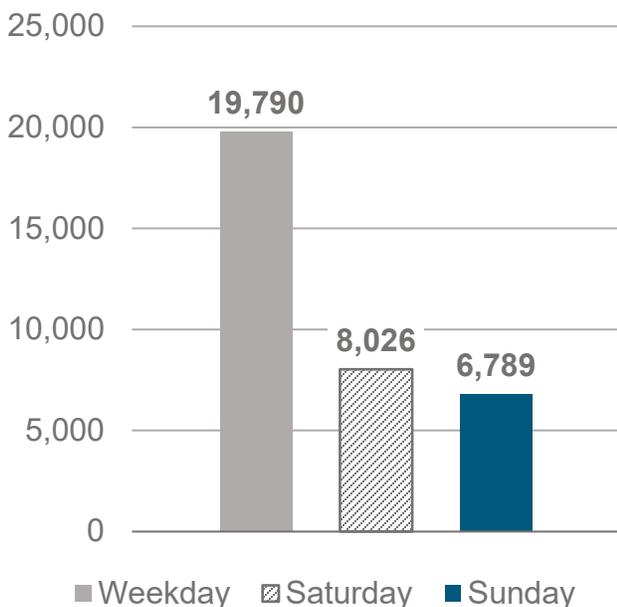
Note: "Other" includes special events and track defects.





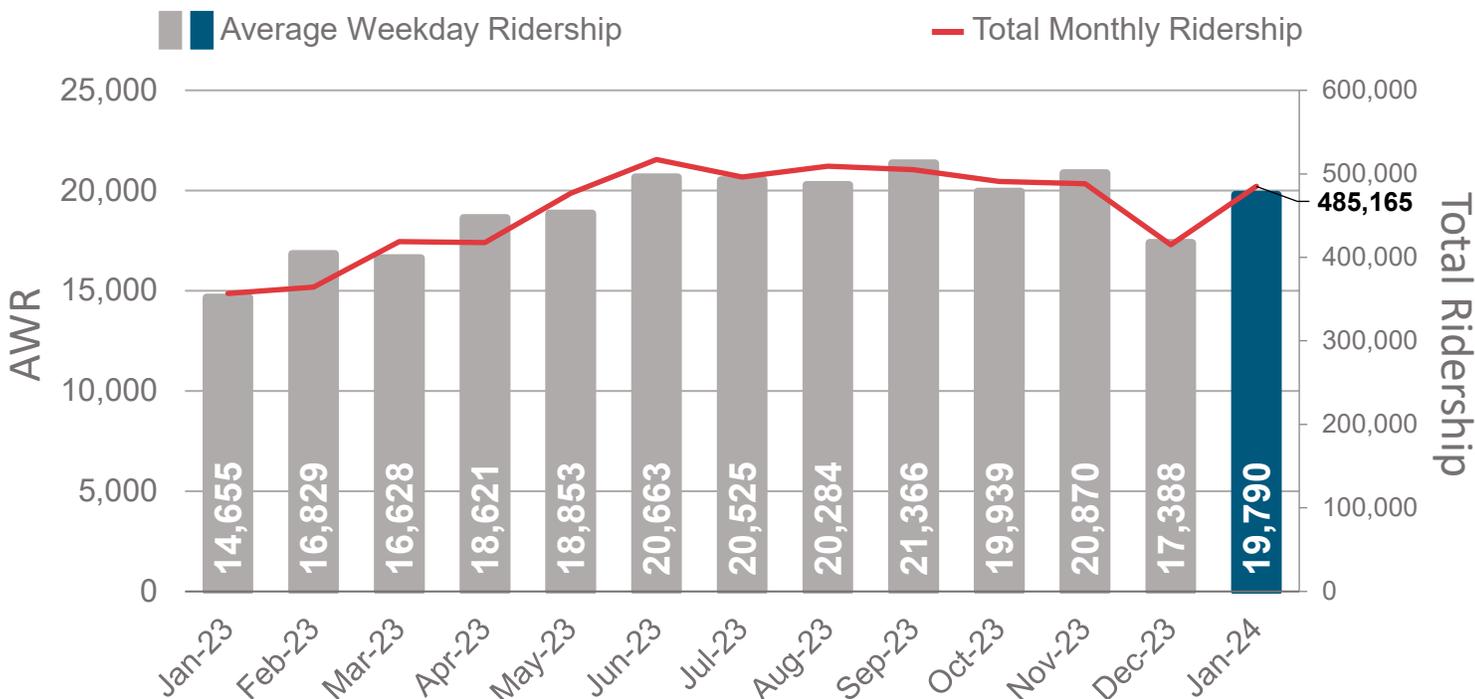
# Ridership and Revenue

## Average Daily Ridership (Jan-24)



Average weekday ridership (AWR) increased by approximately 35 percent compared to the same month in the prior year as riders continue to return to the Caltrain system for increased work and leisure travel.

## Ridership in the Past Year



April 2020 through October 2023: Due to pandemic-induced changes in travel patterns, ridership estimates were calculated using a combination of Clipper tap data and limited conductor counts.

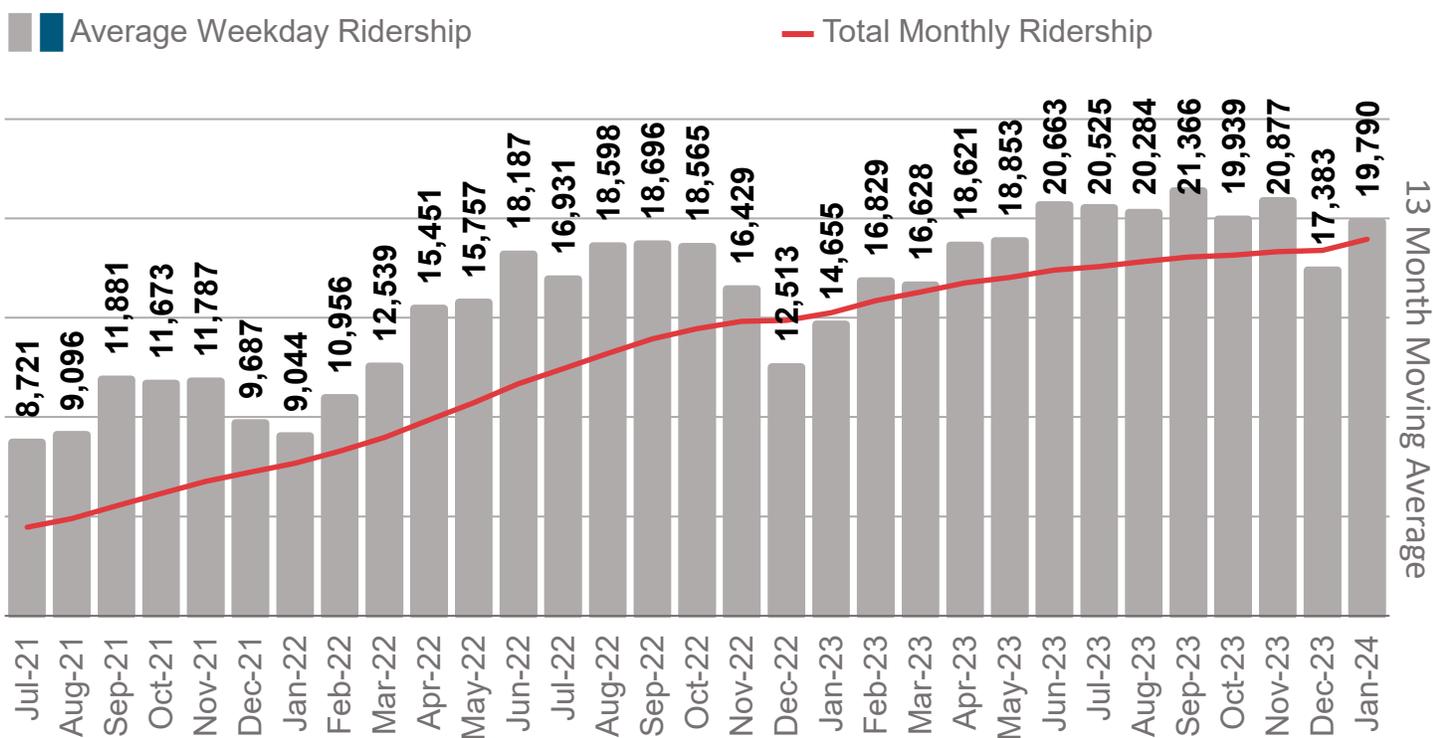
November 2023 on: Caltrain implemented a ridership estimation model that is based entirely on fare media sales data.





# Ridership and Revenue

**Average Weekday Ridership & 13 Month Moving Average:  
Fiscal Year 2022 to Present**



**Year Over Year AWR Increase  
(January 2023 vs. January 2024) : 35%**





# Ridership and Revenue

## Special Service Ridership Report

### San Francisco Station

- Golden State Warriors
  - Nine regular season home games in January with post-game ridership boarding at San Francisco station of 3,788.
  - Season-to-date ridership boarding at San Francisco station was 11,813, a 4% increase compared to 2022 (11,323) and a 55% decrease compared to 2019 (26,235).

### Mountain View Station

- San Francisco 49ers
  - One regular season and Two Post-season home games in January with ridership of 2,578.
  - Final regular season ridership at Mountain View Station is 9,467, a 14% decrease compared to 2022 (10,966) and a 42% decrease compared to 2019 (16,353)
  - Playoff ridership was 1,628, a 40% decrease compared to 2022 (2,737) and a 67% decrease compared to 2019 (5,008)

### San Jose Diridon Station

- San Jose Sharks
  - Seven regular season home games in January with post-game ridership boarding at San Jose Diridon station of 1,348.
  - Season-to-date post-game ridership is 5,154, a 113% increase compared to 2022 (2,421) and a 37% decrease compared to 2019 (8,269).

\* Methodology Change: Prior to November 2023, special event ridership was reported in terms of “additional riders.” With the rollout of a new fare media sales-based estimation methodology, special event ridership is now reported in terms of total (gross) ridership on trains before and/or after special events. Gross ridership estimates are available for special events for which additional ridership was previously reported.

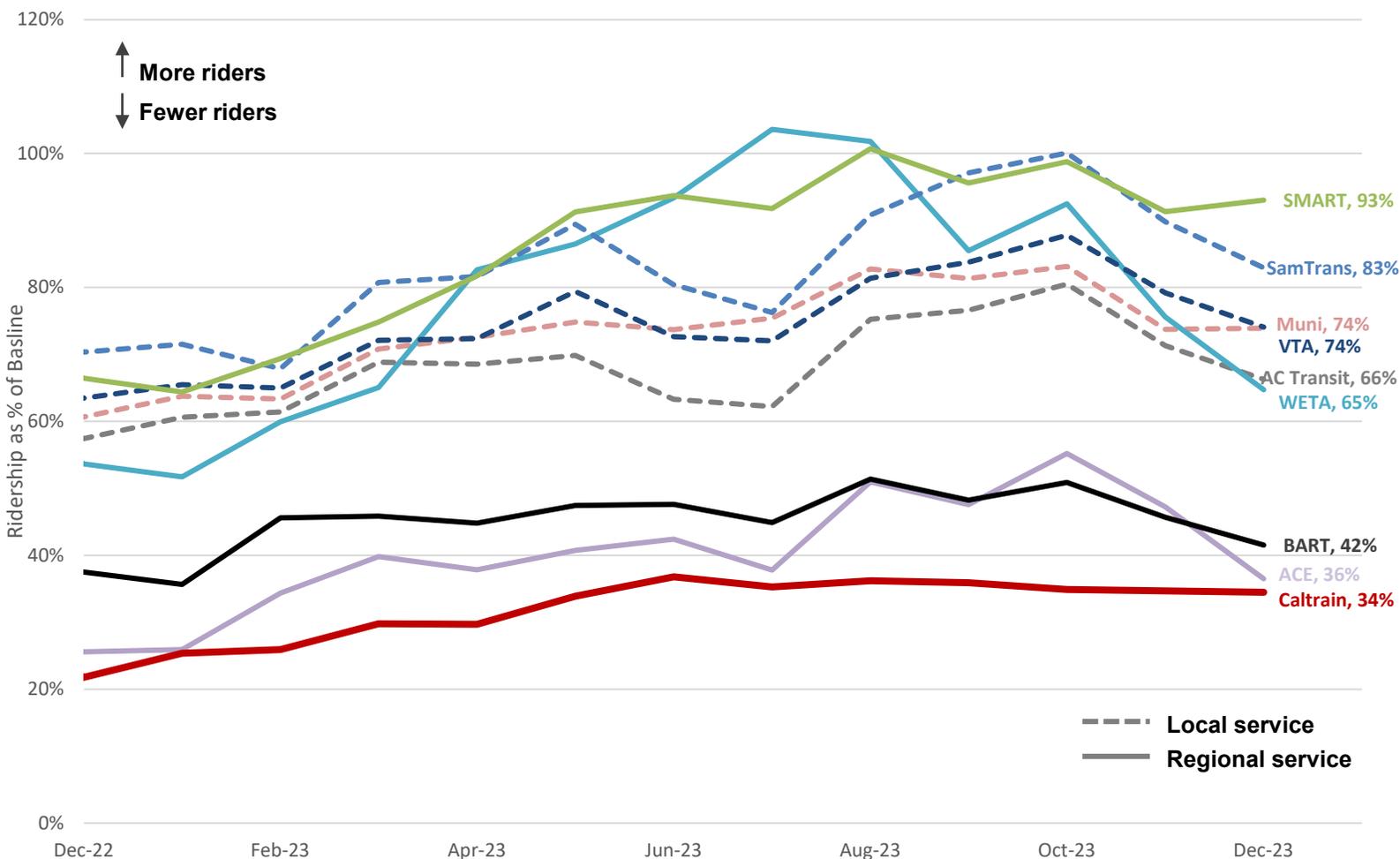




# Public Transit Ridership Recovery in the Bay Area

The below chart represents total monthly ridership as a percentage of baseline (defined as total monthly ridership reported in February 2020).

## Total Monthly Ridership as a Share of Pre-Pandemic Levels



### Sources:

- Starting in November 2023, Caltrain ridership estimates use a fare media sales-based model. Prior to then, Caltrain ridership estimates were based on a combination of conductor counts & Clipper data
- Ridership data for all other agencies retrieved from the National Transit Database

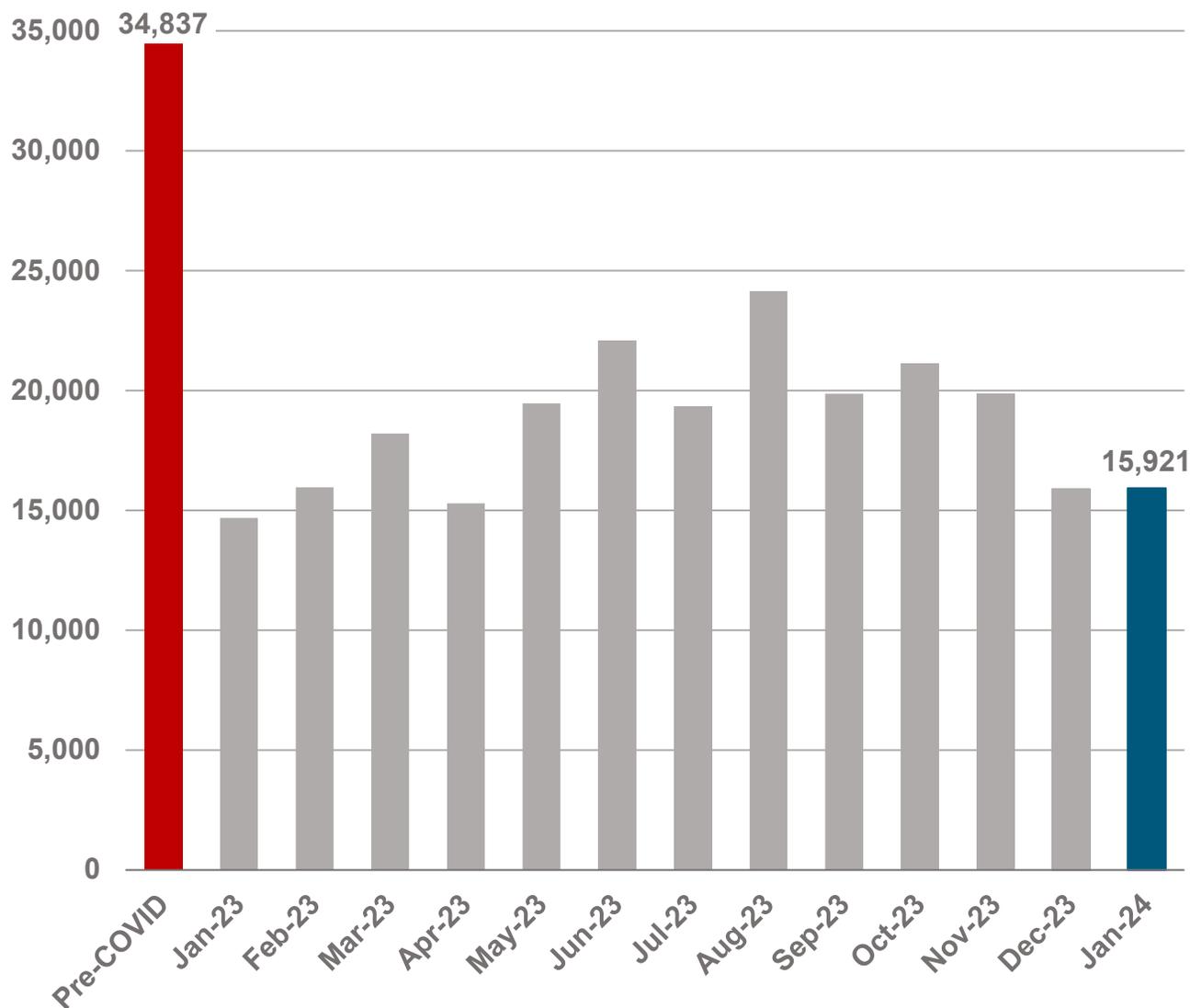
## Total Monthly Ridership Estimates (in thousands)

Transit Operator	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Muni	9,988	10,500	10,430	11,659	11,951	12,320	12,136	12,420	13,629	13,390	13,688	12,271	12,167
BART	3,656	3,479	4,449	4,470	4,370	4,628	4,645	4,376	5,010	4,706	4,963	4,454	4,051
AC Transit	2,638	2,786	2,822	3,164	3,150	3,209	2,909	2,859	3,458	3,521	3,699	3,278	3,045
VTA	1,814	1,872	1,857	2,061	2,069	2,270	2,077	2,060	2,326	2,395	2,511	2,264	2,118
SamTrans	667	678	643	765	774	848	762	723	861	920	949	851	786
Caltrain	306	357	365	419	418	477	517	496	509	505	491	488	485
WETA	124	120	139	151	191	200	216	240	236	198	214	175	150
SMART	48	46	50	54	59	65	67	66	72	69	71	65	67
ACE	29	30	40	46	43	47	49	43	59	55	63	54	42



# Ridership and Revenue

## Monthly BART Transfers at Millbrae in the Past Year



BART Transfers at Millbrae represents the total number of BART-to-Caltrain and Caltrain-to-BART transfers, as measured by Clipper Card data.

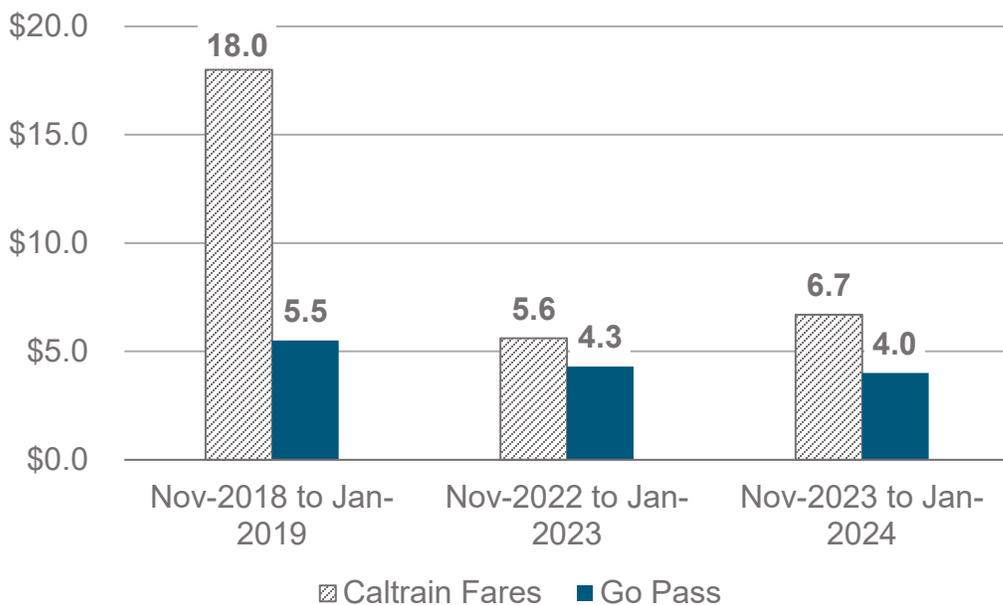
Pre-COVID data is provided for comparison purposes and represents average monthly transfers during the one-year period from March 2019 to February 2020.





# Ridership and Revenue

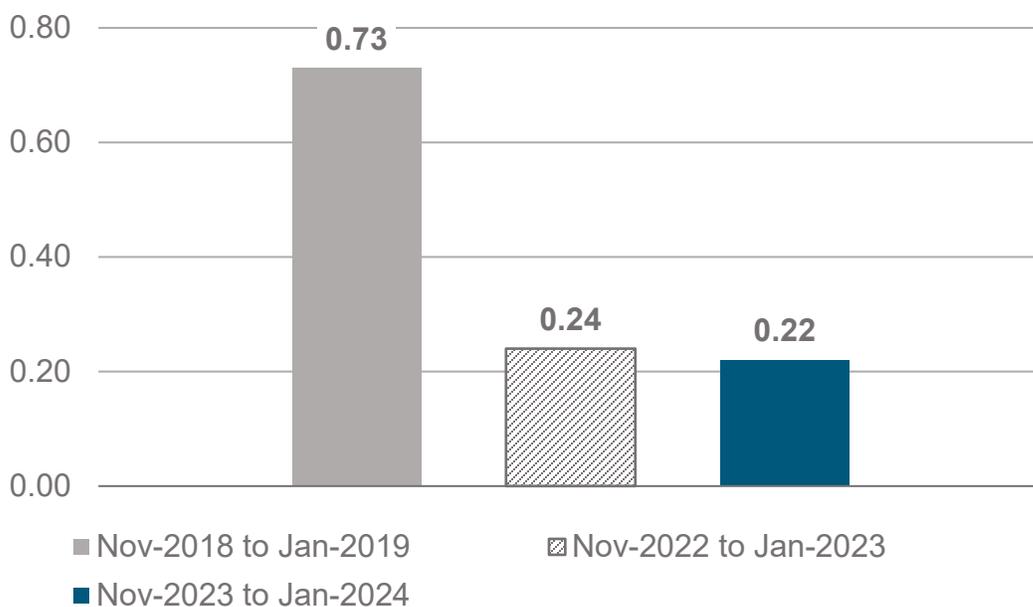
## Total Fare Revenues (\$M) - Past 3 Months Comparison



Fare revenue comes in the form of one-way tickets, daily or monthly passes (“Caltrain Fares”), and the Go Pass program.

Fare revenue is generally more stable than ridership due to many riders paying for monthly passes, which provide consistent revenue regardless of usage.

## Farebox Recovery Ratio (3-Month Rolling Average)



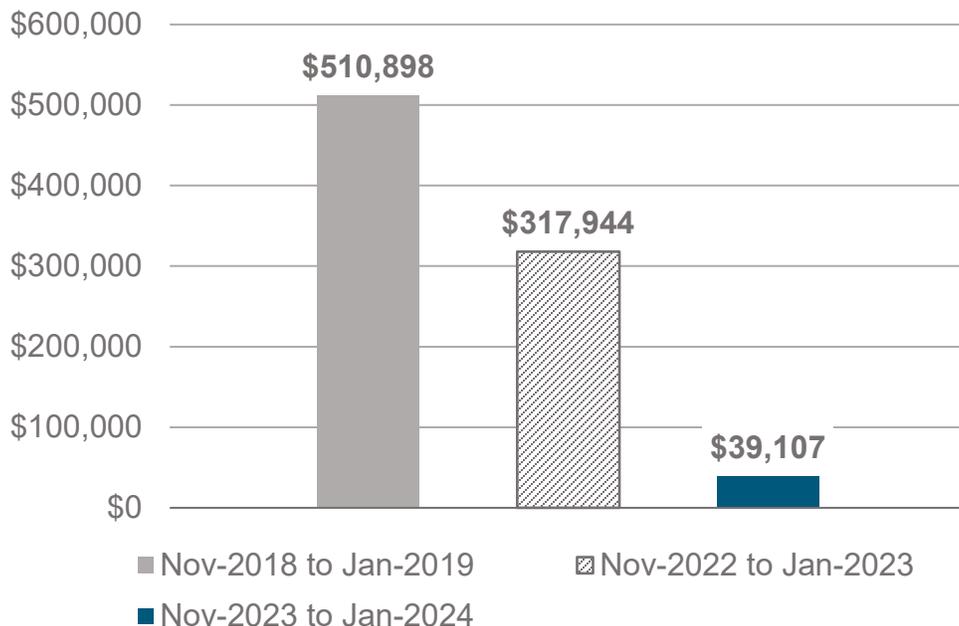
Farebox Recovery Ratio represents how much of the cost of providing service is covered by customer fares. A higher ratio indicates that a greater share of costs are covered by riders.





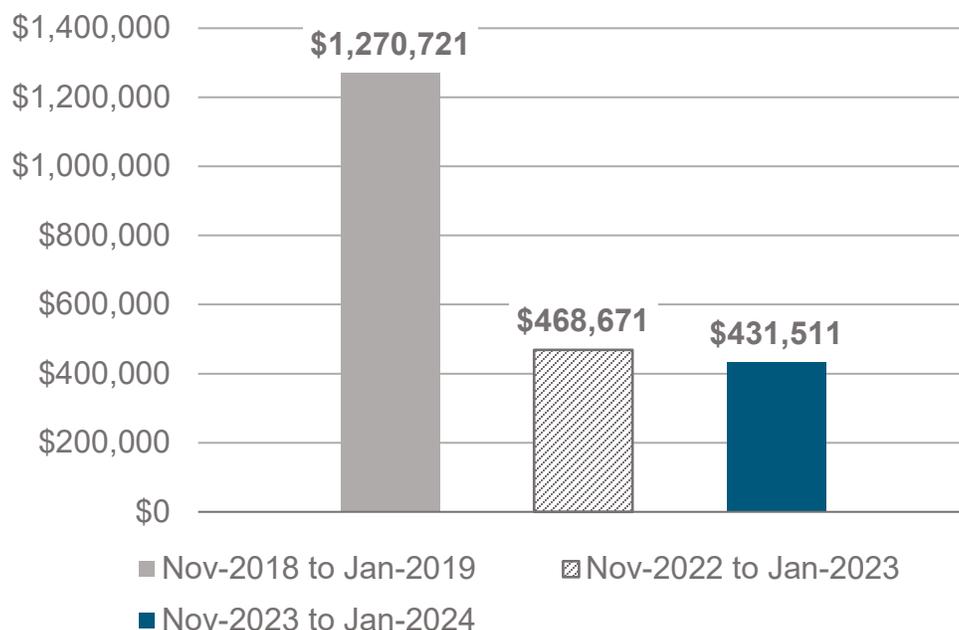
# Ridership and Revenue

## Advertising Revenue (3-Month Rolling Average)



Advertising Revenue declined substantially for transit agencies throughout the country with the onset of the COVID-19 pandemic.

## Parking Revenue (3-Month Rolling Average)



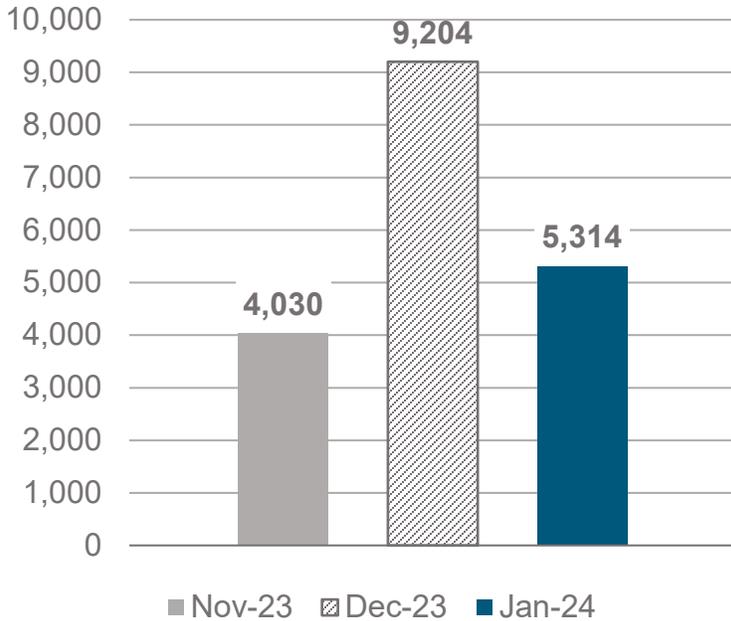
Parking Revenue is generated by purchases of daily and monthly parking permits for parking at Caltrain-owned lots.





# Maintenance Performance

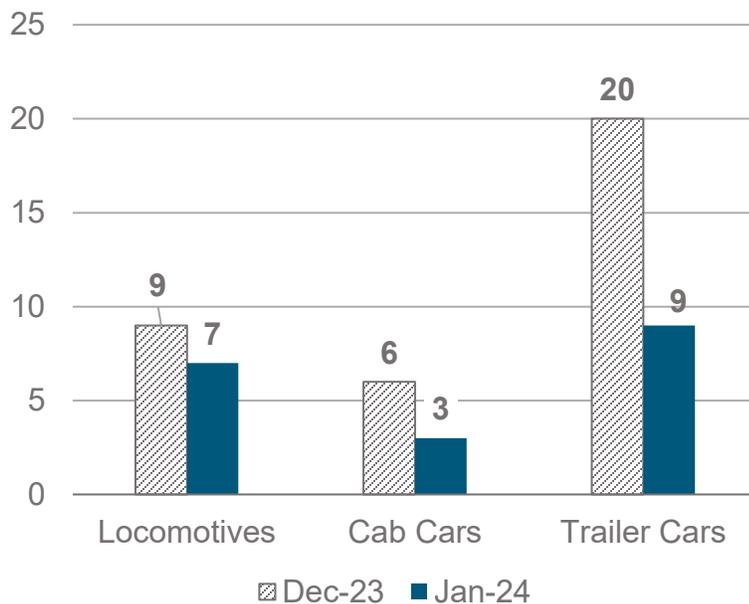
## Mean Distance Between Failure (Locomotives)



Mean Distance Between Failure (MDBF) is a measure of fleet reliability that represents the average distance traveled by train cars before maintenance or repair is required. A higher value indicates an improvement in reliability. Data is measured in miles.

The graph to the left represents MDBF for all passenger locomotives in Caltrain’s fleet.

## Equipment in Maintenance/Repair



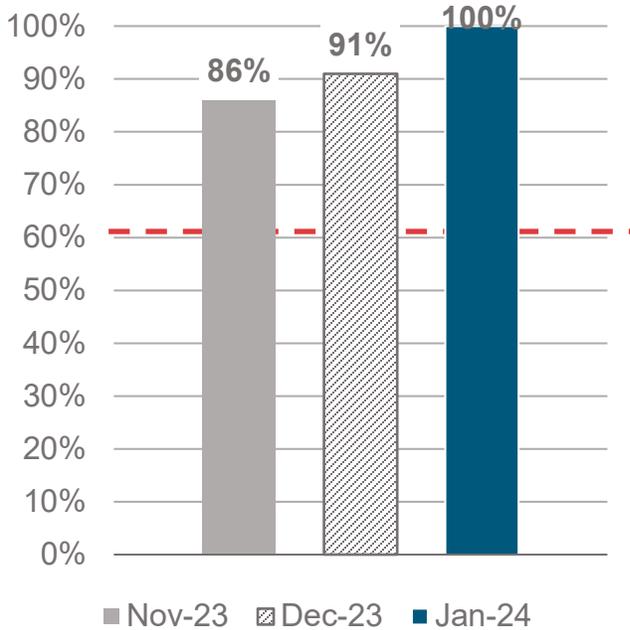
Equipment in Maintenance/Repair represents the number of locomotives and cars that are out of service on an average day each month due to routine and preventative maintenance or other repairs.





# Maintenance Performance

## Equipment Availability (Locomotives)

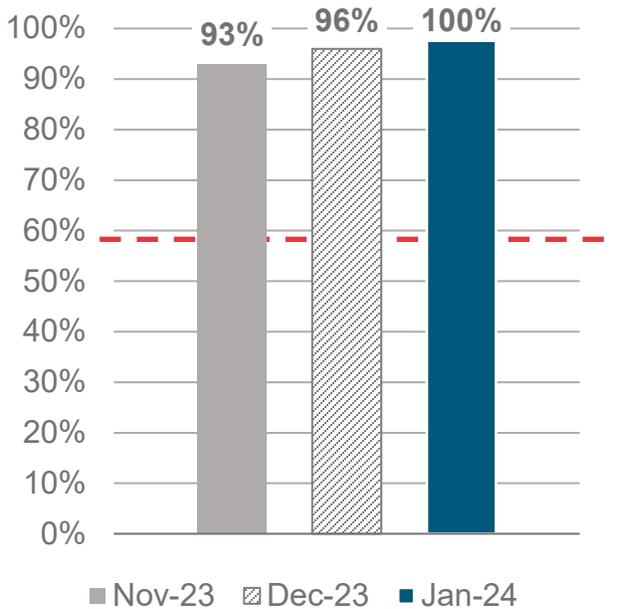


Equipment Availability is the number of cars or locomotives available for service on an average day each month as a percentage of the daily equipment required to run base service.

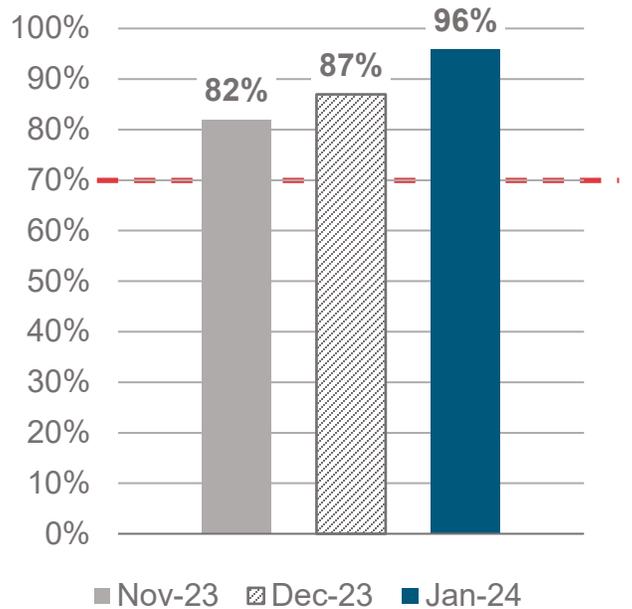
Caltrain currently owns 29 passenger locomotives, with 18 required daily; 36 cab cars, with 21 required daily; and 98 trailer cars, with 69 required daily.

The high average age of Caltrain’s current fleet, with around two-thirds being at the end of its useful life, significantly affects availability.

## Equipment Availability (Cab Cars)



## Equipment Availability (Trailer Cars)



Note: The dotted red line ( - - - - ) on each graph represents the target line (i.e., the percentage of each equipment type required to run base service on an average weekday).





## Service and Program Updates

### **Caltrain Suspends Early Morning and Late-Night Train Service on Weekend of March 9-10 to Expedite Electrification Project**

On the weekend of March 9-10, Caltrain will be suspending early morning and late-night trains to accommodate the testing of the new electric fleet.

The first four northbound trains (#221, 225, 229, 233) and the first three southbound trains (#224, 228, 232) between San Francisco to Mountain View will be replaced by bus service. The last northbound (#281) and southbound (#284) trains will be cancelled, and the southbound #280 will be renumbered as #680 and will depart San Francisco a half hour early at 10:28 p.m. Riders should avoid Caltrain and seek alternative transportation if they are planning to travel during these times.

Limited capacity replacement bus service will stop at selected stations: San Francisco, Millbrae, Hillsdale, Redwood City, Palo Alto, and Mountain View. There will be no replacement bus or train service at other stations between San Francisco and Mountain View during these times.

Buses will have limited capacity for luggage and bikes. Riders can use bike parking options, which are available at most stations. Buses will have ADA accessible vans available for each route.

### **Continuation of Fare Promotions**

Caltrain is extending its temporary fare promotions for another six months through the end of August 2024. These new fare products provide discounted travel options for families, groups, youth, and hybrid commuters. More information can be found at [www.caltrain.com/fares/promos](http://www.caltrain.com/fares/promos).





# Communications and Marketing Update

## Caltrain Communications and Marketing Campaigns for January 2024

### Press Releases

- "Caltrain Citizens Advisory Committee to Revisit Public Comment Process"
- "Caltrain Celebrates 160 Years of Rail Service from San Francisco to San Jose"
- "Take Caltrain to See Supercross at Oracle Park"
- "Caltrain Temporarily Suspends Train Service Between San Jose Diridon and Tamien Stations to Expedite Electrification Project"
- "Caltrain Celebrates Martin Luther King, Jr. Day with Celebration Train, Modified Service"
- "Three of Caltrain's Electric Trains Have Completed Testing"
- "Take Caltrain to See Monster Jam at Oracle Park"

### Ongoing Campaigns

- Electrification Marketing and Outreach Campaign
- Caltrain Fare Promotions, 50% Off Parking
- Clipper Mobile
- 20% Off Caltrain Monthly Pass
- Clipper Start

## Digital Communications Report

The beginning of 2024 marks the year of the Electric Train. The year commenced with FREE service on New Year's Day, and in January, a new Clipper START campaign was launched, offering a 50% discount on fares for qualifying riders, with Caltrain co-branded as a campaign partner.

Three out of Caltrain's eventual 23 electric train sets have completed a thousand miles of testing along the Caltrain corridor. Closures occurred between San Jose Diridon and Tamien stations on January 12-14 for some of its early morning and late-night train services.

Caltrain celebrated its 160th anniversary on January 17th, with a larger celebration planned to coincide with the next electric train tour on May 11th (subject to change).

As social platforms continue to evolve, the communication team, along with operations, is working to establish a stronger connection with riders through the assistance of a third-party source. New forms of communication are expected to be soft-launched in early 2024.





# Communications and Marketing Update

## January Digital Marketing Highlights

- New Year's Eve – Free Fares (after 8 PM)
- 1st Board Meeting of the year
- Weekly “Throwback” post leading to the 160th celebration
- Continued promotion of the new fare rates
- New Trains, Faster Experience – Electrification Highlights
- MLK Celebration Train
- 49ers Content – Playoffs
- Menlo Park Shuttle Study

## Social Metrics

### Jan 2024 / Jan 2023 (99.8% growth rate)

- Impressions: 2,000,431 / 726,867
- Engagements: 72,197 / 24,272
- Post Link Clicks: 17,299 / 5,178





# Capital Projects Update

## Project: Guadalupe River Bridge Replacement

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
JPB will replace the MT-1 railroad bridge and extend and seismically retrofit the MT-2 railroad bridge over the Guadalupe River in the City of San Jose, Santa Clara County, California. The project is located just north of Willow Street and east of State Route (SR) 87 between the Tamien and San Jose Diridon stations.	●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>				
Project Costs (in thousands of dollars)				Estimated Completion
	Current Budget	Committed to Date	Expended + Accruals	
Totals	63,699	29,290	25,082	02/16/25
Percentages	100.00%	46.0%	39.4%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>Project activities in the month of January 2024, included putting the newly constructed MT2 bridge into service and taking the aging MT1 bridge out of service in preparation for its demolition. Work continued the installation conduits and vaults for fiber optic utility relocations. A partnering session was held between JPB and Walsh Construction to prepare for 2024 construction.</p> <p>In February 2024, the relocation of third-party fiber optic lines from MT1 to MT2, the relocation of positive train control cabling from MT1 to MT2, the fabrication of MT1 bridge precast girders, all in preparation for the demolition and replacement of the MT1 bridge in the coming months.</p> <p>The "Funding" status light will remain yellow until FY25 funding appropriated by the Board in June 2023 is activated.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Ticket Vending Machine (TVM) Upgrade

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
This project will upgrade the existing TVM Server and retrofit and refurbish existing TVM machines to include functions planned for the Clipper program. The new machines will be able to dispense new Clipper cards (excluding discount Clipper cards that require verification of eligibility) and allow customers to add value to existing Clipper cards. In addition, the scope was increased to include upgrades to the credit card reader and database.	●	●	●	●
<b>Project Phase: 6 - Construction/Implementation</b>				
<b>Project Costs (in thousands of dollars)</b>				<b>Estimated Completion</b>
	Current Budget	Committed to Date	Expended + Accruals	
Totals	3,892	3,835	3,798	01/25/24
Percentages	100.00%	98.5%	97.6%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>January: Received approval from the Management Committee for Substantial Completion, Turnover and re-baselined project schedule for closeout.</p> <p>February: Continue the Close-Out of the Project.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: MP-36 Locomotive Mid-Life Overhaul Project

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
<p>This project involves performing mid-life overhaul of six MP-36-3C Locomotives. The mid-life overhaul includes complete disassembly of the main diesel engine, overhauling by reconditioning re-usable main frame components and re-assembly with new engine components and replacement of Separate Head-End Power (SEP-HEP) unit and all electrical components of the SEP-HEP compartment. All areas of the locomotive car body, trucks, wheels and electrical components shall be reconditioned to like-new condition or replaced with new material. The project work is occurring off-site at the contractor's facility location. The 6 locomotives to be overhauled are Locomotive #'s 923, 924, 925, 926, 927 &amp; 928. In order to maintain daily service, only 1 to 2 of these locomotives are released at a time for overhaul work that is expected to take approximately 8 months per locomotive. Due to this restriction, the overall completion of this work is expected to take approximately 4 years.</p>	●	●	●	●

### Project Phase: 6 – Construction/Implementation

Project Costs (in thousands of dollars)				Estimated Completion
	Current Budget	Committed to Date	Expended + Accruals	
Totals	14,833	12,778	9,686	12/30/24
Percentages	100%	86.1%	65.3%	

### Project Highlights – Recent and Upcoming Work

Replaced a failed traction motor on 924 and Alstom will repair under warranty. Authorized final acceptance of 925. Unit 926 shipped from Alstom late December and in non-revenue conditional acceptance testing. Unit 928 shipped from San Jose to overhaul at Alstom. Ship 923 (final locomotive) for overhaul.

The schedule has been delayed due to part availability. Alstom is working with multiple vendors to procure the parts needed.

A potential budget shortfall has been identified. Team is actively tracking this item and will seek supplemental funding as part of the FY25 budget amendment if needed.

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Bayshore Station Bridge Painting

Project Description				Status Summary			
				Safety	Schedule	Budget	Funding
<p>This project will perform rehabilitation of the coatings of the existing steel pedestrian overpass bridge at the Bayshore Station in Brisbane. The bridge's paint coatings need rehabilitation due to surface rust. This work combined with a complete repainting of the bridge will bring the structure to a state of good repair.</p>				●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>							
Project Costs (in thousands of dollars)						Estimated Completion	
	Current Budget	Committed to Date	Expended + Accruals				
Totals	6,870	5,890	5,526		12/31/2024		
Percentages	100.00%	85.7%	80.4%				
<b>Project Highlights – Recent and Upcoming Work</b>							
<p>January: Continued to work with the team in completing final punch list items. In addition, continued to work with legal team to identify next steps and schedule for close-out phase. Continued to work with Project Controls team in updating Work Plan to present to Management Committee.</p> <p>February: Continue to work with the team in completing final punch list items. In addition, continue to work with legal team to identify next steps and schedule for close-out phase. Seek approval with Management Committee to proceed with Gate 6 (Substantial Completion).</p>							

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Broadband Wireless Communications

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
The project will design a broadband wireless communications system along the Caltrain corridor for the wayside train maintenance diagnostics and passenger Wi-Fi service. The project will investigate leveraging the existing infrastructure such as the Overhead Contact System (OCS) poles and JPB fiber network to communicate with passing trains. Wayside antennas may be mounted on the OCS poles at a constant interval to communicate with moving trains that will be equipped with radios and antennas.	●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>				
<b>Project Costs (in thousands of dollars)</b>				<b>Estimated Completion</b>
	Current Budget	Committed to Date	Expended + Accruals	
Totals	30,441	15,811	14,716	
Percentages	100.00%	51.9%	48.3%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>January: Stadler completed the installation of the Wi-Fi equipment in the prototype installation. Nomad Digital performed verification and tested all the components which passed all the tests. All the trenching and antenna installation was completed in Segment 4. Began the trenching and antenna installation in Segment 3. TASI found the issue with the fiber cable in San Francisco and will start work on the repair.</p> <p>February: Complete the construction in Segment 3.</p> <p>The current activated funds are insufficient to cover the entire construction phase. The "Funding" status light will remain yellow until the remaining approved funds are activated.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Watkins Ave Grade Crossing Safety Improvements

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
<p>The scope intended for this Project would include safety improvements at Watkins Ave include the following:</p> <ol style="list-style-type: none"> <li>1. Installation of quad or exit gates</li> <li>2. Installation of new pedestrian gates</li> <li>3. Pavement markers and markings</li> <li>4. Sidewalk improvements including guard railing and fencing</li> <li>5. Installation of new sidewalk lighting</li> <li>6. Contribute to the Atherton station site improvements done by the Town of Atherton.</li> </ol>	●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>				
<b>Project Costs (in thousands of dollars)</b>				<b>Estimated Completion</b>
	Current Budget	Committed to Date	Expended + Accruals	
Totals	4,161	3,160	2,796	01/25/2024
Percentages	100.00%	75.9%	67.2%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>January: TASI received the new radar detector and installed it. Tested the whole system and it works as intended. The exit gates were cut over and turned over to Rail Operations. Went to the Management Committee and received approval for Substantial Completion, Turnover and re-baselined project schedule.</p> <p>February: Begin the project close-out.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: San Mateo Grade Crossing Improvements

Project Description		Status Summary			
		Safety	Schedule	Budget	Funding
<p>This project will design and implement safety improvements including quad gates or exit gates at the 4th and 5th Ave grade crossings in San Mateo. This project will make the two grade crossings safer for the train, motorist and pedestrians.</p>		●	●	●	●
<p><b>Project Phase: 6 – Construction/Implementation</b></p>					
Project Costs (in thousands of dollars)					Estimated Completion
	Current Budget	Committed to Date	Expended + Accruals		
Totals	5,471	3,871	743		09/08/2024
Percentages	100.00%	70.8%	13.6%		
<p><b>Project Highlights – Recent and Upcoming Work</b></p>					
<p>January: Stacy and Witbeck, Inc (SWI) is not scheduled to resume work until March 2024 to allow for TASI installation work to be performed that is predecessor to remaining SWI work. Bi-weekly progress meetings are being held as needed. Resident Engineer, Office Engineer and field inspector continue, on an as-needed basis, to support project through the construction management support contract with TRC. Project manager and Government and Community affairs staff continue to coordinate community outreach efforts between City of San Mateo and JPB. TASI has mobilized on site to begin installation of signal scope.</p> <p>February: Will continue to meet with contractor to plan future work and coordinate work plan submittals. Continuing to meet bi-weekly with TASI to discuss status of the signal scope.</p>					

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Churchill Avenue Grade Crossing

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
The scope includes the widening of the sidewalk to accommodate heavy bike and pedestrian traffic from local schools; relocate the pedestrian crossing gates due to the widened sidewalk; install new pavement marking and markers for vehicular traffic at the Churchill Avenue grade crossing in Palo Alto. Implement a total of 17 seconds of advance signal preemption time.	●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>				
<b>Project Costs (in thousands of dollars)</b>				<b>Estimated Completion</b>
	Current Budget	Committed to Date	Expended + Accruals	
Totals	2,520	1,532	845	09/30/2024
Percentages	100.00%	60.8%	33.5%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>Stacy and Witbeck, Inc. work is currently on hold awaiting completion of City of Palo Alto work that is a predecessor to JPB work. Resident Engineer, Office Engineer and field inspector continue to support project through the construction management support contract with TRC. Construction management team is holding bi-weekly progress meetings as needed during this delay. Project manager and Government and Community affairs staff continue to coordinate community outreach efforts between City of Palo Alto and JPB. Ongoing bi-weekly progress meetings being held with TASI for signal construction scope.</p> <p>Work is not likely to resume until May of 2024, pending further updates from the City of Palo Alto.</p> <p>The “Schedule” status light is yellow as the schedule has been delayed due to delays with City of Palo Alto work, which is impacting JPB's contractor from completing work as initially scheduled. The Project Manager will request approval of a revised schedule from the Management Committee in May 2024.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red





# Capital Projects Update

## Project: Next Generation Visual Messaging Sign (VMS)

Project Description	Status Summary			
	Safety	Schedule	Budget	Funding
Full replacement of existing obsolete VMS at 22 selected stations between San Francisco and Tamien. The current VMS signs are no longer supported by the manufacturer and the predictive arrival and departure system (PADS) is becoming obsolete. Research will be done to determine whether it's best to replace the signs that will work with the current predictive arrival and departure system (PADS) or replace signs for the next generation passenger information system.	●	●	●	●
<b>Project Phase: 6 – Construction/Implementation</b>				
<b>Project Costs (in thousands of dollars)</b>				<b>Estimated Completion</b>
	Current Budget	Committed to Date	Expended + Accruals	
Totals	6,800	2,733	1,543	06/15/2025
Percentages	100.00%	40.2%	22.7%	
<b>Project Highlights – Recent and Upcoming Work</b>				
<p>January: Workshop for Site Specific Work Plan (SSWP) and detail work plan is hold . Site visit is planned for San Francisco Station and Palo Alto Station.</p> <p>February: Approval for SSWP for first station and preparing SSWP for Palo Alto station.</p> <p>The “Funding” status light is yellow as there are insufficient activated funds to cover the entire construction phase. Activate the FY24 and FY25 approved budget.</p>				

**Note:** The Capital Projects information is current as of January 31, 2024, and is subject to change prior to the March 2024 Board meeting.

**Statuses:** ● – Green    ● – Yellow    ● – Red



# Acknowledgements

This report is made possible by contributions from the following groups and individuals.

## Caltrain Planning

Dahlia Chazan, Chief

Ted Burgwyn, Director, Rail Network and Operations Planning

## Communications Division

Robert Casumbal, Director, Marketing & Research

Jeremy Lipps, Digital Communications Manager

Julian Jest, Manager, Market Research & Development

## Finance Administration

Bruce Thompson, Manager, Fare Program Operations

Don Esse, Senior Operations Financial Analyst

Dapri Hong, Budget Analyst III

## Rail Administration / Rail Operations & Maintenance

John Hogan, Chief Operating Officer

Patrice Givens, Administrative Analyst II

Graham Rogers, Business Operations Project Manager

Sam Sargent, Director, Strategy & Policy

Henry Flores, Director, Rail Vehicle Maintenance

## Rail Design & Construction

Rob Barnard, Chief

Jonathan Tillman, Director Capital Programs Management

Robert Cheung, Project Controls Deputy Director

Sowmya Karipe, Project Controls Specialist

## Additional Support

Margie Alexander, TASI

Sarah Doggett, MTC



**Peninsula Corridor Joint Powers Board  
Board of Directors Meeting  
1250 San Carlos Avenue, San Carlos, CA 94070  
DRAFT Minutes of February 1, 2024**

**Members Present:** Pat Burt, Cindy Chavez, Steve Heminger, Rico E. Medina, Ray Mueller, Shamann Walton, Monique Zmuda, Devora “Dev” Davis (Vice Chair), Jeff Gee (Chair)

**Staff Present:** T. Bartholomew, M. Bouchard, A. Burnett (Bell Burnett & Associates), C. Fromson, J. Harrison, K. McCoy (Balfour Beatty Infrastructure, Inc.), D. Seamans, B. Shaw, P. Shrestha, M. Tseng

**1. Call to Order/Pledge of Allegiance**

Chair Gee called the meeting to order at 9:02 am and Director Zmuda led the Pledge of Allegiance.

**2. Roll Call**

District Secretary Dora Seamans called the roll and confirmed a quorum was present.

**3. Consideration of requests, if any, of Directors to participate remotely due to Emergency Circumstances - There were none.**

**4. Report of the Nominating Committee – Election of Officers for 2024**

The Board unanimously approved by voice vote the Nominating Committee’s recommendations for Dev Davis as Chair and Steve Heminger as Vice Chair.

**5. Closed Session: Conference with Real Property Negotiator (Gov. Code § 54956.8)**

[Description of property: strip of land west of rail corridor from 20th Avenue to south of 25th Avenue, San Mateo, CA; Agency Negotiator: Nadine Fogarty; Negotiating parties: SMCTA; Matter under negotiation: price and term of payment]

**6. Closed Session: Conference with Legal Counsel – Pending Litigation (§**

**54956.9(d)(1))[Williams v. Peninsula Corridor Joint Powers Board, San Mateo County Superior Court, Case No. 22-CIV-03763]**

**7. General Counsel Report – Report Out from Above Closed Session**

Legal Counsel James Harrison noted that there were no reportable actions.

Public comment

Adrian Brandt commented on vehicle incursions and vehicles struck by trains.

**8. Public Comment on Items not on the Agenda**

Jeff Carter appreciated the timetables being published in various languages.

## 9. Report of the Executive Director

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

- Appreciated former Chair Gee's leadership in the last year, welcomed Chair Davis, and congratulated Vice Chair Heminger
- Introduced Casey Fromson as the new Caltrain Chief of Staff (previously the District's Chief Communications Officer), bringing in a Chief of Rail Commercial in Business, and Nadine Fogarty as Director of Real Estate and TOD (transit-oriented development)
- MLK (Martin Luther King, Jr.) celebration train on January 15<sup>th</sup> and 160<sup>th</sup> anniversary officially on January 16; will celebrate with another emu (electric multiple unit) tour
- Submitted application to FTA's (Federal Transit Administration) All Stations Accessibility Grant Program for accessibility improvements at the 22<sup>nd</sup> Street station
- More information and work with Senator Wahab on SB (Senate Bill) 926; continuing to engage with Senator Weiner's Office and MTC on spot bill SB 925
- MTC (Metropolitan Transportation Commission) took action last week on the regional measure's broad provisions in the enabling legislation
- Soft launch of online merchandise store
- Fare promotions extended to promote ridership
- In March will review impact of the fourth Gilroy train

### Public comments

Jeff Carter appreciated hearing of upgrades at 22<sup>nd</sup> Street station and having it ADA (Americans with Disabilities Act) accessible and supported retaining the station regardless of Pennsylvania Avenue extension.

Adina Levin, Friends of Caltrain, supported making 22<sup>nd</sup> Street station accessible.

Adrian Brandt recognized Director Gee, Casey Fromson, and Director Heminger for their work and respective appointments. He commented that vehicles stopped on tracks and hit by a train is in violation of two different vehicle codes.

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

- Ongoing campaigns for the electrification service schedule
- Recently released the City Partnership Toolkit
- Fare promotions extended through August
- Three more weekend shutdowns for end-to-end testing

## 10. Consent Calendar

10.a. Meeting Minutes of January 4, 2024

10.b. Appointment of the Citizens Advisory Committee Representative and Alternate

10.c. Accept Statement of Revenues and Expenses for the Period Ending December 31, 2023

10.d. 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\*

- 10.e. Amend Statement of Investment Policy and Delegate Investment Authority for Fiscal Years 2024 and 2025
- 10.f. Update Regarding SamTrans Purchase of a New Headquarters Building and Recommended Next Steps for Caltrain
- 10.g. State and Federal Legislative Update and Approval of Legislative Proposal: Support AB 817 (Pacheco)

Director Chavez pulled 10.f. Update Regarding SamTrans Purchase of a New Headquarters Building and Recommended Next Steps for Caltrain for further discussion.

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

- Importance of interagency communication and the perceived lack of consideration and respect for the Caltrain agency; noted that the Caltrain Executive Director and SamTrans General Manager/CEO have regular meetings
- Consider rotating meeting locations to ensure every community feels involved
- Discuss how to collaborate with other agencies on financial decisions and in terms of being relational in communities
- Impacts to potential unforeseen impacts to employees due to the separation of agencies and supervision
- Consider having joint meetings with the SamTrans and the San Mateo County Transportation Authority
- Important for the Chairs of SamTrans, San Mateo Transit Authority, and Caltrain as well as the General Manager/Chief Executive Officer of SamTrans and Executive Director of the San Mateo County Transportation Authority and the Caltrain Executive Director to regularly meet to communicate and collaborate

Public comment

Jeff Carter appreciated SamTrans completed its search for a new building. He commented that co-locating would be more efficient for both agencies and recommended continuing negotiations.

Motion/Second: Medina/Gee

Ayes: Burt, Chavez, Gee, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

**11. Resolution Honoring African American History Month**

Tasha Bartholomew, Media Relations Manager, provided highlights on the resolution which included the following:

- First event was celebrated for a week in February 1926, and it was celebrated for the entire month of February in 1976
- The District's African American Employee Resource Group was created with the aim to

advance a diverse and inclusive work environment

- Recent survey showed 37 percent of African American riders ride transit five or more days per week

Motion/Second: Gee/Walton

Ayes: Ayes: Burt, Chavez, Gee, Medina, Mueller, Walton, Zmuda, Heminger, Davis

Noes: None

## **12. Receive Monthly Progress Report on Peninsula Corridor Electrification Project (PCEP)**

Pranaya Shrestha, CalMod Chief Officer; Casey Fromson, Chief of Staff; and Keith McCoy, BBI Project Director provided the presentation that included the following:

- Three short circuit weekend tests scheduled and approved by PG&E (Pacific Gas and Electric)
- Project contingency increased with the return of \$1.6 million to contingency this month
- Brought in additional resources to go through submittals, design, testing to ensure BBI has met all contractual requirements
- BBII, the labor workforce, and the union agreed to work during rain, when possible, but they may be prohibited with both rainy and windy conditions due to safety concerns
- Bus bridges impact on the morning commute and provided at high ridership stations; no impact during mid-day commute and evening service to have few impacts
- The third electrification event is tentatively scheduled for May 11th, National Train Day, in San Mateo, and will be combined with the 160<sup>th</sup> anniversary celebration
- Technical task force team meets weekly and reviews log that includes punch lists, submittals, and test reports; readiness review team reviews globally to ensure completion
- On board with short circuit testing from February 9<sup>th</sup> through February 23<sup>rd</sup>
- San Francisco Station and railyard had 51 regulations remaining as shown on the report, but to date, has reduced to 45
- Sectionalization for Guadalupe to be completed this weekend; this is where one section can be energized, rather than the entire block, to allow maintenance to work on one section without needing to take out the entire system
- Punchlist execution is at 84 percent. 4,714 documents have to be completed for As-Built and about 4,000 already completed

### Public comments

Adina Levin commented on the planned May event as also being bike month and the opportunity to enhance the celebration by joining bike month and promoting bike storage and the changes needed for electrification.

Doug DeLong expressed concern with supporting areas that may impact short circuit testing and funding expenditures, which include clearance of utilities and vegetations, and requested real estate updates.

Adrian Brandt expressed concerns with the length of time to repair damages related to trees and vehicle crashes.

Aleta Dupree commented on the challenges with the weather.

Jeff Carter inquired on the timeline for the new train sets arrival, looking forward to solution of impedance bond theft, whether BBI conducted load bank testing without trains for short circuit testing, and location for May 11<sup>th</sup> open house.

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

- Solution for minimizing impedance bond cable theft
- Punchlist completion timeline and staff training; contingency savings allocation; long term planning for weather events and tree mitigation
- Timeline for delivery and storage of trainsets; notifications for planned shutdowns in March

*Director Walton left the meeting at 11:28 am*

### **13. Receive Update on Caltrain's Strategic Financial Plan and Fiscal Cliff Projections**

Alex Burnett, Bell Burnett & Associates, provided the presentation that included the following:

- FY (fiscal year) 24 budget dropped to 22 percent in farebox revenue compared to 2019
- Measure RR and current farebox revenues combined are insufficient to pay all operating expenses
- Rail operator costs are projected to almost double
- Electricity will become the second-largest operating cost; working with PG&E (Pacific Gas & Electric Company) on power delivery and understand billing determinants; focused on net energy usage
- Significant increase in the maintenance of equipment. Train sets need \$1 million to \$1.5 million per train set for annual maintenance
- Need to determine Go Pass objectives and continue as active participants in Clipper BayPass discussions

#### Public comments

Jeff Carter commented that transit should be funded to the same extent as highways and roads, the possibility of a regional or local measure, and hopeful for Go Pass participation and revenue increase.

Adina Levin commented on the need to consider crewing, efficiency, electricity cost, and pursuing opportunities and participation in MTC discussions around a regional measure.

Aleta Dupree appreciated the detailed discussions around electricity.

Adrian Brandt commented on his letter in the correspondence package, running shorter trains and reducing the number of conductors on board for operating efficiencies without cutting service.

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

- Fuel savings included in the electrification analysis
- BART's (Bay Area Rapid Transit) enabling legislation allows them to be a wholesale electric market participant but the enabling legislation for Caltrain and SamTrans does not permit Caltrain to act as a wholesale electric market participant
- Fare policy assumptions at 2 percent, aligned with cost of living, and need to revisit fare reindexing
- Ridership metrics based on fares collected and revenue received
- Concerns with fare box evasion and enforcement, riders not using Clipper, or not being checked, and the need to drill down on these issues
- Ridership numbers are based on the revenues and the clips (tags) on and off
- Need for the baseline to include fare enforcement
- Consider CCA (Community Choice Aggregation) energy suppliers, 100 percent carbon neutral electricity, and the new toolkit and GoPass to help drive up ridership for further discussion on opportunities that benefits all

*Director Chavez left the meeting at 12:06 pm*

**14. Adopt Caltrain Energy Policy Resolution** - Deferred to the next meeting in March

**15. Reports**

15.a. Report of the Citizens Advisory Committee – Brian Shaw, Chair, provided an update on presentations and CAC Members' discussions and requests, which included the following:

- CAC Minutes were not provided in Board agenda packet
- Measure RR review to take place in March
- Safety Quarterly Update - asked for partnership with local jurisdictions on lighting and safety plan enhancements at crossings
- Develop risk management strategy for funds recovery to vehicle incursions and report on suicide prevention rates and measures
- Improvements to the Public Comment process - requested alternative methods for gathering public comments, prioritize meeting notice distribution, station signage with QR codes, alternative messaging of public notices and lowering barriers for public comment via online surveys
- Transit-Oriented Development - requested consideration of Diridon station to be completely residential, determine development opportunities for unique parcels and parking lots, and consider ground lease revenue models to maximize revenue
- Members requested prioritizing communications during incidents, assist

customers with bus bridges during service interruptions, real-time updates, and alerts as well as station signage for latest service updates, posters, and signage on trains with QR (quick response) links to Caltrain alerts

- Next meeting will have Strategic Financial Plan, Mini-High Project, and Customer Experience Roadmap

15.b. Report of the Chair Davis shared her priorities for the year: ensure completion of electrification and revenue service in September; grow the health of the organization in support of all facets of the railroad; complete governance work, shared services agreement, and Real Property Ownership Agreement (RPOA); have regular meetings with the SamTrans Board Chair and general manager

15.b.i. Resolution of Appreciation for Director Jeff Gee - Chair Davis presented the resolution and recognized him for his advocacy, expanding service to Gilroy, ensuring Caltrain was the first in nation to have battery electric trains on order, and work on Transit-Oriented Development and the downtown extension.

Motion/Second: Davis/Heminger

Ayes: Burt, Gee, Medina, Mueller, Zmuda, Heminger, Davis

Noes: None

Absent: Chavez, Walton

15.c. Report of the Local Policy Maker Group (LPMG) – Chair Burt noted that there was no meeting in January. The next meeting will be virtual and the next in person workshop tentatively scheduled on March 14<sup>th</sup> as a follow-up on grade separations. He noted additional themes for the year, such as station plans, corridor wide safety and security plan, rolling out the toolkit and have cities sign on, and raised interest in inviting affiliate cities

15.d. Report of the Transbay Joint Powers Authority (TJPA) - Chair Gee noted the Board appointed AC Transit (Alameda-Contra Costa Transit District) Director Sayed to complete Ad Hoc Advisory Committee. Shima Mirzaei appointed to Chief Financial Officer position. He said there would be no February meeting and the next meeting would be in March.

#### Public comments

Jeff Carter commented that the CAC report is not included in agenda packets, concerned with Director Mueller's experience with fare evasion, and another electricity provider is SFPUC (San Francisco Public Utilities Commission).

Adrian Brandt thanked Director Gee for his work and welcomed Chair Davis.

#### **16. Correspondence** - Available in agenda packets and online

**17. Board Member Requests** - There were none

**18. Date/Time of Next Regular Meeting: Thursday, March 7, 2024 at 9:00 am.**

**19. Adjourn** - The meeting adjourned at 12:51 pm

DRAFT

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Accept Statement of Revenues and Expenses for the Period Ending January 31, 2024**

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 Powers Board (JPB) accepts and enters into the record the Statement of Revenues and Expenses for the Period Ending January 31, 2024.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through January 31, 2024. The statement has been designed to follow the Agency-wide line-item rollup as included in the approved budget. The columns have been designed to provide an easy comparison of year-to-date current actuals to the budget including dollar and percentage variances.

**Discussion**

**Annual Forecast:** Staff are developing the annual forecast and will provide an outlook at the April Board Meeting. It is mostly the same as FY24 budget except for the below items based on the year-end outlook as of December, 2023. The two items below, though not reflected in the following detailed tables, are expected to be unfavorable to budget by year end:

- 1) Go Pass revenue (page 1, line 2) is projected to be \$1.8M below budget as clients leaving the program.
- 2) Claims, Payments, and Reserves (page 2, line 28) is projected to be \$2.7M above budget due to large losses and more claims.

**Year-to-Date Revenues:** As of January year-to-date actual, the Grand Total Revenue (page 1, line 17) is \$0.2 million lower than the adopted budget. This is primarily driven by the decrease in Other Income (page 1, line 5) which is offset by the higher-than-expected Rental Income (Page 1, line 4) and Measure RR (page 1, line 11).

**Year-to-Date Expenses:** As of January year-to-date actual, the Grand Total Expense (page 2, line 51) is \$2.8 million lower than the adopted budget. This is primarily driven by the decreases in Wages and Benefits (page 2, line 36), Professional Services (page 2, line 39), Rail Operator Service (page 2, line 22), Other Office Expense (Page 2, line 41), and Maintenance & Services-Building &

Other (page 2, line 31) which is partially offset by the increase in Claims, Payments, and Reserves (page 2, line 28).

**Budget Impact**

There is no budget impact for January 2024.

Prepared By:	Li Saunders	Accountant II	650.622.7848
	Danny Susantin	Grants & Capital Accounting, Manager	650.622.8073

<b>PENINSULA CORRIDOR JOINT POWERS BOARD</b>					
<b>STATEMENT OF REVENUE AND EXPENSE</b>					
<b>Fiscal Year 2024</b>					
<b>January 2024</b>					
<b>% OF YEAR ELAPSED 58.3%</b>					
	<b>JULY TO JANUARY</b>				<b>ANNUAL</b>
	<b>CURRENT ACTUAL</b>	<b>ADOPTED BUDGET</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>	<b>APPROVED BUDGET</b>
<b>REVENUE</b>					
<b>OPERATIONS:</b>					
1 Caltrain Fares	16,985,441	17,103,163	(117,722)	(0.7%)	29,936,000
2 Go Pass	9,479,557	9,779,000	(299,443)	(3.1%)	16,764,000
3 Parking Revenue	1,072,446	1,111,257	(38,812)	(3.5%)	1,905,015
4 Rental Income	1,187,681	598,787	588,894	98.3%	1,026,489
5 Other Income	2,873,826	3,815,735	(941,909)	(24.7%)	6,541,260
6					
7 <b>TOTAL OPERATING REVENUE</b>	<b>31,598,950</b>	<b>32,407,942</b>	<b>(808,992)</b>	<b>(2.5%)</b>	<b>56,172,764</b>
8					
<b>CONTRIBUTIONS:</b>					
9					
10 Operating Grants	7,490,110	7,467,215	22,895	0.3%	12,800,936
11 Measure RR	71,374,442	70,811,000	563,442	0.8%	118,400,000
12 Member Agency (VTA - Gilroy)	274,167	274,169	(2)	(0.0%)	470,000
13 LCTOP/SRA	4,030,077	4,029,956	121	0.0%	6,908,503
14					
15 <b>TOTAL CONTRIBUTED REVENUE</b>	<b>83,168,795</b>	<b>82,582,340</b>	<b>586,456</b>	<b>0.7%</b>	<b>138,579,439</b>
16					
17 <b>GRAND TOTAL REVENUE</b>	<b>114,767,746</b>	<b>114,990,282</b>	<b>(222,536)</b>	<b>(0.2%)</b>	<b>194,752,203</b>
18					

<b>PENINSULA CORRIDOR JOINT POWERS BOARD</b>							
<b>STATEMENT OF REVENUE AND EXPENSE</b>							
<b>Fiscal Year 2024</b>							
<b>January 2024</b>							
<b>% OF YEAR ELAPSED 58.3%</b>							
	<b>JULY TO JANUARY</b>				<b>ANNUAL</b>		
	<b>CURRENT ACTUAL</b>	<b>ADOPTED BUDGET</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>	<b>APPROVED BUDGET</b>		
19	<b>EXPENSE</b>					19	
20						20	
21	<b>DIRECT EXPENSE:</b>					21	
22	Rail Operator Service	61,020,064	61,798,962	(778,898)	(1.3%)	104,889,704	22
23	Security Services	4,671,438	4,833,803	(162,364)	(3.4%)	8,287,745	23
24	Shuttle Services	39,430	46,669	(7,239)	(15.5%)	80,000	24
25	Fuel and Lubricants*	9,365,348	8,873,263	492,085	5.5%	15,211,316	25
26	Timetables and Tickets	8,103	55,412	(47,309)	(85.4%)	95,000	26
27	Insurance	6,401,362	5,967,325	434,037	7.3%	10,229,703	27
28	Claims, Payments, and Reserves	3,514,250	770,000	2,744,250	356.4%	1,320,000	28
29	Facilities and Equipment Maintenance	4,265,728	4,751,579	(485,851)	(10.2%)	8,171,766	29
30	Utilities	1,549,677	1,580,194	(30,517)	(1.9%)	2,708,900	30
31	Maint & Services-Bldg & Other	480,167	1,041,019	(560,852)	(53.9%)	1,784,600	31
32						32	
33	<b>TOTAL DIRECT EXPENSE</b>	<b>91,315,567</b>	<b>89,718,226</b>	<b>1,597,342</b>	<b>1.8%</b>	<b>152,778,734</b>	33
34						34	
35	<b>ADMINISTRATIVE EXPENSE</b>					35	
36	Wages and Benefits	8,672,297	10,977,768	(2,305,471)	(21.0%)	17,877,158	36
37	Managing Agency Admin OH Cost	1,939,454	2,079,854	(140,400)	(6.8%)	3,565,453	37
38	Board of Directors	8,717	36,673	(27,957)	(76.2%)	62,875	38
39	Professional Services	4,993,818	5,825,247	(831,429)	(14.3%)	9,992,514	39
40	Communications and Marketing	200,811	258,258	(57,447)	(22.2%)	442,730	40
41	Other Office Expenses and Services	1,791,240	2,504,046	(712,806)	(28.5%)	4,307,066	41
42						42	
43	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>17,606,337</b>	<b>21,681,846</b>	<b>(4,075,509)</b>	<b>(18.8%)</b>	<b>36,247,796</b>	43
44						44	
45	<b>TOTAL OPERATING EXPENSE</b>	<b>108,921,904</b>	<b>111,400,071</b>	<b>(2,478,167)</b>	<b>(2.2%)</b>	<b>189,026,530</b>	45
46						46	
47	Governance	166,414	131,250	35,164	26.8%	225,000	47
48						48	
49	Debt Service Expense	1,687,581	2,024,820	(337,239)	(16.7%)	3,471,125	49
50						50	
51	<b>GRAND TOTAL EXPENSE</b>	<b>110,775,899</b>	<b>113,556,141</b>	<b>(2,780,242)</b>	<b>(2.4%)</b>	<b>192,722,655</b>	51
52						52	
53	Projected Contribution to Reserve					2,029,548	53
54						54	
55	<b>NET SURPLUS / (DEFICIT)</b>	<b>3,991,847</b>	<b>1,434,141</b>	<b>2,557,707</b>	<b>178.3%</b>	<b>-</b>	55
56						56	
57	<b>Reserve, Beginning Balance</b>	<b>26,878,850</b>				<b>26,878,850</b>	57
58	<b>Projected Contribution to Reserve</b>	<b>-</b>				<b>2,029,548</b>	58
59	<b>Reserve, Ending Balance</b>	<b>26,878,850</b>				<b>28,908,398</b>	59
60						60	
61	<b>* Fuel and Lubricants costs were decreased by a realized gain of \$633,179 from the fuel hedge program.</b>					61	
62						62	



BOARD OF DIRECTORS 2024

DEVORA "DEV" DAVIS, CHAIR  
 STEVE HEMINGER, VICE CHAIR  
 PAT BURT  
 CINDY CHAVEZ  
 JEFF GEE  
 RICO E. MEDINA  
 RAYMOND MUELLER  
 SHAMANN WALTON  
 MONIQUE ZMUDA

MICHELLE BOUCHARD  
 EXECUTIVE DIRECTOR

**PENINSULA CORRIDOR JOINT POWERS BOARD**  
**INVESTMENT PORTFOLIO**  
**AS OF JANUARY 31, 2024**

TYPE OF SECURITY	MATURITY DATE	INTEREST RATE	PURCHASE PRICE	MARKET RATE
Local Agency Investment Fund (Unrestricted) *	Liquid Cash	4.012%	375,789	375,789
County Pool (Unrestricted)	Liquid Cash	3.945%	585,044	585,044
Other (Unrestricted)	Liquid Cash	5.240%	24,545,327	24,545,327
Other (Restricted) **	Liquid Cash	5.033%	30,977,324	30,977,324
			\$ 56,483,483	\$ 56,483,483

Interest Earnings for January 2024 \$ 175,729.36  
 Cumulative Earnings FY2024 1,445,370.79

\* 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.

Farebox Revenues by Ticket Type	PENINSULA CORRIDOR JOINT POWERS BOARD												
	Previous Years					FY2024							
	FY2019	FY2020	FY2021	FY2022	FY2023	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	FY2024 Total YTD
<b>REVENUE</b>													
<b>OPERATIONS:</b>													
401400 (TVM)	18,431,265	11,165,620	2,458,837	6,836,440	6,838,317	701,507	580,909	427,973	542,427	429,650	414,419	409,800	3,506,685
401410 (Clipper)	54,621,910	37,970,696	2,924,987	7,764,755	15,493,238	1,584,242	1,688,849	1,283,054	1,964,018	1,537,081	1,331,257	1,526,512	10,915,013
401420 (Central)	64,908	20,799	309,748	39,911	58,267	1,068	-	7,861	8,407	2,619	251	2,732	22,937
401430 (Mobile App)	4,716,955	5,689,776	830,051	2,808,795	3,501,791	289,934	353,887	285,899	332,212	307,863	242,542	278,638	2,090,976
401500 (Gilroy)	1,903,941	1,542,171	178,759	449,281	706,203	58,850	58,850	75,084	64,261	64,261	64,261	64,261	449,830
401700 (Go-Pass)	22,929,136	19,705,372	25,737,533	15,337,175	16,728,021	1,362,537	1,337,709	1,370,632	1,375,408	1,349,604	1,426,899	1,256,768	9,479,557
total Farebox Revenue	102,668,114	76,094,433	32,439,915	33,236,357	43,325,839	3,998,139	4,020,204	3,450,502	4,286,733	3,691,078	3,479,630	3,538,712	26,464,998
Less: Go-Pass													
401700 (Go-Pass)	22,929,136	19,705,372	25,737,533	15,337,175	16,728,021	1,362,537	1,337,709	1,370,632	1,375,408	1,349,604	1,426,899	1,256,768	9,479,557
Revenues without Go-Pass	79,738,978	56,389,061	6,702,382	17,899,182	26,597,817	2,635,602	2,682,496	2,079,870	2,911,325	2,341,474	2,052,731	2,281,944	16,985,441
<b>Tickets Sold</b>						Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Total
TVM	2,354,393	1,465,876	315,378	755,674	802,158	78,363	74,658	69,149	55,296	52,840	51,726	52,299	434,331
Clipper	3,521,066	2,620,816	339,753	1,227,757	1,975,206	194,041	214,425	208,775	207,849	191,852	165,395	195,216	1,377,553
Central	9,167	5,044	-	4,032	6,440	100	231	484	717	-	478	231	2,241
Mobile	543,920	661,515	111,394	381,441	428,741	40,439	41,483	39,565	37,168	33,606	29,903	33,356	255,520
# of tickets sold (without go-pass)	6,428,546	4,753,251	766,525	2,368,904	3,212,545	312,943	330,797	317,973	301,030	278,298	247,502	281,102	2,069,645
<b>AVG Revenue Per Ticket</b>						Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-23	Total
TVM	\$ 7.83	\$ 9.05	\$ 7.80	\$ 9.05	\$ 8.52	\$ 8.95	\$ 7.78	\$ 6.19	\$ 9.81	\$ 8.13	\$ 8.01	\$ 7.84	\$ 8.07
Clipper	\$ 15.51	\$ 6.32	\$ 8.61	\$ 6.32	\$ 7.84	\$ 8.16	\$ 7.88	\$ 6.15	\$ 9.45	\$ 8.01	\$ 8.05	\$ 7.82	\$ 7.92
Central	\$ 7.08	\$ 9.90	\$ -	\$ 9.90	\$ 9.05	\$ 10.68	\$ -	\$ 16.24	\$ 11.72	\$ -	\$ 0.53	\$ 11.83	\$ 10.24
Mobile	\$ 8.67	\$ 7.36	\$ 7.45	\$ 7.36	\$ 8.17	\$ 7.17	\$ 8.53	\$ 7.23	\$ 8.94	\$ 9.16	\$ 8.11	\$ 8.35	\$ 8.18
Total	\$ 12.40	\$ 11.86	\$ 8.74	\$ 7.56	\$ 8.28	\$ 8.42	\$ 8.11	\$ 6.54	\$ 9.67	\$ 8.41	\$ 8.29	\$ 8.12	\$ 8.21

Farebox Revenues by Ticket Type	PENINSULA CORRIDOR JOINT POWERS BOARD							
	July to January						Annual Budget	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	% of Budget
<b>REVENUE</b>								
401400 (TVM)	11,204,054	9,295,291	1,032,211	3,657,107	3,842,520	3,506,685		
401410 (Clipper)	31,835,524	32,050,068	1,495,927	3,804,997	9,157,397	10,915,013		
401420 (Central)	33,088	33,646	-	25,462	32,920	22,937		
401430 (Mobile App)	2,276,555	4,736,033	344,226	1,417,292	2,040,455	2,090,976		
401500 (Gilroy)	1,143,735	1,217,780	96,271	225,453	412,672	449,830		
401700 (Go-Pass)	12,355,982	14,673,982	17,778,038	8,780,635	10,031,158	9,479,557		
total Farebox Revenue	58,848,938	62,006,799	20,746,673	17,910,947	25,517,122	26,464,998	46,700,000	57%
Less: Go-Pass								
401700 (Go-Pass)	12,355,982	14,884,309	17,651,546	8,832,537	9,874,418	9,479,557	16,764,000	57%
Revenues without Go-Pass	46,492,956	47,122,491	3,095,127	9,078,410	15,642,704	16,985,441	29,936,000	57%
<b>Tickets Sold</b>								
TVM	1,450,272	1,242,176	155,562	401,004	494,604	434,331		
Clipper	2,032,636	2,189,653	150,997	595,667	1,119,769	1,377,553		
Central	4,089	4,064	-	2,607	2,915	2,241		
Mobile	253,892	547,523	49,477	190,474	254,948	255,520		
# of tickets sold (without go-pass)	3,740,889	3,983,416	356,036	1,189,752	1,872,236	2,069,645		
<b>AVG Revenue Per Ticket</b>								
TVM	\$ 7.73	\$ 7.48	\$ 6.64	\$ 9.12	\$ 7.77	\$ 8.07		
Clipper	\$ 15.66	\$ 14.64	\$ 9.91	\$ 6.39	\$ 8.18	\$ 7.92		
Central	\$ 8.09	\$ 8.28	\$ -	\$ 9.77	\$ 11.29	\$ 10.24		
Mobile	\$ 8.97	\$ 8.65	\$ 6.96	\$ 7.44	\$ 8.00	\$ 8.18		
Total	\$ 12.43	\$ 11.83	\$ 8.69	\$ 7.63	\$ 8.36	\$ 8.21		

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Robert Barnard, Deputy Chief, Caltrain Design & Construction  
Subject: **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**



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):

1. Renew findings previously adopted by the Board pursuant to California Public Contract Code section 22050(c)(2) (Resolution No. 2023-19) on March 29, 2023, and renewed at its subsequent meetings on May 4, 2023 (Resolution 2023-23), June 1, 2023 (Resolution 2023-38), August 3, 2023 (Resolution 2023-46), September 7, 2023 (Resolution 2023-56), October 5, 2023 (Resolution 2023-62), November 2, 2023 (Resolution 2023-68), December 7, 2023 (Resolution 2023-74), January 4, 2024 (Resolution 2024-01), and February 1, 2024 (Resolution 2024-TBD) that an emergency exists at the north channel embankment of the San Francisquito Creek Bridge due to erosion and scouring caused by winter storms, and that immediate action is necessary to respond to the emergency; and
2. Continue to authorize emergency repairs of the north channel embankment of the San Francisquito Creek Bridge;
3. Continue to delegate authority to approve all plans and/or designs with regard to the emergency repairs to the Executive Director, or designee; and
4. Continue to authorize the Executive Director, or designee, to take all other actions required to respond to said emergency.

**Discussion**

**Background Regarding Previous Findings Authorizing Emergency Repairs:** The JPB owns and maintains the San Francisquito Creek Bridge, which is located in Menlo Park and Palo Alto between Control Points Alma (MP 29.98) and Mayfield (MP 33.50). In early January 2023, after a week of heavy rain, Caltrain Engineering staff inspected the Bridge and discovered that storms had eroded the soil on the creek bank supporting the northern abutment of the Bridge. Further

investigation showed that additional erosion resulting from future storms could undermine the abutment, bridge, and tracks.

The JPB has the authority to undertake emergency repairs pursuant to California Public Contract Code section 22050, which requires that the Board, by a four-fifths vote, make findings based on substantial evidence that the emergency will not permit delay resulting from a competitive solicitation of bids, and that action is necessary to respond to the emergency. Public Contract Code section 1102 defines an emergency as “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” The Board made these findings at its March 29, 2023, meeting (Resolution 2023-19) and renewed these findings at its subsequent meetings on May 4, 2023 (Resolution 2023-23), June 1, 2023 (Resolution 2023-38), August 3, 2023 (Resolution 2023-46), September 7, 2023 (Resolution 2023-56), October 5, 2023 (Resolution 2023-62), November 2, 2023 (Resolution 2023-68), December 7, 2023 (Resolution 2023-74), January 4, 2024 (Resolution 2024-01), and February 1, 2024 (Resolution 2024-TBD). Section 22050(c) requires the Board to review the emergency action at its next regularly scheduled meeting and at every subsequent regularly scheduled meeting until the action is terminated to determine that there is a need to continue the action.

November 18, 2023, Emergency Declaration: On November 16, 2023, a team of three registered California professional engineers, including a fluvial geomorphologist experienced with the San Francisquito Creek, completed a technical memorandum titled "Overview of Temporary Emergency Stabilization Measures," which stated that, in regard to the creek bank supporting the north abutment of Caltrain’s rail bridge, "the existing bank is likely to erode and would not be stable during/after a large storm event."

On November 18, 2023, the Executive Director issued an emergency declaration, which concluded:

- a. The situation at that time necessitated immediate action because anticipated winter storms threatened the integrity of the bridge, creating the potential for a catastrophic failure of the bridge and the subsequent risks to public safety, infrastructure, and the environment; and
- b. The dry condition of the creek bed created a narrow window during which the JPB could implement emergency stabilization repairs to ensure the integrity of the bridge without risking the safety of workers or endangering aquatic life; and
- c. Given a prediction of severe winter storms and a risk of flash flooding and high creek flows at the San Francisquito Creek, attempting any work during the rainy season would have presented a substantial risk to the safety of workers, threatened endangered species, and increased the risk of a failed stabilization effort and a catastrophic failure of the bridge; and
- d. The situation at that time required that Caltrain take action within a time period less than the normal time needed to process regulatory applications under standard procedures.

Based on these findings, the Executive Director declared an emergency situation for the San Francisquito Creek Bridge and directed that all necessary and appropriate actions be taken to address the emergency, including the mobilization of resources and implementation of temporary creek bank stabilization measures.

The temporary stabilization measures have ameliorated the risk of the immediate collapse of the embankment. However, a continued risk to the Bridge exists, especially in light of long-term predictions of a “strong” El Nino winter for 2023-2024. Accordingly, the emergency will persist until permanent repairs can be completed in the Summer of 2024. Under state law, the Board must continue to review the situation at each meeting and renew findings until the emergency is resolved via the implementation of permanent stabilization measures during the dry-creek season in 2024.

#### Actions Taken

To date, JPB staff has:

1. Increased frequency of visual inspections of the Bridge and conducted immediate inspections during and/or after storms.
2. Retained on-call bench consultants (WSP, AECOM, Jacobs, and TRC), to assist the JPB in obtaining the required environmental permits, designing the bank stabilization, estimating the cost of the proposed work, and providing construction management services, respectively.
3. Engaged the U.S. Army Corps of Engineers, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife and submitted all necessary applications for regulatory permits and approvals.
4. Met regularly with the City of Menlo Park, the City of Palo Alto, the San Francisquito Creek Joint Powers Authority, and Stanford University to coordinate the scope of the project and jointly review iterative design updates.
5. Jointly developed 15%, 35%, 65%, and 100% designs for the bank stabilization with input from the City of Menlo Park, City of Palo Alto, and regulatory agencies.
6. Jointly prepared and executed a trilateral project agreement by and between the JPB, the City of Menlo Park, and the City of Palo Alto to memorialize cost sharing arrangements and other responsibilities.
7. Obtained iterative and independent cost estimates from consultants and Walsh Construction to establish clear cost expectations and determine a fair and reasonable not-to-exceed construction budget.
8. Updated the overall project cost to \$6.5 million based on recent construction cost estimates and actual costs incurred for design, permitting, and other professional services.
9. Updated the overall project funding plan to align with the cost sharing agreement between JPB, the City of Menlo Park, and City of Palo Alto.
10. Identified the necessary funding sources from other project underruns and contingency for the JPB share of costs and obtained approval from Caltrain’s Management Committee to apply those funds.

11. Awarded a construction contract to Walsh Construction to implement the bank stabilization because Walsh has a crew onsite that specializes in emergency work and because of Walsh's experience on JPB in-water construction projects, such as the Guadalupe River Bridge Replacement Project.
12. Obtained timely construction permits from the City of Menlo Park, City of Palo Alto, Regional Water Quality Control Board, and California Department of Fish and Wildlife.
13. In accordance with the Executive Director's November 18, 2023, emergency declaration, JPB staff notified regulatory agencies of the temporary bank stabilization plan and JPB staff's intent to seek any relevant permits.
14. JPB staff obtained a second encroachment permit from the City of Menlo Park for the implementation of the temporary stabilization measures.
15. JPB staff and Walsh Construction implemented the emergency temporary bank stabilization measures to protect the San Francisquito Creek Bridge from 2023-2024 winter storms which could have otherwise threatened the integrity of the bridge.

#### Current Status

As of the date of this staff report:

1. An executed trilateral project agreement is in place between the JPB, the City of Menlo Park, and the City of Palo Alto.
2. JPB has 100% final construction drawings and specifications for the permanent bank stabilization design, which has been reviewed by all relevant stakeholders.
3. JPB has a construction contractor, Walsh Construction, under contract to implement the bank stabilization. The contract is based on a time-and-materials approach to compensation and therefore allows flexibility to adapt to changes in scope and schedule.
4. JPB staff has obtained the following permits:
  - a. California Department of Fish and Wildlife Streambed Alteration Agreement
  - b. Regional Water Quality Control Board Section 401 Water Quality Certification Permit
  - c. City of Palo Alto Encroachment Permit for the permanent stabilization project
  - d. City of Menlo Park Encroachment Permit for the permanent stabilization project
  - e. City of Palo Alto Noise Exception Permit for the permanent stabilization project
  - f. City of Menlo Park Heritage Tree Permit
  - g. City of Menlo Park Encroachment Permit for the temporary stabilization measures

JPB staff submitted a timely application for a Section 404 permit to the U.S. Army Corps of Engineers. As part of their ongoing review, the U.S. Army Corps of Engineers has determined it is necessary to seek the review of relevant historic preservation issues and approval from the State Historic Preservation Officer prior to issuing the permit. Due to the time needed for this process to be completed, JPB staff did not receive the essential Section 404 permit in time to construct the project before the end of the dry season on October 15, 2023.

5. Temporary stabilization measures are in place to protect Caltrain's San Francisquito Creek Bridge from 2023-2024 winter storms.

Ongoing and Future Activities

In the months ahead:

1. JPB staff will continue to coordinate closely with the U.S. Army Corps of Engineers to facilitate the issuance of the Section 404 permit for construction of the permanent bank stabilization during the 2024 dry season.
2. JPB staff will continue to monitor conditions around the foundations of the Caltrain rail bridge.
3. JPB staff will update the project cost estimate, schedule, funding plan, and contracts to align with recent implementation of temporary stabilization measures and the planned implementation of permanent stabilization measures in mid-2024.
4. During the 2024 dry season, JPB staff and Walsh Construction will remove the temporary bank stabilization measures and replace them with the permanent bank stabilization measures designed under the joint project between JPB, the City of Menlo Park, and the City of Palo Alto.
5. JPB staff will report regularly to the Board regarding the status of the project.

Budget Impact

The San Francisquito Creek Emergency Bank Stabilization Project has an approved budget of \$6,471,067 funded by Capital Contingency Funds, the San Mateo County Transportation Authority (SMCTA), the Cities of Palo Alto and Menlo Park, and project savings from recently completed projects.

Prepared By:	Robert Barnard	Chief, Design & Construction	650.508.7783
	Mike Boomsma	Project Manager	808.208.2355

(00505089)

**Resolution No. 2024-**

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

\* \* \*

**Renewing Findings of an Emergency Regarding the North Channel  
Embankment of the San Francisquito Creek Bridge Due to Erosion Pursuant to  
Public Contract Code §22050**

**Whereas**, the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) previously authorized repair pursuant to California Public Contract Code section 22050 by a four-fifths vote of the Board on March 29, 2023 (Resolution 2023-19), making findings that: there was an emergency to repair the north channel embankment of the San Francisquito Creek Bridge due to erosion that threatened the integrity of the structure supporting the JPB’s tracks; that the emergency did not permit a delay that would have resulted from a formal solicitation for bids; and that action is necessary to respond to the emergency; and

**Whereas**, Resolution 2023-19 also authorized emergency repairs of the north channel embankment of the San Francisquito Creek Bridge without adopting plans and specifications or giving notice to potential bidders; and

**Whereas**, California Public Contract Code Section 1102 defines an emergency as a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”; and

**Whereas**, California Public Contract Code section 22050 authorizes the JPB to repair and take other immediate actions required to address an emergency, and requires that findings based on substantial evidence must be made that the emergency will not permit delay resulting from a

competitive solicitation of bids, and that the action is necessary to respond to the emergency, by a four-fifths vote of the Board; and

**Whereas**, Resolution 2023-19 delegated to the Executive Director, or designee the authority: to approve all plans and/or designs; to execute a contract with Walsh Construction II, LLC, to undertake emergency repairs of the north channel embankment at the San Francisquito Creek Bridge at a price that staff has determined is fair and reasonable; and to take all other actions required to respond to said emergency, provided that the Executive Director reports such actions to the Board at each monthly Board meeting until the emergency situation is resolved, with a final report to be made at the first Board meeting after the emergency is resolved; and

**Whereas**, pursuant to Public Contract Code section 22050(c), the Board must review the emergency action at its next regularly scheduled meeting and affirm by the passage of a four-fifths vote at every subsequent regularly scheduled meeting until the action is terminated to determine that there is a need to continue the action; and

**Whereas**, the Board most recently renewed its findings via Resolution 2024-TBD at its February 1, 2024, Board meeting; and

**Whereas**, following months of heavy rain in January 2023, assessments of the condition of the north embankment supporting the San Francisquito Creek Bridge Main Track 1 (MT-1) and Main Track (MT-2) by the Peninsula Corridor Joint Powers Board (JPB) revealed significant erosion on the slope of the embankment, threatening the integrity of the north approaching track structure; and

**Whereas**, the JPB consulted with the U.S. Army Corps of Engineers (USACE), the Regional Water Quality Control Board, and the California Department of Fish and Wildlife concerning

environmental permits for restoration activities to preserve the integrity of MT-1 and MT-2 tracks in light of the significant erosion of the northern embankment; and

**Whereas**, on November 16, 2023, a team of three registered California professional engineers, including a fluvial geomorphologist experienced with the San Francisquito Creek, completed a technical memorandum, which stated that, in regard to the creek bank supporting the north abutment of Caltrain's rail bridge, "the existing bank is likely to erode and would not be stable during/after a large storm event;"

**Whereas**, on November 18, 2023, the Executive Director issued an emergency declaration, which concluded:

- a. The situation at that time necessitated immediate action because anticipated winter storms threatened the integrity of the bridge, creating the potential for a catastrophic failure of the bridge and the subsequent risks to public safety, infrastructure, and the environment; and
- b. The dry condition of the creek bed created a narrow window during which the JPB could implement emergency stabilization repairs to ensure the integrity of the bridge without risking the safety of workers or endangering aquatic life; and
- c. Given a prediction of severe winter storms and a risk of flash flooding and high creek flows at the San Francisquito Creek, attempting any work during the rainy season would have presented a substantial risk to the safety of workers, threatened endangered species, and increased the risk of a failed stabilization effort and a catastrophic failure of the bridge; and

- d. The situation at that time required that Caltrain take action within a time period less than the normal time needed to process regulatory applications under standard procedures.

Based on these findings, the Executive Director declared an emergency situation for the San Francisquito Creek Bridge and directed that all necessary and appropriate actions be taken to address the emergency, including the mobilization of resources and implementation of temporary creek bank stabilization measures; and

**Whereas**, the temporary stabilization measures have ameliorated the risk of immediate collapse of the embankment, but these measures were designed to address the immediate risk of collapse. However, a continued risk to the San Francisquito Creek Bridge exists, especially in light of long-term predictions of a “strong” El Nino 2023-2024 winter. Accordingly, the emergency will persist until the implementation of permanent stabilization measures is completed during the dry-creek season in 2024; and

**Whereas**, there is a continued and ongoing emergency to repair the north channel embankment of the San Francisquito Creek Bridge due to erosion that threatens the integrity of the structure supporting the JPB’s tracks, and because meteorologists predict a wet winter including storms that could result in additional erosion; and

**Whereas**, action is necessary to respond to this continued and ongoing emergency to prevent or mitigate loss or damage to life, health, property, or essential public services; and

**Whereas**, the time required to obtain competitive bids would have unduly delayed the JPB’s ability to make emergency repairs to these essential facilities, and substantial evidence supports the conclusions that the need for emergency actions cannot be delayed, and that the JPB has and must continue to act as expeditiously as possible to repair necessary facilities; and

**Whereas**, JPB staff have awarded a contract to Walsh Construction, which is also working on the Guadalupe River Bridge project, to undertake emergency repair work; and

**Whereas**, iterative comparison of independent cost estimates from consultants and Walsh Construction has provided clear cost expectations to assure fair and reasonable pricing.

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

1. Renews findings from February 1, 2024, that an emergency, as defined by Section 1102 of the California Public Contract Code, exists at the north channel embankment at the San Francisquito Creek Bridge due to erosion that threatens the integrity of the structure supporting the JPB's tracks; and
2. Renews findings, based on the substantial evidence presented by staff, that the emergency did not permit a delay that would have resulted from a formal solicitation for bids because the time required to obtain competitive bids would have unduly delayed the JPB's ability to make emergency repairs to these essential facilities, that action is necessary to respond to the ongoing emergency to prevent or mitigate loss or damage to life, health, property or essential public services, that the need for emergency actions cannot be delayed, and that the JPB has and must continue to act as expeditiously as possible to repair necessary facilities; and
3. Continues to authorize emergency repairs of the north channel embankment at the San Francisquito Creek Bridge without adopting plans and specifications or giving notice to potential bidders; and
4. Continues to delegate to the Executive Director, or designee, the authority: to approve all plans and/or designs; to amend the contract with Walsh Construction, to undertake

emergency repairs of the north channel embankment at the San Francisquito Creek Bridge at a price that staff has determined is fair and reasonable; and to take all other actions required to respond to said emergency, provided that the Executive Director reports such actions to the Board at each monthly Board meeting until the emergency situation is resolved, with a final report to be made at the first Board meeting after the emergency is resolved.

**Be It Further Resolved** that the Board of Directors has reviewed the emergency action taken on March 29, 2023, on May 4, 2023, on June 1, 2023, on August 3, 2023, on September 7, 2023, on October 5, 2023, on November 2, 2023, on December 7, 2023, on January 4, 2024, and on February 1, 2024, to remediate emergency conditions at the embankment of the San Francisquito Bridge, and will continue to conduct such a review at every subsequent regularly scheduled meeting until the action is terminated to determine that there is a need to continue the action by a four-fifths vote pursuant to Public Contract Code section 22050(c).

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary  
(00505091)

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Award of Contract for Central Control Facility (CCF) Building Heating, Ventilation, and Air Conditioning (HVAC) Installation Project**

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

**Purpose and Recommended Action**

The Central Control Facility (CCF) Building Heating, Ventilation, and Air Conditioning (HVAC) Installation Project (Project) will provide the necessary labor and materials to install a HVAC system for the newly-built offices and conference room in the CCF building located in Menlo Park. The installation will improve the indoor air quality, safety, and comfort of the occupants.

Staff recommends that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB):

- 1. Award a contract to the lowest, responsive, and responsible bidder, B&M Builders, Inc. of Rancho Cordova, California (B&M Builders) for the Project for a total bid price of \$332,000.
- 2. Authorize the Executive Director or designee to execute a contract with B&M Builders in full conformity with the terms and conditions set forth in the solicitation documents, and in a form approved by legal counsel.

**Discussion**

On November 15, 2023, the JPB issued Invitation for Bids (IFB) No. 24-J-W-057 for the Project, which was advertised in a newspaper of general circulation and on the JPB’s procurement website. The JPB also conducted extensive outreach to Small Business Enterprises (SBE). The JPB received five bids as follows:

Company	Grand Total Bid Price
<b>Engineer’s Estimate</b>	<b>\$200,000</b>
1. B&M Builders, Inc.	\$332,000
2. Fuse Service Inc.	\$372,000



**Resolution No. 2024 –**

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

\* \* \*

**Awarding a Contract to B&M Builders, Inc. for the Central Control Facility (CCF) Heating, Ventilation, and Air Conditioning (HVAC) Installation Project for a Total Bid Price of \$332,000**

**Whereas**, on November 15, 2023, the Peninsula Corridor Joint Powers Board (JPB) issued Invitation for Bids (IFB) No. 24-J-W-057 for the Central Control Facility (CCF) Building Heating, Ventilation, and Air Conditioning (HVAC) Installation Project (Project); and

**Whereas**, in response to the IFB, the JPB received five bids after conducting extensive outreach to Small Business Enterprises (SBEs), advertising in a newspaper of general circulation, and posting the IFB on the JPB's procurement website; and

**Whereas**, staff and legal counsel have reviewed the bids and determined that B&M Builders, Inc. of Rancho Cordova, California (B&M Builders) submitted the lowest responsive bid and is a responsible bidder; and

**Whereas**, staff conducted a price analysis and determined B&M Builders' price to be fair and reasonable in comparison to the independent cost estimate; and

**Whereas**, staff recommends that the Board of Directors (Board) award a contract to B&M Builders for the Project for a total bid price of \$332,000.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a contract to B&M Builders, Inc. of Rancho Cordova, California for the Central Control Facility Building Heating, Ventilation, and Air Conditioning Installation Project for a total bid price of \$332,000; and

**Be It Further Resolved** that the Board authorizes the Executive Director or designee to execute a contract on behalf of the JPB with B&M Builders in full conformity with all the terms and conditions of the solicitation documents, and in a form approved by legal counsel.

Regularly passed and adopted this 7th day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Finance Committee  
Through: Michelle Bouchard, Executive Director  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Adoption of the California Uniform Public Construction Cost Accounting Act**

- 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 Joint Powers Board (JPB):

1. Adopt a resolution pursuant to the provisions of the Public Contract Code §22030, voluntarily making the JPB subject to the California Uniform Public Construction Cost Accounting, and to the California Uniform Construction Cost Accounting Commission’s policies and procedures manual, as they each may be amended from time to time.
2. Direct the Executive Director or designee to notify the State Controller’s Office of this election.
3. Adopt a resolution directing staff to revise the JPB Procurement Policy (Policy) to incorporate the requirements of California Uniform Public Construction Cost Accounting Act (CUPCCAA or the Act), and delegates authority to the Executive Director or designee to implement the Policy in accordance with applicable law and in furtherance of the Policy.
4. Adopt an Ordinance establishing informal bidding procedures for public works projects, as required by CUPCCAA.

**Discussion**

The CUPCCAA, Public Contract Code §22000 et seq., allows local agencies to replace their statutory public works bidding thresholds with higher thresholds, which provide greater flexibility, if the agencies (1) opt-in to the requirements of the Act and become subject to procedures adopted by the California Uniform Construction Cost Accounting Commission (Commission), (2) inform the State Controller's Office of such election, and (3) establish informal bidding procedures for public works contracts below CUPCCAA’s formal bidding threshold.

The Commission has developed uniform public construction cost accounting procedures for implementation by local agencies in the performance of, or in the contracting for, public projects. Every five years the Commission considers whether there have been material changes

REVISED FOLLOWING 2.26.24 FINANCE COMMITTEE MEETING

in public construction costs and makes recommendations to the State Controller regarding adjustments to the bidding procedure monetary limits.

Currently, CUPCCAA permits agencies to utilize informal bidding procedures for public works contracts \$200,000 or less, and negotiated contracts, force account, or purchase orders for public works contracts \$60,000 or less. Moreover, if all bids received are more than \$200,000, the governing body of the public agency may by adoption of a resolution by a four-fifths vote, award the contract, currently at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable. Public Contract Code §22034(d).

By contrast, the JPB currently is required to engage in formal bidding for public works contracts greater than \$10,000. This requires advertisement in a newspaper of general circulation, a pre-bid meeting, and award by the Board to the lowest bidder. This process can take four or more months to complete, and requires significant staff resources, even for relatively low-dollar value projects.

At the conclusion of the Peninsula Corridor Electrification Project and the start of revenue service, JPB will have greater need to complete public works projects along the right of way. Adoption and implementation of the Act will allow the JPB to solicit and award public works projects at higher dollar limits than currently allowed by the JPB's Procurement Policy. CUPCCAA provides for alternative bidding procedures when an agency performs public works by contract, as follows:

- Public works projects of \$60,000 or less may be awarded by negotiated contract or by purchase order.
- Public works projects exceeding \$60,000 and \$200,000 or less may be let to contract by the informal bidding procedures set forth in the Act.

These procurement methods provide public agencies with administrative cost savings and streamlined delivery of smaller projects. Non-federally funded public works projects of more than \$200,000 will continue to be procured through the JPB's current formal bidding procedures.<sup>1</sup>

CUPCCAA requires that agencies comply with certain notice, bidding, and accounting procedures set forth in the Public Contracts Code. These procedures provide agencies with more flexibility to procure public works projects in a timely manner by eliminating the requirement to solicit formal bids and by dispensing with time-consuming and expensive bidding procedures.

The San Mateo County Transit District (SamTrans) elected to participate in CUPCCAA in 2018, and accordingly, the Contracts and Procurement and Finance teams are familiar with its requirements. A range of cities, counties and special districts across the State have also opted

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<sup>1</sup> All procurement contracts that include federal funding must be conducted in a manner providing "full and open competition" consistent with the applicable federal procurement rules. 2 C.F.R. §200.319 (2022). See also 49 U.S.C. §5325(a) (FTA's enabling legislation), FTA Circular 4220.1F, Chapter VI, paragraph 1 – *Competition Require*, and C.F.R. §200.319, *Competition*.

REVISED FOLLOWING 2.26.24 FINANCE COMMITTEE MEETING

to become subject to CUPCCAA. Locally, these include, but are not limited to, the County of San Mateo, the San Mateo County Office of Education, the San Mateo County Community College District, the Redwood City School District, and the cities of San Carlos, Belmont, Half Moon Bay, South San Francisco, Brisbane, Daly City, Burlingame, Menlo Park and Pacifica.

To ensure the continued inclusion of Small Business Enterprise (SBE) contractors on small public works projects, revision of the current SBE preference policy elements of the Disadvantaged Business Enterprise (DBE) Program will be necessary. The current policy grants a five percent preference, up to \$50,000, for SBE utilization on public works contracts valued in excess of \$10,000. Staff will present a plan for an SBE Set-Aside approach for public works contracts valued at \$60,000 or less. From its preliminary review, staff anticipates that a SBE Set-Aside will be, at a minimum, as advantageous for small businesses as the current SBE preference policy. Revision of the SBE preference policy will be brought to the Board for consideration in Spring 2024.

Should the Board elect to subject itself to CUPCCAA and notify the State Controller, it will need to also adopt an ordinance setting forth the JPB’s informal bidding procedures and make conforming changes to the JPB Procurement Policy. These actions can all be taken in one meeting. Staff recommend that the Board enact the proposed resolution and ordinance, which also adopts proposed revisions to the Procurement Policy (Attachments A and B) that establish informal bidding procedures for public projects, as required by CUPCCAA.

**Finance Committee Meeting**

The Finance Committee considered the adoption of CUPCCAA at its February 26, 2024 meeting, and requested a list of other jurisdictions which have currently elected to adopt CUPCCAA. This list is attached here as Exhibit 1. The Finance Committee approved a motion to forward the item to the Board for its consideration.

**Budget Impact**

No direct fiscal impact from approving this Resolution.

Prepared By:	Kevin Yin	Director, Contracts and Procurement	650.622.7860
	Anna Myles-Primakoff	Counsel	916.442.2952
	Quentin Barbosa	Associate	916.442.2952

(00501883-11)

EXHIBIT A: LIST OF AGENCIES PARTICIPATING IN THE  
CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNT  
ACT

PENINSULA CORRIDOR JOINT POWERS BOARD  
MARCH 7, 2024 BOARD OF DIRECTORS MEETING

# Opted-in Participating Agencies

Item #10.e.  
3/7/2024

City	AGENCY	COUNTY	DATE - OPTED IN
	City of Adelanto	San Bernardino	09-May-07
	City of Alameda	Alameda	17-Jan-90
	City of Aliso Viejo	Orange	16-May-18
	City of American Canyon	Napa County	19-Sep-23
	City of Anderson	Shasta	21-Jan-86
	City of Angels	Calaveras	18-Aug-09
	City of Antioch	Contra Costa	24-Nov-98
	City of Arcata	Humboldt	01-Aug-01
	City of Arroyo Grande	San Luis Obispo	13-Apr-99
	City of Artesia	Los Angeles	11-May-09
	City of Atascadero	San Luis Obispo	27-May-86
	City of Atwater	Merced	28-Jul-08
	City of Auburn	Placer	11-Aug-03
	City of Avalon	Los Angeles	04-Dec-18
	City of Azusa	Los Angeles	22-Aug-99
	City of Baldwin Park	Los Angeles	15-Oct-14
	City of Banning	Riverside	27-Aug-19
	City of Barstow	San Bernardino	04-Apr-11
	City of Beaumont	Riverside	07-Nov-17
	City of Bellflower	Los Angeles	24-Aug-20
	City of Belmont	San Mateo	11-Jan-11
	City of Belvedere	Marin	05-Jan-87
	City of Benicia	Solano	03-Apr-90
	City of Beverly Hills	Los Angeles	18-Sep-96
	City of Bishop	Inyo	28-May-19
	City of Blue Lake	Humboldt	22-May-84
	City of Bradbury	Los Angeles	17-Jun-97
	City of Brawley	Imperial	31-Oct-19
	City of Brea	Orange	17-Aug-04
	City of Brentwood	Contra Costa	28-Apr-09
	City of Brisbane	San Mateo	28-Oct-91
	City of Buellton	Santa Barbara	01-Feb-92
	City of Burlingame	San Mateo	02-Aug-93
	City of Calabasas	Los Angeles	22-Feb-12
	City of Calexico	Imperial	21-Jan-14

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
City of California	Kern		03-Dec-91
City of Calistoga	Napa		07-Feb-91
City of Camarillo	Ventura		13-May-09
City of Campbell	Santa Clara		04-Feb-86
City of Canyon Lake	Riverside		01-Mar-00
City of Capitola	Santa Cruz		12-Jul-12
City of Carlsbad	San Diego		08-Nov-88
City of Carpinteria	Santa Barbara		22-May-00
City of Carson	Los Angeles		07-Feb-17
City of Ceres	Stanislaus		22-Aug-88
City of Chino	San Bernardino		01-Oct-19
City of Chino Hills	San Bernardino		01-Dec-91
City of Chowchilla	Madera		11-Dec-00
City of Claremont	Los Angeles		10-Jan-89
City of Clayton	Contra Costa		16-Nov-21
City of Cloverdale	Sonoma		17-Mar-86
City of Clovis	Fresno		21-Oct-13
City of Coachella	Riverside		19-Aug-86
City of Coalinga	Fresno		10-Oct-19
City of Colusa	Colusa		02-Apr-91
City of Commerce	Los Angeles		01-Jun-21
City of Concord	Contra Costa		26-Mar-13
City of Corcoran	Kings		15-Dec-97
City of Corning	Tehama		28-Oct-03
City of Corona	Riverside		16-Mar-88
City of Coronado	San Diego		01-Apr-08
City of Costa Mesa	Orange		06-Jun-06
City of Cotati	Sonoma		24-Sep-08
City of Covina	Los Angeles		15-Sep-15
City of Crescent	Del Norte		20-Jan-86
City of Cupertino	Santa Clara		09-Dec-86
City of Daly City	San Mateo		23-May-11
City of Dana Point	Orange		11-Apr-17
City of Davis	Yolo		20-May-87
City of Del Mar	San Diego		21-Feb-12
City of Desert Hot Springs	Riverside		18-Apr-17
City of Diamond Bar	Los Angeles		19-Jun-18

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
City of Dixon	Solano		09-Feb-16
City of Dublin	Alameda		21-Aug-12
City of El Centro	Imperial		06-Jun-90
City of El Cerrito	Contra Costa		15-Nov-16
City of El Monte	Los Angeles		18-May-04
City of El Segundo	Los Angeles		17-Jan-06
City of Elk Grove	Sacramento		01-Feb-16
City of Emeryville	Alameda		06-May-03
City of Encinitas	San Diego		14-Oct-20
City of Escondido	San Diego		07-Feb-07
City of Fairfield	Solano		06-Sep-88
City of Farmersville	Tulare		12-Jan-09
City of Fillmore	Ventura		06-Dec-17
City of Fontana	San Bernardino		28-Apr-09
City of Fort Bragg	Mendocino		13-Apr-87
City of Foster	San Mateo		16-Feb-99
City of Fountain Valley	Orange		19-Aug-08
City of Fowler	Fresno		21-Apr-20
City of Fremont	Alameda		12-Nov-02
City of Fullerton	Orange		01-Jul-97
City of Galt	Sacramento		18-Mar-97
City of Garden Grove	Orange		27-Sep-05
City of Gardena	Los Angeles		11-Dec-12
City of Goleta	Santa Barbara		20-Oct-03
City of Gonzales	Monterey		21-Jun-10
City of Grand Terrace	San Bernardino		10-Nov-20
City of Greenfield	Monterey		18-Nov-86
City of Gridley	Butte		03-Jul-89
City of Gustine	Merced		06-Oct-09
City of Half Moon Bay	San Mateo		19-Sep-06
City of Hanford	Kings		15-May-12
City of Hawthorne	Los Angeles		23-Dec-85
City of Healdsburg	Sonoma		20-Oct-14
City of Hemet	Riverside		25-Oct-88
City of Hercules	Contra Costa		15-Oct-15
City of Hermosa Beach	Los Angeles		12-Sep-23
City of Hidden Hills	Los Angeles		14-May-01

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
City of Highland	San Bernardino		10-Sep-02
City of Hughson	Stanislaus		23-Aug-04
City of Imperial Beach	San Diego		20-Mar-90
City of Indio	Riverside		18-Feb-09
City of Industry	Los Angeles		25-Feb-99
City of Lone	Amador		03-Mar-09
City of Irvine	Orange		27-Feb-03
City of Irwindale	Los Angeles		27-Feb-86
City of Jackson	Amador		25-Mar-19
City Of Jurupa Valley	Riverside		01-Jul-11
City of Kerman	Fresno		16-Dec-86
City of La Cañada Flintridge	Los Angeles		19-Oct-21
City of La Habra Heights	Los Angeles		10-Jul-23
City of La Mirada	Los Angeles		14-Mar-17
City of La Puente	Los Angeles		10-Apr-18
City of La Verne	Los Angeles		01-Feb-88
City of Lafayette	Contra Costa		13-Jun-05
City of Laguna Hills	Orange		28-Apr-92
City of Laguna Niguel	Orange		06-Dec-05
City of Lake Elsinore	Riverside		22-Jul-14
City of Lake Forest	Orange		06-Feb-07
City of Lakeport	Lake		20-Jun-17
City of Lakewood	Los Angeles		14-Dec-21
City of Lancaster	Los Angeles		09-Jan-07
City of Larkspur	Marin		18-Feb-98
City of Lathrop	San Joaquin		28-Nov-06
City of Lawndale	Los Angeles		03-Sep-13
City of Lemon Grove	San Diego		15-Nov-11
City of Lemoore	Kings		17-May-17
City of Livermore	Alameda		09-Apr-18
City of Lodi	San Joaquin		07-Apr-21
City of Lompoc	Santa Barbara		19-Nov-91
City of Los Banos	Merced		06-Aug-86
City of Lynwood	Los Angeles		10-Oct-05
City of Madera	Madera		21-Dec-22
City of Malibu	Los Angeles		09-Oct-20
City of Manhattan Beach	Los Angeles		18-Jul-17

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
City of Manteca	San Joaquin		09-Feb-19
City of Martinez	Contra Costa		04-Feb-87
City of Maywood	Los Angeles		12-Jun-19
City of Mendota	Fresno		23-Jul-19
City of Menifee	Riverside		01-Oct-08
City of Menlo Park	San Mateo		21-Oct-08
City of Mesa	San Diego		10-May-11
City of Mill Valley	Marin		08-Sep-87
City of Millbrae	San Mateo		22-May-18
City of Milpitas	Santa Clara		21-Jun-16
City of Mission Viejo	Orange		12-Dec-88
City of Monrovia	Los Angeles		07-Apr-15
City of Monte Sereno	Santa Clara		06-May-97
City of Montebello	Los Angeles		12-Feb-20
City of Monterey Park	Los Angeles		15-Feb-12
City of Moorpark	Ventura		03-Mar-86
City of Moreno Valley	Riverside		13-May-86
City of Morgan Hill	Santa Clara		15-Jul-15
City of Morro Bay	San Luis Obispo		12-Jan-04
City of Murrieta	Riverside		01-Jul-91
City of Newark	Alameda		22-Jun-23
City of Norwalk	Los Angeles		28-Apr-86
City of Novato	Marin		17-Jan-84
City of Oakdale	Stanislaus		04-Nov-02
City of Oakley	Contra Costa		11-Aug-20
City of Oceanside	San Diego		19-Dec-12
City of Ojai	Ventura		11-Mar-14
City of Ontario	San Bernardino		19-Jul-16
City of Orange	Orange		22-Jun-99
City of Orange Cove	Fresno		26-Feb-14
City of Orinda	Contra Costa		03-Aug-10
City of Oroville	Butte		19-Jul-22
City of Oxnard	Ventura		08-Mar-94
City of Pacifica	San Mateo		11-Sep-00
City of Palm Springs	Riverside		19-Dec-01
City of Parlier	Fresno		01-Apr-17
City of Paso Robles	San Luis Obispo		04-Jun-02

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
City of Patterson	Stanislaus		19-Aug-03
City of Perris	Riverside		11-Oct-88
City of Pico Rivera	Los Angeles		01-May-89
City of Pinole	Contra Costa		15-Nov-16
City of Pismo Beach	San Luis Obispo		01-May-12
City of Pittsburg	Contra Costa		02-Mar-92
City of Pleasant Hill	Contra Costa		04-Mar-03
City of Pleasanton	Alameda		01-Oct-91
City of Plymouth	Plymouth		12-Oct-23
City of Portola	Plumas		08-Sep-87
City of Poway	San Diego		01-Feb-22
City of Rancho Cordova	Sacramento		05-Dec-16
City of Rancho Cucamonga	San Bernardino		21-Jun-17
City of Rancho Mirage	Riverside		30-Jul-87
City of Rancho Palos Verdes	Los Angeles		03-Apr-07
City of Rancho Santa Margarita	Orange		17-Jan-02
City of Redding	Shasta		18-Feb-92
City of Redlands	San Bernardino		17-Sep-96
City of Reedley	Fresno		08-Sep-15
City of Rialto	San Bernardino		28-Sep-21
City of Rio Dell	Humboldt		18-Apr-06
City of Rio Vista	Solano		01-Jul-10
City of Ripon	San Joaquin		08-Oct-19
City of Riverbank	Stanislaus		27-Mar-06
City of Rohnert Park	Sonoma		23-Mar-04
City of Rolling Hills Estates	Los Angeles		10-Nov-15
City of San Bruno	San Mateo		25-Jun-19
City of San Carlos	San Mateo		25-Jun-01
City of San Clemente	Orange		17-Mar-93
City of San Dimas	Los Angeles		10-Sep-19
City of San Fernando	Los Angeles		18-Apr-16
City of San Gabriel	Los Angeles		20-May-08
City of San Jacinto	Riverside		02-Aug-01
City of San Joaquin	Fresno		11-Jun-91
City of San Juan Bautista	San Benito		20-Aug-19
City of San Juan Capistrano	Orange		19-Sep-06
City of San Luis Obispo	San Luis Obispo		15-Apr-03

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
City of San Marino	Los Angeles		19-Mar-08
City of San Pablo	Contra Costa		02-Nov-09
City of Sanger	Fresno		19-Mar-15
City of Santa Clarita	Los Angeles		28-Mar-89
City of Santa Fe Springs	Los Angeles		09-Jan-86
City of Santa Maria	Santa Barbara		07-Dec-93
City of Santa Paula	Ventura		03-Nov-03
City of Saratoga	Santa Clara		05-Mar-86
City of Sausalito	Marin		11-Sep-12
City of Scotts Valley	Santa Cruz		05-Mar-86
City of Seaside	Monterey		19-Mar-09
City of Sebastopol	Sonoma		21-Jul-09
City of Sierra Madre	Los Angeles		03-Oct-17
City of Simi Valley	Ventura		21-Oct-85
City of Solana Beach	San Diego		14-Jun-17
City of Soledad	Monterey		02-Sep-20
City of Solvang	Santa Barbara		14-Apr-08
City of Sonoma	Sonoma		15-May-02
City of Sonora	Tuolumne		19-Oct-20
City of South El Monte	Los Angeles		12-Feb-02
City of South Gate	Los Angeles		09-May-00
City of South Lake Tahoe	El Dorado		15-Apr-14
City of South Pasadena	Los Angeles		06-Jun-16
City of South San Francisco	San Mateo		12-Mar-03
City of St. Helena	Napa County		13-Nov-01
City of Stanton	Orange		24-May-11
City of Suisun	Solano		21-May-96
City of Susanville	Lassen		13-Aug-03
City of Tehama	Tehama		12-Jun-90
City of Temecula	Riverside		12-Mar-91
City of Temple City	Los Angeles		16-Jul-13
City of Thousand Oaks	Ventura		09-Jul-91
City of Tracy	San Joaquin		01-Sep-09
City of Tulelake	Siskiyou		16-Aug-22
City of Turlock	Stanislaus		10-Sep-85
City of Tustin	Orange		17-Mar-03
City of Twentynine Palms	San Bernardino		22-Sep-98

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
City of Ukiah	Mendocino		16-Aug-89
City of Union City	Alameda		12-Apr-05
City of Vacaville	Solano		08-Jun-93
City of Victorville	San Bernardino		15-Jul-03
City of Villa Park	Orange		24-Jul-07
City of Vista	San Diego		26-Jul-94
City of Walnut	Los Angeles		22-Apr-87
City of Walnut Creek	Contra Costa		18-Nov-14
City of Waterford	Stanislaus		06-Sep-18
City of Watsonville	Santa Cruz		24-Jun-86
City of West Covina	Los Angeles		18-Dec-07
City of West Hollywood	Los Angeles		02-May-88
City of Westlake Village	Los Angeles		25-Mar-09
City of Westminster	Orange		14-Jan-09
City of Wheatland	Yuba		09-Apr-19
City of Williams	Colusa		07-Apr-10
City of Willits	Mendocino		12-Apr-86
City of Winters	Yolo		01-Mar-11
City of Woodland	Yolo		16-Jan-07
City of Yorba Linda	Orange		03-Mar-86
City of Yuba	Sutter		07-Dec-93
City of Yucaipa	San Bernardino		26-Feb-01
Town of Colma	San Mateo		08-Apr-09
Town of Corte Madera	Marin		19-Jan-88
Town of Fairfax	Marin		03-Apr-13
Town of Hillsborough	San Mateo		13-Jul-03
Town Of Loomis	Placer		24-Oct-95
Town of Los Altos Hills	Santa Clara		08-Nov-07
Town of Los Gatos	Santa Clara		16-Nov-21
Town of Moraga	Contra Costa		26-May-04
Town of Portola Valley	San Mateo		24-Jun-15
Town of Ross	Marin		11-Aug-94
Town of San Anselmo	Marin		08-Jan-13
Town of Tiburon	Marin		21-Jan-87
Town of Windsor	Sonoma		16-Sep-15
Town of Woodside	San Mateo		26-Jun-01
Town of Yountville	Napa		16-May-89

AGENCY  
Town of Yucca Valley

COUNTY  
San Bernardino

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3/7/2024  
DATED IN  
27-Nov-91

**Total Cities**

**295**

**Community College District**

Allan Hancock Joint Community College District	Santa Barbara	20-Jan-18
Antelope Valley College	Los Angeles	11-Jul-16
Barstow Community College District	San Bernardino	20-Oct-21
Butte-Glenn Community College District	Butte	30-Jan-13
Cabrillo Community College District	Santa Cruz	12-Sep-05
Cerritos Community College District	Los Angeles	10-Aug-11
Chabot-Las Positas Community College District	Alameda	20-Feb-07
Chaffey Community College District	San Bernardino	25-Mar-10
Citrus Community College District	Los Angeles	12-Apr-94
City College of San Francisco	San Mateo	24-Jan-19
College of the Sequoias Community College District	Tulare	18-Sep-03
College School District	Santa Barbara	01-Jul-15
Compton Community College District	Los Angeles	19-Jan-10
Contra Costa Community College District	Contra Costa	25-Oct-06
Desert Community College District	Riverside	19-Apr-06
El Camino Community College District	Los Angeles	15-Apr-19
Foothill-De Anza Community College	Santa Clara	04-Apr-16
Gavilan Joint Community College District	Santa Clara	12-Jan-16
Grossmont-Cuyamaca Community College District	San Diego	09-Nov-21
Hartnell Community College District	Monterey	04-Oct-11
Imperial Valley College	Imperial	17-Apr-19
Kern Community College District	Kern	02-Mar-95
Lake Tahoe Community College District	El Dorado	10-Apr-18
Lassen Community College District	Lassen	08-May-18
Long Beach City College	Los Angeles	23-Oct-12
Los Angeles Community Colleges District	Los Angeles	16-May-01
Los Rios Community College District	Sacramento	10-Apr-19
Marin Community College District	Marin	18-Apr-17
Mendocino-Lake Community College District	Mendocino	01-Aug-07
Merced Community College District	Merced	13-Jun-06
Mira Costa Community College District	San Diego	16-Nov-10
Monterey Peninsula Community College District	Monterey	27-Jul-06
Mt. San Antonio Community College	Los Angeles	17-Dec-08
Mt. San Jacinto Community College District	Riverside	28-Jun-07
Napa Valley Community College District	Napa	09-Oct-08

AGENCY	COUNTY	ESTABLISHED IN
North Orange County Community College District	Orange County	08-Oct-13
Ohlone Community College District	Alameda	10-Jun-09
Palo Verde Community College District	Riverside	12-Apr-16
Palomar Community College District	San Diego	09-May-23
Pasadena City College	Los Angeles	21-Aug-13
Peralta Community College District	Alameda	13-May-20
Rancho Santiago Community College District	Orange	20-Nov-95
Redwoods Community College District	Humboldt	07-Feb-12
Rio Hondo Community College District	Los Angeles	18-Feb-15
Riverside Community College District	Riverside	16-Feb-10
San Bernardino Community College District	San Bernardino	13-Sep-07
San Diego Community College District	San Diego	25-Jan-18
San Francisco City College	San Mateo	24-Jan-19
San Joaquin Delta College	San Joaquin	18-Apr-17
San Jose Evergreen Community College District	Santa Clara	11-Dec-18
San Luis Obispo County Community College District	San Luis Obispo	07-Jan-15
San Mateo County Community College District	San Mateo	09-May-07
Santa Barbara City College	Santa Barbara	28-Jun-07
Santa Clarita Community College District	Los Angeles	21-Jan-04
Shasta-Tehama-Trinity Joint Community College District	Shasta	13-Oct-10
Sierra Joint Community College District	Placer	13-Jun-06
Siskiyou Joint Community College District	Siskiyou	03-Jun-08
Solano Community College District	Solano	18-Jul-18
Sonoma County Junior College District	Sonoma	14-Mar-06
South Orange County Community College District	Orange County	19-Nov-18
State Center Community College District	Fresno	01-Aug-17
Ventura County Community College District	Ventura	10-Feb-15
Victor Valley Community College District	San Bernardino	11-Jun-19
West Hills Community College District	Fresno	11-Apr-95
West Kern Community College District	Kern	09-Feb-05
West Valley Mission Community College District	Santa Clara	16-Mar-06
Yuba Community College District	Yuba	09-Jul-20
<b>Total Community College Districts</b>	<b>67</b>	
<b>County</b>		
County of Alameda	Alameda	15-Mar-94
County of Alpine	Alpine	18-Sep-01
County of Butte	Butte	22-Jun-99
County of Calaveras	Calaveras	27-Feb-06

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
County of Contra Costa	Contra Costa		14-Sep-93
County of Del Norte	Del Norte		14-Sep-93
County of El Dorado	El Dorado		06-May-86
County of Fresno	Fresno		10-Dec-97
County of Glenn	Glenn		18-Jul-95
County of Humboldt	Humboldt		21-Feb-95
County of Imperial	Imperial		09-Mar-99
County of Inyo	Inyo		09-Aug-22
County of Kern	Kern		03-Dec-13
County of Kings	Kings		20-Sep-94
County of Lake	Lake		06-Sep-94
County of Lassen	Lassen		27-Nov-07
County of Madera	Madera		13-Jan-00
County of Marin	Marin		17-Jun-86
County of Mariposa	Mariposa		11-Apr-95
County of Mendocino	Mendocino		18-May-99
County of Mono	Mono		16-Nov-99
County of Napa	Napa		01-Nov-10
County of Orange	Orange County		18-Aug-98
County of Plumas	Plumas		15-Aug-06
County of Riverside	Riverside		11-Jul-95
County of Sacramento	Sacramento		14-Oct-99
County of San Bernardino	San Bernardino		25-May-93
County of San Joaquin	San Joaquin		07-Oct-14
County of San Luis Obispo	San Luis Obispo		17-Nov-87
County of San Mateo	San Mateo		28-Jun-94
County of Santa Barbara	Santa Barbara		07-Apr-86
County of Santa Clara	Santa Clara		11-Jun-91
County of Shasta	Shasta		02-Aug-94
County of Sierra	Sierra		03-Feb-15
County of Siskiyou	Siskiyou		20-Apr-10
County of Solano	Solano		22-Nov-13
County of Sonoma	Sonoma		07-Feb-95
County of Stanislaus	Stanislaus		11-Mar-86
County of Sutter	Sutter		06-Jun-95
County of Trinity	Trinity		17-Oct-89
County of Tulare	Tulare		21-Feb-95

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
County of Tuolumne	Tuolumne		22-Sep-92
County of Ventura	Ventura		01-Jul-96
County of Yolo	Yolo		27-Aug-02
County of Yuba	Yuba		31-Dec-90
San Benito County	San Benito		10-Nov-23
<b>Total Counties</b>	<b>46</b>		
<b>School District</b>			
Acalanes Union High School District	Contra Costa		15-May-19
Adelanto School District	Alameda		11-Sep-06
Alameda County Office of Education	Alameda		12-Sep-23
Alameda Unified School District	Alameda		25-Feb-14
Albany Unified School District	Alameda		24-Jun-14
Alexander Valley Union School District	Sonoma		19-Oct-15
Alhambra Unified School District	Los Angeles		13-May-14
Alisal Union School District	Monterey		09-Mar-09
Allensworth Elementary School District	Tulare		10-May-16
Alpaugh Unified School District	Tulare		14-Sep-17
Alpine County Office of Education	Alpine		23-Jun-16
Alpine County Unified School District	Alpine		23-Jun-16
Alpine Union School District	San Diego		13-May-20
Alta Vista Elementary School District	Tulare		11-Dec-06
Alum Rock Union Elementary School District	Santa Clara		13-Nov-08
Alvord Unified School District	Riverside		12-Dec-19
Anaheim Elementary School District	Orange		29-May-19
Anderson Union High School District	Shasta		01-Jul-94
Anderson Valley Unified School District	Mendocino		18-Jan-18
Antelope Valley Joint Union High School District	Los Angeles		07-Feb-07
Antioch Unified School District	Contra Costa		23-Feb-94
Apple Valley Unified School District	San Bernardino		21-Apr-04
Arcadia Unified School District	Los Angeles		10-Nov-15
Arcata School District	Humboldt		14-Oct-19
Armona Union Elementary School District	Kings		22-Jan-09
Aromas-San Juan Unified School District	San Benito		19-Jun-13
Arvin Union School District	Kern		09-Apr-19
Atwater Elementary School District	Merced		12-Apr-11
Auburn Union Elementary School District	Placer		22-Oct-08
Azusa Unified School District	Los Angeles		20-Feb-18
Baker Valley Unified School District	San Bernardino		12-Jun-14

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Bakersfield City School District	Kern		08-Mar-94
Baldwin Park Unified School District	Los Angeles		14-Feb-17
Ballico-Cressey School District	Merced		11-Mar-21
Banning Unified School District	Riverside		14-Feb-08
Banta Elementary School District	San Joaquin		14-Nov-19
Barstow Unified School District	San Bernardino		08-Oct-02
Bear Valley Unified School District	San Bernardino		18-Mar-20
Beardsley School District	Kern		13-Dec-21
Beaumont Unified School District	Riverside		08-May-07
Bella Vista Elementary School	Shasta		13-Aug-19
Bellevue Elementary School District	Tuolumne		25-Feb-16
Bellevue Union School District	Sonoma		15-Apr-14
Bellflower Unified School District	Los Angeles		09-Dec-19
Belmont-Redwood Shores School District	San Mateo		17-Aug-23
Bend Elementary School District	Tehama		09-Aug-06
Benicia Unified School District	Solano		21-May-15
Bennett Valley Union School District	Sonoma		07-Oct-15
Berkeley Unified School District	Alameda		13-Dec-01
Berryessa Union School District	Santa Clara		06-Dec-16
Beverly Hills Unified School District	Los Angeles		26-Jan-16
Big Creek Elementary School District	Fresno		06-Sep-23
Big Pine Unified School District	Inyo		09-Nov-10
Big Springs Union Elementary School District	Siskiyou		12-Oct-23
Big Sur Unified School District/Public Valley School	Monterey		27-Aug-19
Biggs Unified School District	Butte		25-Jun-18
Black Oak Mine Unified School District	El Dorado		09-Aug-18
Blochman Union School District	Santa Barbara		13-May-14
Blue Lake Union Elementary School District	Humboldt		29-Jun-23
Bonita Unified School District	Los Angeles		10-Dec-14
Bonsall Union School District	San Diego		12-May-11
Borrego Springs Unified School District	San Diego		22-Jul-15
Brea Olinda Unified School District	Orange		09-Nov-15
Brentwood Union School District	Contra Costa		07-Dec-94
Bret Harte Union High School District	Calaveras		30-Jun-08
Briggs Elementary School District	Ventura		09-May-07
Brittan Elementary School District	Sutter		14-Mar-23
Buellton Union School District	Santa Barbara		14-Jun-17

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Buena Park School District	Orange	25-Jan-21
Buena Vista Elementary School	Tulare	03-Sep-08
Burbank Unified School District	Los Angeles	02-Feb-12
Burlingame School District	San Mateo	15-Mar-22
Burnt Ranch School District	Trinity	08-Nov-18
Burrel Union Elementary School District	Fresno	02-Feb-16
Burton School District	Tulare	16-Apr-18
Butte County Office of Education	Butte	19-Nov-07
Butte Valley Unified School District	Siskiyou County	19-Jul-23
Buttonwillow Union School District	Kern	08-May-23
Byron Union Elementary	Contra Costa	05-May-93
Cabrillo Unified School District	San Mateo	08-Nov-12
Cajon Valley Union School District	San Diego	23-Oct-12
Calaveras Unified School District	Calaveras	12-Jan-16
Calexico Unified School District	Imperial	08-Nov-18
Calistoga Joint Unified School District	Napa	03-Mar-14
Cambrian School District	Santa Clara	13-May-03
Camino Union School District	El Dorado	09-Feb-16
Campbell Union High School District	Santa Clara	01-Oct-10
Campbell Union School District	Santa Clara	23-Sep-10
Camptonville Academy Governing Board (CORE)	Los Angeles	12-Jun-12
Cardiff School District	San Diego	22-Apr-04
Carlsbad Unified School District	San Diego	12-Nov-14
Carmel Unified School District	Monterey	30-Mar-16
Caruthers Unified School District	Fresno	25-Aug-14
Cascade Union Elementary School District	Shasta	13-May-20
Castaic Union School District	Los Angeles	21-Feb-13
Castro Valley Unified School District	Alameda	09-Mar-05
Center (Joint) Unified School District	Sacramento	21-Apr-10
Centinela Valley Union High School District	Los Angeles	26-Jul-11
Central School District	San Bernardino	11-Oct-18
Central Unified School District	Fresno	22-Jan-13
Central Union School District	Kings	13-Jun-16
Chaffey Joint Union High School District	San Bernardino	17-May-05
Charter Oak Unified School District	Los Angeles	09-Aug-18
Chatom Union Elementary School District	Stanislaus	12-Apr-22
Chawanakee Unified School District	Madera	19-Jul-16

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
Chicago Park Elementary School District	Nevada		15-Apr-21
Chico Unified School District	Butte		15-Nov-00
Chino Valley Unified School District	San Bernardino		09-May-13
Chowchilla Elementary School District	Madera		15-Oct-07
Chula Vista Elementary School District	San Diego		20-Jan-16
Cinnabar Elementary School District	Sonoma		27-Jun-17
Claremont Unified School District	Los Angeles		18-Mar-13
Clay Joint Elementary School District	Fresno		04-Aug-15
Clear Creek Elementary School District	Nevada		10-Jan-23
Cloverdale Unified School District	Sonoma		14-Nov-16
Clovis Unified School District	Fresno		05-Jan-11
Coalinga-Huron Unified School District	Fresno		23-Jul-19
Coast Unified School District	San Luis Obispo		14-Dec-00
Coffee Creek Elementary School	Trinity		10-May-19
Cold Spring Elementary School District	Santa Barbara		11-Feb-13
Colton Joint Unified School District	San Bernardino		04-Oct-07
Colton, Redlands, Yucaipa Regional Occupational Program (	San Bernardino		17-Feb-17
Columbia Elementary School District	Shasta		15-Sep-15
Columbia Union School District	Tuolumne		10-Nov-15
Columbine School	Tulare		13-Mar-19
Colusa County Office of Education	Colusa		21-Jun-23
Colusa Unified School District	Colusa		20-Sep-11
Compton Unified School District	Los Angeles		12-Dec-00
Conejo Valley Unified School District	Ventura		02-Oct-07
Contra Costa County Office of Education	Contra Costa		28-Jun-06
Corcoran Unified School District	Kings		10-Jan-12
Corning Union Elementary School District	Tehama		12-Jul-16
Corning Union High School District	Tehama		17-May-18
Coronado Unified School District	San Diego		08-Feb-18
Corona-Norco Unified School District	Riverside		01-May-18
Cotati-Rohnert Park	Sonoma		28-Jun-16
Cottonwood Creek Charter School	Shasta		13-Feb-18
Cottonwood Union School District	Shasta		06-Jun-17
County Unified School District	Amador		14-Jun-17
Covina-Valley Unified School District	Los Angeles		08-Sep-20
Cuddeback Union Elementary School District	Humboldt		08-Mar-23
Culver City Unified School District	Los Angeles		29-Sep-15

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Cupertino Union School District	Santa Clara	20-Aug-13
Curtis Creek School District	Tuolumne	17-Sep-19
Cutler-Orosi Joint Unified School District	Tulare	12-Jun-02
Dehesa School District	San Diego	16-Sep-16
Del Mar Union School District	San Diego	25-Sep-13
Del Norte County Unified School District	Del Norte	12-Mar-09
Delano Joint Union High School District	Kern	14-Jun-04
Delano Union School District	Kern	10-Jun-08
Delhi Unified School District	Merced	13-Dec-16
Delphic Elementary School District	Siskiyou	11-Oct-23
Denair Unified School District	Stanislaus	14-Mar-02
Desert Center Unified School District	Riverside	13-Dec-16
Desert Sands Unified School District	Riverside	02-Apr-19
Di Giorgio Elementary School District	Kern	16-Mar-22
Dinuba Unified School District	Tulare	25-Mar-99
Dixon Unified School District	Solano	17-Nov-11
Dos Palos - Oro Loma Joint Unified School District	Merced	25-Jul-17
Douglas City Elementary School	Trinity	26-Mar-20
Downey Unified School District	Los Angeles	09-Apr-19
Duarte Unified School District	Los Angeles	15-Jan-15
Dublin Unified School District	Alameda	02-Mar-94
Dunsmuir Elementary School District	Siskiyou	20-Apr-21
Dunsmuir Joint Union High School District	Siskiyou	15-Apr-15
Durham Unified School District	Butte	20-May-20
Earlimart School District	Tulare	20-Aug-19
East Nicolaus Joint Union High School Districts	Sutter	11-Jun-20
East Side Union High School District	Santa Clara	14-Feb-13
East Whittier City School District	Los Angeles	07-Dec-15
Eastern Sierra Unified School District	Mono	29-May-08
Eastside Union School District	Los Angeles	14-Feb-13
El Centro Elementary School District	Imperial	11-Aug-16
El Dorado County Office of Education	El Dorado	14-Dec-21
El Dorado Union High School District	El Dorado	23-Aug-11
El Monte City School District	Los Angeles	17-Oct-16
El Monte Union High School District	Los Angeles	05-Aug-15
El Nido Elementary School District	Merced	13-Jun-23
El Segundo Unified School District	Los Angeles	14-Jun-22

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El Tejon Unified School District	Kern		11-Apr-19
Elk Grove Unified School District	Sacramento		04-Feb-20
Emery Unified School District	Alameda		23-Sep-20
Empire Union School District	Stanislaus		05-Aug-04
Encinitas Union School District	San Diego		20-Jan-15
Enterprise Elementary School District	Shasta		07-Mar-12
Escalon Unified School District	San Joaquin		14-Jun-05
Escondido Union High School District	San Diego		11-Dec-18
Escondido Union School District	San Diego		26-Sep-18
Esparto Unified School District	Yolo		23-Sep-15
Etiwanda School District	San Bernardino		08-Nov-12
Eureka City School District	Eureka		14-Dec-17
Eureka Union School District	Placer		07-Mar-06
Evergreen School District	Santa Clara		23-Jun-05
Evergreen Union School District	Tehama		17-May-94
Exeter Unified School District	Tulare		12-Jun-14
Fairfax School District	Kern		11-Sep-14
Fairfield-Suisun Unified School District	Solano		26-Mar-09
Fall River Joint Unified School District	Shasta		28-Jun-17
Fallbrook Union Elementary School District	San Diego		03-Oct-22
Fallbrook Union High School District	San Diego		01-May-97
Farmersville Unified School District	Tulare		24-Sep-19
Ferndale Unified School District	Humboldt		11-Oct-23
Fieldbrook School District	Humboldt		15-Nov-16
Fillmore Unified School District	Ventura		15-Jan-13
Firebaugh-Las Deltas Unified School District	Fresno		08-Oct-15
Flournoy Elementary School District	Tehama		19-Sep-23
Folsom Cordova Unified School District	Sacramento		18-Nov-10
Fontana Unified School District	San Bernardino		12-Dec-07
Forestville Union School District	Sonoma		11-Jun-18
Fort Ross Elementary School District	Sonoma		27-Mar-17
Fortuna Elementary School District	Humboldt		09-Aug-18
Fortuna Union High School District	Humboldt		10-Dec-19
Fountain Valley School District	Orange		07-Sep-17
Fowler Unified School District	Fresno		11-May-16
Franklin Elementary School District	Sutter		11-Dec-18
Franklin-McKinley School District	Santa Clara		26-Aug-08

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Fremont Unified School District	Alameda		19-Jun-96
Fremont Union High School District	Santa Clara		13-Nov-18
Fresno County Office of Education	Fresno		19-Jun-08
Fresno Unified School District	Fresno		08-Jan-14
Fruitvale School District	Kern		10-May-94
Fullerton Joint Union High School District	Orange		06-Jun-23
Fullerton School District	Orange		09-Nov-22
Galt Joint Union Elementary School District	Sacramento		21-Sep-22
Garden Grove Unified School District	Orange		17-Dec-13
Garvey School District	Los Angeles		04-Apr-02
Gateway Unified School District	Shasta		15-Apr-15
General Shafter School District	Kern		05-Apr-19
Gerber Union Elementary School District	Tehama		18-Oct-21
Geyserville Unified School District	Sonoma		12-Aug-20
Gilroy Unified School District	Santa Clara		19-Jan-06
Glendale Unified School District	Los Angeles		13-Dec-11
Glendora Unified School District	Los Angeles		24-Jun-19
Glenn County Office of Education	Glenn		08-Jun-18
Gold Oak Union School District	El Dorado		25-Jan-16
Gold Trail Union School District	El Dorado		26-Apr-06
Golden Feather Union School District	Butte		01-May-19
Golden Plains Unified School District	Fresno		13-Sep-16
Golden Valley Unified School District	Madera		25-Apr-17
Goleta Union School District	Santa Barbara		12-Apr-17
Gonzales Unified School District	Monterey		23-May-23
Grant Elementary School District	Shasta		14-Jun-18
Grass Valley School District	Nevada		10-Sep-13
Gratton School District	Stanislaus		03-Feb-15
Gravenstein Union School District	Sonoma		11-May-94
Graves School District	Monterey County		26-Apr-23
Great Valley Academy Charter School	Stanislaus		16-Jul-09
Greenfield Union School District	Monterey		06-Nov-07
Greenfield Union School District - Bakersfield	Kern		22-Feb-12
Gridley Unified School District	Butte		04-Nov-20
Grossmont Union High School District	San Diego		29-Apr-04
Guadalupe Union School District	Santa Barbara		20-Jun-13
Guerneville School District	Sonoma		27-May-16

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Hacienda La Puente Unified School District	Los Angeles	10-Jun-21
Hamilton Unified School District	Glenn	28-Feb-18
Hanford Elementary School District	Kings	28-Oct-15
Happy Valley Union Elementary School District	Shasta	08-Oct-19
Harmony Union School District	Sonoma	20-Apr-17
Hart-Ransom Union School District	Stanislaus	25-Mar-15
Hayward Unified School District	Alameda	27-Jun-07
Healdsburg Unified School District	Sonoma	25-Apr-17
Heber Elementary School District	Imperial	11-Apr-19
Helendale School District	San Bernardino	12-Dec-07
Hemet Unified School District	Riverside	04-Mar-08
Hermosa Beach School District	Los Angeles	13-May-09
Hesperia Unified School District	San Bernardino	09-Jul-01
Hickman Community Charter District	Stanislaus	30-May-07
Hillsborough City School District	San Mateo	17-Apr-19
Hilmar Unified School District	Merced	13-Mar-12
Hollister School District	San Benito	22-Jan-08
Holtville Unified School District	Imperial	11-Mar-21
Hope Elementary School District	Tulare	11-Jan-23
Hope School District	Santa Barbara	14-Nov-16
Hueneme Elementary School District	Ventura	24-Oct-16
Hughson Unified School District	Stanislaus	12-Jun-07
Huntington Beach City School District	Orange	15-Nov-22
Huntington Beach Union High School District	Orange	18-Nov-19
Igo-Ono-Platina Union School District	Shasta	12-Jan-15
Imperial Unified School District	Imperial	24-Jun-21
Indian Diggings School District	El Dorado	14-Oct-20
Indian Springs Elementary School District	Shasta	12-Jan-22
Inglewood Unified School District	Los Angeles	27-Jun-14
Island Union School District	Kings	20-Nov-19
Jamestown Elementary School District	Tuolumne	09-Nov-22
Jamul Dulzura Union Elementary School District	San Diego	19-Apr-16
Jefferson Elementary School District	San Mateo	09-Nov-16
Jefferson School District	San Joaquin	22-Jun-10
Jefferson Union High School District	San Mateo	17-Apr-07
John Swett Unified School District	Contra Costa	13-Apr-11
Johnstonville Elementary School District	Lassen	11-Oct-23

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Julian Union High School	San Diego	
Junction City Elementary School District	Trinity	13-Feb-20
Junction Elementray School District	Shasta	19-Jan-17
Jurupa Unified School District	Riverside	14-Mar-16
Kelseyville Unified School District	Lake	15-Nov-16
Kentfield School District	Marin	09-May-17
Kenwood School District	Sonoma	14-Oct-15
Keppel Union School District	Los Angeles	23-Mar-00
Kerman Unified School District	Fresno	21-May-15
Kern County Superintendent of Schools	Kern	08-Jan-19
Kern High School District	Kern	02-May-94
Kernville Union School District	Kern	24-Jul-13
Keyes Union School District	Stanislaus	09-Apr-08
King City Union School District	Monterey	17-Jun-09
Kings Canyon Joint Unified	Fresno	15-Apr-96
Kings County Office of Education	Kings	06-May-98
Kings River Union Elementary School District	Fresno	12-May-08
Kingsburg Elementary Charter School District	Fresno	13-Oct-16
Kingsburg Joint Union High School District	Fresno	11-Dec-17
Kit Carson Union Elementary School District	Kings	19-Aug-15
Knightesen Elementary School District	Contra Costa	13-Apr-16
Konocti Unified School District	Lake	20-Jun-18
La Cañada Unified School District	Los Angeles	15-Oct-13
La Habra City School District	Orange	14-Mar-19
La Honda-Pescadero Unified School District	San Mateo	04-Jul-09
La Mesa-Spring Valley Schools	San Diego	03-Oct-17
Lafayette School District	Contra Costa	13-Apr-17
Laguna Salada Union Elementary	San Mateo	10-Aug-95
Lagunitas School District	Marin	15-Mar-18
Lake County Office of Education	Lake	18-Apr-18
Lake Elementary School District	Glenn	17-Apr-18
Lake Elsinore Unified School District	Riverside	20-Nov-08
Lakeport Unified School District	Lake	12-Nov-15
Lakeside Joint School District	Santa Clara	03-Mar-21
Lakeside Union Elementary School District	Kings	11-Apr-19
Lakeside Union Elementary School District (Kings)	Kings	11-Apr-19
Lakeside Union School District (Bakersfield)	Kern	10-Nov-09

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Lakeside Union School District (Lakeside)	San Diego		10-Aug-17
Lamont Elementary School District	Kern		29-Jul-15
Lancaster School District	Los Angeles		07-Dec-10
Las Lomitas Elementary School District	San Mateo		18-Aug-21
Las Virgenes Unified School District	Los Angeles		11-Dec-07
Lassen Union High School District	Lassen		12-Dec-17
Lassen View Union Elementary School District	Tehama		15-Apr-19
Laton Unified School District	Fresno		10-Nov-15
Latrobe School District	El Dorado		17-May-06
Lawndale Elementary School District	Los Angeles		19-May-22
Laytonville Unified School District	Mendocino		02-Feb-17
Lemon Grove School District	San Diego		12-Jun-18
Lemoore Union Elementary School District	Kings		13-Oct-15
Lemoore Union High School District	Kings		19-May-94
Lennox School District	Los Angeles		24-Sep-21
Lewiston Elementary School	Trinity		24-Jun-19
Liberty Elementary School District (Petaluma)	Sonoma		16-Jan-20
Liberty Elementary School District (Tulare)	Tulare		09-Nov-10
Liberty Union High School District	Contra Costa		25-Sep-13
Linden Unified School District	San Joaquin		20-Jul-05
Lindsay Unified School District	Tulare		11-Sep-06
Linns Valley -Poso Flat School District	Kern		24-Jun-19
Little Lake City School District	Los Angeles		24-Sep-13
Livermore Valley Joint Unified School District	Alameda		15-Mar-16
Livingston Union School District	Merced		11-Aug-11
Lodi Unified School District	San Joaquin		04-Sep-12
Loma Prieta Elementary School District	Santa Clara		08-Mar-06
Lompoc Unified School District	Santa Barbara		14-Jun-16
Long Beach Unified School District	Los Angeles		21-Mar-18
Los Altos School District	Santa Clara		19-Sep-22
Los Banos Unified School District	Merced		17-Jul-08
Los Gatos Union School District	Santa Clara		20-Apr-10
Los Gatos-Saratoga High School District	Santa Clara		29-Jul-08
Los Molinos Unified School District	Tehama		19-Jul-94
Los Olivos School District	Santa Barbara		08-May-17
Lost Hills Union School District	Kern		12-Jan-15
Lowell Joint School District	Los Angeles		06-Apr-20

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Lucerne Elementary School District	Lake		09-Feb-22
Lucerne Valley Unified School District	San Bernadino		02-Nov-05
Lucia Mar Unified School District	San Luis Obispo		13-Jul-99
Lynwood Unified School District	Los Angeles		08-May-07
Madera Unified School District	Madera		09-Jan-96
Mammoth Unified School District	Mono		13-Jun-19
Manchester Union Elementary School District	Mendocino		17-Apr-18
Manhattan Beach Unified School District	Los Angeles		09-Nov-22
Manteca Unified School District	San Joaquin		12-Jul-05
Manzanita Elementary School District	Butte		16-Jun-21
Maple Elementary School District	Kern County		14-Sep-23
Marcum-Illinois Union Elementary School District	Sutter		11-May-20
Maricopa Elementary School	Kern		05-Apr-95
Mariposa County Office of Education	Mariposa		16-Jun-16
Mariposa County Unified School District	Mariposa		16-Jun-16
Martinez Unified School District	Contra Costa		12-Jun-06
Marysville Joint Unified School District	Yuba		26-Apr-16
Maxwell Unified School District	Colusa		10-Sep-14
McCabe Union Elementary School District	Imperial		10-Jan-23
McSwain Union Elementary School District	Merced		09-May-17
Mendocino County Office of Education	Mendocino		17-Jun-16
Mendocino Unified School District	Menodcino		17-Dec-15
Mendota Unified School District	Fresno		13-Sep-23
Menifee Union School District	Riverside		27-Oct-20
Menlo Park City School District	San Mateo		04-Apr-07
Merced City School District	Merced		19-Oct-04
Merced County Office of Education	Merced		07-Apr-08
Merced Union High School District	Merced		10-Jun-15
Mesa Union School District	Ventura		13-Dec-11
Metropolitan Education District	Santa Clara		24-Jun-09
Middletown Unified School District	Lake		19-Apr-06
Mill Valley School District	Marin		01-Jun-20
Millbrae School District	San Mateo		12-Apr-18
Miller Creek School District	Marin		11-May-21
Millville Elementary School	Shasta		13-Dec-11
Milpitas Unified School District	Santa Clara		25-Nov-03
Modesto City School District	Stanislaus		09-Aug-04

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Modoc County Office of Education	Modoc		15-Nov-11
Modoc Joint Unified School District	Modoc		21-Apr-94
Mojave Unified School District	Kern		09-Mar-10
Monroe Elementary School District	Fresno		10-Mar-20
Monrovia Unified School District	Los Angeles		22-Aug-18
Monson-Sultana Joint Union Elementary School District	Tulare		06-Aug-19
Monte Rio Union School District	Sonoma		08-Dec-11
Monterey County Board of Education	Monterey		18-Apr-12
Monterey Peninsula Unified School District	Monterey		13-Feb-96
Montgomery School District	Sonoma		09-Mar-15
Moorpark Unified School District	Ventura		14-Jun-16
Moraga School District	Contra Costa		12-Jun-07
Moreland School District	Santa Clara		25-Mar-08
Moreno Valley Unified School District	Riverside		08-Mar-05
Morgan Hill Unified School District	Santa Clara		05-Jun-18
Morongo Unified School District	San Bernardino		05-Nov-13
Mount Pleasant Elementary School District	Santa Clara		19-Apr-23
Mount Shasta Union School District	Siskiyou		12-Nov-19
Mountain Elementary School District	Santa Cruz		12-Sep-18
Mountain Empire Unified School District	San Diego		08-Oct-13
Mountain Union Elementary School District	Shasta		13-Mar-19
Mountain Valley Unified School District	Trinity		14-Nov-18
Mountain View School District (El Monte)	Los Angeles		16-Jan-19
Mountain View School District (Ontario)	San Bernardino		10-Apr-17
Mountain View-Los Altos Union High School District	Santa Clara		12-Feb-01
Mountain View-Whisman School District	Santa Clara		03-Jun-04
Mt. Diablo Unified School District	Contra Costa		24-Feb-04
Mupu Elementary School District	Ventura		18-Nov-15
Murrieta Valley Unified School District	Riverside		18-May-06
Napa County Office of Education	Napa		01-Oct-16
Napa Valley Unified School District	Napa		06-Dec-18
National School District	San Diego		23-Jan-13
Natomas Unified School District	Sacramento		13-Nov-13
Needles Unified School District	San Bernardino		15-Feb-22
Nevada City School District	Nevada		14-Feb-17
Nevada Joint Union High School District	Nevada		13-Nov-96
New Haven Unified School District	Alameda		01-Mar-94

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Newark Unified School District	Alameda	05-Jul-05
Newcastle Elementary School District	Placer	10-May-17
Newhall School District	Los Angeles	27-Nov-07
Newport-Mesa Unified School District	Orange	15-Nov-22
Norris School District	Kern	28-Feb-96
North County Joint Union School District	San Benito	16-Feb-23
North Cow Creek Elementary School District	Shasta	20-Sep-16
North Monterey County Unified School District	Monterey	12-Jun-14
North Orange County Regional Occupational Program	Orange	08-Apr-20
Northern Humboldt Union High School District	Humboldt	09-Aug-16
Norwalk-La Mirada Unified School District	Los Angeles	06-Jan-14
Novato Unified School District	Marin	29-Jan-13
Nuestro Elementary School District	Sutter	08-Mar-22
Nuview Union School District	Riverside	14-Mar-19
Oak Grove Elementary School District	Santa Clara	22-Aug-96
Oak Grove Union School District	Sonoma	13-Apr-16
Oak Park Unified School District	Ventura	19-Nov-13
Oak Valley Union School District	Tulare	08-Mar-22
Oakdale Joint Unified School District	Stanislaus	14-Aug-06
Oakland Unified School District	Alameda	14-Oct-09
Oakley Union Elementary School District	Contra Costa	20-Feb-02
Ocean View School District	Ventura	14-Nov-06
Oceanside Unified School District	San Diego	09-Oct-18
Ojai Unified School District	Ventura	07-Feb-12
Old Adobe Union School District	Sonoma	11-Dec-12
Ontario-Montclair School District	San Bernardino	15-Jan-09
Orange Center School District	Fresno	10-Jul-19
Orange Unified School District	Orange	17-Jan-19
Orcutt Union School District	Santa Barbara	09-Oct-19
Orick Elementary School District	Humboldt	08-Jun-23
Orinda Union School District	Contra Costa	13-Jun-16
Orland Unified School District	Glenn	13-Feb-18
Oro Grande Elementary School District	San Bernardino	09-May-06
Oroville City Elementary School District	Butte	22-Mar-17
Oroville Union High School District	Butte	15-Aug-18
Oxnard School District	Ventura	16-Jun-10
Oxnard Union High School District	Ventura	28-Sep-94

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Pacheco Union School District	Shasta		13-Apr-21
Pacific Grove Unified School District	Monterey		29-Jun-17
Pacific Union Elementary School District	Fresno		11-Oct-22
Pacific Union School District	Humboldt		08-Sep-16
Pacifica Union School District.	San Mateo		28-Aug-19
Pajaro Valley Unified School District	Santa Cruz		08-Nov-00
Palermo Union School District	Butte		17-Aug-16
Palm Springs Unified School District	Riverside		12-Jan-99
Palmdale School District	Los Angeles		16-Sep-08
Palo Alto Unified School District	Santa Clara		13-Mar-01
Palo Verde Union Elementary School District	Tulare		12-Dec-18
Palos Verdes Peninsula Unified School District	Los Angeles		18-Apr-18
Panama-Buena Vista Union School District	Kern		14-Nov-06
Paramount Unified School District	Los Angeles		14-Sep-22
Parlier Unified School District	Fresno		27-Oct-09
Pasadena Unified School District	Los Angeles		07-Oct-08
Paso Robles Joint Unified School District	San Luis Obispo		26-Aug-97
Patterson Joint Unified School District	Stanislaus		05-May-19
Perris Union High School District	Riverside		21-Sep-05
Petaluma City School District	Sonoma		22-Aug-23
Piedmont Unified School District	Alameda		09-Jan-19
Pierce Joint Unified School District	Colusa		12-Mar-15
Pine Ridge Elementary School District	Fresno		22-May-17
Piner-Olivet Union School District	Sonoma		14-Jun-05
Pioneer Union Elementary School District	Kings		09-Feb-22
Pioneer Union School District	El Dorado		25-Jun-15
Pittsburg Unified School District	Contra Costa		24-Jan-07
Pixkey Union School District	Tulare		09-Feb-16
Placer County Office of Education	Placer		13-Jul-06
Placer Hills Union School District	Placer		16-Dec-19
Placer Union High School District	Placer		12-Jul-05
Placerville Union School District	El Dorado		17-Feb-16
Plaza Elementary School District	Glenn		26-Apr-18
Pleasant Valley Joint Union Elementary School District	San Luis Obispo		09-Dec-15
Pleasant Valley School District	Ventura		16-Feb-12
Pleasant View School District	Tulare		14-Jul-14
Pleasanton Unified School District	Alameda		14-Mar-17

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Plumas Lake Elementary School District	Yuba	20-Feb-20
Plumas Unified School District	Plumas	10-Oct-18
Pollack Pines Elementary School District	El Dorado	08-Mar-11
Pomona Unified School District	Los Angeles	10-Dec-14
Pond Union School District	Kern	11-Aug-15
Pope Valley Union Elementary School District	Napa	15-Feb-17
Porterville Unified School District	Tulare	08-Sep-16
Portola Valley School District	San Mateo	06-Mar-19
Potter Valley Community Unified School District	Mendocino	05-Apr-17
Poway Unified School District	San Diego	14-Sep-17
Princeton Joint Unified School District	Colusa	20-May-21
Raisin City Elementary School District	Fresno	11-Oct-22
Ramona Unified School District	San Diego	17-Mar-15
Ravenswood City School District	San Mateo	27-Apr-17
Red Bluff Joint Union High School District	Tehama	18-May-94
Red Bluff Union School District	Tehama	26-Oct-99
Redding School District	Shasta	12-Jan-15
Redlands Unified School District	San Bernardino	15-Jan-08
Redondo Beach Unified School District	Los Angeles	22-Jan-19
Redwood City School District	San Mateo	24-Aug-05
Reed Union School District	Marin	13-Jun-23
Reeds Creek Elementary School District	Tehama	15-Dec-22
Reef-Sunset Unified School District	Kings	18-Nov-99
Rescue Union School District	El Dorado	07-Aug-01
Rialto Unified School District	San Bernardino	18-Nov-02
Richgrove Elementary School District	Tulare	14-Oct-10
Richland School District	Kern	21-Aug-06
Richmond Elementary School District	Lassen	11-May-17
RIM of the World Unified School District	San Bernardino	10-Jun-09
Rincon Valley Union School District	Sonoma	21-Jun-94
Rio Bravo-Greeley Union School District	Kern	08-Oct-18
Rio School District	Ventura	17-Feb-04
Ripon Unified School District	San Joaquin	11-Mar-19
River Delta Unified School District	Solano	11-May-21
Riverbank Unified School District	Stanislaus	06-Mar-18
Riverdale Joint Unified School District	Fresno	08-Jun-16
Riverside County Office of Education	Riverside	17-Nov-11

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Riverside Unified School District	Riverside		21-Jun-04
Roberts Ferry Union School District	Stanislaus		17-Apr-18
Rockford School District	Tulare		13-Dec-18
Rocklin Unified School District	Placer		18-Oct-17
Romoland School District	Riverside		13-Feb-18
Rosedale Union School District	Kern		12-Jul-05
Roseland Charter School	Sonoma		16-Apr-19
Roseland School District	Sonoma		15-Aug-07
Roseville City School District	Placer		23-Jun-05
Ross Elementary School District	Marin		09-Jun-21
Ross Valley School District	Marin		16-May-17
Round Valley Joint Elementary School District	Inyo		14-May-12
Rowland Unified School District	Los Angeles		18-Aug-08
Sacramento City Unified School District	Sacramento		27-Jan-92
Sacramento County Office of Education	Sacramento		17-May-22
Saddleback Valley Unified School District	Orange		09-Feb-17
Salinas City Elementary School District	Monterey		09-Jan-06
Salinas Union High School District	Monterey		11-Sep-18
San Benito High School District	San Benito		22-Oct-19
San Bernardino City Unified School District	San Bernardino		21-Jan-21
San Bernardino County Superintendent of Schools	San Bernardino		03-Apr-17
San Bruno Park School District	San Mateo		14-Jun-00
San Carlos Elementary School District	San Mateo		13-Feb-96
San Diego County Office of Education (K-12 Public Schools a	San Diego		04-Nov-15
San Dieguito Union High School District	San Diego		17-Aug-17
San Francisco Unified School District	San Francisco		27-Oct-15
San Gabriel Unified School District	Los Angeles		13-Dec-22
San Jacinto Unified School District	Riverside		17-Aug-10
San Jose Unified School District	Santa Clara		10-Dec-98
San Juan Unified School District	Sacramento		28-May-96
San Leandro Unified School District	Alameda		20-May-14
San Lorenzo Unified School District	Alameda		01-Mar-94
San Lorenzo Valley Unified School District	Santa Cruz		16-Sep-20
San Luis Coastal Unified School District	San Luis Obispo		23-Apr-96
San Luis Obispo County Office of Education	San Luis Obispo		06-Jan-00
San Marcos Unified School District	San Diego		15-Jul-14
San Marino Unified School District	Los Angeles		14-Sep-10

AGENCY	COUNTY	REPORTED IN
San Mateo County Office of Education	San Mateo	17-Oct-17
San Mateo-Foster City School District	San Mateo	07-May-09
San Miguel Unified School District	San Luis Obispo	04-Apr-06
San Pasqual Union School District	San Diego	10-Aug-04
San Rafael City Schools	Marin	10-Apr-95
San Ramon Valley Unified School District	Contra Costa	06-Mar-07
San Ysidro School District	San Diego	08-Feb-18
Sanger Unified School District	Fresno	09-Oct-12
Santa Ana Unified School District	Orange County	12-Feb-19
Santa Barbara School Districts	Santa Barbara	27-Jan-09
Santa Clara County Office of Education	Santa Clara	20-Mar-19
Santa Clara Elementary School District	Ventura	18-Nov-15
Santa Clara Unified School District	Santa Clara	27-May-99
Santa Cruz City Schools	Santa Cruz	26-Oct-05
Santa Cruz County Office of Education	Santa Cruz	21-Oct-21
Santa Maria Joint Union High School District	Santa Barbara	11-Jul-05
Santa Maria-Bonita School District	Santa Barbara	08-Apr-09
Santa Monica-Malibu Unifed School District	Los Angeles	18-Nov-10
Santa Paula Unified School District	Ventura	16-May-13
Santa Rita Union Elementary School District	Monterey	01-May-12
Santa Rosa City School District	Sonoma	28-Oct-15
Santa Ynez Valley Union High School District	Santa Barbara	03-Apr-17
Santee School District	San Diego	04-Sep-12
Saratoga Union School District	Santa Clara	08-Feb-18
Saucelito School District	Tulare	19-Jul-16
Saugus Union School District	Los Angeles	02-Feb-04
Schools Insurance Group	Placer County	09-Oct-19
Scotia Union School District	Humboldt	09-Mar-23
Scott Valley Unified School District	Siskiyou	15-Jun-16
Scotts Valley Unified School District	Santa Cruz	26-Oct-21
Sebastopol Union School District	Sonoma	09-Jun-16
Seeley Union School District	Imperial	17-Dec-19
Selma Unified School District	Fresno	23-Aug-21
Sequoia Union Elementary School District	Tulare	25-Jun-20
Sequoia Union High School District	San Mateo	05-Oct-94
Shandon Joint Unified School District	San Luis Obispo	16-May-15
Shasta County Office of Education	Shasta	12-Nov-14

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Shasta Trinity Regional Occupation Program Joint Power Age	Shasta		04-May-21
Shasta Union Elementary School District	Shasta		12-Jan-15
Shasta Union High School District	Shasta		12-May-15
Shoreline Unified School District	Sonoma		19-Jan-17
Sierra Charter School	Fresno		10-Jun-21
Sierra County Office of Education	Sierra		13-Sep-19
Sierra Sands Unified School District	Kern		16-Jun-94
Sierra Unified School District	Fresno		09-Apr-08
Sierra-Plumas Joint Unified School District	Sierra		13-Sep-19
Silver Fork Elementary School District	El Dorado		01-Mar-11
Silver Valley Unified School District	San Bernardino		09-Dec-02
Simi Valley Unified School District	Ventura		11-Sep-12
Siskiyou County Office of Education	Siskiyou		15-Mar-23
Siskiyou Union High School District	Siskiyou		12-Aug-15
Snowline Joint Unified School District	San Bernardino		10-Jun-03
Solana Beach School District	San Diego		23-Apr-15
Soledad Unified School District	Monterey		09-Dec-15
Somis Union School District	Ventura		13-Mar-07
Sonoma County Office of Education	Sonoma		11-Feb-16
Sonoma Valley Unified School District	Sonoma		09-Apr-91
Sonora Elementary School District	Tuolumne		18-Jan-12
Sonora Union High School District	Tuolumne		05-May-05
Soquel Union Elementary School District	Santa Cruz		06-Sep-06
South Bay Union School District	San Diego		14-Jun-04
South Fork Union School District	Kern		12-Aug-13
South Monterey Joint Union High School District	Monterey		10-Jun-09
South Pasadena Unified School District	Los Angeles		25-Jun-96
South San Francisco Unified School District	San Mateo		24-May-18
South Whittier School District	Los Angeles		15-Dec-20
Southern California Regional Occupational Center	Los Angeles		17-Jun-21
Southern Humboldt Joint Unified School District	Humboldt		09-Feb-23
Southern Kern Unified School District	Kern		14-May-14
Southern Trinity Joint Unified School District	Trinity		18-Jan-22
Spencer Valley School District	San Diego		10-Jul-03
Springville Union School District	Tulare		14-May-08
St. Helena Unified School District	Napa		18-Sep-08
Standard School District	Kern		21-Nov-06

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Stanislaus County Office of Education	Stanislaus		06-Feb-06
Stanislaus Union School District	Stanislaus		18-Dec-08
Stockton Unified School District	San Joaquin		27-Feb-07
Sulphur Springs Union School District	Los Angeles		13-Apr-13
Summerville Elementary School District	Tuolumne		04-Jan-11
Summerville Union High School District	Tuolumne		27-Jun-00
Sundale Union Elementary School District	Tulare		10-Oct-06
Sunnyside Union Elementary School	Tulare		16-Jul-18
Sunol Glen Unified School District	Alameda		13-Jun-17
Sutter County Superintendent of Schools	Sutter		11-Feb-15
Sweetwater Union High School District	San Diego		14-Nov-22
Sylvan Union School District	Modesto		17-Nov-15
Taft City School District	Kern		08-Oct-14
Taft Union High School District	Kern		19-Apr-22
Tahoe Truckee Unified School District	Placer		06-Jun-07
Tamalpais Union High School District	Marin		14-Nov-17
Tehachapi Unified School District	Kern		19-May-92
Tehama County Department of Education	Tehama		09-Oct-19
Temecula Valley Unified School District	Riverside		17-Apr-12
Temple City Unified School District	Los Angeles		28-Oct-15
Templeton Unified School District	San Luis Obispo		28-Apr-94
Terra Bella Union Elementary School District	Tulare		17-Jun-21
Thermalito Union Elementary School District	Butte		25-Aug-16
Tipton Elementary School District	Tulare		03-Nov-20
Torrance Unified School District	Los Angeles		16-Jul-18
Tracy Unified School District	San Joaquin		22-Feb-05
Traver Joint Elementary School District	Tulare		13-Jun-23
Travis Unified School District	Solano		01-Feb-19
Tree of Life International Charter School	Shasta		31-Aug-21
Tri-County School Insurance Group (TCSIG)	Yuba		18-Jan-19
Trinidad Union School District	Humboldt		17-Aug-22
Trinity Alps Unified School District	Trinity		09-Mar-16
Trinity County Office of Education	Trinity		26-Sep-20
Trona Joint Unified School District	San Bernardino		09-May-19
Tulare City School District	Tulare		28-Jun-22
Tulare County Office of Education	Tulare		13-Feb-19
Tulelake Basin Joint Unified School District	Siskiyou		02-Apr-09

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Tuolumne County Superintendent of Schools	Tuolumne		14-Oct-19
Tustin Unified School District	Orange		23-Oct-23
Twin Rivers Unified School District	Sacramento		24-Jun-08
Two Rock Union School District	Sonoma		11-Apr-95
Ukiah Unified School District	Mendocino		12-Nov-15
Union Hill School District	Nevada County		04-Apr-17
Union School District	Santa Clara		14-Apr-14
Upland Unified School District	San Bernardino		22-Oct-19
Upper Lake Elementary School District	Lake		16-Mar-16
Vacaville Unified School District	Solano		11-Jun-15
Val Verde Unified School District	Riverside		10-Jan-17
Valle Lindo School District	Los Angeles		09-Mar-16
Vallecitos School District	San Diego		14-Aug-18
Vallejo City Unified School District	Solano		19-Jun-19
Valley Center-Pauma Unified School District	San Diego		12-Jun-01
Valley Home Joint School District	Stanislaus		20-Jun-19
Ventura Unified School District	Ventura		08-Oct-13
Victor Elementary School District	San Bernardino		15-Jan-08
Victor Valley Union High School District	San Bernardino		27-Apr-00
Vineland School District	Kern		18-Feb-20
Visalia Unified School District	Tulare		13-Jan-09
Vista Del Mar Union School District	Santa Barbara		16-Nov-16
Vista Unified School District	San Diego		19-Nov-15
Walnut Creek School District	Contra Costa		20-Jun-94
Warner Unified School District	San Diego		14-Mar-16
Wasco Union Elementary School District	Kern		12-Nov-13
Wasco Union High School District	Kern		13-Feb-14
Washington Colony Elementary School District	Fresno		09-Jan-18
Washington Unified School District	Sacramento		21-Jan-16
Washington Unified School District - Fresno	Fresno		02-May-12
Waterford Unified School District	Stanislaus		08-Aug-19
Waugh Elementary School	Sonoma		25-May-95
Waukena Joint Union Elementary	Tulare		11-May-20
Weaver Union School District	Merced		13-Apr-11
Weed Union Elementary School District	Siskiyou		10-Jun-21
West Contra Costa Unified School District	Contra Costa		20-May-09
West Covina Unified School District	Los Angeles		25-Apr-17

AGENCY	COUNTY	REPORTED IN
West Park Elementary School District	Fresno	08-Apr-19
West Side Union School District	Sonoma	25-Jun-15
West Sonoma County High School District	Sonoma	17-Jun-20
Westminster School District	Orange	29-Mar-19
Westmorland Union Elementary School	Imperial	10-Oct-23
Westside Elementary School District	Sacramento	18-Nov-21
Westside Union School District	Los Angeles	03-Feb-15
Wheatland Union High School District	Yuba	12-Jul-18
Whittier City School District	Los Angeles	20-Jun-17
Whittier Union High School	Los Angeles	11-Dec-18
William S. Hart Union High School District	Los Angeles	15-Aug-18
Williams Unified School District	Colusa	23-Apr-20
Willits Unified School District	Mendocino	16-Feb-12
Willows Unified School District	Glenn	10-Dec-15
Wilsona School District	Los Angeles	21-Jan-21
Windsor Unified School District	Sonoma	09-Mar-87
Winship-Robbins Elementary School District	Sutter	18-Oct-21
Winters Joint Unified School District	Yolo	01-Oct-15
Wiseburn Unified School District	Los Angeles	23-Mar-23
Woodlake Unified School District	Tulare	10-Oct-12
Woodland Joint Unified School District	Yolo	12-Feb-16
Woodside Elementary School District	San Mateo	23-Feb-16
Woodville Union School District	Tulare	12-Mar-19
Wright Elementary School District	Sonoma	21-May-15
Yolo County Office of Education	Yolo	26-Jul-16
Yosemite Unified School District	Madera	19-Aug-19
Yreka Union High School District	Siskiyou	16-Aug-23
Yuba City Unified School District	Sutter	20-Apr-99
Yuba County Office of Education	Yuba	14-Mar-07
Yucaipa-Calimesa Joint Unified School District	San Bernardino	20-Aug-19
<b>Total School Districts</b>	<b>764</b>	
<b>Special District</b>		
Alameda County Resource Conservation District	Alameda	19-Jun-07
Alameda County Waste Management Authority	Alameda	18-Dec-15
Alleghany County Water District	Sierra	02-May-17
Almonte Sanitary District	Marin	28-Jul-14
American River Fire Protection	Sacramento	19-Aug-87
American River Flood Control District	Sacramento	13-Nov-85

AGENCY	COUNTY	ESTABLISHED IN
American Valley Community Services District	Plumas	11-Jun-20
Anderson Springs Lighting District	Lake	06-Sep-94
Antelope Valley Transit Authority	Los Angeles	27-Jun-23
Apple Valley Fire Protection District	San Bernardino	18-Jul-23
Arden Manor Recreation and Park District	Sacramento	20-Nov-08
Arden Park Recreation & Park	Sacramento	01-Mar-94
Beach Cities Health District	Los Angeles	22-Mar-17
Bear Valley Community Services District	Kern	28-Jan-16
Beaumont Library District	Riverside	27-Apr-23
Bel Marin Keys Community Services District	Marin	19-Nov-15
Big Bear Area Regional Wastewater Agency	San Bernardino	27-May-20
Big Bear Municipal Water District	San Bernardino	07-Sep-23
Birchim Community Services District	Mono	17-Oct-23
Bodega Bay Public Utility District	Sonoma	19-Jun-19
Bolinas Fire Protection District	Marin	23-Oct-17
Brannan-Andrus Levee Maintenance District	Sacramento	09-Nov-23
Bridgeport Public Utility District	Mono	31-Jul-17
Brooktrails Community Services	Mendocino	26-Jun-86
Buena Park Library District	Orange	05-Dec-23
Calaveras Public Utilities District	Calaveras	13-Jan-87
California Fair Services Authority	Sacramento	07-Dec-99
Cambria Community Services District	San Luis Obispo	27-Jun-13
Cameron Estates Community Services District	El Dorado	19-Oct-06
Cameron Park Community Services District	El Dorado	15-Jul-15
Carmichael Recreation & Park	Sacramento	08-Sep-87
Carpinteria Sanitary District	Santa Barbara	03-May-16
Castro Valley Sanitary District	Alameda	03-Oct-06
Cayucos Sanitary District	San Luis Obispo	15-Apr-09
Centerville Community Services District	Shasta	17-Feb-21
Central Contra Costa Sanitary District	Contra Costa	03-May-18
Central Fire District of Santa Cruz County	Santa Cruz	08-Jun-23
Central Marin Sanitation Agency	Marin	14-Jan-04
Chester Public Utility District	Plumas	31-Jan-91
Chico Area Recreation & Park District	Butte	27-Apr-23
Clearlake Oaks Lighting District	Lake	06-Sep-94
Clovis Cemetery District	Fresno	19-Apr-11
Conejo Recreation & Park District	Contra Costa	04-Sep-08

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
Contra Costa County Fire Protection	Contra Costa		14-Sep-93
Contra Costa County Flood Control & Water Conservation	Contra Costa		14-Sep-93
Contra Costa County Sanitation #19	Contra Costa		14-Sep-93
Contra Costa County Sanitation #5	Contra Costa		14-Sep-93
Contra Costa County Sanitation #6	Contra Costa		14-Sep-93
Cordova Recreation and Parks District	Sacramento		11-Aug-01
Corinthian Bay Sanitation District	Lake		06-Sep-94
Costa Mesa Sanitary District	Orange		26-Aug-10
County Sanitation District No. 1 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 14 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 15 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 16 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 17 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 18 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 19 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 2 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 20 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 21 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 22 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 23 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 26 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 27 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 28 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 29 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 3 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 32 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 34 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 35 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 4 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 5 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 8 of Los Angeles County	Los Angeles		01-Jul-20
County Sanitation District No. 9 of Los Angeles County	Los Angeles		01-Jul-20
Crescent City Harbor District	Del Norte		16-Jul-96
Crockett Community Services District	Contra Costa		28-Mar-19
Crockett-Carquinez Fire Protection	Contra Costa		14-Sep-93
Cupertino Sanitary District	Santa Clara		07-Jul-10
Del Norte Solid Waste Management Authority	Del Norte		10-Sep-97

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Descanso Community Water District	San Diego	22-Oct-92
Desert Water Agency	Riverside	23-Sep-87
Diablo Community Services District	Contra Costa	09-Feb-21
Dublin San Ramon Services District	Alameda	06-Apr-18
East Bay Dischargers Authority	Alameda	17-Dec-20
East Contra Costa Fire Protection District	Contra Costa	06-Jun-16
East Palo Alto Sanitary District	San Mateo	16-Sep-93
Ebbetts Pass Veterans Memorial District	Calaveras	08-Oct-95
Elk Grove Community Services District	Sacramento	10-Feb-87
Estero Municipal Improvement District	San Mateo	16-Feb-99
Fair Oaks Recreation & Park District	Sacramento	08-Sep-87
Fallbrook Public Utility District	San Diego	26-Jun-17
Florin Resource Conservation District	Sacramento	26-Feb-00
Ford City-Taft Heights Sanitation District	Kern	08-Apr-14
Forestville County Sanitation District	Sonoma	12-Jan-95
Fresno County Fire Protection District	Fresno	17-May-23
Fresno Metropolitan Flood Control District	Fresno	13-Nov-90
Fulton-El Camino Recreation & Park District	Sacramento	18-May-95
Georgetown Divide Public Utility District	El Dorado	11-Apr-23
Georgetown Divide Recreation District	Glenn	28-Oct-10
Gilsizer County Drainage District	Sutter	13-Oct-21
Gilsizer Drainage District	Sutter	14-Aug-96
Glenhaven Lighting District	Lake	06-Sep-94
Gold Mountain Community Services District	Plumas	19-Jun-15
Golden Hills Community Services District	Kern	09-Nov-93
Golden West Community Services District	El Dorado	14-Nov-15
Goleta Sanitary District	Santa Barbara	18-Apr-16
Great Basin Unified Air Pollution Control District	Mono	02-May-19
Greater Hayfork Valley Park and Recreation District	Trinity	09-Nov-20
Grizzly Lake Community Services District	Plumas	11-May-17
Groveland Community Services District	Tuolumne	23-Jan-06
Hamilton Branch Community Services District	Plumas	18-Aug-93
Happy Camp Community Services District	Siskiyou	08-Aug-90
Hayward Area Recreation and Park District	Alameda	26-Jun-17
Hidden Valley Lake	Lake	15-Oct-19
Homestead Valley Sanitary District	Marin	22-Jul-14
Honey Lake Valley Resource Conservation District	Lassen	20-Oct-93

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Hornbrook Community Services District	Siskiyou	25-Apr-17
Housing Authority of the City of Alameda	Alameda	20-May-20
Humboldt Bay Municipal Water District	Humboldt	14-Oct-21
Humboldt Community Services District	Humboldt	14-Dec-21
Humboldt County Resource Conservation District	Humboldt	08-Jul-21
Humboldt Waste Management Authority	Humboldt	25-Jul-01
Imperial Valley Emergency Cimmunications Authority (IVECA)	Imperial	23-May-19
Inland Empire Health Plan	San Bernardino	08-Dec-14
Irish Beach Water District	Mendocino	12-Sep-92
Ironhouse Sanitary District	Contra Costa	21-Dec-21
Isla Vista Recreation & Park District	Santa Barbara	16-Aug-90
Jamestown Sanitary District	Tuolumne	23-Jun-11
Johnsville Public Utility District	Plumas	08-Apr-84
June Lake Public Utility District	Mono	08-Nov-23
Kelseyville County Waterworks District	Lake	06-Sep-94
Kelseyville Lighting District	Lake	06-Sep-94
Kern County Water Agency	Kern	27-Mar-86
Kern Health Systems	Kern	09-Feb-17
Kern Sanitation Authority	Kern	08-Apr-14
Keyes Fire Protection District	Stanislaus	15-Apr-09
Lake County Air Quality Management District	Lake	06-Sep-94
Lake County Flood Control District #5	Lake	06-Sep-94
Lake County Flood Control District Zone #1	Lake	06-Sep-94
Lake County Flood Control District Zone #4	Lake	06-Sep-94
Lake County Flood Control District Zone #6	Lake	06-Sep-94
Lake County General Flood Control District	Lake	05-Sep-94
Lake County Sanitation District	Lake	06-Sep-94
Lake Don Pedro Community Services District	Stanislaus	20-Jan-15
Lands End Sanitation District	Lake	06-Sep-94
Las Gallinas Valley Sanitary District	Marin	26-Apr-18
Lemon Grove Roadway Lighting District	San Diego	07-Dec-11
Lemon Grove Sanitation District	San Diego	07-Dec-11
Livermore Area Recreation & Park District	Alameda	10-Dec-86
Lockwood Fire Protection District	Amador	28-Jan-19
Los Altos Hills County Fire District	Santa Clara	16-Sep-08
Lower Lake Lighting District	Lake	06-Sep-94
Lucerne Lighting District	Lake	06-Sep-94

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Madera County Flood Control & Water Conservation	Madera		11-Jan-00
Madera County Maintenance District No. 1	Madera		11-Jan-00
Madera County Maintenance District No. 10	Madera		11-Jan-00
Madera County Maintenance District No. 100 - Cattle Way	Madera		11-Jan-00
Madera County Maintenance District No. 101 - Old Corral	Madera		11-Jan-00
Madera County Maintenance District No. 11	Madera		11-Jan-00
Madera County Maintenance District No. 13	Madera		11-Jan-00
Madera County Maintenance District No. 14	Madera		11-Jan-00
Madera County Maintenance District No. 15	Madera		11-Jan-00
Madera County Maintenance District No. 16	Madera		11-Jan-00
Madera County Maintenance District No. 17	Madera		11-Jan-00
Madera County Maintenance District No. 18	Madera		11-Jan-00
Madera County Maintenance District No. 19	Madera		11-Jan-00
Madera County Maintenance District No. 2 - Oakhurst Area	Madera		11-Jan-00
Madera County Maintenance District No. 20	Madera		11-Jan-00
Madera County Maintenance District No. 21	Madera		11-Jan-00
Madera County Maintenance District No. 22	Madera		11-Jan-00
Madera County Maintenance District No. 23	Madera		11-Jan-00
Madera County Maintenance District No. 24	Madera		11-Jan-00
Madera County Maintenance District No. 25	Madera		11-Jan-00
Madera County Maintenance District No. 26	Madera		11-Jan-00
Madera County Maintenance District No. 27	Madera		11-Jan-00
Madera County Maintenance District No. 28	Madera		11-Jan-00
Madera County Maintenance District No. 29	Madera		11-Jan-00
Madera County Maintenance District No. 30	Madera		11-Jan-00
Madera County Maintenance District No. 31	Madera		11-Jan-00
Madera County Maintenance District No. 32	Madera		11-Jan-00
Madera County Maintenance District No. 33	Madera		11-Jan-00
Madera County Maintenance District No. 35	Madera		11-Jan-00
Madera County Maintenance District No. 36	Madera		11-Jan-00
Madera County Maintenance District No. 37 - La Vina	Madera		11-Jan-00
Madera County Maintenance District No. 38	Madera		11-Jan-00
Madera County Maintenance District No. 39	Madera		11-Jan-00
Madera County Maintenance District No. 40	Madera		11-Jan-00
Madera County Maintenance District No. 41	Madera		11-Jan-00
Madera County Maintenance District No. 42	Madera		11-Jan-00
Madera County Maintenance District No. 43	Madera		11-Jan-00

AGENCY	COUNTY	Item #10.e 3/7/2024	REPORTED IN
Madera County Maintenance District No. 44 -Stillmeadow Roa	Madera		11-Jan-00
Madera County Maintenance District No. 45 - River Knolls	Madera		11-Jan-00
Madera County Maintenance District No. 46 - Ahwahnee Cou	Madera		11-Jan-00
Madera County Maintenance District No. 47 - Spook Lane	Madera		11-Jan-00
Madera County Maintenance District No. 48 - Thornberry Esta	Madera		11-Jan-00
Madera County Maintenance District No. 49	Madera		11-Jan-00
Madera County Maintenance District No. 5	Madera		11-Jan-00
Madera County Maintenance District No. 50 - Morava	Madera		11-Jan-00
Madera County Maintenance District No. 51 - Quail Ridge	Madera		11-Jan-00
Madera County Maintenance District No. 52 - Lindy Lane	Madera		11-Jan-00
Madera County Maintenance District No. 53 - Knolls Junction	Madera		11-Jan-00
Madera County Maintenance District No. 54 - Happy Hollow	Madera		11-Jan-00
Madera County Maintenance District No. 55 - Woodland Pond	Madera		11-Jan-00
Madera County Maintenance District No. 56 - River Crest	Madera		11-Jan-00
Madera County Maintenance District No. 57 - Adobe	Madera		11-Jan-00
Madera County Maintenance District No. 58 - Sierra Highland	Madera		11-Jan-00
Madera County Maintenance District No. 59 - Eagle	Madera		11-Jan-00
Madera County Maintenance District No. 6	Madera		11-Jan-00
Madera County Maintenance District No. 60 - Dillon Estates	Madera		11-Jan-00
Madera County Maintenance District No. 61 - Vista Del Rio	Madera		11-Jan-00
Madera County Maintenance District No. 62 - Jennifer Lane	Madera		11-Jan-00
Madera County Maintenance District No. 63 - Coarsegold Sou	Madera		11-Jan-00
Madera County Maintenance District No. 64 - Little Creek	Madera		11-Jan-00
Madera County Maintenance District No. 65	Madera		11-Jan-00
Madera County Maintenance District No. 66 - Bushy Knob	Madera		11-Jan-00
Madera County Maintenance District No. 67 - Whiskey Creek	Madera		11-Jan-00
Madera County Maintenance District No. 68 - Bisset Station	Madera		11-Jan-00
Madera County Maintenance District No. 69 - Oak Junction	Madera		11-Jan-00
Madera County Maintenance District No. 7	Madera		11-Jan-00
Madera County Maintenance District No. 70 - Blueberry Hill	Madera		11-Jan-00
Madera County Maintenance District No. 71 - Thornberry Mou	Madera		11-Jan-00
Madera County Maintenance District No. 72 - North Oakhurst	Madera		11-Jan-00
Madera County Maintenance District No. 73 - Quartz Mountai	Madera		11-Jan-00
Madera County Maintenance District No. 74 - Munson Lane	Madera		11-Jan-00
Madera County Maintenance District No. 75 - Fairlane Court	Madera		11-Jan-00
Madera County Maintenance District No. 76 - River Falls Roa	Madera		11-Jan-00
Madera County Maintenance District No. 77 - Whittenburg Ro	Madera		11-Jan-00

AGENCY	COUNTY	Item #10.e 3/7/2024 REPORTED IN
Madera County Maintenance District No. 78 - San Ramone	Madera	11-Jan-00
Madera County Maintenance District No. 79 - Serpa Canyon	Madera	11-Jan-00
Madera County Maintenance District No. 8	Madera	11-Jan-00
Madera County Maintenance District No. 80 - City View	Madera	11-Jan-00
Madera County Maintenance District No. 81 - Blue Oak	Madera	11-Jan-00
Madera County Maintenance District No. 82 - Poison Switch	Madera	11-Jan-00
Madera County Maintenance District No. 83 - Lone Olive	Madera	11-Jan-00
Madera County Maintenance District No. 84 - Mill Creek	Madera	11-Jan-00
Madera County Maintenance District No. 85 - Valeta	Madera	11-Jan-00
Madera County Maintenance District No. 86 - Hidden Meadow	Madera	11-Jan-00
Madera County Maintenance District No. 87 - Madera South-E	Madera	11-Jan-00
Madera County Maintenance District No. 88 - Safari World	Madera	11-Jan-00
Madera County Maintenance District No. 89 - Silver Spur	Madera	11-Jan-00
Madera County Maintenance District No. 9	Madera	11-Jan-00
Madera County Maintenance District No. 90 - Raymond North	Madera	11-Jan-00
Madera County Maintenance District No. 91 - Hensley East	Madera	11-Jan-00
Madera County Maintenance District No. 92	Madera	11-Jan-00
Madera County Maintenance District No. 93 - Wilcox	Madera	11-Jan-00
Madera County Maintenance District No. 94 - Deadwood	Madera	11-Jan-00
Madera County Maintenance District No. 95 - Ranchos East	Madera	11-Jan-00
Madera County Maintenance District No. 96 - Garnel Creek	Madera	11-Jan-00
Madera County Maintenance District No. 97 - Cascadel Height	Madera	11-Jan-00
Madera County Maintenance District No. 98 - Pine Meadows	Madera	11-Jan-00
Madera Irrigation District	Madera	17-Oct-23
Madera-Chowchilla Water & Power Authority	Madera	07-Dec-23
Majestic Pines Community Services District	San Diego	19-Sep-18
Manila Community Services District	Humboldt	10-Oct-85
Marin Clean Energy	Marin	15-Feb-18
Marin County Flood Control & Water Conservation District	Marin	29-Oct-91
Marin County Open Space District	Marin	25-Jul-06
Marin County Sanitary District No. 5	Marin	06-May-96
Marin Wildfire Prevention Authority	Marin	10-Dec-20
Marinwood Community Services District	Marin	11-Jun-19
Maxwell Parks & Recreation Disitric	Colusa	28-Jul-94
McCloud Community Services District	Siskiyou	08-Jan-07
McFarland Recreation & Park District	Kern	07-May-84
McKinleyville Community Services District	Humboldt	08-Aug-91

AGENCY	COUNTY	Item #10.0 3/7/2024 REPORTED IN
Meiners Oaks Sanitary District	Ventura	04-Sep-84
Middletown Lighting District	Lake	06-Sep-94
Middletown Sanitation	Lake	06-Sep-94
Mission Oaks Recreation & Park District	Sacramento	08-Sep-87
Mission Resource Conservation District	San Diego	22-Nov-94
Mokelumne Hill Sanitary District	Calaveras	17-Feb-87
Monterey Peninsula Airport District	Monterey	08-Jan-97
Monticello Public Cemetery District	Napa	05-Oct-21
Moorpark Mosquito Abatement	Ventura	10-Apr-87
Moreno Valley Community Services District	Riverside	23-Nov-93
Mountain House Community Services District	San Joaquin	10-Jan-18
Napa County Flood Control and Water Conservation District	Napa	14-Jul-15
Napa County Transportation and Planning Agency	Napa	15-Feb-12
Napa Sanitation District	Napa	11-Mar-98
Napa-Vallejo Waste Management Authority	Napa	03-Jun-13
Newhall Ranch Sanitation District of Los Angeles County	Los Angeles	01-Jul-20
Nipomo Community Service District	San Luis Obispo	14-Nov-18
North County Transit District	San Diego	21-Feb-19
North Highlands Recreation & Park District	Sacramento	12-Oct-88
North of River Sanitary District No. 1	Kern	05-Jun-18
North Tahoe Public Utility District	Placer	14-Dec-21
Novato Sanitary District	Marin	28-Aug-06
Noyo Harbor District	Mendocino	09-Nov-17
Occidental County Sanitation District	Sonoma	06-Dec-94
Oceano Community Services District	San Luis Obispo	09-Nov-16
Ojai Valley Sanitary District	Ventura	21-Nov-85
Orange County Fire Authority	Orange	26-Jan-96
Orange County Sanitation #1	Orange	09-Jul-86
Orange County Sanitation #11	Orange	09-Jul-86
Orange County Sanitation #13	Orange	09-Jul-86
Orange County Sanitation #14	Orange	09-Jul-86
Orange County Sanitation #2	Orange	09-Jul-86
Orange County Sanitation #3	Orange	09-Jul-86
Orange County Sanitation #5	Orange	09-Jul-86
Orange County Sanitation #6	Orange	09-Jul-86
Orange County Sanitation #7	Orange	09-Jul-86
Orangevale Recreation & Park District	Sacramento	10-Oct-91

AGENCY	COUNTY	REPORTED IN
Oro Loma Sanitary District	Alameda	06-Feb-07
Otay Water District	San Diego	01-Oct-16
Pajaro Regional Flood Management Agency	Santa Cruz	08-Mar-23
Palm Desert Water & Services District	Riverside	05-Mar-87
Palo Verde Healthcare District	Riverside	31-Aug-11
Palomar Pomerado Health	San Diego	17-Oct-05
Pilocene Ridge Community Services District	Sierra	21-Jun-17
Placentia Library District	Orange	24-Aug-23
Pleasant Hill Recreation & Park District	Contra Costa	24-Oct-19
Pliocene Ridge Community Services District	Sierra	21-Jun-17
Plumas Eureka Community Services District	Plumas	09-Aug-01
Point Dume Community Services District	Los Angeles	13-Dec-90
Port of San Diego Unified Port District	San Diego	28-Jul-98
Public Agency Risk Sharing Authority of California	Sacramento	01-Dec-05
Quincy Sanitary District	Plumas	10-Feb-86
Rancho Adobe Fire Protection District	Sonoma	16-Oct-19
Reclamation District 2115	San Joaquin	31-Oct-18
Reclamation District 556	Sacramento	19-Dec-23
Reclamation District 773	San Joaquin	31-Oct-18
Reclamation District No. 1608	San Joaquin	11-Jul-18
Reclamation District No. 2126	San Joaquin	11-Oct-18
Reclamation District No. 828	San Joaquin	19-Jul-18
Rio Linda Elverta Recreation and Park District	Sacramento	28-Apr-10
Riverside County Flood Control & Water Conservation	Riverside	08-Nov-94
Riverside County Regional Park & Open Space District	Riverside	12-Jan-21
Riverside-Corona Resource Conservation District	Riverside	11-May-98
Rodeo Sanitary District	Contra Costa	14-Feb-23
Rosamond Community Services District	Kern	10-May-23
Ross Valley Sanitary District	Marin	19-Aug-20
Russian River County Sanitation District	Sonoma	06-Dec-94
Russian River Flood Control & Water Conservation Improvem	Mendocino	10-Jan-11
Russian River Recreation and Park District	Sonoma	01-May-14
Sacramento Area Flood Control Agency (SAFCA)	Sacramento	15-Dec-16
Sacramento County Water Agency	Sacramento	23-May-00
Sacramento Housing & Redevelopment Agency	Sacramento	22-Jan-19
Sacramento Metropolitan Fire District	Sacramento	12-Jun-14
Saddle Creek Community Services District	Calaveras	16-Apr-19

AGENCY	COUNTY	Item #10.0 3/7/2024	REPORTED IN
samTrans - San Mateo County Transit District	San Mateo		06-Jun-18
San Benito County Water District	San Benito		29-Jan-86
San Bernardino County Special Districts & Services Areas	San Bernardino		26-Oct-93
San Bernardino Flood Control District	San Bernardino		01-Jul-93
San Joaquin County Flood Control and Water Conservation Di	San Joaquin		07-Oct-14
San Joaquin County Flood Control and Water Conservation Di	San Joaquin		07-Oct-14
San Joaquin County Flood Control Water Investigation Zone	San Joaquin		07-Oct-14
San Joaquin Regional Rail Commission	San Joaquin		08-May-09
San Joaquin Regional Transit District	San Joaquin		19-Feb-21
San Luis Obispo County Flood Control and Water Conservatio	San Luis Obispo		07-Nov-00
San Mateo Resource Conservation District	San Mateo		18-May-23
San Simeon Community Services District	San Luis Obispo		11-Apr-14
Santa Clara County Central Fire protection District	Santa Clara		19-Nov-19
Santa Clara County Library District Joint Powers Authority	Santa Clara		27-Oct-22
Santa Clarita Valley Sanitation District of Los Angeles County	Los Angeles		01-Jul-20
Santa Cruz County Regional Transportation Commission	Santa Cruz		06-Jun-19
Santa Cruz Metropolitan Transit District	Santa Cruz		28-Apr-23
Santa Cruz Port District	Santa Cruz		21-Sep-10
Sausalito-Marin City Sanitary District	Marin		01-Aug-16
Sewerage Agency of Southern Marin	Marin		17-Jan-19
Shasta Resource Conservation District	Shasta		28-Jul-93
Silverado Community Services District	Napa		05-Oct-21
Simi Valley County Sanitation District	Ventura		21-Oct-85
Siskiyou County Flood Control and Water Conservation Distric	Siskiyou		23-Jun-15
Siskiyou Power Authority	Siskiyou		23-Jun-15
Sky View County Water District	Tehama		10-Jul-09
Smith River Community Resources District	Del Norte		27-Apr-98
Solano County Water Agency	Solano		13-Apr-95
Soledad Community Health Care District	Monterey		26-May-22
Sonoma Clean Power Authority	Sonoma		04-May-23
Sonoma County Agricultural Preservation and Open Space Di	Sonoma		06-Jan-15
Sonoma County Library	Sonoma		01-Oct-18
Sonoma County Water Agency	Sonoma		29-Apr-86
Sonoma Valley County Sanitation District	Sonoma		06-Dec-94
Sonoma Valley Healthcare District	Sonoma		03-Nov-16
Sonoma-Marin Area Rail Transit	Sonoma		17-Jul-13
South Bay Cities Sanitation District of Los Angeles County	Los Angeles		01-Jul-20

AGENCY	COUNTY	Item #10.e 3/7/2024 REPORTED IN
South Park County Sanitation District	Sonoma	06-Dec-94
South San Luis Obispo County Sanitation District	San Luis Obispo	04-Sep-13
Southern Marin Fire District	Marin	24-Mar-10
Southgate Recreation & Park District	Sacramento	17-Jun-86
Southwest Transportation Agency	Fresno	24-May-94
Stege Sanitary District	Contra Costa	21-Apr-22
SunLine Transit Agency	Riverside	28-Jun-17
Sunrise Recreation & Park District	Sacramento	08-Sep-87
Susanville Sanitary District	Lassen	12-May-15
Sutter Butte Flood Control Agency	Sutter	14-Nov-12
Tahoe City Public Utility District	Placer	15-Feb-24
Tahoe Forest Hospital District	Nevada	28-Sep-17
Tamalpais Community Services District	Marin	13-Jul-22
Templeton Community Services District	San Luis Obispo	11-Dec-86
Three Valleys Municipal Water District	Los Angeles	19-May-10
Tranquility Irrigation District	Fresno	10-Nov-92
Tres Hermanos Conservation Authority	San Bernardino	08-Nov-23
Trinity County Resource Conservation District	Trinity	19-Sep-90
Triunfo Water & Sanitation District	Ventura	25-Apr-22
Truckee Donner Public Utility District	Nevada	01-Feb-88
Tuolumne City Sanitary District	Tuolumne	11-Jul-12
Twain Harte Community Services District	Tuolumne	11-Sep-06
Union Public Utility District	Calaveras	24-Aug-22
Upper Lake Lighting District	Lake	06-Sep-94
Vallejo Flood and Wastewater District	Solano	08-Sep-20
Valley Springs Public Utility District	Calaveras	23-Apr-87
Valley Springs Sanitary District	Calaveras	11-Nov-87
Ventura County Fire Protection District	Ventura	01-Jul-86
Ventura County Watershed Protection District	Ventura	01-Jul-86
Ventura County Waterworks District #8	Ventura	21-Oct-85
Ventura Port District	Ventura	27-Feb-13
Ventura River County Water District	Ventura	20-Dec-89
Ventura Waterworks District #1	Ventura	01-Jul-86
Ventura Waterworks District #16	Ventura	01-Jul-86
Ventura Waterworks District #17	Ventura	01-Jul-86
Ventura Waterworks District #19	Ventura	01-Jul-86
Victor Valley Wastewater Reclamation Authority	San Bernardino	13-Aug-09

AGENCY	COUNTY	Item #	REPORTED IN DATE
Waterloo Morada Fire District	San Joaquin	10	11-Nov-20
Weaverville/Douglas City Parks & Recreation District	Trinity		23-Sep-21
West County Wastewater District	Contra Costa		05-Feb-20
Willow County Water District	Mendocino		15-Jun-92
Windsor Water District	Sonoma		16-Sep-15
Wrightwood Community Services District	San Bernardino		26-Jun-18
Yolo County Flood Control & Water Conservation District	Yolo		03-Jul-01
Yolo County Housing Authority	Yolo		26-May-21
Yuba County Water Agency	Yuba		12-Mar-90
<b>Total Special Districts</b>	<b>422</b>		
<b>Total Participating Agencies</b>	<b>1594</b>		

**Resolution No. 2024-**

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

\* \* \*

**Adopting the California Uniform Public Construction Cost Accounting Act and Adopting  
Revision to the JPB Procurement Policy**

**Whereas**, California Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the Act or CUPCCAA), establishes a uniform cost accounting standard for construction work performed or contracted by local agencies in the performance of, or in the contracting for, construction projects; and

**Whereas**, the California Uniform Construction Cost Accounting Commission (the Commission) established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of, or in the contracting for, construction of public projects; and

**Whereas**, staff recommends, and the Finance Committee concurs, that the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) elect to become subject to the procedures set forth in the Act, and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each be amended from time to time; and

**Whereas**, by Ordinance 2024-1, also adopted on this 7<sup>th</sup> day of March 2024, the Board enacted a new informal bidding ordinance to facilitate compliance with the Act; and

**Whereas**, the Board now desires to revise the JPB Procurement Policy (Policy) to reflect the new bidding thresholds and procedures for public works contracts pursuant to the Act and related informal bidding ordinance, and to make other minor, administrative revisions, as provided in the proposed policy (Attachments A and B); and

**Whereas**, there is no budget impact associated with adopting the Act nor the revised JPB Procurement Policy.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby elects, under California Public Contract Code Section 22030, to become subject to the Uniform Public Construction Cost Accounting Act, and to the California Uniform Construction Cost Accounting Commission’s policies and procedures manual, as they each may be amended from time to time; and

**Be It Further Resolved** that the Board of Directors directs the Executive Director or designee to notify the State Controller’s Office of this election; and

**Be It Further Resolved** that the Board of Directors hereby directs staff to revise the JPB Procurement Policy to reflect the Board’s election to be subject to CUPCCAA, incorporate the requirements of the Act, and delegates authority to the Executive Director or designee to implement the Policy in accordance with applicable law and in furtherance of the Policy.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

## ATTACHMENT A: PROPOSED PROCUREMENT POLICY

### PROCUREMENT POLICY PENINSULA CORRIDOR JOINT POWERS BOARD

The Peninsula Corridor Joint Powers Board (“JPB”) is organized pursuant to the Government Code § 6500, *et seq.* and comprised of three member agencies, the City and County of San Francisco, the Santa Clara Valley Transportation Authority, and the San Mateo County Transit District (“District”). The District provides personnel, administrative, and operational support for the JPB and District staff generally provides all procurement support functions for both agencies in order to acquire such property, facilities, equipment, materials, supplies and services as may be deemed necessary to carry out their duties. The procedures governing procurements of the JPB derive from state law and federal law. By accepting state and federal funding, the JPB is also obligated to comply with certain regulations in its procurement of goods and services. More specifically, certain standards, regulations, and other requirements for grants to local governments issued by the United States Department of Transportation apply to the JPB in connection with contracts financed in whole or in part with federal funds. In the event of a conflict between the JPB’s Procurement Policy and state or federal law, such state or federal law shall supersede this Procurement Policy.

This Procurement Policy provides a broad overview of the standards and methods which will guide the JPB in obtaining goods and services. Wherever in this Procurement Policy the Executive Director is designated authority, such authority shall be understood to include the designee of the Executive Director.

#### **A. Fundamental Principles of Ethical Procurement**

The JPB’s Procurement Policy and procurement practices reflect its commitment to fundamental principles of ethical procurement, which are as follows:

1. Foster maximum open and free competition for JPB Contracts;
2. Promote the greatest economy and efficiency in JPB procurements;
3. Ensure adherence to proper standards of conduct by JPB board members, officers and employees;
4. Maintain procurement policies and procedures that guarantee compliance with applicable state and federal laws and regulations;
5. Establish and maintain an arm's length relationship with all Contractors;
6. Treat all prospective Contractors, Consultants, and vendors, including Disadvantaged Business Enterprises (“DBEs”) and small businesses, in a fair and equitable manner; and
7. Provide guidance for remedy and resolution of Contract claims or disputes.

Based on these fundamental principles of ethical procurement and the general standards of public sector procurement, the following set of procurement and contracting policies have been developed.

**B. Conflicts of Interest**

No director, officer, employee or agent of the JPB shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a JPB procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (§ 81000 *et seq.* of the California Government Code) and in §§ 1090, 1091, and 1091.5 of the California Government Code.

**C. Methods of Procurement**

1. All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable.
2. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the JPB.
3. Formal competitive bidding must be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure for such work exceeds \$200,000 (or the current threshold set forth in California Public Contract Code § 22032(c), whichever is greater). Alternative methods of procurement, such as a design build approach, may be utilized if authorized by state law and in full compliance with all applicable requirements.

Federally funded procurements will comply with all applicable federal requirements.

Informal competitive procedures, as set in the JPB's Informal Bidding Ordinance, may be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure is more than \$60,000 (or the threshold set forth in California Public Contract Code § 22032(a), whichever is greater) and not more than \$200,000 (or the threshold set forth in California Contract Code § 22032(b), whichever is greater). Award will be made to the lowest bidder (Public Contract Code § 22038). For construction, repair, maintenance, alteration, and similar work where the estimated expenditure is \$60,000 or less (or the threshold set forth in California Public Contract Code § 22032(a), whichever is greater), the JPB may use a negotiated contract or a purchase order.

4. Formal competitive bidding should be used when purchasing equipment, supplies, services, or materials over \$250,000, but a “best value” approach may be used in circumstances where it is determined to be in the best interest of the JPB. “Best value” means a process in which the overall combination of quality, price, and other elements such as reliability, standardization, vendor qualifications, warranty, life cycle costs, and sustainability issues are considered together to determine which proposal provides the greatest overall benefit to the JPB. On a case-by-case basis, and in particular when a procurement involves a combination of goods and services, the JPB Procurement Office, in consultation with the Project Manager or the department issuing the solicitation, shall make the determination of whether a “best value” approach is in the best interest of the JPB. In such circumstances, the determination will be documented in writing and a formal competitive proposal process will be utilized.
5. An informal procurement method may be utilized for the purchase of materials, equipment or supplies when the estimated expenditure is between \$10,000 and \$250,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared. The JPB will undertake adequate outreach to ensure open and free competition, and that small businesses, including DBEs are afforded opportunities to submit quotations. To the extent practicable, the JPB will strive to obtain at least one of the minimum of three quotations from a small business. The JPB will utilize interested vendors based upon a review of trade sources, lists of certified DBEs and small businesses that have registered with the State, and vendors that have registered with the JPB to receive notice of contract opportunities. When appropriate to ensure satisfaction of the Fundamental Principles set forth in Section A of this Policy, such solicitations shall be advertised by the JPB. The JPB’s informal bidding procedures using a lowest responsible bidder standard for bid comparison will serve as the typical standard on which to base the purchase of materials, equipment, or supplies, unless it is determined in writing that it is in the JPB’s best interest to apply a “best value” approach, in which event, qualitative factors such as those set forth in paragraph C.4. above, in addition to price may be considered in making an award.
6. Formal competitive proposals, which consider and evaluate factors in addition to price, will be used to retain professional and non-professional services when the estimated expenditure exceeds \$250,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.
7. The use of appropriate intergovernmental and cooperative agreements is encouraged in order to reduce duplicative effort and to achieve cost economies.
8. The JPB may purchase items on the open market under the following conditions: (a)(i) if the JPB rejects bids received in connection with a procurement of materials, supplies and equipment requiring formal competitive bidding, and (ii) the Board of

Directors determines and declares by a two-thirds vote of all its members that in its opinion the supplies, equipment and materials may be purchased at a lower price in the open market; or (b) if the Board of Directors, or the Executive Director, within the Executive Director's procurement authority, has exercised discretion to waive the competitive process when permissible under applicable law and consistent with the fundamental principles of procurement set forth in this Policy, or (c) if no bids or proposals are received in response to a formal solicitation and market research indicates another procurement for the supplies, equipment, services and materials will not render a different outcome. See Public Utilities Code § 103223 and Section K "Discretion to Waive the Competitive Process" set forth below.

**D. Procurement Documentation and Consideration of Bids and Proposals**

1. Formal competitive bidding requires preparation of bid documents that clearly set forth all requirements which must be fulfilled in order for the bid to be responsive, advertisement in accordance with the law, and, once bids are received, an award, if made, to the lowest responsive and responsible bidder.
2. Formal competitive proposals, including the "best value" approach, require issuance of Requests for Proposals, which clearly set forth all the requirements, and state the qualitative factors, in addition to price, which will be used to evaluate and rank the Proposals. An award, if made, will be to the proposer receiving the highest consensus ranking, subject to successful negotiations with the JPB.
3. Any and all bids or proposals may be rejected by the JPB if it is in the JPB's best interest to do so.
4. The JPB may only contract with persons, firms or entities that are qualified and possess the ability to perform successfully under the terms and conditions of the proposed procurement.

**E. Execution of Contract Documents**

1. All JPB contracts and amendments will be in writing and executed prior to beginning performance under the contract.
2. The Executive Director may execute all contracts on behalf of the JPB that are duly approved within the Executive Director's authority. The Chairperson of the Board of Directors will sign contracts and leases that require approval by the Board, unless otherwise delegated to the Executive Director.

**F. DBE Program**

The JPB is committed to a DBE Program for DBE participation in JPB contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective June 22, 2001, as may be amended. It is the policy of the JPB to ensure nondiscrimination on the basis of race, color, sex or

national origin in the award and administration of U.S. Department of Transportation assisted and JPB contracts. It is the intention of the JPB to create a level playing field on which DBEs can compete fairly for contracts and subcontracts to provide the JPB's public works, supplies, equipment, materials and services.

**G. Protest Procedures**

Bidders may protest contracts that are let through informal bidding, formal competitive bidding or competitive negotiations. The Executive Director or designee is authorized to review and rule upon protests concerning contracts awarded within the Executive Director's procurement authority.

Protests for contracts not within the Executive Director's procurement authority will first be reviewed and ruled upon by the Executive Director, or designee. Appeals of such determinations will be reviewed and acted upon by the Board of Directors upon recommendation by the Executive Director and the General Counsel. All protests will be processed in accordance with the written procedures set forth in the Procurement Manual.

**H. Executive Director's Procurement Authority**

1. The Executive Director is authorized to purchase services, supplies, equipment, and materials and to arrange for work in a manner consistent with this Procurement Policy and written procedures as may be developed from time to time. The Executive Director is authorized to execute agreements and expend funds for procurements and activities included within the JPB's approved annual budget as follows: (1) \$250,000 or less for equipment, supplies, materials, or services and (2) not more than \$200,000 (or the current threshold set forth in California Public Contract Code § 22032(b), whichever is greater), for construction, repair, maintenance, alteration and similar work.
2. The Executive Director is authorized to modify and otherwise administer all contracts on behalf of the JPB. For all contracts, the Executive Director is authorized to issue contract change orders or amendments within any Board approved contingency. If the Board does not establish a contingency, the Executive Director is authorized to issue contract change orders or amendments \$250,000 or less, or up to 10% of the Board approved amount (cumulative), whichever is greater. Calculation of the change order/amendment contingency authority (whether 10% or other percentage established by the Board) shall be based on the sum of those amounts specifically approved by the Board as follows: (1) the original contract amount, plus (2) any Board-exercised or approved options, plus (3) any Board-approved amendments.
3. The Executive Director is authorized to designate staff to oversee and monitor procurements and may delegate this contracting authority, which must be in writing, documented by the Director of Contracts and Procurement, and must specify defined monetary limits.

4. Only the Board may award (a) contracts for materials, supplies and equipment or services over \$250,000, and (b) contracts for construction, repair, maintenance, alteration and similar work over \$200,000 (or the current threshold set forth in California Public Contract Code § 22032(c), whichever is greater). When the Board awards such contracts, it also delegates to the Executive Director the authority to execute the resulting agreement.

**I. Emergency Contracts**

For procurements requiring competitive bidding and/or Board approval, in case of any sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, the Board hereby designates the Executive Director to take all necessary and proper measures in emergency conditions to maintain the JPB's systems in operation. The Board also grants the Executive Director the authority to determine that there is insufficient time for competitive bidding and that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. If the Executive Director makes such a determination, the Executive Director may expend or enter into a contract involving the expenditure of any sum needed in such emergency without observance of the provisions requiring contracts, bids or notice. The Executive Director shall promptly report on the reasons and necessity for proceeding without a competitive solicitation for construction, repair, maintenance, alteration and similar work which exceeds \$200,000 (or the threshold set forth in California Public Contract Code § 22032(c), whichever is greater), and for materials, supplies, equipment, and services which exceed \$250,000 to the Board of Directors at the next available meeting, provided that the Executive Director reports to the Board no later than 14 days after taking such emergency action. Upon hearing the Executive Director's report, the Board shall determine, by a four-fifths vote, whether or not there is a need to continue the emergency action. The Board shall continue to evaluate the emergency action, determining whether or not the emergency procurement is still required, at every regularly scheduled meeting thereafter until the action is terminated. See Public Contract Code §§ 20331, 22035, and 22050.

**J. Cooperative Purchasing Agreements**

To foster greater economy and efficiency, the JPB may avail itself of state and local intergovernmental agreements for procurement or use of common goods and services. Joint procurements, state cooperative purchasing programs, and assignment of existing contract rights ("piggyback" procurements) with other public agencies may be used when consistent with applicable state and federal statutory or grant requirements.

**K. Discretion to Waive the Competitive Process**

The Board of Directors or the Executive Director in the case of procurements within the Executive Director's procurement authority may waive the requirements for formal competitive bidding or other procedures set forth in this Policy when (1) permissible under applicable law, (2) a determination is made that the best interests of the JPB are served thereby, and provided there is adequate documentation of the need for such material, supplies, equipment, public works or

services; and (3) a determination is made that following competitive procedures would be unavailing and not in furtherance of the purposes of the competitive bidding statutes and the JPB's Procurement Policy. These circumstances shall be evaluated on a case-by-case basis, in consultation with the legal staff, keeping in mind the Fundamental Principles of Ethical Procurement set forth in this Policy. The findings justifying the waiver must be documented in the record.

Regardless of the estimated cost of the procurement, the JPB is not required to engage in the competitive bidding process when procuring materials, equipment, supplies or services for which there exists only a sole source of supply. If more than one distributor of a product or service is available, the product or service is not exempt from competitive bidding as a sole source, but may be exempt from competitive bidding as a single source with appropriate justification. A sole source decision is not permitted merely upon the grounds that the source demonstrates technical or administrative superiority, is the most convenient, or shows superior performance potential at lower costs. In all cases, staff must verify that the particular procurement meets the definition of a single or sole source, and a cost or price analysis must be performed to determine the fairness and reasonableness of the price. The single or sole source findings will be reviewed by the Director of Contracts in consultation with legal staff, as needed. A written determination of the findings will be provided to the requestor for inclusion in the contract record.

**L. Contract Administration**

The JPB shall administer all contracts to ensure that contractors conform with the terms, conditions, and specifications of all contracts and to ensure all purchases are received in a timely manner. Contract administration files shall contain documentation concerning the solicitation, contract costs, modifications and final disposition. All significant formal and informal communications on all contracts must be committed to written memoranda and promptly included in the contract file.

**M. Disposal of Surplus Property**

1. The Director of Contracts and Procurement shall approve the manner of disposition of surplus supplies, equipment, and materials. The Board of Directors shall approve the disposition of any item having a fair market value greater than \$250,000. In all cases, disposition or sale of rolling stock shall require approval of the Board. In the event the surplus item to be disposed of was purchased with federal funds, the JPB will comply with federal disposition requirements.
2. The method of sale or disposition of any surplus or scrap items shall depend upon the nature of the items. Such methods shall include: (1) transfer or sale to other public agencies, (2) trade-in as part of a new procurement, (3) sale by auction, advertisement for sealed bids, or negotiation, or (4) where appropriate, proper recycling, donation to a non-profit agency, or disposal.

**N. Revenue Generating Contracts/Concessions**

To the extent they are not otherwise governed by JPB policies, concession agreements are contracts where the JPB grants permission to use JPB facilities or property to vendors to sell products or services, for which the JPB receives a percentage of the proceeds and/or a flat rate of compensation. Generally, these arrangements are at no direct cost to the JPB.

Where it is determined that a number of potential vendors are available to provide similar products or services, a competitive negotiations procedure should be followed, and award made to the highest ranked proposer, taking into consideration the economic return to the JPB, quality of the product, service and experience of the vendor.

The Board of Directors shall approve revenue generating/concessions contracts that exceed \$250,000 in value.

**O. Implementation**

This Policy sets forth the standards and methods to be followed by the JPB in obtaining public works, supplies, materials, equipment and services. Since 2004, the JPB has had in place a Board-adopted Procurement Manual that sets forth implementing guidelines and procedures consistent with applicable law, best procurement practices, and the Procurement Policy. The Executive Director shall have the authority to maintain and update as necessary the Procurement Manual to give effect to this Policy and may make subsequent revisions if necessary to implement changes in applicable laws and regulations and best procurement practices such as FTA Best Practices Procurement Manual, Caltrans Local Assistance Procedures Manual, American Public Transit Association guidelines and standards, or other well accepted external references. Changes that represent a deviation from this Policy must be approved by the Board of Directors. All JPB staff with responsibility for procurement activities shall be trained in, and adhere to, this Policy and the Procurement Manual.

Revised: Resolution No. 2024-XX	March 7, 2024
Revised: Resolution No. 2023-37	June 1, 2023
Revised: Resolution No. 2019-12	April 4, 2019
Revised: Resolution No. 2017-11	March 2, 2017
Revised: Resolution No. 2010-11	February 4, 2010
Adopted: Resolution No. 2004-17	June 3, 2004

## ATTACHMENT B: REDLINED PROPOSED PROCUREMENT POLICY

### PROCUREMENT POLICY PENINSULA CORRIDOR JOINT POWERS BOARD

The Peninsula Corridor Joint Powers Board (“JPB”) is organized pursuant to the Government Code ~~Section~~ § 6500, *et seq.* and comprised of three member agencies, the City and County of San Francisco, the Santa Clara Valley Transportation Authority, and the San Mateo County Transit District (“District”). The District provides personnel, administrative, and operational support for the JPB and District staff generally provides all procurement support functions for both agencies in order to acquire such property, facilities, equipment, materials, supplies and services as may be deemed necessary to carry out their duties. The procedures governing procurements of the JPB derive from state law and federal law. By accepting state and federal funding, the JPB is also obligated to comply with certain regulations in its procurement of goods and services. More specifically, certain standards, regulations, and other requirements for grants to local governments issued by the United States Department of Transportation apply to the JPB in connection with contracts financed in whole or in part with federal funds. In the event of a conflict between the JPB’s Procurement Policy and state or federal law, such state or federal law shall supersede this Procurement Policy.

This Procurement Policy provides a broad overview of the standards and methods which will guide the JPB in obtaining goods and services. Wherever in this Procurement Policy the Executive Director is designated authority, such authority shall be understood to include the designee of the Executive Director.

#### A. Fundamental Principles of Ethical Procurement

The JPB’s Procurement Policy and procurement practices reflect its commitment to fundamental principles of ethical procurement, which are as follows:

1. Foster maximum open and free competition for JPB Contracts;
2. Promote the greatest economy and efficiency in JPB procurements;
3. Ensure adherence to proper standards of conduct by JPB board members, officers and employees;
4. Maintain procurement policies and procedures that guarantee compliance with applicable state and federal laws and regulations;
5. Establish and maintain an arm's length relationship with all Contractors;
6. Treat all prospective Contractors, Consultants, and vendors, including Disadvantaged Business Enterprises (“DBEs”) and small businesses, in a fair ~~an equal~~ and equitable manner; and
7. Provide guidance for remedy and resolution of Contract claims or disputes.

Based on these fundamental principles of ethical procurement and the general standards of public sector procurement, the following set of procurement and contracting policies have been developed.

**B. Conflicts of Interest**

No director, officer, employee or agent of the JPB shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a JPB procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (~~Section §~~ 81000 *et seq.* of the California Government Code) and in ~~Sections §§~~ 1090, 1091, and 1091.5 of the California Government Code.

**C. Methods of Procurement**

1. All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable.
2. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the JPB.
3. Formal competitive bidding must be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure for such work exceeds ~~\$10,000~~ \$200,000 (or the threshold set forth in California Public Contract Code § 22032(c), whichever is greater). ~~(or the current threshold set forth in California Public Contract Code Section 20331).~~ Alternative methods of procurement, such as a design build approach, may be utilized if authorized by state law and in full compliance with all applicable requirements.

Federally funded procurements will comply with all applicable federal requirements.

Informal competitive procedures, as set in the JPB's Informal Bidding Ordinance, may be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure is more than \$60,000 (or the threshold set forth in California Public Contract Code § 22032(a), whichever is greater) and not more than \$200,000 (or the threshold set forth in California Contract Code § 22032(b), whichever is greater). Award will be made to the lowest bidder (Public Contract Code § 22038). For construction, repair, maintenance, alteration, and similar work where the estimated expenditure is \$60,000 or less (or the threshold set forth in California Public Contract Code § 22032(a), whichever is greater) ~~or less,~~ the JPB may use a negotiated contract or a purchase order.

4. Formal competitive bidding should be used when purchasing equipment, supplies, services, or materials over \$250,000, but a “best value” approach may be used in circumstances where it is determined to be in the best interest of the JPB. “Best value” means a process in which the overall combination of quality, price, and other elements such as reliability, standardization, vendor qualifications, warranty, life cycle costs, and sustainability issues are considered together to determine which proposal provides the greatest overall benefit to the JPB. On a case by case basis, and in particular when a procurement involves a combination of goods and services, the JPB Procurement Office, in consultation with the Project Manager or the department issuing the solicitation, shall make the determination of whether a “best value” approach is in the best interest of the JPB. In such circumstances, the determination will be documented in writing and a formal competitive proposal process will be utilized.
5. An informal procurement method may be utilized for the purchase of materials, equipment or supplies when the estimated expenditure is between \$10,000 and \$250,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared. The JPB will undertake adequate outreach to ensure open and free competition, and that small businesses, including **Disadvantaged Business Enterprises DBEs** are afforded opportunities to submit quotations. To the extent practicable, the JPB will strive to obtain at least one of the minimum of three quotations from a small business. The JPB will utilize interested vendors based upon a review of trade sources, lists of certified DBEs and small businesses that have registered with the State, and vendors that have registered with the JPB to receive notice of contract opportunities. When appropriate to ensure satisfaction of the Fundamental Principles set forth in Section A of this Policy, such solicitations shall be advertised by the JPB. The JPB’s informal bidding procedures using a lowest responsible bidder standard for bid comparison will serve as the typical standard on which to base the purchase of materials, equipment, or supplies, unless it is determined in writing that it is in the JPB’s best interest to apply a “best value” approach, in which event, qualitative factors such as those set forth in paragraph C.4. above, in addition to price may be considered in making an award.
6. Formal competitive proposals, which consider and evaluate factors in addition to price, will be used to retain professional and non-professional services when the estimated expenditure exceeds \$250,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.
7. The use of appropriate intergovernmental and cooperative agreements is encouraged in order to reduce duplicative effort and to achieve cost economies.
8. The JPB may purchase items on the open market under the following conditions: (a)(i) if the JPB rejects bids received in connection with a procurement of materials, supplies and equipment requiring formal competitive bidding, and (ii) the Board of

Directors determines and declares by a two-thirds vote of all its members that in its opinion the supplies, equipment and materials may be purchased at a lower price in the open market; or (b) if the Board of Directors, or the Executive Director, within the Executive Director's procurement authority, has exercised discretion to waive the competitive process when permissible under applicable law and consistent with the fundamental principles of procurement set forth in this Policy, or (c) if no bids or proposals are received in response to a formal solicitation and market research indicates another procurement for the supplies, equipment, services and materials will not render a different outcome. See Public Utilities Code § 103223 and Section K "Discretion to Waive the Competitive Process" set forth below.

**D. Procurement Documentation and Consideration of Bids and Proposals**

1. Formal competitive bidding requires preparation of bid documents that clearly set forth all requirements which must be fulfilled in order for the bid to be responsive, advertisement in accordance with the law, and, once bids are received, an award, if made, to the lowest responsive and responsible bidder.
2. Formal competitive proposals, including the "best value" approach, require issuance of Requests for Proposals, which clearly set forth all the requirements, and state the qualitative factors, in addition to price, which will be used to evaluate and rank the Proposals. An award, if made, will be to the proposer receiving the highest consensus ranking, subject to successful negotiations with the JPB.
3. Any and all bids or proposals may be rejected by the JPB if it is in the JPB's best interest to do so.
4. The JPB may only contract with persons, firms or entities that are qualified and possess the ability to perform successfully under the terms and conditions of the proposed procurement.

**E. Execution of Contract Documents**

1. All JPB contracts and amendments will be in writing and executed prior to beginning performance under the contract.
2. The Executive Director may execute all contracts on behalf of the JPB that are duly approved within the Executive Director's authority. The Chairperson of the Board of Directors will sign contracts and leases that require approval by the Board, unless otherwise delegated to the Executive Director.

**F. Disadvantaged Business Enterprise DBE Program**

The JPB is committed to a ~~Disadvantaged Business Enterprise~~ ("DBE") Program for DBE participation in JPB contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective June 22, 2001, as may be amended. It is the policy of the JPB to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration

of U.S. Department of Transportation assisted and JPB contracts. It is the intention of the JPB to create a level playing field on which DBEs can compete fairly for contracts and subcontracts to provide the JPB's public works, supplies, equipment, materials and services.

#### **G. Protest Procedures**

Bidders may protest contracts that are let through informal bidding, formal competitive bidding or competitive negotiations. The Executive Director or designee is authorized to review and rule upon protests concerning contracts awarded within the Executive Director's procurement authority.

Protests for contracts not within the Executive Director's procurement authority will first be reviewed and ruled upon by the Executive Director, or designee. Appeals of such determinations will be reviewed and acted upon by the Board of Directors upon recommendation by the Executive Director and the General Counsel. All protests will be processed in accordance with the written procedures set forth in the Procurement Manual.

#### **H. Executive Director's Procurement Authority**

1. The Executive Director is authorized to purchase services, supplies, equipment, and materials and to arrange for work in a manner consistent with this Procurement Policy and written procedures as may be developed from time to time. The Executive Director is authorized to execute agreements and expend funds for procurements and activities included within the JPB's approved annual budget as follows: (1) \$250,000 or less for equipment, supplies, materials, or services and (2) not more than \$200,000 (or the current threshold set forth in California Public Contract Code § 22032(b), whichever is greater), for construction, repair, maintenance, alteration and similar work~~\$250,000 or less for public works.~~
2. The Executive Director is authorized to modify and otherwise administer all contracts on behalf of the JPB. For all contracts, the Executive Director is authorized to issue contract change orders or amendments within any Board approved contingency. If the Board does not establish a contingency, the Executive Director is authorized to issue contract change orders or amendments \$250,000 or less, or up to 10% of the Board approved amount (cumulative), whichever is greater. Calculation of the change order/amendment contingency authority (whether 10% or other percentage established by the Board) shall be based on the sum of those amounts specifically approved by the Board as follows: (1) the original contract amount, plus (2) any Board-exercised or approved options, plus (3) any Board-approved amendments.
3. The Executive Director is authorized to designate staff to oversee and monitor procurements and may delegate this contracting authority, which must be in writing, documented by the Director of Contracts and Procurement, and must specify defined monetary limits.
4. Only the Board may award (a) contracts for materials, supplies and equipment or services over \$250,000, and (b) contracts for construction, repair, maintenance,

alteration and similar work over \$200,000 (or the current threshold set forth in California Public Contract Code § 22032(c), whichever is greater). When the Board awards such contracts, it also delegates to the Executive Director the authority to execute the resulting agreement. ~~For award of contracts for materials, supplies and equipment or services over \$250,000, Board approval is required. For award of public works contracts over \$250,000, Board approval is required. The Board delegates to the Executive Director the signature authority for all such contracts for the purchase/lease of equipment, supplies, materials, and the procurement of services and public works.~~

#### **I. Emergency Contracts**

For procurements requiring competitive bidding and/or Board approval, in case of any sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, the Board hereby designates the Executive Director to take all necessary and proper measures in emergency conditions to maintain the JPB's systems in operation. The Board also grants the Executive Director the authority to determine that there is insufficient time for competitive bidding and that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. If the Executive Director makes such a determination, the Executive Director may expend or enter into a contract involving the expenditure of any sum needed in such emergency without observance of the provisions requiring contracts, bids or notice. The Executive Director shall promptly report on the reasons and necessity for proceeding without a competitive solicitation for construction, repair, maintenance, alteration and similar work which exceeds \$200,000 (or the threshold set forth in California Public Contract Code § 22032(c), whichever is greater), and for materials, supplies, equipment, and services which exceed \$250,000 ~~for bids~~ to the Board of Directors at the next available meeting, provided that the Executive Director reports to the Board no later than 14 days after taking such emergency action. Upon hearing the Executive Director's report, the Board shall determine, by a four-fifths vote, whether or not there is a need to continue the emergency action. The Board shall continue to evaluate the emergency action, determining whether or not the emergency procurement is still required, at every regularly scheduled meeting thereafter until the action is terminated. See Public Contract Code §§ 20331, 22035, and 22050.

#### **J. Cooperative Purchasing Agreements**

To foster greater economy and efficiency, the JPB may avail itself of state and local intergovernmental agreements for procurement or use of common goods and services. Joint procurements, state cooperative purchasing programs, and assignment of existing contract rights ("piggyback" procurements) with other public agencies may be used when consistent with applicable state and federal statutory or grant requirements.

**K. Discretion to Waive the Competitive Process**

The Board of Directors or the Executive Director in the case of procurements within the Executive Director's procurement authority may waive the requirements for formal competitive bidding or other procedures set forth in this Policy when (1) permissible under applicable law, (2) a determination is made that the best interests of the JPB are served thereby, and provided there is adequate documentation of the need for such material, supplies, equipment, public works or services; and (3) a determination is made that following competitive procedures would be unavailing and not in furtherance of the purposes of the competitive bidding statutes and the JPB's Procurement Policy. These circumstances shall be evaluated on a case-by-case basis, in consultation with the legal staff, keeping in mind the Fundamental Principles of Ethical Procurement set forth in this Policy. The findings justifying the waiver must be documented in the record.

Regardless of the estimated cost of the procurement, the JPB is not required to engage in the competitive bidding process when procuring materials, equipment, supplies or services for which there exists only a sole source of supply. If more than one distributor of a product or service is available, the product or service is not exempt from competitive bidding as a sole source, but may be exempt from competitive bidding as a single source with appropriate justification. A sole source decision is not permitted merely upon the grounds that the source demonstrates technical or administrative superiority, is the most convenient, or shows superior performance potential at lower costs. In all cases, staff must verify that the particular procurement meets the definition of a single or sole source, and a cost or price analysis must be performed to determine the fairness and reasonableness of the price. The single or sole source findings will be reviewed by the Director of Contracts in consultation with legal staff, as needed. A written determination of the findings will be provided to the requestor for inclusion in the contract record.

**L. Contract Administration**

The JPB shall administer all contracts to ensure that contractors conform with the terms, conditions, and specifications of all contracts and to ensure all purchases are received in a timely manner. Contract administration files shall contain documentation concerning the solicitation, contract costs, modifications and final disposition. All significant formal and informal communications on all contracts must be committed to written memoranda and promptly included in the contract file.

**M. Disposal of Surplus Property**

1. The Director of Contracts and Procurement shall approve the manner of disposition of surplus supplies, equipment, and materials. The Board of Directors shall approve the disposition of any item having a fair market value greater than \$250,000. In all cases, disposition or sale of rolling stock shall require approval of the Board. In the event the surplus item to be disposed of was purchased with federal funds, the JPB will comply with federal disposition requirements.

- 2. The method of sale or disposition of any surplus or scrap items shall depend upon the nature of the items. Such methods shall include: (1) transfer or sale to other public agencies, (2) trade-in as part of a new procurement, (3) sale by auction, advertisement for sealed bids, or negotiation, or (4) where appropriate, proper recycling, donation to a non-profit agency, or disposal.

**N. Revenue Generating Contracts/Concessions**

To the extent they are not otherwise governed by JPB policies, concession agreements are contracts where the JPB grants permission to use JPB facilities or property to vendors to sell products or services, for which the JPB receives a percentage of the proceeds and/or a flat rate of compensation. Generally, these arrangements are at no direct cost to the JPB.

Where it is determined that a number of potential vendors are available to provide similar products or services, a competitive negotiations procedure should be followed, and award made to the highest ranked proposer, taking into consideration the economic return to the JPB, quality of the product, service and experience of the vendor.

The Board of Directors shall approve revenue generating/concessions contracts that exceed \$250,000 in value.

**O. Implementation**

This Policy sets forth the standards and methods to be followed by the JPB in obtaining [public works, supplies](#), materials, equipment and services. Since 2004, the JPB has had in place a Board-adopted Procurement Manual that sets forth implementing guidelines and procedures consistent with applicable law, best procurement practices, and the Procurement Policy. The Executive Director shall have the authority to maintain and update as necessary the Procurement Manual to give effect to this Policy and may make subsequent revisions if necessary to implement changes in applicable laws and regulations and best procurement practices such as FTA Best Practices Procurement Manual, Caltrans Local Assistance Procedures Manual, American Public Transit Association guidelines and standards, or other well accepted external references. Changes that represent a deviation from this Policy must be approved by the Board of Directors. All JPB staff with responsibility for procurement activities shall be trained in, and adhere to, this Policy and the Procurement Manual.

<a href="#">Revised: Resolution No. 2024-XX</a>	<a href="#">March 7, 2024</a>
Revised: Resolution No. 2023-37	June 1, 2023
Revised: Resolution No. 2019-12	April 4, 2019
Revised: Resolution No. 2017-11	March 2, 2017
Revised: Resolution No. 2010-11	February 4, 2010
Adopted: Resolution No. 2004-17	June 3, 2004

**Ordinance No. 2024-1**

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

\* \* \*

**Relating to the California Uniform Public Construction Cost Accounting Act to  
Provide Informal Bidding Procedures for Public Projects**

**Whereas**, California Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (the Act), establishes a uniform cost accounting standard for construction contracted by local agencies; and

**Whereas**, the California Uniform Construction Cost Accounting Commission (the Commission), established under the Act, has developed uniform public construction cost accounting procedures for implementation by local public agencies in the contracting for construction of public projects; and

**Whereas**, the Board of Directors of the Peninsula Corridor Joint Powers Board, via Resolution 2024-XX, also adopted on this 7<sup>th</sup> day of March 2024, has elected to become subject to the procedures set forth in the Act, and to the Commission's policies and procedures manual, as they each may be amended from time to time; and

**Now, Therefore**, the Board of Directors of the Peninsula Corridor Joint Powers Board hereby ordains as follows:

**Section 1. Bidding Procedures for Public Projects**

The Peninsula Corridor Joint Powers Board (JPB) adopts the procedures set forth herein for the bidding and award of Public Projects.

**(a) Informal Bid Procedures**

Public Projects, as defined by the Uniform Public Construction Cost Accounting Act (Section 22000 et seq. of the Public Contract Code) (the Act or CUPCCAA) and in accordance with the limits listed in the Public Contract Code Section 22032, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

**(b) Notice to Contractors Inviting Informal Bids**

The JPB will comply with the requirements of the Public Contract Code Section 22034. Where a Public Project is to be performed, which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed, emailed, or faxed to all construction trade journals as specified by the Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the JPB's discretion, provided however, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids.

**(c) Award of Contracts**

The Executive Director or designee is authorized to award informal contracts pursuant to this Ordinance.

If all bids received are in excess of the informal bidding limits listed in Section 22032 of the Public Contract Code, the Board of Directors may, by adoption of a resolution by a four-fifths vote, award the contract up to the amount listed in Section 22034(d) of the Public Contract Code, to the lowest responsible bidder, if it determines the JPB's cost estimate was reasonable.

**Section 2. Severability**

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, the holding shall not affect the validity or enforceability of the remaining provisions, and the Board of Directors declares that it would have adopted each provision of this ordinance irrespective of the validity of any other provision.

**Section 3. Effective Date**

This ordinance becomes effective on March 8, 2024.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary  
(00504520-3)

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Kate Jordan Steiner, Chief Financial Officer  
Subject: **Award of Contract for Construction Manager General Contractor Services for the  
Broadway Grade Separation Project**

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

**Purpose and Recommended Action**

The Broadway Grade Separation Project (Project) will improve safety at the Broadway at-grade crossing in Burlingame by replacing it with a grade-separated crossing. This at-grade crossing is currently ranked first on the California Public Utilities Commission’s Grade Separation Priority List for grade separation in the State. The Peninsula Corridor Joint Powers Board (JPB) requires a qualified firm to provide Construction Manager General Contractor (CMGC) Pre-Construction Services (Services) for the final design.

Staff recommends that the Board of Directors (Board) of the JPB:

1. Award a contract to Flatiron-Herzog Joint Venture, a Joint Venture of Concord, California (FHJV), to provide Services for the Project for an amount of \$2,500,000.
2. Authorize the Executive Director or designee to execute a contract with FHJV in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

**Discussion**

The CMGC will work closely with JPB staff and consultants to perform pre-construction services to assist in the development of the final design and prepare for the construction work. These efforts will include working with the final designer, Mark Thomas and Company, Inc. (Designer), in reviewing the design and construction documents to promote constructability and efficiency, and participating in design decisions by providing expertise, estimates, plans, and recommendations regarding construction materials, means and methods, systems, phasing, and costs within the budget and schedule for the Project.

More specifically, during the Pre-Construction Services Phase, the CMGC will work closely with the JPB and Designer to:

- Provide input on long-lead material procurement times, pricing, procurement strategies and alternatives for materials and equipment;

- Identify the recommended division of construction work into bid packages and order of bidding, and develop a detailed preliminary construction schedule;
- Perform periodic reviews of evolving designs, and make suggestions with regard to means and methods of construction; provide constructability recommendations and guidance, and assist the JPB with schedule and cost control;
- Identify phased construction opportunities and constraints;
- Employ detailed constructability reviews and workshops including trade sequencing optimization, identification of early work packages and long lead items, and recognition of and development of prefabrication/pre-assembly economies;
- Monitor market conditions for the Project with subcontractors and material suppliers to assess workloads, bonding capacity availability, and labor availability, and develop interest in the Project and in bidding on the work; and
- Identify areas of space for storage, parking, and temporary facilities throughout construction phasing to maximize efficiency and minimize impacts to the traveling public.

On March 2, 2023, pursuant to Resolution 2023-16, the JPB adopted CMGC Findings and authorized the use of CMGC project delivery method pursuant to Public Utilities Code Section 103395 for the Broadway Grade Separation Project.

On August 16, 2023, the JPB issued Request for Proposals (RFP) No. 23-J-C-040 for the Services, which was advertised on the JPB's procurement website. Staff held a pre-proposal video conference and nine potential Proposers attended.

The JPB received three proposals as follows:

1. Clark / Shimmick Joint Venture, San Francisco, CA
2. Flatiron-Herzog Joint Venture (FHJV), Concord, CA
3. Kiewit Infrastructure West Co., Fairfield, CA

A Selection Committee composed of qualified staff from the JPB's Capital Program Delivery and Engineering Departments, the San Mateo County Transportation Authority (TA), and the City of Burlingame, reviewed and scored the Proposals in accordance with the following weighted criteria:

<b>Evaluation Criteria</b>	<b>Max Points</b>
Team Organization and Management Plan	5 Points
Company Qualifications, Experience, and References	20 Points
Qualifications and Experience of Key Personnel	20 Points
Understanding the Required Scope of Services	30 Points
Plans	10 Points
Cost Proposal and/or Labor Rates	15 Points
<b>Total</b>	<b>100 Points</b>

After the initial scoring of the proposals, the Committee determined FHJV to be the highest-ranked firm with the most qualified proposal and approach for the Services. FHJV possesses the requisite experience and qualifications as defined in the RFP. FHJV and its key subcontractors have experience with the CMGC delivery process and have worked on similar projects, including: 1) I-5 North Coast Corridor CMGC, San Diego, CA; 2) Mid-Coast Transit Corridor CMGC Project, San Diego, CA; and 3) Brightline Phase 2 Expansion - Zone 4, Orlando, FL.

Staff successfully negotiated the Pre-Construction Phase prices with FHJV, conducted a price analysis for the base contract and optional services, and determined the prices to be fair, reasonable, and consistent with those paid by other public agencies in the Bay Area for similar services. Staff will provide Project updates to the Board at future meetings and will seek Board approval for the award of the Construction Phase.

**Budget Impact**

The Broadway Burlingame Grade Separation Project was originally approved by the Board in Fiscal Year 2018. Amendments since then increased the Project's budget to \$27,913,000, funded by the TA for \$23,413,000 and the City of Burlingame for \$2,000,000. The proposed contract can be funded within the approved Project budget.

Prepared By:	Ehab Azab	Procurement Administrator III	650.508.7732
	Mike Boomsma	Project Manager	808.208.2355

**Resolution No. 2024 –**

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

\* \* \*

**Award of Contract for Construction Manager General Contractor Services for the  
Broadway Grade Separation Project**

**Whereas**, on March 2, 2023, pursuant to Resolution No. 2023-16, the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) authorized the use of the Construction Manager General Contractor (CMGC) project delivery method for the Broadway Grade Separation Project (Project); and

**Whereas**, on August 16, 2023, the JPB issued Request for Proposals (RFP) No. 23-J-C-040, for CMGC Pre-Construction Services for the Project, held a pre-submittal conference, and nine potential Proposers attended; and

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

**Whereas**, a Selection Committee (Committee), composed of qualified staff from the JPB's Capital Program Delivery and Engineering Departments, the San Mateo County Transportation Authority, and the City of Burlingame, scored and ranked the proposals in accordance with the weighted evaluation criteria set forth in the RFP; and

**Whereas**, the Committee completed its evaluation process, and determined that Flatiron-Herzog Joint Venture (FHJV), a joint venture of Concord, California, is the highest-ranked proposer and possesses the necessary qualifications and requisite experience to successfully perform the scope of services defined in the RFP; and

**Whereas**, staff completed negotiations with FHJV, conducted a price analysis for the base contract and optional services, and determined that FHJV has agreed to perform the specified services at fair and reasonable prices; and

**Whereas**, staff and legal counsel have reviewed FHJV's proposal and have determined that it complies with the requirements of the RFP; and

**Whereas**, staff recommends that the Board award a contract to FHJV for CMGC pre-construction services for the Project, at a total amount of \$2,500,000.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby awards a contract to Flatiron-Herzog Joint Venture, a Joint Venture of Concord, California for Construction Manager General Contractor Pre-Construction Services for the Broadway Grade Separation Project for a total amount of \$2,500,000; and

**Be It Further Resolved** that the Board authorizes the Executive Director or designee to execute a contract with FHJV in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement, and in a form approved by legal counsel; and

**Be It Further Resolved** that the Board authorizes the Executive Director or designee to file any other required documentation and to take any other actions necessary to give effect to this Resolution.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: John Hogan, Chief Operations Officer  
Subject: **Authorize Amendment to the Contract with Turbo Data Systems, Inc. for Fare Evasion Citation Processing Services and Mobile Fare Enforcement Devices to Increase by \$500,100 to \$1,096,500**



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);

1. Approve an amendment to the contract with Turbo Data Systems, INC (TDS) for fare evasion citation processing services to increase the amount by \$500,100, from \$596,400 to a new not-to-exceed amount of \$1,096,500 for the remaining term of the contract ending May 2028.
2. Authorize the Executive Director, or designee, to execute a contract amendment in a form approved by the Legal Counsel.

**Discussion**

Caltrain passengers do not pass through barriers or gates, which would require evidence of fare payment and fare validation, prior to boarding. The absence of a mechanism to check fares before passengers board led the JPB to institute a proof-of-payment (POP) fare enforcement system requiring patrons to carry a valid form of fare media to prove that they have paid their proper fares for each trip. State law permits the JPB to impose administrative penalties for fare evasion in addition to pursuing criminal penalties. The JPB found that enforcing POP violations exclusively through the superior courts creates challenges for the JPB and patrons that could be diminished by an administrative citation process for first and second time offenses, with both administrative and criminal citations being issued only to adult patrons. As a result, on January 1, 2018, the Board of Directors (Board) of the JPB adopted Ordinance No. 2 to establish administrative penalties, fees, and hearing procedures for passengers riding Caltrain without proper fares and proof of payment (Ordinance).

On June 1, 2018, the JPB entered into a sole source contract with TDS to provide fare evasion citation processing services and mobile fare enforcement devices for a two-year period or until total compensation reached \$150,000, whichever came first. At the time of contract award, TDS was the only third-party vendor permitted to process electronic traffic and administrative

violations in Santa Clara, San Mateo, and San Francisco Superior County Courts, with the necessary infrastructure to properly process these violations per the California Public Utilities Code. TDS provides citation processing and payment collection services by mail, telephone and online; distributes all levels of citation reminder notices and collection notices, and administers administrative adjudication services and advanced collection efforts in accordance with the Ordinance. In addition, TDS provides 20 leased handheld mobile ticket writers; associated software, maintenance and support services; and data reporting.

This is a revenue-generating contract. Since the inception of the program through September 2023, TDS has collected more than \$1.4 million in revenue from nearly 17,000 citations issued while receiving approximately \$600,000 in payments for the services provided during this same time period. The excess revenue funds Caltrain's operating cost.

On September 5, 2019, the Board approved an amendment to the contract to continue supporting the administrative citation adjudication process with TDS by increasing the contract capacity by \$446,400 from \$150,000 to \$596,400, extending the contract for 8 years through May 31, 2028, and adding five additional ticket writers, for a total of 25. The contract amendment included \$435,600 to cover fixed costs (lease of equipment and minimum fees), which is 73 percent of the total contract capacity, and \$148,800 to cover variable costs (programming, equipment replacement, citation processing services, collection services, bank management services, postal services), which is 27 percent of the total contract capacity for the 10-year contract.

As of September 30, 2023, Caltrain had expended \$588,742. This amount represents the monthly fixed costs incurred so far of \$279,487.50, 47 percent of the total contract capacity, and the variable costs incurred of \$309,254, 52 percent of the total contract capacity.

Staff has exercised a portion of the contingency fund, \$35,000, in order to allow TDS to continue to provide the services until the Board approves the amendment of the contract. As part of this request, staff plan to lease an additional four ticket writers to support fare enforcement, including through a new conductor rover team fare inspection program.

### **About Fare Enforcement**

Conductors are authorized to perform fare enforcement and write fare evasion administrative citations. They receive a six-hour training in how to visually validate paper and mobile tickets, utilize Clipper electronic inspection devices, de-escalate potential confrontation with customers and write the citations using the TDS ticket writers. Upon completion of the training and passing a test, the employee is issued an official badge as an appointed public officer authorized to perform fare enforcement. Fare enforcement procedures are also covered during the annual customer service training.

Each crew carries a Clipper fare inspection device and a TDS ticket writer during the fare enforcement procedures at the start of the run and onboard the trains. At terminal stations, the crew inspects fares as the riders go through the doors, while boarding or onboard the train before leaving the terminal station. During onboard inspections, the crew walk through the train car announcing the fare inspection procedure and verify riders' proof-of-payment. If a rider does not have a valid fare, they are asked to provide an identification for the issuance of

the citation. In the event that a rider does not provide an identification, they are asked to deboard. Currently, the 25 ticket writers are assigned to a crew and provide coverage to 104 weekday trains and 32 weekend trains.

Caltrain is working with TASI to improve and provide consistent fare enforcement across the Caltrain service by reviewing and revising the fare enforcement policy, utilizing extra board conductors to support fare enforcement onboard the trains during peak hours and for special events, providing additional training, implementing a revenue protection and service measurement program, developing a strict accountability process, and engaging TASI employees and their union representatives to discuss the upcoming changes.

**Budget Impact**

Primary funding to support the contract will be from revenues collected through fare evasion citations. In the event revenues are insufficient to support monthly fixed and variable expenses, operating funds will need to be used.

Prepared By: Christiane Kwok                      Manager, Rail Operations                      650-508-7926

**Resolution No. 2024-**

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

\* \* \*

**Authorize Amendment to the Contract with Turbo Data Systems, Inc. for Fare Evasion Citation Processing Services and Mobile Fare Enforcement Devices to Increase by \$500,100 to \$1,096,500**

**Whereas**, on January 1, 2018, the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) adopted Ordinance No. 2 to establish administrative penalties, fees, and hearing procedures for passengers riding Caltrain without proper fares and proof of payment (Ordinance); and

**Whereas**, in order to implement the Ordinance, on June 1, 2018, the JPB entered into a sole source contract with TDS to provide fare evasion citation processing services and mobile fare enforcement devices for a two-year period or until total compensation reached \$150,000, whichever came first (Contract); and

**Whereas**, on September 5, 2019, the Board approved an amendment to the contract to extend the term by eight years and increase the not-to-exceed contract amount by \$446,400 to \$596,400, with costs to be based on fixed fees for fare evasion citation processing services and lease of mobile fare enforcement devices; and

**Whereas**, staff recommends that the Board approve an amendment to the contract with TDS for fare evasion citation processing services to increase the contract capacity by \$500,100, from \$596,400 to a new, not-to-exceed amount of \$1,096,500 for the remaining term of the contract.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director, or designee, to amend the fare evasion processing contract between the JPB and Turbo Data Systems Inc. to increase the total not-to-exceed contract amount by \$500,100, from \$596,400 to a new, not-to-exceed amount of \$1,096,500.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Chief, Caltrain Planning  
Subject: **Amendment #2 to the Memorandum of Agreement with Transbay Joint Powers Authority for 4<sup>th</sup> and King Yard Preparation in Support of the Downtown Rail Extension**

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 (Caltrain):

- 1) Authorize the Executive Director or designee to execute a second amendment to the Memorandum of Agreement (MOA) dated March 2, 2023, and amended October 1, 2023, with the Transbay Joint Powers Authority (TJPA) for an additional \$400,000 of reimbursable Caltrain expenses and extend the term an additional six months from March 31, 2024 to September 30, 2024 in a form approved by legal counsel; and
- 2) Amend the project budget from \$1,055,000 to \$1,455,000, to include additional \$400,000 reimbursable expenses from the MOA, increasing the Caltrain Fiscal Year (FY) 2024 Capital Budget from \$520,775,704 to \$521,175,704.

The MOA authorizes reimbursement from TJPA to Caltrain for oversight of the design of the 4th and King Yard Preparation for the San Francisco Downtown Rail Extension (“DTX” or “The Portal”). In March 2023, the Caltrain Board approved the MOA for an initial not-to-exceed amount of \$595,000 and a term expiring no later than March 31, 2024. Amendment 1 to the MOA, executed on October 1, 2023, added \$460,000 to the budget. MOA Amendment 2 will add \$400,000 to the MOA and extend the term to September 30, 2024, to support additional review and design of the 4<sup>th</sup> and King Yard Preparation work for the DTX project. The Amendment includes an option to extend for an additional three months.

**Discussion**

The DTX project will connect Caltrain’s regional rail system and the future California High-Speed Rail Authority’s statewide system to the Salesforce Transit Center in downtown San Francisco. The TJPA is seeking funding for DTX through the Federal Transit Administration (FTA) Capital Investment Grants (CIG) Program New Starts program. As required by the CIG program, the TJPA and Caltrain are developing a Master Cooperative Agreement (MCA) that outlines each agency’s responsibility to deliver DTX.

The DTX project has identified the need for substantial work to occur in Caltrain's right-of-way at the 4th and King railyard prior to and during the project's main civil construction. It is required to connect the above-grade Caltrain mainline to the new tunnel serving a new, underground 4<sup>th</sup> and Townsend station and the remainder of the DTX. This work is referred to as "4th and King Yard Preparation" (4KY), and includes track realignment, utility relocation, building relocation, and other site work at the railyard.

The 4KY design incorporates a multi-stage construction program to allow Caltrain to maintain continuous operations during construction. The design work advanced significantly on developing an initial scope, schedule, and budget for the 4KY work, including dividing the work into two contract packages and identifying the delivery method and responsible agency for the packages. On December 7, 2023, the Caltrain Board authorized Caltrain to serve as the responsible agency for delivery of the 4KY Track and Systems Package (Package B) using the Construction Manager General Contractor (CMGC) delivery method. As discussed at the meeting, Caltrain will not enter into a CMGC contract until it has negotiated a 4KY Agreement with the TJPA and the Caltrain Board has approved the Agreement.

In March 2023, the Caltrain Board approved the MOA, which authorized reimbursement from TJPA to Caltrain for oversight of the design of 4th and King Yard Preparation. As a result of the MOA, Caltrain has retained consultant services to oversee the TJPA design team for 4KY work. Amendment 1 to the MOA, executed on October 1, 2023, added \$460,000 to the budget. MOA Amendment 2 will add \$400,000 to the MOA and extend the term to September 30, 2024, with the option to extend for an additional three months. The amendment to the contract term and budget is necessary for additional design work and to support the development of the 4th and King Yard Preparation agreement. Caltrain and TJPA are working together on innovative design and phasing solutions to ensure Caltrain maintains continuous operations during the construction period. At the time of execution of the MOA, the parties did not anticipate the need for additional work related to design and phasing, which requires additional support.

Staff are developing a 4KY Agreement focused on the 4th and King Yard Preparation and will present to both the TJPA Board of Directors and Caltrain Board for their consideration, as described in the Interim Agreement approved by both boards in August 2023. It is anticipated that the 4KY Agreement will supersede the MOA.

### **Budget Impact**

The Board approved the initial budget for the 4<sup>th</sup> and King Yard Preparation (DTX Enabling Works Project) in FY23 in the amount of \$595,000 funded by TJPA through a MOA between TJPA and JPB. In FY24, the Board approved an additional budget of \$460,000 funded by TJPA, increasing the project budget to \$1,055,000. The execution of the second amendment of the MOA will provide additional funding of \$400,000 in reimbursable expenses that will increase the total project budget from \$1,055,000 to \$1,455,000 increasing the Caltrain FY24 Capital Budget from \$520,775,704 to \$521,175,704.

Prepared By: Gwen Buckley

Principal Planner

650-722-6827



FY2024 ADOPTED CAPITAL BUDGET

Attachment B  
Amendment 5  
March 2024

Item #	PROJECT NAME	FY2024 ADOPTED CAPITAL BUDGET	Amendment 5	FY2024 AMENDED CAPITAL BUDGET	Federal Funds	STA SOGR				Member Agency Funds	Others	Externally Funded / Stadler Cars	FY2024 ADOPTED CAPITAL BUDGET
							Santa Clara (Measure B)	San Francisco (SFCTA)	San Mateo (SMCTA)				
<b>i. SOGR</b>													
<b>Bridges</b>													
1	Guadalupe Bridges Replacement <sup>1</sup>	17,364,622		17,364,622	12,138,098	892,549	2,192,000			2,192,000	2,141,975	-	17,364,622
2	San Francisquito Creek Bridge Emergency North Channel Restoration <sup>2</sup>	5,165,715		5,165,715					2,490,020	2,490,020	2,675,695	-	5,165,715
3	San Francisquito Bridge Acoustic Monitoring System <sup>3</sup>	857,638		857,638							857,638	-	857,638
4	SOGR Structures	1,560,000		1,560,000	1,248,000	312,000						-	1,560,000
	<b>Total Bridges</b>	<b>24,947,975</b>	<b>-</b>	<b>24,947,975</b>	<b>13,386,098</b>	<b>1,204,549</b>	<b>2,192,000</b>	<b>-</b>	<b>2,490,020</b>	<b>4,682,020</b>	<b>5,675,308</b>	<b>-</b>	<b>24,947,975</b>
<b>Right of Way</b>													
5	SOGR MOW Track <sup>4</sup>	4,100,543		4,100,543	2,957,273						1,143,270	-	4,100,543
6	SOGR MOW Track - Track Equipment	2,556,828		2,556,828		264,318			2,112,165	180,345	2,292,510	-	2,556,828
7	ROW Fencing <sup>5</sup>	1,835,951		1,835,951					461,316	730,635	1,191,951	644,000	1,835,951
	<b>Total Right of Way</b>	<b>8,493,322</b>	<b>-</b>	<b>8,493,322</b>	<b>2,957,273</b>	<b>264,318</b>	<b>-</b>	<b>2,573,481</b>	<b>910,980</b>	<b>3,484,461</b>	<b>1,787,270</b>	<b>-</b>	<b>8,493,322</b>
<b>Signal &amp; Communications</b>													
8	Signal SOGR FY24 and FY25	632,000		632,000	505,600	126,400							632,000
	<b>Total Signal &amp; Communications</b>	<b>632,000</b>	<b>-</b>	<b>632,000</b>	<b>505,600</b>	<b>126,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>632,000</b>
<b>Station &amp; Intermodal Access</b>													
9	Station SOGR Project	1,226,519		1,226,519					1,226,519	1,226,519			1,226,519
	<b>Total Station &amp; Intermodal Access</b>	<b>1,226,519</b>	<b>-</b>	<b>1,226,519</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,226,519</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,226,519</b>
	<b>Total SOGR</b>	<b>35,299,816</b>	<b>-</b>	<b>35,299,816</b>	<b>16,848,971</b>	<b>1,595,267</b>	<b>2,192,000</b>	<b>3,800,000</b>	<b>3,401,000</b>	<b>9,393,000</b>	<b>7,462,578</b>	<b>-</b>	<b>35,299,816</b>
<b>ii. LEGAL MANDATE</b>													
10	MS4 Trash Management	200,000		200,000						200,000	200,000		200,000
	<b>Total</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>
<b>iii. OPERATIONAL IMPROVEMENTS/ENHANCEMENTS</b>													
11	Mini-High Platforms <sup>6</sup>	460,000		460,000							460,000		460,000
12	Next Generation Visual Messaging Sign (VMS)	1,200,000		1,200,000					1,200,000	1,200,000			1,200,000
13	22nd Street ADA Access Improvements <sup>7</sup>	447,198		447,198							447,198		447,198
14	San Mateo Replacement Parking Track <sup>8</sup>	3,773,000		3,773,000							3,773,000		3,773,000
15	Support for Property Mapping	520,000		520,000						520,000			520,000
29	Broadband Communications <sup>14</sup> Total Project Budget (Post-Amendment): \$30,440,518	1,620,277		1,620,277							1,620,277		1,620,277
30	Broadway Burlingame Grade Separation Project <sup>15</sup> Total Project Budget (Post-Amendment): \$27,913,000	2,500,000		2,500,000							2,500,000		2,500,000
31	Charleston Road Grade Crossing Improvements <sup>16</sup> Total Project Budget (Post-Amendment): \$750,000	750,000		750,000							750,000		750,000
31	Charleston Road Grade Crossing Improvements <sup>16</sup> Total Project Budget (Post-Amendment): \$750,000	750,000		750,000							750,000		750,000
	<b>Total</b>	<b>11,270,475</b>	<b>-</b>	<b>11,270,475</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,200,000</b>	<b>520,000</b>	<b>1,720,000</b>	<b>9,550,475</b>	<b>-</b>	<b>11,270,475</b>
<b>iv. PLANNING/STUDIES</b>													
16	Capital Planning (CIP)	359,000		359,000						359,000			359,000
17	San Francisco Railyards TOD <sup>9</sup>	806,000		806,000							806,000		806,000
18	Level Boarding Roadmap	520,000		520,000						520,000			520,000
19	Battery EMU R/D <sup>10</sup>	1,352,000		1,352,000							1,352,000		1,352,000
20	DISC/Diridon Business Case	1,560,000		1,560,000			1,560,000			1,560,000			1,560,000
21	Rail Network and Operations Planning	1,248,000		1,248,000			1,248,000			1,248,000			1,248,000
22	DTX Funding <sup>3</sup>	250,000		250,000							250,000		250,000
26	DTX Support Project <sup>11</sup> Total Project Budget (Post-Amendment): \$9,349,113	5,018,239		5,018,239							5,018,239		5,018,239
27	SF Railyards Preliminary Business Case <sup>12</sup> Total Project Budget (Post-Amendment): \$4,676,623	274,174		274,174							274,174		274,174



FY2024 ADOPTED CAPITAL BUDGET

Attachment B  
Amendment 5  
March 2024

Item #	PROJECT NAME	FY2024 ADOPTED CAPITAL BUDGET	Amendment 5	FY2024 AMENDED CAPITAL BUDGET	Federal Funds	STA SOGR				Member Agency Funds	Others	Externally Funded / Stadler Cars	FY2024 ADOPTED CAPITAL BUDGET
							Santa Clara (Measure B)	San Francisco (SFCTA)	San Mateo (SMCTA)				
28	DTX Enabling Works <sup>13</sup> Total Project Budget (Post-Amendment): \$1,455,000	460,000	400,000	860,000							860,000		860,000
<b>Total</b>		<b>11,847,413</b>	<b>400,000</b>	<b>12,247,413</b>	<b>-</b>	<b>-</b>	<b>2,808,000</b>	<b>-</b>	<b>879,000</b>	<b>3,687,000</b>	<b>8,560,413</b>	<b>-</b>	<b>12,247,413</b>
<b>v. STADLER CARS</b>													
23	Stadler Cars	355,000,000		355,000,000	-							355,000,000	355,000,000
<b>Total</b>		<b>355,000,000</b>	<b>-</b>	<b>355,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>355,000,000</b>	<b>355,000,000</b>
<b>vi. EXTERNALLY-FUNDED GRADE SEPARATION PROJECTS</b>													
24	Mountain View Transit Center Grade Separation	107,000,000		107,000,000								107,000,000	107,000,000
25	San Mateo Grade Separation	158,000		158,000								158,000	158,000
<b>Total</b>		<b>107,158,000</b>	<b>-</b>	<b>107,158,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>107,158,000</b>	<b>107,158,000</b>
<b>Total</b>		<b>520,775,704</b>	<b>400,000</b>	<b>521,175,704</b>	<b>16,848,971</b>	<b>1,595,267</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>15,000,000</b>	<b>25,573,466</b>	<b>462,158,000</b>	<b>521,175,704</b>

<sup>1</sup> \$76,760 is funded by AB664 Net Bridge Toll Revenue, \$665,215 is funded by Altamont Corridor Express (ACE), and \$1,400,000 is funded by Union Pacific Railroad (UPRR)

<sup>2</sup> The additional project budget of \$1,171,066 and the change in cost sharing commitment from the cities of Palo Alto and Menlo Park of \$1,861,909 are funded by: SMCTA from San Francisco Acoustic Monitoring System Project \$2,028,704; Project Savings from existing/closed projects \$683,121; and Capital Contingency Funds \$321,150. The City of Palo Alto/Menlo Park and SMCTA will continue to fund the project as follows: \$1,671,424 and \$461,316, respectively.

<sup>3</sup> Funding plan for the San Francisco Bridge Acoustic Monitoring System and DTX Funding projects have yet to be finalized

<sup>4</sup> \$423,240 is funded by AB664 Net Bridge Toll Revenue; \$720,030 is funded by San Francisco Prop K

<sup>5</sup> \$800,000 is funded by competitive federal funds offset by \$156,000 Measure RR due to fund switch from FY22 Measure RR to SMCTA coming from the San Francisco Railyards TOD project

<sup>6</sup> \$460,000 is funded by competitive federal funds

<sup>7</sup> \$447,198 is funded by San Francisco Prop K

<sup>8</sup> \$3,773,000 is funded by Local Partnership Program (LPP)

<sup>9</sup> \$650,000 is funded by competitive federal funds; \$156,000 is funded Measure RR due to fund switch from SMCTA to FY22 Measure RR coming from the ROW Fencing project

<sup>10</sup> \$1,352,000 is funded by California State Transportation Agency (CalSTA)

<sup>11</sup> \$5,018,239 is funded by Transbay Joint Powers Authority (TJPA) through an Interim Agreement between JPB and TJPA

<sup>12</sup> \$274,174 is funded by Prologis through an Amended Memorandum of Understanding (MOU) between JPB and Prologis

<sup>13</sup> \$860,000 is funded by Transbay Joint Powers Authority (TJPA) through an Amended Memorandum of Agreement between JPB and TJPA

<sup>14</sup> \$1,494,809 is funded by State Rail Assistance (SRA) Program; \$125,468 is funded by project savings

<sup>15</sup> \$2,300,000 is funded by San Mateo County Transportation Authority (SMCTA) and \$200,000 is funded by the City of Burlingame

<sup>16</sup> \$750,000 is funded by Section 130 Program funds

**Resolution No. 2024-**

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

\* \* \*

**Approving Amendment #2 to the Memorandum of Agreement  
with Transbay Joint Powers Authority for 4<sup>th</sup> and King Yard  
Preparation in Support of the Downtown Rail Extension**

**Whereas**, the San Francisco Downtown Rail Extension (“DTX” or “The Portal”) will connect the Peninsula Corridor Joint Powers Board’s (Caltrain) regional rail system and the future California High-Speed Rail Authority’s statewide system to the Salesforce Transit Center in downtown San Francisco; and

**Whereas**, the Transbay Joint Powers Authority (TJPA) is seeking funding for DTX through the Federal Transit Administration (FTA) Capital Investment Grants (CIG) Program New Starts program; and

**Whereas**, as required by the CIG program, TJPA and Caltrain are developing a Master Cooperative Agreement (MCA) that outlines each agency’s responsibility to deliver DTX; and

**Whereas**, the DTX project has identified the need for substantial work to occur in Caltrain’s right-of-way at the 4th and King railyard prior to and during the project’s main civil construction; and

**Whereas**, the above-grade Caltrain mainline must be connected to the new tunnel serving a new, underground 4<sup>th</sup> and Townsend station and the remainder of the DTX. This work is referred to as “4th and King Yard Preparation” (4KY), and includes track realignment, utility relocation, building relocation, and other site work at the railyard; and

**Whereas**, on December 7, 2023, the Caltrain Board of Directors (Board) authorized Caltrain to serve as the responsible agency for delivery of the 4KY Track and Systems Package (Package B) using the Construction Manager General Contractor (CMGC) delivery method. As discussed at the meeting, Caltrain will not enter into a CMGC contract until it has negotiated a 4KY Agreement with the TJPA and the Caltrain Board has approved the Agreement; and

**Whereas**, Caltrain entered into a Memorandum of Agreement (MOA) with TJPA dated March 2, 2023, which authorizes reimbursement from TJPA to Caltrain for oversight of the design of 4KY; and

**Whereas**, in March 2023, the Board approved the MOA for an initial not-to-exceed amount of \$595,000 and a term expiring no later than March 31, 2024. The Board subsequently approved Amendment 1 to the MOA, executed on October 1, 2023, which added \$460,000 to the budget; and

**Whereas**, the proposed MOA Amendment 2 will add \$400,000 to the MOA and extend the term to September 30, 2024, to support additional review and design of 4KY work for the DTX project. The Amendment includes an option to extend for an additional three months; and

**Whereas**, the execution of the second amendment of the MOA will provide additional funding of \$400,000 in reimbursable expenses that will increase the total project budget from \$1,055,000 to \$1,455,000 increasing the Caltrain Fiscal Year (FY) 2024 Capital Budget from \$520,775,704 to \$521,175,704; and

**Whereas**, staff are developing a 4KY Agreement focused on the 4th and King Yard Preparation and will present to both the TJPA Board of Directors and Caltrain Board for their consideration, as described in the Interim Agreement approved by both boards in August 2023. It is anticipated that the 4KY Agreement will supersede the MOA; and

**Whereas**, staff recommends that the Board authorize the Executive Director or designee to execute a second amendment to the MOA for an additional \$400,000 of reimbursable Caltrain expenses and extend the term an additional six months from March 31, 2024, to September 30, 2024; and

**Whereas**, staff also recommends that the Board amend the project budget from \$1,055,000 to \$1,455,000, to include additional \$400,000 reimbursable expenses from the MOA, and amend the FY2024 Capital Budget to increase it from \$520,775,704 to \$521,175,704.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director or designee to execute a second amendment to the Memorandum of Agreement with the Transbay Joint Powers Authority dated March 2, 2023, for an additional \$400,000 of reimbursable Caltrain expenses and extending the term an additional six months from March 31, 2024, to September 30, 2024 in a form approved by legal counsel; and

**Be It Further Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby amends the San Francisco Downtown Extension 4<sup>th</sup> and King Yard Preparation project budget from \$1,055,000 to \$1,455,000, to include additional \$400,000 reimbursable expenses from the MOA, and amends the FY2024 Capital Budget to increase it from \$520,775,704 to \$521,175,704.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary  
(00506094-2)

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Nathaniel Kramer, Chief People and Culture Officer  
Subject: **Approval of Update to Public Comment Process Policy for Fares and Major Service Changes**

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

**Purpose and Recommended Action**

Pursuant to federal guidelines in the Federal Transit Administration (FTA) Circular 9030.1E on Urbanized Area Formula Program Grant Application Instructions (originally issued in September 1987 and reissued in January 2014), the FTA requires grant recipients to certify that they have “a locally developed process to solicit and consider public comment before raising a fare or implementing a major reduction of public transportation service.” The Board adopted the current Public Comment Process Policy in October 1998, more than 25 years ago.

Staff recommends the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (Caltrain) approve the proposed revisions to the Public Comment Process Policy to:

- Update the process with more modern and relevant methods of public participation;
- Clarify when the Board will hold a public hearing in addition to giving the public an opportunity to comment at public meetings; and
- Reduce barriers to public participation and increase public engagement in the decision-making process.

**Discussion**

The Public Comment Process Policy outlines Caltrain’s locally developed public comment process for fare and major service changes. Public engagement is an essential piece of the decision-making process and is required as part of the Public Participation Plan of Caltrain’s Title VI program. The Public Comment Process Policy details how Caltrain will conduct public hearings and meetings to encourage meaningful public participation and how Caltrain will consider the public comments received in the decision-making process of changing fares and major service. It provides the minimum public comment requirements for Caltrain to adopt changes in fares and approve major service changes.

## Revised Following 2.28.24 Advocacy and Major Projects Committee Meeting

In the revised policy, the definitions of a public hearing and a public meeting are clarified. A public hearing is calendared as part of regular or special meetings of the Board of Directors or Board Committee and is subject to Brown Act noticing requirements. It provides an opportunity to make public comments to be included in the record of a Board action.

In the Public Comment Process policy, a public meeting is defined as any public meeting that is conducted by Caltrain, by a community-based organization, or where Caltrain sends staff representatives to receive public input. Under the revised policy, certain public meetings are not subject to Brown Act noticing requirements, including community-based organization meetings and meetings organized by staff solely to receive public input. However, a meeting of the Board, its committees, and the Citizens Advisory Committee (CAC) are always subject to the Brown Act.

Currently, Caltrain's public comment process requires public hearings for both fare and major service changes and contains noticing requirements that do not allow flexibility in gathering public comment. Public notices are publicized written announcements that public comment is being sought in advance of a proposed Board action. Approximately \$10,500 is spent on public notices for each public hearing. These costs are largely associated with translation of the public notices into multiple languages, which are then posted in five regional newspaper publications. Moreover, these public hearings are often held during times when community members may be working and unable to attend.

Due to low participation in public hearings, the updated Public Comment Process policy intends to reduce the barriers of public participation and minimize the number of public hearings required, while allowing opportunities for public participation and comment in the form of more flexible public meetings, including hybrid-format Citizens Advisory Committee (CAC) meetings and less formal, staff-led public meetings held with community-based organizations. The updated Public Comment Process policy reflects the minimum public comment requirements to adopt changes related to fare and major service change. Proposed major service changes will no longer require a public hearing under the new policy but will be subject to a minimum of two public meetings. Due to federal requirements, Caltrain is still required to hold a public hearing for proposed fare changes, and, under the updated policy, will be required to hold an additional public meeting to meet the minimum public comment requirements.

In the updated policy, all public hearings and meetings will require public notices to be translated according to the Tier languages listed in the Language Assistance Plan of Caltrain's Title VI Program. The noticing requirement for the public hearing will remain the same, at two public notices published in the newspaper ten days prior to the public hearing, with five days between the first and last publication. For public meetings, the requirement is for at least one public notice to be issued at least ten days prior to the public meeting. Public meeting notices do not have to be published in the newspaper. Instead, they may be issued in the form of press releases, notices on the Caltrain website, or social media posts.

Revised Following 2.28.24 Advocacy and Major Projects Committee Meeting

In addition to the minimum requirements of gathering public comment at public meetings, Caltrain staff will also consider other ways of public engagement including surveys distributed by the market research team and comments gathered through social media.

**Advocacy and Major Projects Committee Meeting**

The Advocacy and Major Projects (AMP) Committee considered the adoption of proposed revisions to the Public Comment Process Policy for major service and fare changes at its February 28, 2024 meeting. The Committee recommended approval of the revised Public Comment Process Policy but requested that staff undertake a comprehensive review of the definition of “major service change” as part of the Title VI analysis for post-electrification operations that will be conducted in Fall 2024. Staff will return to the AMP Committee with proposed modifications upon completion of that analysis.

**Budget Impact**

The new Public Comment Process will have no impact on the budget.

Prepared By:	Wendy Lau	Deputy Director, Office of Civil Rights	650-622-7864
	Michelle Louie	Title VI & Social Equity Administrator	650-622-8038

# Peninsula Corridor Joint Powers Board

## Public Comment Process for Fare and Major Service Changes

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### Introduction

The Public Comment Process Policy serves as a guide for staff on the consideration and solicitation of public comments prior to making fare and service changes and other specified decisions that impact riders and the community. Public engagement is an essential piece of the decision-making process and is required as part of the Public Participation Plan in the Title VI Program. This policy reflects the minimum public comment requirements to adopt changes related to fare and service.

### Public Comment Process Definitions

For the purposes of this policy, the following definitions apply<sup>1</sup>:

- a) **Agency:** The San Mateo County Transit District or Peninsula Corridor Joint Powers Board
- b) **Board Action:** Agency Board of Directors (Board) approval of a proposal or change via motion, resolution, or adoption of findings.
- c) **Fare Policy:** A collection of principles that orient fare-related decisions to a set of strategic goals, which are typically outlined in a guiding document, such as a strategic plan.
- d) **Fare Structure:** A legal document that outlines the collection of various fare products for sale and their prices.
- e) **Public Comment:** Input provided by the public for consideration when the Board considers a Board Action. Public Comments may be submitted in writing or as spoken statements.
- f) **Public Hearing:** A Public Hearing provides an opportunity to make Public Comments to be included in the record of a Board Action. Public Hearings are calendared as part of regular or special meetings of the Board of Directors or Board Committee. Public Hearings do not need to be called through a separate action.
- g) **Public Meetings:** Any meeting that is either conducted by the Agency, or meeting conducted by a Community Based Organization (CBO), or where the Agency sends representatives to receive public input. These include 1) a meeting or committee of the Board, 2) Citizens Advisory Committee or 3) CBO Meeting. Public meetings need not be subject to Brown Act Noticing Requirements.
- h) **Public Notice:** A publicized, written announcement that Public Comment is being sought in advance of a proposed Board Action. Public Notices provide details on the time, date, location, and issue to be discussed and presented during a Public Meeting or Public Hearing. Public Notices include contact information for requesting translation of written materials, interpretation, or hearing assistance to support participation of individuals with limited English proficiency or individuals with disabilities. Public Notices should be translated into at least two

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<sup>1</sup> Examples and applications of definitions are located in the Public Comment Process Toolkit.

of the most widely spoken languages among Limited English Proficient (LEP) communities in the service area(s) impacted by the subject potential Board Action. These languages are identified in each Agency's Title VI Program Language Assistance Plan.

## I. Public Meeting

### A. Scope

Public Meetings are REQUIRED before the following Board Actions can be taken:

1. Amendment of the Major Service Change Policy
  - a. This policy establishes a threshold and standard for Major Service Changes as part of the Agency's Title VI Program.
2. Major Service Change
  - a. This is defined as any service increase or decrease that reaches the established threshold as defined by Major Service Change Policy.
3. Amendment of the Disparate Impact or Disproportionate Burden Policy
  - a. These policies establish thresholds for determining whether a given service or fare change has a disparate impact on minority populations versus non-minority populations, or on low-income populations versus non-low-income populations, respectively.
4. Surplus Land Findings and Determinations
  - a. The Surplus Land Act and Surplus Real Property Act require local agencies to offer surplus land for sale or lease to affordable home developers and certain other entities before selling or leasing the land to any other individual or entity. Findings and declarations of property surplus must occur at Public Meetings.

### B. Minimum Requirements

Two opportunities for public comment, one of which can be at an informational Board Meeting, must be held to fulfill the minimum public outreach requirement for the above Board Actions. Public Meetings are to occur prior to the Board Action.

Public Notice is required as stated under Section I.D below.

### C. Board Submission

When a Public Meeting is held in advance of Board Action, Public Meeting outcomes and information will be submitted to the Board in the staff report or staff presentation.

### D. Public Notice

At least one Public Notice will be issued at least 10 business days prior to the Public Meeting with additional notices to be determined by individual community needs and staff. Examples of Public Notices include press releases, notices on Agency websites, or social media posts.

Notices will be translated in languages identified in each Agency's Title VI Program Language Assistance Plan.

## II. Public Hearings

### A. Scope

Public Hearings are REQUIRED before the following Board Actions can be taken:

1. Adoption or Amendment of a General Transit Plan (Public Utilities Code Section 103262)
2. Certain Real Property Transfers
  - a. The Surplus Land Act and Surplus Real Property Act require local agencies to offer surplus land for sale or lease to affordable home developers and certain other entities before selling or leasing the land to any other individual or entity. A Public Hearing is required after real property is declared to be surplus and before the property is transferred. (Government Code Section 50572)
3. Adoption or Amendment of a Charter Bus Service Rate (Public Utilities Code 103281)
  - a. This pertains only to the San Mateo County Transit District (District). The District is restricted from operating Charter Bus Services in most situations. However, if the District take steps required to operate Charter Bus Service, then it must conduct a public hearing.
4. Fare Adoption or Change
  - a. Public Hearings are required for Fare Structure changes that introduce new fares, change existing fares, or eliminate fares, including: changing fare discounts, fare products, or fare media; adding or deleting fare instruments; or reconfiguring the zonal/distance/express fare structures if it causes increases or decreases in fares or fees. Public Hearings are not required for Board Actions amending the Fare Structure to make technical changes, corrections or clarifications; amend general language; or add options for accessing existing fares or discounts, fare products or fare media. Government Code Section 66018.
5. Adoption or Change in Fare Policy
  - a. The Fare Policy lays out the principles and goals that will shape any future changes to the Agency's fare structure. The Fare Policy guides the Agency in pricing-related decisions.
6. Change in Amenities Fees
  - a. Any addition, deletion, or change in the existing fees for station amenities that are collected by the Agency requires a Public Hearing. These include fees for car parking or bicycle lockers. Government Code Section 66018.
7. Adoptions of New Fees or Changes to Existing Fees
  - a. This includes fees related to service provision or fare adjustment. Government Code Section 66018.
8. Adoption of Ordinances that Penalize Certain Infractions of the Passenger Code of Conduct
  - a. This applies to penalizing the infraction of failure to yield reserved seating. Other Public Hearing requirements for additional infractions is within agency discretion.
9. Adoption of the Annual Audit of Funding
  - a. This applies to the presentation of audit results to each Agency Board.
10. Adoption of Annual Budget
  - a. Each Agency Board is required to approve the Agency's Annual Budget.

11. Federally Required Public Hearings, including but not limited to the following,
  - a. Requests for Equivalent Facilitation
  - b. Accessibility Plan for Commuter Rail System Stations
  - c. Development of a Paratransit Plan
  - d. Environmental Review of Federally Assisted Capital Projects under the National Environmental Policy Act (NEPA)

**B. Minimum Requirements**

Two opportunities for public comment, one of which must be a Public Hearing, must be held to fulfill the minimum public outreach requirement for the above Board Actions. At least one Public Hearing must occur prior to Board Action. Public Hearings must be scheduled and coordinated with the Office of the Agency Board Secretary or Agency Board Secretary proxy. The Public may submit written or verbal testimony at the Public Hearing.

Public Notice is required as stated under II.C below

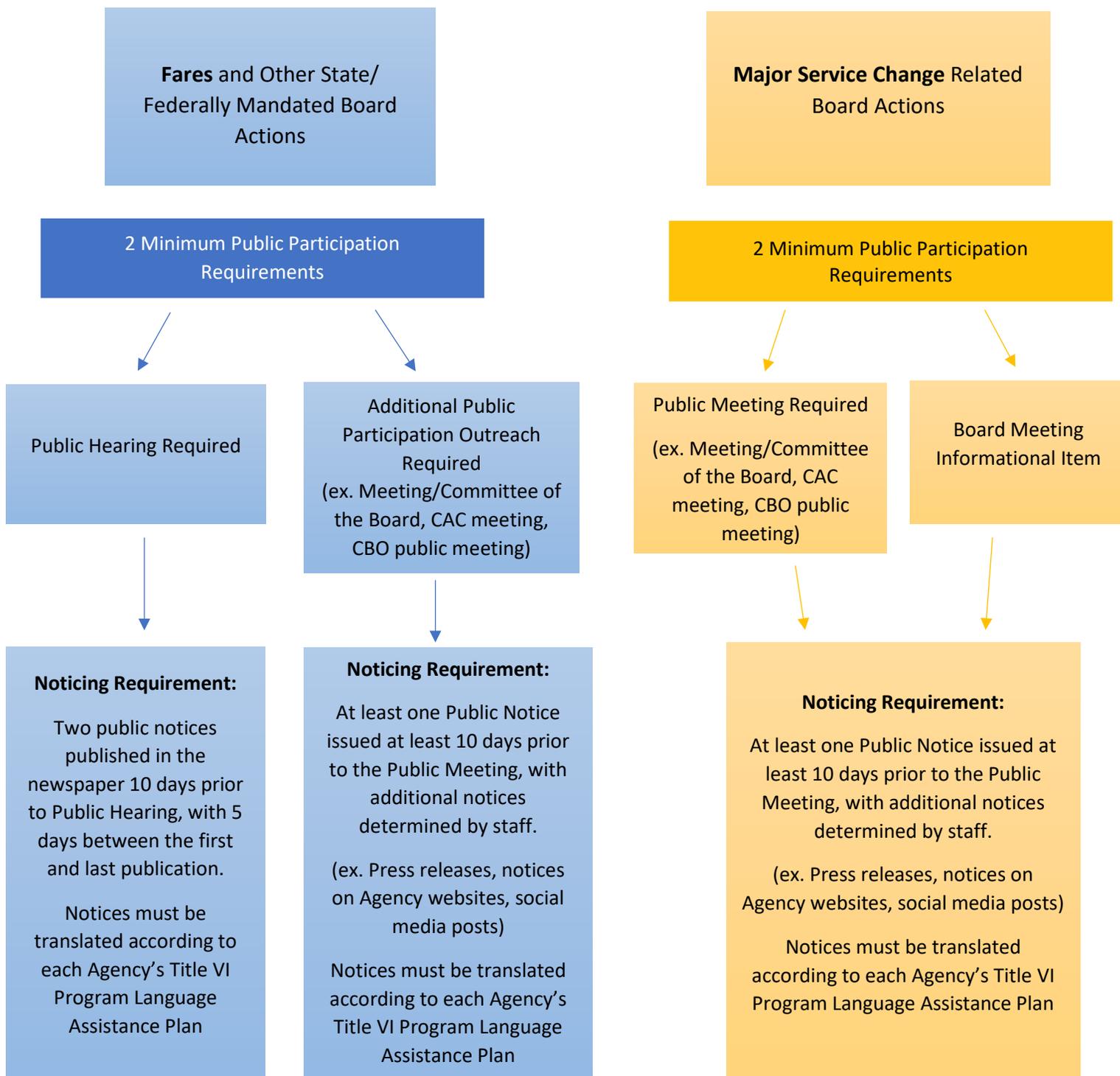
**C. Public Notice**

At least one Public Notice will be published at least 10 business days prior to the Public Hearing in a newspaper regularly published at least once a week. The notice must be published twice with at least five days intervening between the dates of the first and last publication, not counting such publication dates. The notice period begins on the first day of publication and terminates at the end of the tenth day.

Notices will be translated in languages identified in each Agency's Title VI Program Language Assistance Plan. Notices in languages other than English will need to be published in a regularly published newspaper. Location of newspaper notices within newspaper sections is determined by staff.

If the Board determines to continue or delay a properly noticed Public Hearing to a subsequent date, a Public Notice will be re-publicized in manner determined by staff at least 5 days before the hearing.

### Attachment: Process Diagram



**Resolution No. 2024**

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

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**Honoring International Women's History Month**

**Whereas**, national Women's History Week was first recognized in 1981 and celebrated each March from 1982 through 1986 to highlight the contributions of women in history and contemporary society; and

**Whereas**, thanks to the advocacy efforts of the National Women's History Project, in 1987, Congress recognized March as the first annual Women's History Month, which has been observed and celebrated each March thereafter across the United States; and

**Whereas**, women of every race, class and ethnic background have made significant and historic contributions to the growth and strength of our society in countless recorded and unrecorded ways; and

**Whereas**, the leadership of women in elected and appointed office, including the contributions of the women on our own Board of Directors, serves as an example of community and civic engagement for girls and women living in San Francisco, San Mateo and Santa Clara counties; and

**Whereas**, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, and the civil rights movement, which create a more fair and just society for all; and

**Whereas**, in honor of Women's History Month, Caltrain will be hosting a series of workshops during the last week in March that will kick-off with a keynote speaker followed by internal subject matter experts who will discuss their journeys up the career ladder, relevant skillsets, tips and tricks for interviewing and getting things done; and

**Whereas**, in honor of Women's History Month, Caltrain will also be highlighting female staff throughout the month in a special Employee Spotlight feature on Caltrain's various social media platforms.

**Now, Therefore, Be It Resolved** that the Peninsula Corridor Joint Powers Board does hereby recognize March as International Women's History Month and celebrate the immense contributions of women in the United States.

Regularly passed and adopted this 7th day of March, 2024 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Peninsula Corridor Joint Powers Board



ATTEST:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Finance Committee  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan, Chief, Planning  
Subject: Authorize Amendment to On-Call Transportation Planning and Consultant Support Services Contract

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):

1. Authorize Amendment No. 2 to the On-Call Transportation Planning and Consultant Support Services contracts to:
  - a. Increase the not-to-exceed contract capacity amount by \$7,500,000, from \$35,000,000 to \$42,500,000 (for a total of \$52,500,000 including the options) for authorized tasks amongst the consultant firms and contract numbers listed below:
    - i. Fehr & Peers (20-J-P-006A)
    - ii. HNTB Corporation (20-J-P-006B)
    - iii. Kimley-Horn and Associates, Inc. (20-J-P-006C)
    - iv. Arup North America, Ltd (20-J-P-006D)
    - v. Mott MacDonald Group, Inc. (20-J-P-006E)
    - vi. WSP USA Inc. (20-J-P-006F)
  - b. Extend the contract duration from June 30, 2025, through December 31, 2025; and
  - c. Amend the date of the two one-year options to authorize Caltrain to exercise both options early (July 1, 2024, rather than July 1, 2025, and July 1, 2026), allowing access to the \$10,000,000 in capacity on the options in Fiscal Year (FY) 2025;
2. Authorize the Executive Director or designee to execute the contract options and amendments in a form approved by legal counsel.

**Discussion**

In May 2020, the Board adopted Resolution No. 2020-18 to award contracts to the above-referenced firms, consisting of a five-year base term for an aggregate not-to-exceed amount of

REVISED FOLLOWING 2.26.24 FINANCE COMMITTEE MEETING

\$25 million with two additional, one-year option terms for July 1, 2025 and July 1, 2026 in an aggregate not-to-exceed amount of \$5 million for each option year. Therefore, the total original contract capacity was \$35 million with the option years. Pursuant to Resolution No. 2023-26, the Board authorized an increase in base contract capacity of \$10 million for a total base capacity of \$35 million or a total contract capacity of \$45 million with the option years. This amendment proposes early execution of the option years and a second base contract capacity increase of \$7.5 million for a total base capacity of \$42.5 million or a total contract capacity of \$52.5 million.

Contract Information	Start	End	Years	Capacity	Resolution No.
Base	7/1/2020	6/30/2025	5.0	\$25,000,000	2020-18
Option #1	7/1/2025	6/30/2026	1.0	\$5,000,000	
Option #2	7/1/2026	6/30/2027	1.0	\$5,000,000	
<b>Original Total:</b>				<b>\$35,000,000</b>	
Amendment 1			0.0	\$10,000,000	2023-26
<b>Current Total:</b>				<b>\$45,000,000</b>	
Amendment 2			0.0	\$7,500,000	
<b>Proposed Total:</b>			<b>7.0</b>	<b>\$52,500,000</b>	

Early exercise of the options and additional contract authority of \$7.5 million is needed because transportation planning on-call needs exceeded projections for the following reasons:

- Large regional planning efforts such as San Francisco Railyards, DTX and the Diridon Integrated Station Concept Plan and Business Case have required higher value work directives than anticipated accounting for approximately \$16 million in contract capacity.
- Various Caltrain departments and shared services teams have utilized the contract for activities such as communications and outreach, grant support and seconded staff accounting for approximately \$4 million in contract capacity.
- Some necessary planning activities could not have been foreseen, such as pandemic-related business planning, service restoration and ridership recovery efforts accounting for approximately \$1.5 million in contract capacity.
- Costs for quality consultant work have escalated more quickly than anticipated due to significant inflation and upward pressure on consultant salaries required to retain talent.

Current contract capacity remaining as of March 1, 2024, is just \$441,454 (73% time elapsed and 99% capacity used). An early exercise of the two options allowing access to \$10 million and an increase in capacity of \$7.5 million would increase the remaining contract capacity to \$17,941,454. This will allow the JPB to maintain continuity and uninterrupted services in connection with current and upcoming work directives through December 31, 2025. More specifically, the second amendment will allow Caltrain to continue its efforts related to the Downtown Rail Extension (DTX or The Portal), San Francisco Railyards, and Diridon Station

REVISED FOLLOWING 2.26.24 FINANCE COMMITTEE MEETING

planning, level boarding analysis, grade separation projects, headquarters analysis, and communications and outreach for PCEP, among other planning studies. Many of these efforts are of regional importance, are time-sensitive, and cannot be postponed until a new request for proposals (RFP) can be solicited and a new on-call planning contract issued.

Staff believe this contract authority increase and ability to use the existing option capacity earlier will be sufficient to allow time for a new competitive solicitation of the Transportation Planning On-Call Services contract. Staff have initiated the procurement process as resources allow, which is expected to take approximately one year. The new contract is targeted for approval in the first quarter of 2025, with the intent of holding overlapping contracts for a minimum of six months to support an orderly transition.

Authorization of this amendment will not obligate the JPB to procure any specific level of service from either of the above referenced firms as the Transportation and Planning Services are performed under Work Directives (WD) issued to each firm on an on-call and project basis.

**Finance Committee Meeting**

Dahlia Chazan, Chief of Planning, presented this item to the Finance Committee at its February 26, 2024, meeting. The Finance Committee requested a list of WDs issued to the contractors pursuant to the contract and the allocation of funds for each WD by contractor. This list is attached here as Exhibit 1. Also added is Exhibit 2, listing the anticipated uses of the proposed increase in capacity through the proposed term of December 31, 2025. The Finance Committee approved a motion to recommend authorization of the execution of the amendment to the Board.

**Budget Impact**

There is no budget impact for the contract amendment. On-call contracts inherently do not fund activities; individual WDs contain a defined scope of services, with a discrete schedule and budget, they must have funds identified prior to issuance. Funds for the proposed contract amendment are available in the current-year Board approved capital and operating budgets, and any additional funding needs will be included in future year capital and/or operating budgets. A variety of funding sources are used for each project and may include Federal, State and local funds, as well as funds provided by project sponsors or partners via project-specific agreements to reimburse Caltrain for its work.

Prepared By: Lawrence Leung	Manager, Rail Contracts & Budget	650-508-6328
Melissa Reggiardo	Manager, Caltrain Planning	650-868-9925

Exhibit 1 – List of Caltrain Transportation Planning On-Call Word Directives (WDs) Issued Through January 2024  
March 1, 2024

WD#	Title	Vendor	Current Value	Seconded Staff	Outside Funding Agreement/Grant Funded *
10341	Caltrain Organizational Analysis	ARUP	\$ 43,835.25	No	No
10342	DSAP Architectural Services	ARUP	\$ 1,139,259.00	No	No
10343	Capital Planning Support	ARUP	\$ 229,703.00	Yes	No
10344	Caltrain Access Policy Update	ARUP	\$ 325,050.71	No	No
10345	Caltrain Rail Planning Support	ARUP	\$ 175,517.00	Yes	No
11290	Capital Planning Support	ARUP	\$ 50,000.00	Yes	No
<b>Total ARUP</b>			<b>\$ 1,963,364.96</b>		
10299	Business Plan - Business Modeling Support	Fehr & Peers	\$ 116,310.00	No	No
10300	Business Plan - Project Management Support	Fehr & Peers	\$ 508,683.45	No	No
10301	Business Plan - Outreach Support	Fehr & Peers	\$ 104,208.64	No	No
10302	Business Plan – Technical	Fehr & Peers	\$ 270,752.53	No	No
10303	Caltrain Joint Development Guidelines	Fehr & Peers	\$ 7,774.82	No	No
10307	DSAP Development Support Services	Fehr & Peers	\$ 452,538.46	No	No
10308	Internal Support for Interim Executive Director Transition	Fehr & Peers	\$ 354,339.93	Yes	No
10309	Caltrain Governance Support	Fehr & Peers	\$ 155,092.94	No	No
10310	Caltrain Policy, Strategy and Communications Support	Fehr & Peers	\$ 291,443.54	No	No
10311	Caltrain Service Restoration: Post-Implementation Monitoring and Analysis	Fehr & Peers	\$ 83,646.29	No	No

\* Annual member contributions from Caltrain member agencies are not considered outside funding

Exhibit 1 – List of Caltrain Transportation Planning On-Call Word Directives (WDs) Issued Through January 2024  
March 1, 2024

WD#	Title	Vendor	Current Value	Seconded Staff	Outside Funding Agreement/Grant Funded *
10431	Ridership Recovery Task Force Support	Fehr & Peers	\$ 218,420.66	No	No
10668	TIRCP Grant Application Support	Fehr & Peers	\$ 18,478.31	No	No
10669	Caltrain Policy, Strategy and Communications Support	Fehr & Peers	\$ 601,192.83	No	No
10670	Short Range Transit Plan (S RTP) Reimagined	Fehr & Peers	\$ 44,905.95	No	Yes
10671	Schedule & Service Plan Alternatives Analysis	Fehr & Peers	\$ 68,141.49	No	No
10672	Caltrain Construction Timetable Production	Fehr & Peers	\$ 126,103.67	No	Yes
10877	Caltrain Go Pass Program Management Support	Fehr & Peers	\$ 275,662.08	No	No
10878	Caltrain Electrified Service Planning	Fehr & Peers	\$ 757,680.77	No	No
10879	Ridership Reporting Methodology Update	Fehr & Peers	\$ 97,524.57	No	No
10880	PCEP Traffic Mitigation Implementation Strategy	Fehr & Peers	\$ 168,742.12	No	Yes
<b>Total Fehr &amp; Peers</b>			<b>\$ 4,721,643.05</b>		
10334	Bike Parking and Micromobility Support	HNTB	\$ 193,215.35	No	Yes
10335	22nd St Station ADA Access Feasibility Study	HNTB	\$ 146,649.66	No	No
10336	San Francisquito Creek Bridge Replacement - Planning and Outreach	HNTB	\$ 135,708.00	Yes	No

\* Annual member contributions from Caltrain member agencies are not considered outside funding

Exhibit 1 – List of Caltrain Transportation Planning On-Call Word Directives (WDs) Issued Through January 2024  
March 1, 2024

WD#	Title	Vendor	Current Value	Seconded Staff	Outside Funding Agreement/Grant Funded *
10337	Clipper 2.0 Implementation Project Management	HNTB	\$ 126,379.00	No	No
10338	Caltrain Governance Support	HNTB	\$ 14,304.41	No	No
10700	San Francisco DTX Agreement Development Services	HNTB	\$ 1,511,176.59	No	Yes
10701	Strategic Advising Services	HNTB	\$ 23,389.61	No	No
10702	San Francisco DTX Agreement Development Services	HNTB	\$ 2,148,486.14	No	Yes
11114	Capital Planning Support	HNTB	\$ 82,558.88	Yes	No
2108532000	Communications and Outreach Program Support for PCEP FY21	HNTB	\$ 76,683.57	No	Yes
2208532000	Communications and Outreach Program Support for PCEP FY22	HNTB	\$ 215,090.85	No	Yes
2308532000	Communications and Outreach Program Support for PCEP FY23	HNTB	\$ 312,382.00	No	Yes
2310701000	Rail Operations and Maintenance Planning Manager	HNTB	\$ 1,231,940.07	Yes	Yes
2408532000	Communications and Outreach Program Support for PCEP FY24	HNTB	\$ 741,610.21	No	Yes
<b>Total HNTB</b>			<b>\$ 6,959,574.34</b>		
10304	DISC Plan – PM & Outreach Support	Kimley-Horn	\$ 475,933.90	Yes	Partial
10305	DISC Plan – Technical Support & Analysis	Kimley-Horn	\$ 594,682.00	Yes	Partial
10306	Caltrain DTX – Operations Analysis	Kimley-Horn	\$ 334,922.48	No	Yes
10468	Capital Planning Support	Kimley-Horn	\$ 700,625.18	Yes	Partial

\* Annual member contributions from Caltrain member agencies are not considered outside funding

Exhibit 1 – List of Caltrain Transportation Planning On-Call Word Directives (WDs) Issued Through January 2024  
March 1, 2024

WD#	Title	Vendor	Current Value	Seconded Staff	Outside Funding Agreement/Grant Funded *
10469	SF Railyards PBC - PM & Ops	Kimley-Horn	\$ 2,152,449.00	Partial	No
10470	PM & Support for Corridor Wide Grade Sep Strategy	Kimley-Horn	\$ 5,422,211.00	Partial	No
10471	SF DTX, Railyards Dev, & Diridon Ops Analyses	Kimley-Horn	\$ 685,412.00	No	Partial
10472	Diridon Business Case Strategic Advisory Services	Kimley-Horn	\$ 546,004.00	Yes	No
11115	Capital Planning Support	Kimley-Horn	\$ 480,339.00	Yes	No
<b>Total Kimley-Horn</b>			<b>\$ 11,392,578.56</b>		
10432	Diridon Station Business Case (BC)	Mott	\$ 4,749,005.51	No	Partial
10446	Redwood City Station Area Planning	Mott	\$ 345,990.68	No	No
10447	Caltrain Go Pass Donation Program Support	Mott	\$ 53,331.78	No	No
10448	SF Railyards PBC - Strategic Advisory Services	Mott	\$ 524,854.73	No	Yes
10449	SF Railyards PBC - Tech & BC Development	Mott	\$ 1,707,825.55	No	Yes
10450	Major Stations Planning Support	Mott	\$ 569,915.58	Yes	Yes
<b>Total Mott</b>			<b>\$ 7,950,923.83</b>		
10428	Refinement of Capital Project Implementation	WSP	\$ 99,454.45	Yes	No
10429	PCEP Grant Application Support	WSP	\$ 362,560.55	Yes	No
10430	Long-Term CIP Development	WSP	\$ 989,138.34	No	No
10907	Broadband Grants	WSP	\$ 39,008.18	Yes	Yes
10909	Fed-State Partnership Grant Preparation	WSP	\$ 80,299.31	Yes	Yes

\* Annual member contributions from Caltrain member agencies are not considered outside funding

Exhibit 1 – List of Caltrain Transportation Planning On-Call Word Directives (WDs) Issued Through January 2024  
March 1, 2024

WD#	Title	Vendor	Current Value	Seconded Staff	Outside Funding Agreement/Grant Funded *
<b>Total WSP</b>			<b>\$ 1,570,460.83</b>		

Summary	No of WDs	WD Value/Capacity
Seconded Staff	17	\$ 6,208,589.03
Partial Seconded Staff	2	\$ 7,574,660.00
Paid by Outside Funding Agreements/Grants	17	\$ 10,027,162.35
Partially Paid by Outside Funding Agreements/Grants	5	\$ 7,205,658.59

NOTE: these figures do not sum to the total amount of the work directives – some work directives (WDs) include neither seconded staff nor outside funding.

\* Annual member contributions from Caltrain member agencies are not considered outside funding

Exhibit 2 – List of Anticipated Use of the Proposed increase in capacity through the proposed term  
of December 31, 2025

March 4, 2024

<b>Project</b>	<b>Estimate</b>
Capital Planning	\$ 700,000
Level Boarding	\$ 3,000,000
DTX	\$ 2,000,000
Redwood City	\$ 300,000
Diridon	\$ 6,000,000
Resilience	\$ 600,000
Headquarters Study	\$ 175,000
Bayview Study	\$ 35,000
PCEP Outreach	\$ 350,000
Contingency	\$ 3,640,000
ICAP	\$ 700,000
	<b>\$ 17,500,000</b>

**Resolution No. 2024-**

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

\* \* \*

**Authorizing Amendment to On-Call Transportation Planning and  
Consultant Support Services Contract**

**Whereas**, pursuant to Resolution No. 2020-18, the Board of Directors (Board) of the Peninsula Corridor Joint Powers Board (JPB) awarded contracts to Fehr & Peers, HNTB Corporation, Kimley-Horn & Associates, Inc., Arup North America Ltd., Mott MacDonald Group Inc., and WSP USA, Inc., consisting of a five-year base term for an aggregate not-to-exceed amount of \$25,000,000 with two additional, one-year option terms for July 1, 2025 and July 1, 2026 in an aggregate not-to-exceed amount of \$5,000,000 for each option year; and

**Whereas**, pursuant to Resolution No. 2023-26, the Board authorized an increase in base contract capacity of \$10,000,000 for a total capacity of \$35,000,000; and

**Whereas**, current contract capacity remaining as of March 1, 2024, is just \$441,454 (73% time elapsed and 99% capacity used); and

**Whereas**, an early exercise of the two options and an increase in capacity of \$7.5 million would increase the remaining contract capacity to \$17,941,454; and

**Whereas**, in fiscal year (FY) 2023 Caltrain issued work directives under the contract in the amount of nearly \$12 million; and

**Whereas**, in FY 2024, Caltrain is on track to issue work directives totaling approximately \$16 million, of which approximately \$9 million has been issued already; and

**Whereas**, additional contract authority of \$7.5 million and early exercise of the options are needed for the following reasons:

- Large regional planning efforts have required more higher value work directives than anticipated at the time of contract development and initiation (approximately \$16 million in capacity)
- Related activities, including communications and outreach, grant support, and seconded staff (\$4 million in capacity)
- Unforeseeable planning activities, such as pandemic-related business planning, service restoration and ridership recovery efforts (\$1.5 million in capacity)
- Costs for quality consultant work have escalated more quickly than anticipated due to significant inflation and upward pressure on consultant salaries required to retain talent over the past several years; and

**Whereas**, execution of this second amendment to access the budget for the contract options early and to increase the capacity of the contract will allow the JPB to maintain uninterrupted services in connection with current and upcoming on-call transportation planning work directives through December 31, 2025, with flexibility to spend more of the remaining amount earlier in the contract period; and

**Whereas**, specifically, the second amendment would allow Caltrain to continue its efforts related to the Downtown Rail Extension (DTX or The Portal), San Francisco Railyards, and Diridon Station planning, level boarding analysis, grade separation projects, headquarters analysis, and communications and outreach for PCEP, among other planning studies; and

**Whereas**, many of these efforts are time-sensitive and cannot be postponed to allow time for a new request for proposals to be issued and new contracts to be executed; and

**Whereas**, without the additional capacity available to use in 2024 and 2025, these high priority projects for Caltrain and its partner agencies will be delayed; and

**Whereas**, there will be no budget impact to authorize this increase in contract capacity, as Caltrain will use available funds within the approved operating and capital budgets, including funds provided through grant agreements and agreements with partner agencies, to fund any future work directives issued under this contract; and

**Whereas**, authorization of this amendment will not obligate the JPB to procure any specific level of service from any of the above referenced firms as the Transportation and Planning Services are performed under work directives issued to each firm on an on-call and project basis; and

**Whereas**, exercising the options early, extending the term of the contract to December 31, 2025, and adding additional capacity now will allow time for an orderly re-compete of the transportation planning on-call contract and the new bench can be in place without any interruption to Caltrain's planning activities, and accordingly staff recommend that the Board authorize the second amendment to the On-Call Transportation Planning and Consultant Support Services contracts.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby authorizes the Executive Director or designee to execute Amendment No. 2 to the On-Call Transportation Planning and Consultant Support Services contracts, in a form approved by legal counsel, to:

1. Amend the two one-year options to authorize Caltrain to exercise both options early, on July 1, 2024, to allow Caltrain to spend the additional \$10 million remaining on the options before the current option period;
2. Extend the initial contract term through December 31, 2025; and
3. Increase the not-to-exceed contract capacity amount by \$7,500,000, from \$35,000,000 to \$42,500,000 (for a total of \$52,500,000 including the options)
  - i. To be expended, as needed, for authorized tasks amongst the consultant firms and contract numbers listed below:
    1. Fehr & Peers (20-J-P-006A)
    2. HNTB Corporation (20-J-P-006B)
    3. Kimley-Horn and Associates, Inc. (20-J-P-006C)
    4. Arup North America, Ltd (20-J-P-006D)
    5. Mott MacDonald Group, Inc. (20-J-P-006E)
    6. WSP USA Inc. (20-J-P-006F)

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary  
(00506103-3)

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Dahlia Chazan; Deputy Chief, Caltrain Planning  
Subject: **Adopt Caltrain Energy Policy**

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 Powers Board (JPB or Caltrain) adopt the Caltrain Energy Policy (“Energy Policy”).

**Discussion**

Caltrain is at the beginning of the process of managing its energy demand and sourcing, but financial modeling demonstrates that once electrified, electric power will be among Caltrain’s highest costs for the foreseeable future. Caltrain is meeting this challenge via three related efforts:

1. Strategic Financial Plan (SFP): In 2022, Caltrain hired the consulting firm Bell Burnett & Associates (BB&A) to help it navigate an array of financial challenges, such as long-term ridership decline, an increasing operating deficit, and cost drivers including increased electric cost. The Strategic Financial Plan is intended to quantify and assess these challenges, and to address near-term risk while exploring opportunities to increase revenue.
2. Energy Procurement Strategy (EPS): BB&A is preparing an Energy Procurement Strategy. The EPS is significant as electric power is poised to dramatically increase costs upon Caltrain’s electrification and completion of PCEP. The EPS will make recommendations for Caltrain’s energy procurement, including the vendors it will procure from terms of procurement. It will be guided and governed by the Caltrain Energy Policy. Adopting the Energy Policy will not impact the timing of implementation of the SFP or EPS.
3. Caltrain Energy Policy: The Energy Policy sets Caltrain’s organizational objectives and values to direct staff work on energy matters. Energy policy decisions often require tradeoffs, and the Energy Policy offers a framework Caltrain staff can utilize to evaluate these tradeoffs. The full Energy Policy is attached as an appendix. The Energy Policy’s objectives are as follows:



## Caltrain Energy Policy

### Definitions

- California Air Resources Board (CARB): the California Air Resources Board is a California state agency whose “mission is to promote and protect public health, welfare, and ecological resources through effective reduction of air pollutants while recognizing and considering effects on the economy.”<sup>1</sup> As of 2024 CARB administers the Low Carbon Fuel Standard program.
- Carbon-Free: energy resources that do not emit carbon when used to produce electric power (“Carbon-Free”). As of 2024 Carbon-Free resources are not classified as renewable for regulatory compliance purposes by the California Energy Commission Renewables Portfolio Standard (RPS) Eligibility Commission Guidebook. Examples of Carbon-Free resources include nuclear and large hydroelectric.
- Carbon intensity: ~~carbon dioxide~~ Carbon intensity refers to the quantity of life cycle greenhouse gas (GHG) emissions, per a kilowatt-hour of electricity consumed. ~~Describes~~ unit of fuel energy. Carbon intensity describes the relative harm to the atmosphere of a given energy resource or activity, and is expressed in grams of carbon dioxide equivalent per megajoule (gCO<sub>2</sub>e/MJ).
- Fossil fuel(s): a natural fuel composed of hydrocarbons, formed in the geological past from the remains of living organisms. Fossil fuels include substances such as oil, coal, and natural gas. The combustion of fossil fuels creates atmospheric carbon that has been proven to cause global warming and consequently global climate change.
- Greenhouse gas (GHG): gases that trap atmospheric heat. These include carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), and fluorinated gases.
- Low Carbon Fuel Standard Program (LCFS): a program by the State of California, which compensates agencies/participants for substituting fossil fuels with low/lower carbon fuels. The value of LCFS tax credits is tied to the carbon intensity of the energy resource.
- Renewable Energy: energy: ~~electricity~~ that comes from a source that is not depleted when consumed ~~is not depleted.~~, often referred to as “Green Energy.” Caltrain will reference the definition for Renewable Energy as found in the California Energy Commission Renewables Portfolio Standard Eligibility Commission Guidebook.

Not all Renewable Energy or Green Energy is GHG free. There can be differences in definitions of “Renewable Energy” or “Green Energy” from an energy market

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<sup>1</sup> “About”, California Air Resources Board, accessed on the 25<sup>th</sup> of January, 2024, < <https://ww2.arb.ca.gov/about> >

perspective, versus a regulatory perspective. In California, ~~the term~~ "eligible renewable" refers to energy sources that qualify ~~under~~<sup>for</sup> the ~~state's~~<sup>State's</sup> Renewable Energy Portfolio Standard (RPS). Qualifying Under this regulation, qualifying Renewable Energy resources include solar photovoltaic, wind, biomass, ~~and small hydropower as "renewable". Nuclear power and, and others that are GHG free. It does not include "Carbon Free" resources such as nuclear or large hydroelectric sources are not eligible renewable sources in California.~~

- *Distributed energy resources (DER)*: energy sources that are modular and generate electricity physically near where the user consumes it, away from a centralized power plant. In California, this typically refers to solar photovoltaic and energy storage / batteries.
- Renewable Energy Portfolio Standard (RPS): is a regulation that requires electric power utilities to procure increasing levels of Renewable Energy.
- *Sustainability*: avoidance of the depletion of natural resources ~~in order~~ to maintain an ecological balance.

## BACKGROUND & PURPOSE

Owned and operated by the Peninsula Corridor Joint Powers Board, Caltrain's rail service significantly reduces Bay Area fossil fuel dependence by providing an alternative to reliance on carbon intense, inefficient single occupancy vehicle travel. In California, transportation accounts for nearly half of the state's GHG emissions. Maximizing ridership on public transportation, including Caltrain's commuter rail service, is a vital method of reducing GHG emissions from on-road transportation.

The Peninsula Corridor Electrification Project will transition Caltrain from a rail system fueled by diesel to one primarily powered by electricity. The financial and sustainability impacts of decisions Caltrain makes about energy will increase in proportion with its electricity consumption. Electrification presents Caltrain with new risks and opportunities that the agency has not previously addressed, such as substantially greater participation in California's dynamic, rapidly evolving electric power market and policy environment. It also presents Caltrain with significant price and cost exposure given the amount of electricity that Caltrain will need to purchase to provide electric service.

The Energy Policy it is intended to equip Caltrain staff and Board with guideposts to navigate existing and emerging questions related to fuel and energy procurement, technology acquisition, and project development, among others. The Energy Policy describes organizational values regarding energy, which encompasses issues of cost, savings, revenue opportunities, sustainability, regulation, carbon intensity, and the trade-offs among these factors. The policy lays a foundation for the development of energy-related standard operating procedures.

## Objectives

**1. Balance sustainability with financial imperatives.**

- Minimize cost and price volatility in electricity purchases while seeking to procure 100% renewable energy, the lowest carbon content energy that is financially feasible, in the following order of preference:
  - i. 100% Renewable Energy
  - ii. 100% Carbon-Free Energy
  - iii. The least carbon intensive energy resources that are not carbon or greenhouse gas free
- Seek to capture energy from regenerative ~~breaking~~braking and pursue compensation for energy from regenerative ~~breaking~~braking.
- Strive to maximize revenue from the Low Carbon Fuel Standard (LCFS) program, which will be committed to funding Caltrain's ongoing operations to the extent regulations allows.
- Consider implementing or partnering with others to implement distributed energy resource (DER) projects within the Caltrain right-of-way that are financially viable and compatible with the Rail Corridor Use Policy.
- Participate in applicable energy programs and opportunities that generate revenues, cost-savings, and/or returns.
- Monitor, and where relevant, engage in regulatory processes at agencies that regulate energy and energy markets and whose decisions may significantly affect Caltrain's operations and financial interests once electrified.

**2. Improve Caltrain's environmental sustainability.**

- Seek to reduce the use of fossil fuel and fossil fuel infrastructure throughout the organization.
- Increase the proportion of renewable energy content in Caltrain's energy procurements.
  - i. In the event 100% Renewable Energy is not financially feasible to procure, Caltrain will procure energy resources as described in Objective 1.

**3. Minimize operational and maintenance impacts.**

- Prioritize maintaining continuity of rail operations and consider operational impacts and maintenance costs as part of a lifecycle cost analysis for energy-related projects.

**4. Enhance system resilience.**

- Caltrain will explore options to increase the resilience of its electric power supply and infrastructure by researching energy storage opportunities, microgrids, or other relevant technologies and programs to deliver its critical transportation services.
- Caltrain will work with its utility partners to ensure that there is sufficient grid capacity and energy resources to supply the energy needed for Caltrain's electrified service.

**5. Support the regional economy.**

- Consider the economic impact of energy procurement practices and projects and seek to positively benefit the regional economy.

**6. Create organizational accountability**

- Caltrain staff will review the Energy Policy on an annual basis to ensure it remains relevant, up to date, and responsive to current energy market conditions and definitions. Caltrain staff will report their findings to the Board annually as an informational item.
- Caltrain's Board of Directors will review significant energy related procurements at its discretion and as per the Joint Powers Board (JPB) Procurement Policy.

**Resolution No. 2024-**

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

\* \* \*

**Adopting Caltrain Energy Policy**

**Whereas**, the Peninsula Corridor Joint Powers Board (JPB or Caltrain) is at the beginning of the process of managing its energy demand and sourcing, but financial modeling demonstrates that once electrified, electric power will be among Caltrain's highest ~~cost~~costs for the foreseeable future; and

**Whereas**, Caltrain is meeting this challenge via three, related efforts:

1. Strategic Financial Plan (SFP): In 2022, Caltrain hired the consulting firm Bell Burnett & Associates (BB&A) to help it navigate an array of financial challenges, such as long-term ridership decline, an increasing operating deficit, and cost drivers including increased electric cost. The Strategic Financial Plan is intended to quantify and assess these challenges, and to address near-term risk while exploring opportunities to increase revenue.
2. Energy Procurement Strategy (EPS): BB&A is preparing an Energy Procurement Strategy. The EPS is significant as electric power is poised to dramatically increase costs upon Caltrain's electrification and completion of PCEP. The EPS will make recommendations for Caltrain's energy procurement, including the vendors it will procure from and terms of procurement. It will be guided and governed by the Caltrain Energy Policy.
3. Caltrain Energy Policy: The Energy Policy sets Caltrain's organizational objectives and values to direct staff work on energy matters. Energy policy decisions often require

tradeoffs, and the Energy Policy offers a framework Caltrain staff can utilize to evaluate these tradeoffs. The full Energy Policy is attached as an appendix; and

**Whereas**, The Energy Policy’s objectives are as follows:

1. Balance sustainability with financial imperatives
2. Improve Caltrain’s environmental sustainability.
3. Minimize operational and maintenance impacts.
4. Enhance system resilience.
5. Support the regional economy; and
6. Organizational accountability

**Whereas**, staff recommends that Caltrain adopt the Energy Policy to express Caltrain’s organizational priorities and objectives on energy, and to facilitate decision-making related to energy matters; and

**Whereas**, adopting the Energy Policy will not impact the timing of implementation of the SFP or EPS; and

**Whereas**, the proposed Energy Policy supersedes all previous resolutions adopted by the Board of Directors of the Peninsula Corridor Joint Powers Board related to energy policies, including Resolution No. 2016-32, No. 2017-10, and No. 2018-44; and

**Whereas**, staff expect to update the Energy Policy periodically to ensure its continued relevance and to address changing energy market and regulatory conditions; and

**Whereas**, adopting the Energy Policy does not have a direct impact on the budget. However, the Energy Policy provides a framework for Caltrain’s future energy procurement and other energy investment decisions, which are expected to have a material impact on Caltrain’s

budget, and electric power will become one of Caltrain's greatest ~~cost~~costs and ~~source~~sources of financial risk.

**Now, Therefore, Be It Resolved** that the Board of Directors of the Peninsula Corridor Joint Powers Board hereby adopts the Caltrain Energy Policy as provided in Attachment 1; and

**Be It Further Resolved** that the proposed Energy Policy supersedes all previous resolutions adopted by the Board of Directors of the Peninsula Corridor Joint Powers Board related to energy policies, including Resolution No. 2016-32, No. 2017-10, and No. 2018-44.

Regularly passed and adopted this 17<sup>st</sup> day of ~~February~~March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

Attest:

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JPB Secretary

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Pranaya Shrestha, Chief Officer  
Subject: **Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report**

Finance Committee  
Recommendation

Technology, Operations,  
Planning, and Safety  
Committee Recommendation

Advocacy and Major  
Projects Committee  
Recommendation

**Purpose and Recommended Action**

Staff Coordinating Council recommends the Board receive the Peninsula Corridor Electrification Project (PCEP) Monthly Progress Report (MPR).

This report is provided for informational purposes only.

**Discussion**

The MPR is intended to provide funding partners, stakeholders, and the public a PCEP overview and an overall update on project progress. This document provides information on the scope, cost, funding, schedule, and project implementation.

**Budget Impact**

There is no impact on the budget.

Prepared By: Pranaya Shrestha      Chief Officer, Caltrain      720.757.9191  
Modernization Program



## Caltrain Modernization Program Peninsula Corridor Electrification Project (PCEP)



# Executive Monthly Progress Report

January 31, 2024

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## **1.0 EXECUTIVE SUMMARY**

### **1.1 Introduction**

The Peninsula Corridor Electrification Project (PCEP) will upgrade 51 miles of diesel service to electrified service from San Francisco to San Jose (Tamien Station). The PCEP scope of work includes design and construction of an overhead contact system, traction power facilities, modification of the existing signaling and grade crossing protection system to make it compatible with the electrified railroad, substation improvements at Pacific Gas and Electric (PG&E) substations, and modifications at existing tunnels and Caltrain’s maintenance facility. It also includes the design, manufacturing, assembly, testing, and delivery of the Electric Multiple Units (EMUs).

Caltrain completed a thorough assessment of all aspects of the program including cost, schedule, risks, and organization after the global settlement in 2021. Caltrain re-baselined the program budget and schedule in December of 2021. Caltrain finished a schedule reforecast in March 2023 and is committed to deliver PCEP and achieve revenue service in September of 2024.

### **1.2 Program Cost and Budget**

On December 6, 2021, the JPB adopted a new PCEP program budget of \$2,442,690,697. On January 31, 2023, Caltrain received a \$367 million funding award from California’s Transit and Intercity Rail Capital Program’s (TIRCP) Cycle 6 Existing Project Reserve, representing the remaining funding needed to complete the project. The project is now fully funded in the amount of \$2,442,690,697. As of January 2024, the project is on budget:

- The current project total cost at completion (EAC) is the same as the Board adopted budget of \$2.44 billion.
- As of January 2024, a total of \$15.7M has been drawn down from the Shared Risk Pool of \$50 million to-date. In January 2024, \$337,370.00 was drawn from the Shared Risk Pool.
- As of January 2024, a total of \$30.5M has been drawn from the project contingency of \$40 million. In January 2024, \$0 was drawn from project contingency.
- As of January 2024, no new awards have been made from the Project incentive pool of \$18.5 million.
- As of January 2024, \$4M was issued from the milestone incentive pool of \$15 million. The team has concluded evaluation of signal cutover milestone incentives and awarded \$4M in December 2023 to the design-build contractor.

### **1.3 Program Progress and Schedule**

As of January 31, 2024, the overall project completion is 90.63%. The current program schedule is projecting a PCEP substantial completion date of April 2024 and Revenue Service by September 2024. Staff is implementing a 2023 path to completion with 31 weekend area focused bus bridges to maximize track access to allow system integration testing, signal cutovers, and proactive OCS construction productivity mitigations for the remaining PCEP work.

### **1.4 Change Management Board (CMB)**

In January 2024, no items were brought to the CMB for approval:

## 1.5 This Month's Accomplishments

The project team has completed the following notable activities for the month of January 2024:

- Completed all mainline OCS regulation work.
- Completed Segment 1 and 2 Mainline sectionalization testing.
- Continued SF station OCS regulation work
- Completed double traction Testing with two EMUs.
- Completed power pull aways testing.
- Continued to connect LV permanent power and coordinate remaining low voltage power drop applications with PG&E and utilizing generators to support project testing.
- Continued to address impedance bonds cable theft issue and perform cable replacement to keep project testing schedule.
- Finalized bus bridge planning effort for Live Runs planned for 2024.
- Held Monthly CMB meeting for overall program status and provided schedule, budget, risks, and changes updates.
- Continued safety special task force working group, including TASI, Rail Operations and PCEP to address communications, process, and procedure improvements.
- Continued providing PCEP progress updates to funding partners, leadership, elected officials, citizens, and business community.
- Completed TIRCP audit performed by the State.
- Finalized short circuit test sequence and test dates with PG&E support.
- Continued with project close out efforts and tracked all punch list items in a centralized database.
- Competed Certificate of Conformance (COC) for Milestone 1 limits (Diridon to San Antonio) and Drill Track,
- Caltrain completed four EMU burn in acceptance Test on mainline.
- Completed Caltrain broadband equipment on board installation prototype, and revised EMU delivery schedule that incorporated broadband equipment installation work. A total of 14 EMU trainsets will be delivered to Caltrain by August 2024.
- Continued Rail Activation Effort and developed detail RAC schedule.
- Continue Diesel fleet exist effort.
- Stadler maintenance team were mobilized to perform Pre-Revenue Service maintenance effort.
- There are a total of six EMU trainsets on Caltrain property.
- Completed Guadalupe OCS wire Installation, regulation, and testing
- Continued joint punch list walks and identified punch list items and tracked them via a centralized database.

## 1.6 Upcoming work

For the next six months, the PCEP team has set additional goals as described below:

- Complete all OCS Regulations for SF Station, therefore complete OCS Construction.
- Complete SF Station and Yard Sectionalization Testing

- Complete Guadalupe live runs south of Diridon.
- Perform the remaining 5 short circuit testing with support from PG&E.
- Continue to coordinate with Broadband Project, work with vehicle manufacturer and monitor EMU production schedule that includes broadband equipment installation.
- Continue bi-weekly project completion road map meeting with Design-Build Contractor Executives to address path to substantial completion.
- Continue operations planning, ambassador, and rail service planning for Segment 1 and 2 live runs.
- Plan for power contingency test after end-to-end runs with eight EMUs.
- Continue to coordinate with PG&E on low voltage power drop applications, and distribution line de-energization work.
- Perform all joint punch list walks for all remaining work.
- Hold Monthly CMB meeting for program status and change order approval.
- Continue EMU acceptance testing (burn in).
- Two more EMUs will be delivered in February 2024 and the remaining will be delivered in 2nd and 3<sup>rd</sup> quarter of 2024 to support September Revenue Service.
- Complete end to end full corridor live runs prior to substantial completion.
- Finalize Substantial Completion and Final Acceptance Check List and issue revised project close out contract specification.

The PCEP Project is currently on budget and on time for achieving Revenue Service in September of 2024.

### **1.7 Critical Items**

As of January 2024, PCEP has energized traction power substations, completed All Segment signal cutover, fulfilled the \$410M funding gap, and has adequate RWIC to support field construction. The top critical items and related actions are highlighted below.

**Table 1-1. Critical Issues and Actions**

Critical Issues	Actions
<p>Overhead Contact System (OCS) installation (regulation work) delay due to low productivity</p> <p>Note: The project OCS work was on hold from March 10, 2022, to March 28, 2022, during the safety stand down.</p> <p>Segment 2 OCS was damaged during high wind and heavy rainstorms in late December 2022 and early January 2023</p>	<ul style="list-style-type: none"> <li>• Additional BBII OCS crew training for regulation and variance in the OCS design / installation due to re-design &amp; accommodations to resolve foundation Differing Site Conditions (DSC) issues – Completed.</li> <li>• Hiring additional BBII OCS staff members to prevent schedule slippage and help in future installation planning – Completed.</li> <li>• Hold OCS construction scheduling recovery workshop for remaining OCS installation and testing – Completed.</li> <li>• Increase OCS crews and OCS wiring equipment to increase productivity – Completed.</li> <li>• More track access including weekend area closures for remaining Segments 1 and 2 OCS construction and testing. Weekend bus bridge construction started on February 11, 2023.</li> <li>• OCS storm repair work for Segment 2 is planned for September 2023 due to rainstorm and long lead time for materials. Completed</li> <li>• Bring on more regulating crews in May 2023. Mass will start regulating work in the first week of June 2023 – Completed.</li> <li>• Procure more equipment parts and ensure all equipment is performing well for construction – Completed.</li> <li>• Bring on equipment fitters and warehouse material manager on site – Completed.</li> <li>• Segment 2 damaged wire due to winter storms were repaired – Completed.</li> <li>• Continue to address OCS quality issues through joints walks and field verification – on-going</li> </ul>
<p>Complete TPS Short Circuit Tests</p> <ul style="list-style-type: none"> <li>• TPS 2 short circuit test delays drill track and Segment 4 mainline energization. TPS 2 Short circuit test was performed in May 2023 with some follow up actions.</li> <li>• TPS 1 Short Circuit Test is scheduled in February of 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform comprehensive root cause analysis and develop corrective action plan – Completed.</li> <li>• Implement configuration change control process including design drawing, shop drawings, as-built version control to ensure all parties are using the same set of drawings for TPS2 testing – On-going.</li> <li>• Perform technical working groups including all vendors and EOR – On-going.</li> <li>• Weekly management team briefing on corrective action status – On-going.</li> <li>• Perform independent assessment of the TPS – Completed.</li> <li>• Develop SSWP for all work performed at TPS for Caltrain review and approval – On-going.</li> <li>• Perform field verification and pre-testing before short circuit re-test – Completed.</li> <li>• Perform load bank testing prior to short circuit re-test. – Completed.</li> <li>• Developed remaining short circuit tests required for system completion – completed.</li> <li>• Perform Short circuit tests - February 2024</li> </ul>
<p>Theft of impedance bond or grounding cables may delay segment live run testing because the system (or portions of the system) cannot be energized without impedance bonds</p>	<ul style="list-style-type: none"> <li>• Monitor hot spot areas in segments 1, 3 and 4. Perform just in time replacement right before the testing.</li> <li>• Report Theft incidents with Transit PD</li> <li>• Enhance security with cameras and other monitoring systems.</li> <li>• Work with Communications on high voltage safety messages</li> <li>• Distribute high voltage safety fliers to the homeless encampments.</li> </ul>

<b>Critical Issues</b>	<b>Actions</b>
	<ul style="list-style-type: none"><li>• Implement asphalt cover for impedance bonds that have been repeatedly stolen. – on-going</li><li>• Purchase anti-theft cable – on-going.</li></ul>

**2.0 SAFETY**

There were no reportable injuries in January 2024. The Reportable Injury Rate (RIR) for 2023 YTD was 1.88. Overall, since the project’s construction started in 2017, the RIR is at 1.95, which remains below the national average of 2.5.



**Figure 2-1. Project Reportable Injury Rate (RIR) by Year**

**Completed Work**

Safety staff continues to coordinate with contractors to identify opportunities to improve safety performance. Organizational-wide safety briefings are being performed to ensure staff understand the application of post incident mitigation measures including rules and procedural changes designed to enhance safety. Project Safety continues to reinforce jobsite safety practices throughout the Caltrain alignment, investigate incidents, and identify mitigation measures to prevent re-occurrences. Safety project coordination meetings continue to be conducted monthly to promote a clear understanding of project safety requirements. In addition, Caltrain Safety continues weekly calls with the lead safety staff from Caltrain, PCEP, BBII, and TASI to discuss safety performance and ongoing initiatives. Caltrain initiated the 10’/10’ rule: 10’ from track and 10’ from overhead wires.

**Upcoming Work**

The Fire/Life Safety Committee continues to work with emergency responders along the Caltrain corridor on emergency preparedness in advance of energization. The safety team has updated the OCS and EMU emergency responder safety familiarization presentations to include voiceover features for use by the Fire Departments. The presentation will also be shared with other emergency responder jurisdictions through the project Fire/Life Safety Committee.

OCS and EMU First Responder was completed in October. In all 92 classes were given to emergency responders with a total number of 815 attendees.

Police Departments along the corridor are also currently being scheduled by the Transit Police

to receive this training also.

In addition to the 815 emergency responders trained there were 242 third party and Tenant railroad employees trained for a total of 1057.

### 3.0 IMS PROGRAM SCHEDULE

#### 3.1 Introduction

The Integrated Master Schedule (IMS) Program Summary Schedule depicted in Figure 3-1 Master Program Summary Schedule shows the schedule status of the major PCEP projects. The current schedule dates for this program schedule were based on BBII's October 2023 Progress Schedule (which was formally submitted on 12/19/2023) as well as the Stadler October 2023 EMU Progress Schedule. The Revenue Service Date (RSD) is anticipated to remain as September 26, 2024, depending on if the final four Trainsets can be complete Burn-In within two months of delivery in July 2024. If the completion of fourteen Trainsets can be completed prior to September 2024, then the Full Funding Grant Agreement (FFGA) Revenue Completion Date (RCD) would still remain on December 31, 2024.

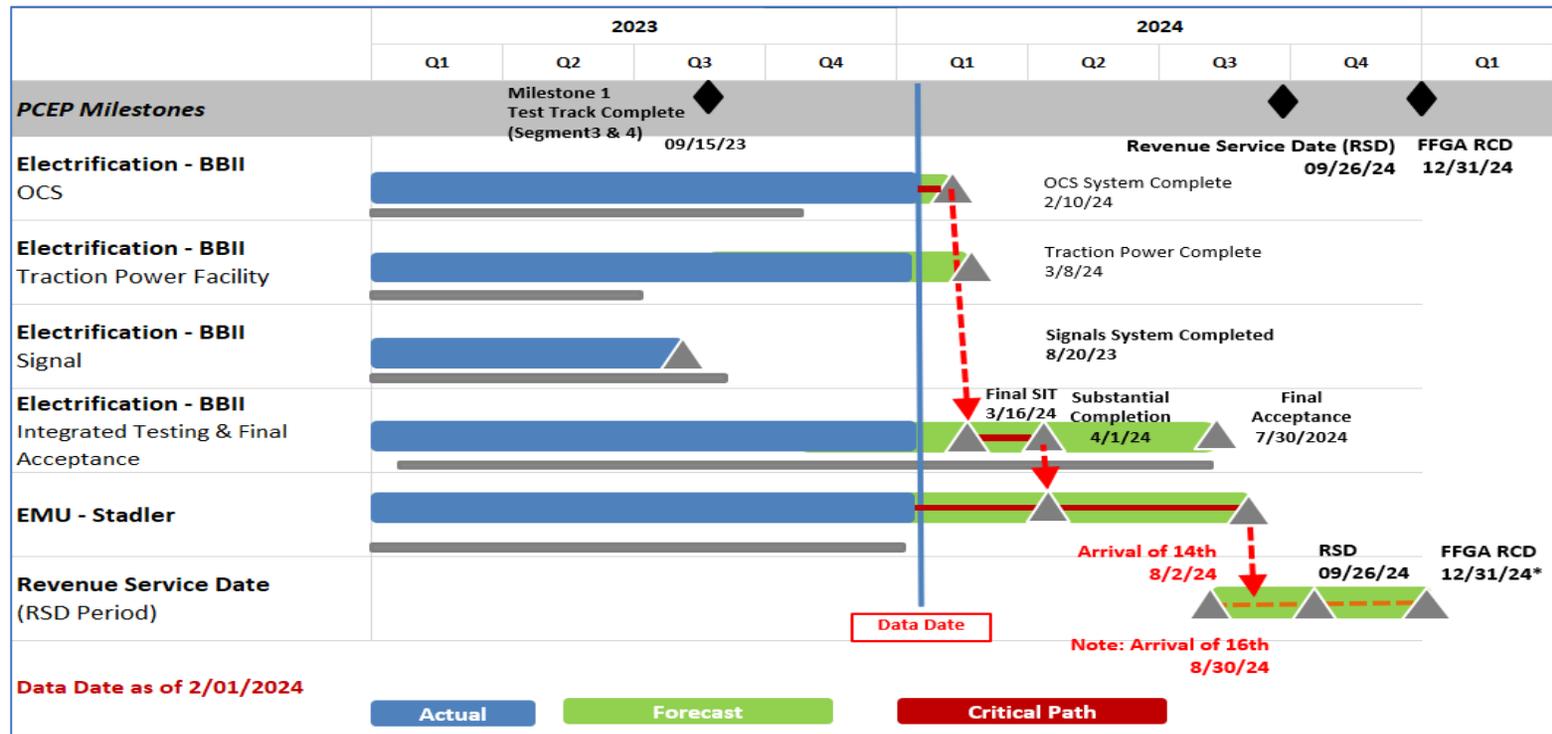


Figure 3-1. Master Program Summary Schedule

### 3.2 Critical Path Analysis

The current critical path changed this month to the completion of Category A & B Punchlist and Verification Walks (due to theft), followed by Short Circuit Testing in all Segments. Afterwards, the completion of Short Circuit documentation, and then followed by the Segment 1 and 2 Live Run Testing. This path allows for 8-days of Project Schedule Contingency, followed by an on time Substantial Completion date. The critical path plot (shown below) represents the as submitted critical path to Substantial Completion for the BBII January 2024 Update schedule.

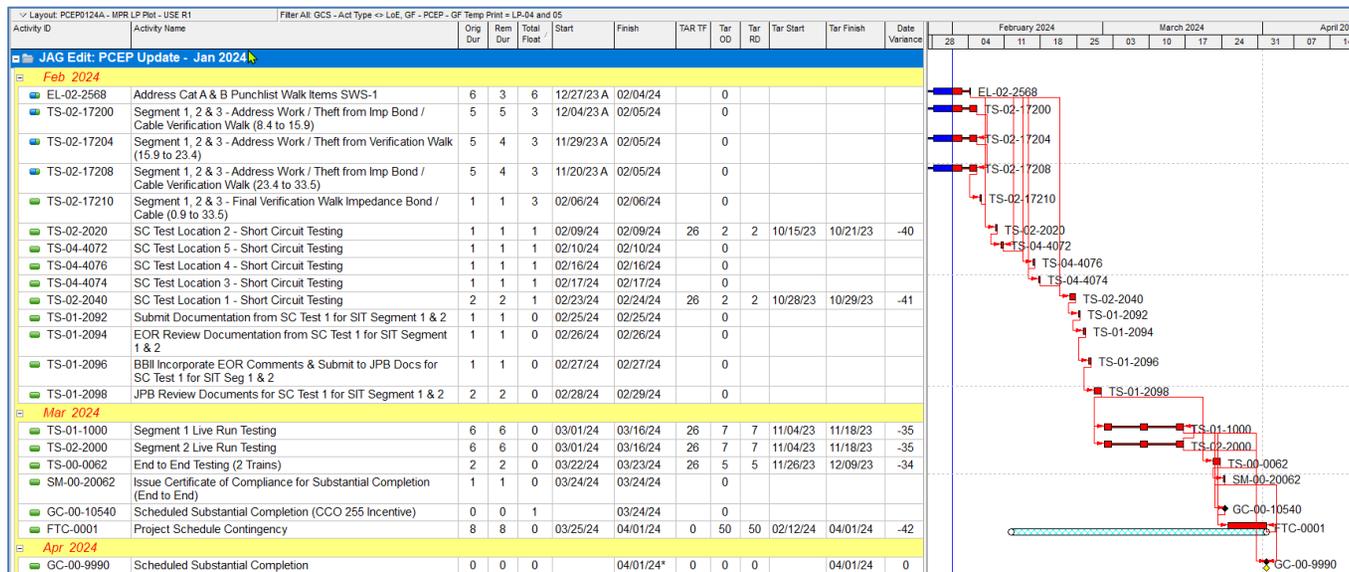


Figure 3-2. Critical Path Schedule

**3.3 Schedule Contract Milestone Analysis**

Contractor	Milestones	Reforecast Dates (Dec 2022)	Current Dates (Jan 2024)	Milestone Finish Date Variance	Total Float	Remarks
BBII	Segment 4 Completion (Final Short Circuit Test Report Delivered to JPB)	2/5/2023	5/31/2023	-115		Completed
BBII	System Integration Testing Start (Segment 4)	4/10/2023	6/5/2023	-56		Completed
BBII	Signal Cutovers and Systems Completion	8/20/2023	8/20/2023	0		Completed
BBII	Traction Power Substation #1 Energization	9/12/2023	8/26/2023	17		Completed
BBII	Completion of Milestone 1 (Segments 3 and 4)	5/28/2023	9/15/2023	-110		Completed
BBII	OCS Construction Completion	10/2/2023	2/10/2024	-131	21	This date does not include Guadalupe Bridge work.
BBII	OCS Construction Completion (Guadalupe Bridge)	10/25/2023	2/12/2024	-110	63	This milestone included the delivery date of Guadalupe Bridge back to BBII on 10/21/2023.
BBII	System Integration Testing Completion	11/18/2023	3/16/2024	-119	0	Final Testing may be impacted by Verification Walks caused by Theft of work site.
BBII	Scheduled Substantial Completion	4/1/2024	4/1/2024	0	0	Project Contingency has been reduced to 8-days of Total Float.
Stadler	14th Trainset Arrival at JPB Site	10/12/2023	8/2/2024	-295	-95	Stadler is no longer committing to delivering the 14th Trainset by end of March 2024. Implementation of Broadband has caused impacts to the final four (4) Trainsets.
BBII	Scheduled Final Acceptance	7/30/2024	7/30/2024	0	-178	
JPB	Revenue Service Date (RSD)	9/26/2024	9/26/2024	0	N/A	
JPB	FFGA Revenue Completion Date (RCD)	12/31/2024	12/31/2024	0	N/A	

**Figure 3-3. Contract Milestone Analysis**

#### 4.0 COST AND BUDGET

##### 4.1 Introduction

This section presents an update on program cost and budget. On December 6th, 2021, the JPB adopted a new Program budget of \$2.44 billion. Table 4-1 depicts a summary level of program budget, costs, and estimate at completion based on the latest update of the Electrification and EMU projects as of January 31, 2024.

##### 4.2 Program Budget and Cost

**Table 4-1. Budget Summary by Project**

Description of Work	Current Budget (A) <sup>1</sup>	Cost This Month (B) <sup>2</sup>	Cost To Date (C) <sup>3</sup>	Estimate To Complete (D)	Estimate At Completion (E) = (C) + (D)	Variance at Completion (F) = (A) – (E)
Electrification	\$1,754,673,622	\$13,248,443	\$1,701,087,870	\$53,313,803	\$1,754,401,673	\$271,949
EMU	\$688,017,075	\$5,161,925	\$564,877,135	\$123,411,889	\$688,289,024	(\$271,949)
<b>PCEP TOTAL</b>	<b>\$2,442,690,697</b>	<b>\$18,410,369</b>	<b>\$2,265,965,004</b>	<b>\$176,725,692</b>	<b>\$2,442,690,697</b>	<b>\$0</b>

- Column A "Current Budget" includes re-baseline and executed change orders and awarded contracts.
- Column B "Cost This Month" represents the cost of work performed this month.
- Column C "Cost to Date" includes actuals (amount paid) and accruals (amount of work performed) to date.
- Column F "Variance at Completion" includes forecasted transfer of contingency from EMU to Electrification project.

Table 4-2 depicts program budget, costs, and estimate at completion summarized by major elements of work. This budget table provides additional detail for the program and is broken down by major contracts for Electrification and EMU, minor contracts, real estate, utilities, project management oversight and other indirect support costs.

**Table 4-2. Budget Summary by Major Elements**

Description of Work	Re-Baseline Budget	Current Budget	Cost This Month	Cost To Date	Estimate To Complete	Estimate At Completion
Electrification	\$1,097,149,881	\$1,093,328,881	\$1,938,315	\$1,026,286,600	\$67,042,281	\$1,093,328,881
EMU Procurement	\$556,072,601	\$564,986,271	\$3,996,925	\$466,208,806	\$98,777,465	\$564,986,271
Minor Construction Contracts (Tunnel, CEMOF, SCADA, Non-BBI OCS)	\$67,055,072	\$68,091,194	\$24,390	\$64,996,591	\$2,329,477	\$67,326,067
Real Estate Acquisition & Support	\$34,914,177	\$34,914,177	\$28,823	\$24,912,112	\$10,002,065	\$34,914,177
PG&E, Utilities	\$132,088,994	\$132,088,994	\$5,418,380	\$212,966,003	-\$80,040,009	\$132,925,994
Management Oversight & Support	\$312,699,697	\$315,007,767	\$2,706,295	\$295,833,448	\$19,174,319	\$315,007,767
TASI Support	\$114,488,767	\$136,528,469	\$2,646,134	\$118,510,345	\$22,825,763	\$141,336,108
Finance Charges	\$9,898,638	\$9,898,638	\$796,817	\$11,806,677	-\$338,147	\$11,468,530
Insurance	\$6,581,851	\$6,581,851	\$0	\$6,291,001	\$290,850	\$6,581,851
Other Required Projects & Services	\$9,084,176	\$10,484,176	\$144,729	\$6,159,171	\$4,525,005	\$10,684,176
Environmental Mitigation	\$14,438,866	\$13,038,866	\$0	\$1,307,851	\$9,961,123	\$11,268,974
Caltrain Capital Overhead (ICAP)	\$48,217,887	\$48,217,887	\$709,561	\$30,686,400	\$17,531,488	\$48,217,887
Contingency	\$40,000,089	\$9,523,525	\$0	\$0	\$4,644,012	\$4,644,012
<b>Total</b>	<b>\$2,442,690,697</b>	<b>\$2,442,690,697</b>	<b>\$18,410,369</b>	<b>\$2,265,965,004</b>	<b>\$176,725,692</b>	<b>\$2,442,690,697</b>

##### 4.3 Program Shared Risk Pool and Contingency

Caltrain and Balfour Beatty Infrastructure, Inc. (BBI) continue implementing new mechanisms to ensure a collaborative approach to Project delivery. The management

team meets every week to review the issues log focusing on risk mitigation and issues resolution.

As part of global settlement, a shared risk pool of \$50 million was established to manage risks and mitigation proactively and collaboratively with the design-build contractor. Table 4-3 shows the current shared risk drawdown for the current month and to-date as well as the remaining balance of the shared Risk Pool by Risk Category. Any shared risk items (27 Risk IDs listed below in Table 4-3) that are above \$250,000 require Change Management Board (CMB) approval.

**Table 4-3. Shared Risk Pool Status as of January 2024**

Risk ID	Risk Description	Risk Amount	Current Month	Executed to Date	Remaining Balance
1	Permanent Power Availability	\$268,572	\$0	\$178,365	\$90,207
2	Different Site Condition for OCS Foundation	\$3,500,000	\$0	\$1,303,894	\$2,196,106
3	Different Site Condition for Duct bank	\$2,800,000	\$0	\$435,798	\$2,364,202
4	Condition of existing Fiber backbone infrastructure	\$3,150,000	\$0	\$545,221	\$2,604,779
5	Availability of TASI Resource	\$5,777,820	\$0	\$0	\$5,777,820
6	Signal Cutover access and work window	\$5,607,150	\$0	\$0	\$5,607,150
7	Condition of existing signal system	\$538,572	\$0	\$507,167	\$31,405
8	EMI Nonconformance by EMU Vendor	\$750,000	\$0	\$13,184	\$736,817
9	Reed Street Cutover	\$90,000	\$0	\$111,765	-\$21,765
10	Availability of low voltage power for cutover testing	\$1,120,000	\$0	\$3,178,705	-\$2,058,705
11	Third party Permits	\$150,000	\$0	\$0	\$150,000
12	SCADA integration for the entire alignment	\$159,524	\$0	\$0	\$159,524
13	Tunnel OCS Compatibility	\$167,500	\$0	\$152,418	\$15,083
14	Supply chain issue due to COVID 19	\$300,000	\$0	\$28,923	\$271,077
15	End to end Systems integration commissioning	\$2,100,000	\$0	\$0	\$2,100,000
16	Existing Caltrain Operating systems interface and integration	\$1,400,000	\$0	\$71,920	\$1,328,080
17	Third party Approval	\$150,000	\$0	\$353,277	-\$203,277
18	Impact from Caltrain other capital or third-party projects	\$2,166,683	\$0	\$1,933,131	\$233,552
19	Track access delay for BBII Construction	\$1,800,000	\$45,677	\$1,172,376	\$627,624
20	Additional light Maintenance and Protection Needs	\$280,000	\$0	\$180,505	\$99,495
21	Crossing Protection	\$220,000	\$0	\$102,334	\$117,666
22	Power facilities	\$500,000	\$0	\$917,293	-\$417,293
23	NCR's	\$0	\$0	\$0	\$0
24	Potholing	\$1,700,000	\$0	\$107,547	\$1,592,453
25	Pre-Revenue Service Operational Testing	\$250,000	\$0	\$0	\$250,000
26	TRO Contingency	\$3,000,000	\$0	\$0	\$3,000,000
27	Contingency	\$12,000,000	\$291,693	\$4,443,925	\$7,556,075
NA	Unidentified	\$54,179	\$0	\$0	\$54,179
	<b>BBII Risk Pool Total</b>	<b>\$50,000,000</b>	<b>\$337,370</b>	<b>\$15,737,747</b>	<b>\$34,262,254</b>

In addition to the established Risk Pool with BBII, the Re-Baseline Budget includes a program contingency of \$40 million to cover non-BBII potential changes and unknowns. Table 4-4 provides a detailed status of approved transfers from contingency due to executed Contract Change Orders and approved Budget Transfers.

**Table 4-4. Program Contingency Drawdown Balance**

Change Order ID	Description	Contingency
<b>PCEP Contingency Budget</b>		<b>\$40,000,088</b>
STA-056-CCO-038	Allowance for Electric Power Cost at TTCI	(\$132,365)
STA-056-CCO-041	Manual Phase Break	(\$43,520)
STA-056-CCO-042	Stadler Project Time Extension	(\$8,021,124)
ARINC-061-CCO-005	Traction Power Facility SCADA Database Changes	(\$1,036,122)
PROV-070-CCO-056	Proven Tunnels Final Settlement	\$1,000,000
PROV-071-CCO-069	Proven CEMOF Final Settlement	(\$1,000,000)
BT-027D	Legal Support FY23 - PG&E Counsel	(\$200,000)
BT-029D	GFI Electrification FY23-24 Additional Staff	(\$2,108,070)
STA-056-CCO-053	Stadler – Passenger Convenience Outlets	(\$716,661)
BT-035C	TASI Support – Electrification (2023-2024) rev1	(\$22,039,703)
BBII 053-BT-CNPA	Non-PCEP Actuals-BBII Hist. Change Inc. PCEP Re-Baseline	\$2,191,000
BBII-053-CCO-255-EAC	Global Project Time Resolution (TRO)-Substantial Completion-Jan-24	\$1,630,000
<b>Remaining Contingency</b>		<b>\$9,523,524</b>
PG&E-042-BT-5	PG&E – Supplemental Agreement 4 – EAC Update Value	\$4,766,000
PROV-070-CLOSE	Proven Tunnels – Close out of Final Actuals	\$184,910
PROV-071-CLOSE	Proven CEMOF – Close out of Final Actuals	\$580,217
BT-057	TASI – TASI EMU Maintenance & Material (Pre-Revenue)	(\$4,348,854)
PG&E-042-BT-0006	PG&E Equiv. One-Time Payment (EOTP) - First Reimb.	(\$5,157,068)
PG&E-042 BT-0006	PG&E Equiv. One Time Payment (EOTP) - Final Reimb.	(\$445,932)
BT-058	Tunnel Leak Remediation (TASI Construction)	(\$458,785)
<b>Forecasted Remaining Contingency</b>		<b>\$4,644,012</b>

Note: EAC Contingency reflects forecast contingency.

The total Program Contingency as of the December 2021 Re-Baseline Budget totaled \$90M including Allocated and Unallocated Contingency, and BBII Risk Pool. Table 4-5 summarizes the current remaining and forecasted contingency balance as of the monthly update.

**Table 4-5. Overall Program Contingency**

	Total E = (A+D)	Shared Risk Pool with BBII	Program Contingency		
		BBII Risk Pool (A)	Allocated (B)	Unallocated (C)	Subtotal D = (B+C)
<b>PCEP Contingency</b>	\$90,000,088	\$50,000,000	\$24,115,581	\$15,884,507	\$40,000,088
Drawn Contingency	(\$46,214,311)	(\$15,737,747)	(\$21,953,405)	(\$8,523,159)	(\$30,476,564)
<b>Remaining Contingency</b>	<b>\$43,785,778</b>	<b>\$34,262,253</b>	<b>\$2,162,176</b>	<b>\$7,361,348</b>	<b>\$9,523,524</b>
Pending Changes	(\$5,028,060)	(\$148,547)	\$0	(\$4,879,513)	(\$4,879,513)
<b>Forecasted Remaining Contingency</b>	<b>\$38,757,718</b>	<b>\$34,113,706</b>	<b>\$2,162,176</b>	<b>\$2,481,836</b>	<b>\$4,644,012</b>

#### 4.4 Electrification Design Builder Contract Incentives

The Global Settlement with BBII also includes incentives based on Milestone completions and remaining contract incentives. Table 4-6 provides a status of Design-Build Contractor incentives Budgeted, Awarded, and remaining Balance.

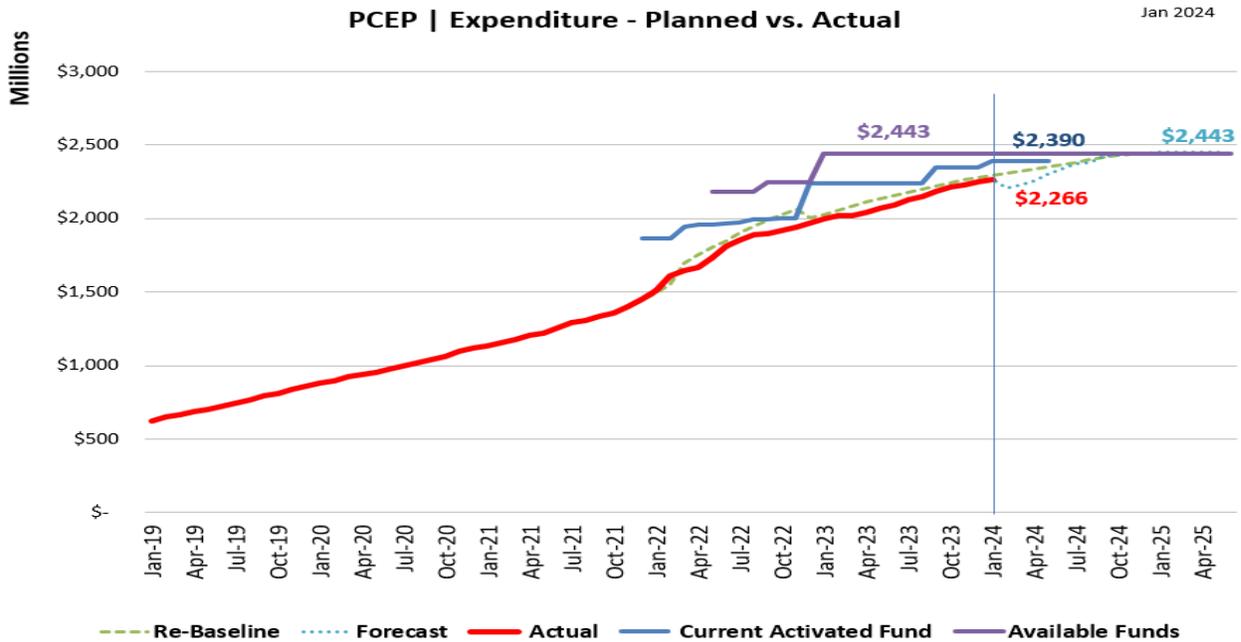
**Table 4-6. BBI Incentives**

Incentives	Budgeted	Awarded	Balance
<b>Contract Incentive:</b>			
Quality	\$1,250,000	\$1,000,000	\$250,000
Safety	\$2,500,000	\$1,000,000	\$1,500,000
Community Outreach	\$2,500,000	\$2,000,000	\$500,000
DBE	\$900,000	\$0	\$900,000
<b>Total Contract Incentive</b>	<b>\$7,150,000</b>	<b>\$4,000,000</b>	<b>\$3,150,000</b>
<b>Milestone Incentive:</b>			
Early Signal and Crossing Cutover	\$4,000,000	\$4,000,000	\$0
Early Project Substantial Completion (NTE)	\$8,000,000	\$0	\$8,000,000
Early Revenue Service	\$3,000,000	\$0	\$3,000,000
<b>Total Milestone Incentive</b>	<b>\$15,000,000</b>	<b>\$4,000,000</b>	<b>\$11,000,000</b>

**4.5 Program Cash Flow and Funding**

The remaining program expenditures are cash flowed in Figure 4-1. With the award of the full funding, the program does not expect any cash flow issues due to funding.

**Figure 4.1. Expenditure – Funding Cash Flow**



**4.6 Issues**

**Table 4-7. Cost and Funding Issues Identified, and Actions Taken for January 2024**

Issues	Actions
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Late receiving of PG&E \$99 million reimbursement

- PG&E first reimbursement to planned to be made on February 23, 2024.

**5.0 CHANGE MANAGEMENT**

**5.1 Introduction**

The change management process establishes a formal administrative work process associated with the initiation, documentation, coordination, review, approval, and implementation of changes during the design, construction, or manufacturing of PCEP. The change management process accounts for the impacts of the changes and ensures prudent use of contingency.

**5.2 Change Orders/Shared Risk Pool**

**5.2.1 Executed Shared Risk/CCO**

The following Shared Risk items were executed in January 2024:

- PS-2 Paving and Striping was executed on 01/04/2024 for \$89,898.

**5.2.2 CMB Approved Items**

- No CMB approval items were brought to the board in January 2024.

**5.2.3 Upcoming Change Orders/Shared Risk Items**

- Test Train Passing CEMOF Isolation Limits
- Caltrain Fouling Distance
- TAD November
- Phase Break Signs

**5.3 Issues**

**Table 5-1. Change Management Issues Identified and Actions Taken for January 2024**

Issues	Actions
Segment 4 Maintenance Option in the existing BBII Contract was never exercised. Maintenance of OCS/TPS for Segment 4 will be needed post Segment 4 substantial completion once Caltrain is using it for EMU testing under 25kV.	<ul style="list-style-type: none"> <li>• Define EMU testing and burn in work schedule - Completed.</li> <li>• BBII provides isolation and protection once Segment 4 is powered up – completed</li> <li>• Prepare Request for Proposal for OCS/TPS SOW – Completed by Rail Operations</li> <li>• Maintenance Service for public procurement strategy has changed to implementing amendment to railroad operator and maintainer TASI for OCS/TPS maintenance work.</li> <li>• Develop evaluation criteria for TASI Maintenance Service proposals - Completed.</li> <li>• Recommend for award and obtain JPB board approval.</li> </ul>

**Peninsula Corridor Joint Powers Board  
Staff Report**

To: Board of Directors  
Through: Michelle Bouchard, Executive Director  
From: Taylor Huckaby, Deputy Chief Communications Officer  
Subject: **Receive Update on Customer Experience and Retention Strategy**

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

**Purpose and Recommended Action**

This item is for informational purposes only. Caltrain, through its Customer Experience Team, has been focused on developing strategies to improve the entire customer experience, increase customer satisfaction, and retain existing riders. This report provides an overview of Caltrain's planned Customer Experience Strategy for the next six to twelve months.

**Discussion**

This report and accompanying presentation are provided to inform the Board of Caltrain's ongoing customer experience and retention efforts including implementation of a preliminary action plan building on prior initiatives. The execution of these strategies will advance coordination with community partners, improve the value proposition for current customers using Caltrain's service, and offer exciting new ways to engage with the agency and fellow riders.

**Action Plan Development**

Caltrain's ridership experience and retention action plan has been informed by the following activities:

1. Market research via surveys and focus groups to identify perceptions surrounding public transit including barriers to riding and customer experience improvement priorities;
2. Data analysis related to Caltrain service levels, customer communications, and special events to identify the most significant drivers of ridership historically; and
3. Recommendations provided by the Board, Citizens Advisory Committee, and other key stakeholders.

**Customer Experience and Retention Strategy**

As further outlined in the accompanying presentation, Caltrain is recommending a combination of near- and mid-term customer strategies to help improve customer sentiment, satisfaction, experience, and retention. These strategies can be grouped into the following categories:

- Awareness and Discovery: Improve and expand upon avenues to drive awareness of Caltrain’s services and initiatives. Improve how riders discover and plan journeys and receive support.
- Rider Experience: Ridership experience improvements through initiatives that situate Caltrain competitively, engage the community, partner with regional transit agencies, and generate excitement about improved service and amenities.
- Retention and Advocacy: Ridership retention through the use of improved technology, enhanced experiences, and events in innovative ways to engage with communities more meaningfully.

Staff continue to gather data on rider preferences and priorities from a variety of sources. This information will be used to adjust the action plan over time. Staff also plan to closely evaluate the impacts of the selected strategies in order to refine them as needed and more effectively deploy limited resources.

#### Additional Background

Caltrain, like other transit services in the region, experienced a large decrease in ridership during the pandemic. Prior to the pandemic, in FY 2019, Caltrain served between 1.4 and 1.6 million riders in an average month. In FY 2023, Caltrain is averaging approximately 421,000 rides per month, which is approximately 30% of pre-pandemic ridership levels.

Caltrain launched a Customer Communications Task Force in 2023 to focus on near-and mid-term customer opportunities to make Caltrain easy and delightful to use - such as improved station digital signage, SMS & Text service alerts, and enhanced partnerships with communities and transit properties throughout the corridor.

Caltrain is building improved service alerts capability aimed at improving the speed and ease of real-time service alert communication to riders. Additionally, Caltrain expanded its participation in Ambassador outreach programs to drive awareness about electrification as well as support riders during critical bus bridge service changes.

#### **Budget Impact**

There is no budget impact associated with receiving this informational update. Caltrain will use its existing budget to fund upcoming service alerts improvements and community engagement activities along the corridor. Anticipated impacts from these initiatives are centered on rider satisfaction, retention, and electrification awareness. We will explore further ways to measure retention and satisfaction in the future.

Prepared By: Taylor Huckaby      Deputy Chief Communications Officer      650-508-6256

**CITIZENS ADVISORY COMMITTEE (CAC)  
PENINSULA CORRIDOR JOINT POWERS BOARD (JPB)  
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING  
Bacciocco Auditorium, 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos CA 94070**

**DRAFT MINUTES OF FEBRUARY 21, 2024**

**MEMBERS PRESENT:** D. Albohm, A. Brandt, R. Kutler, P. Leung, A. Lohe, S. Seebart, J. Torres, B. Shaw (Chair), D. Hernandez (Alternate), R. Jaques (Alternate) M. Pagee (Alternate)

**MEMBERS ABSENT:** L. Klein

**STAFF PRESENT:** I. Conferti, J. Hogan, T. Huckaby, A. Kleiber, L. Peabody, S. Sargent, N. Steward-Crooks, M. Tseng

Chair Brian Shaw called the meeting to order at 5:40 pm and led the Pledge of Allegiance.

**INTRODUCTION OF NEW CAC MEMBER**

Chair Shaw introduced David Hernandez, alternate member for Santa Clara County. Member Hernandez is a native of Gilroy and works in Sunnyvale as a social worker for a nonprofit organization. He takes Caltrain Monday, through Friday, from Morgan Hill to Lawrence.

**RE-APPOINTMENT OF CAC MEMBER**

Chair Shaw thanked Member Leung for her continued service as the representative of Santa Clara County.

**CONSIDERATION OF REQUESTS**

There were none.

**APPROVAL OF MEETING MINUTES OF JANUARY 14, 2024**

Member Seebart noted a change in the minutes. Chair Shaw requested the section for the change. Member Seebart said he would look for it.

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

Jeff Carter commented about his correspondence and response regarding the visual messaging signs (VMS) at 22<sup>nd</sup> Street Station, frequent train delays, and the proof of payment system on the trains.

Ryan Globis requested that the platform screens at the Diridon Station be repaired.

### **CHAIRPERSON'S REPORT**

Chair Shaw reported that the Measure RR update and audit review are scheduled for March meeting, working to agendize the Caltrain tree maintenance and removal process, and the Brown Act training is in November. He instructed Members to email him for items not listed in work plan.

### **MINI HIGH PROJECT**

Isabella Conferti, Public Affairs Specialist, and Andrew Kleiber, Mini High Platform Project Manager, provided the presentation which included the following:

- Notice to Proceed was issued to the contractor. Field construction slated for April and scheduled for completion in the Fall.
- There will be signage and barricades on the platforms to prevent public access to construction areas.
- Dedicated project webpage with weekly construction notices updates and on Nextdoor app

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

- Funding request for Gilroy Station mini high platform option submitted
- Station locations of mini high platforms and those that will feature platforms and be Americans with Disabilities Act (ADA) accessible
- Include illustrative photographs of the platforms for better understanding

### Public Comment

Jeff Carter commented on the importance of station ADA accessibility and 22<sup>nd</sup> Street Station improvements.

### **CUSTOMER EXPERIENCE ROADMAP**

Taylor Huckaby, Deputy Chief of Communications, introduced Lisa Peabody, Director of Customer Experience and provided the presentation which included the following:

- Customer experience at the heart of business decisions and strategy
- Customer focus continues to move towards how Caltrain utilizes digital and technology to connect and communicate
- VMS signage replacement project slated by the end of the year
- Customer experience team and Rail Operations will conduct daily station assessments throughout the year to address safety, cleanliness, and other potential improvements
- Working with vendor to integrate third party application notifications

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

- Organizational strategy of the communications team is to simplify, improve accuracy, speed and disbursement of information

- Consistent information across all technology platforms. Better communication with customers about types and causes of delays for informed decision making,
- VMS signage improvements, content, and message prioritization. The importance of consistent on-time train service, station cleanliness, safety, seating, and access to restrooms
- Revamped incentives for the Go Pass Program for corridor employers

John Hogan, Chief Rail Operations Officer provided the following information:

- In June, teams will visit each station twice daily to create punch lists of repairs, address graffiti, blight and other safety issues
- Working with Legal to design a Caltrain tree policy to identify responsible agency

#### Public Comment

Jeff Carter commented on wayfinding, distance-based fares, customer seating at stations and accessibility to restrooms.

Doug Delong, resident of Mountain View commented on station activation, the Menlo Park Caltrain Station, and the design of the systems used by dispatchers.

#### **STAFF REPORT**

- a) Customer Experience Task Force Update
- b) JPB CAC Work Plan Update

Sam Sargent, Director of Strategy and Policy, reported on the following:

- Pedestrian strikes, vehicle incursions, and vehicle strikes pertaining to on-time performance decreased customer satisfaction from ninety percent in December to eighty-two percent in January
- Mechanical delays decreased from previous year
- The impact of increased fare enforcement efforts at platforms and on trains
- Pre-pandemic ridership recovery remains at thirty-two percent

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

- Fare enforcement and collection options, consequences for non-paying riders, and the use of law enforcement
- Tree removal at the Menlo Park Train Station
- Circumstances surrounding the high number of potentially intentional deaths on train tracks
- The impact that grade separation projects will have on vehicle incursions and accidents
- Investment of resources to address conditions at train stations

Public Comment

Jeff Carter commented on his experience with fare inspections in the recent weeks and the availability of the ridership dashboard.

Doug DeLong commented on the elimination of tickets sales on the train and fare inspections.

**COMMITTEE COMMENTS**

Member Brandt apologized and conveyed his regrets for his remarks made during last meeting regarding suicide and comparison to different countries.

Member Seebart commented finding agenda item from last meeting. He proposed to amend the minutes by deleting the third bullet from the top on page 5 that reads outlined Standard Operating Procedure for events as it was not delivered.

Motion to amend the minutes to strike third bullet point from the top of page five and to receive the outlined Standard Operating Procedures at some point/Second: Kutler/Brandt

Ayes: Alhom, Brandt, Kutler, Leung, Lohe, Seebart, Torres, Shaw

Noes: None

Absent: Klein

Motion/Second: Seebart/Torres

Ayes: Alhom, Brandt, Kutler, Leung, Lohe, Seebart, Torres, Shaw

Noes: None

Absent: Klein

Member Seebart requested a High-Speed Rail update. Mr. Sargent commented that Caltrain is working to provide formal comment on the 2024 High Speed Rail Business Plan and working closely with high-speed rail (HSR) on several issues in the South Bay.

Chair Shaw commented about the future of HSR and how it will work in the southern portion of the rail corridor.

Member Jaques requested for continued updates on All Stations Access Grant Program application and that Caltrain is one of eight entities in California that is eligible to apply for this grant.

**DATE, TIME, AND LOCATION OF NEXT REGULAR MEETING**

March 20, 2024 at 5:40 pm, via Zoom teleconference or at the Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA.

**ADJOURNMENT**

Meeting adjourned at 8:17 pm

**Resolution No. 2024 -**

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

**State of California**

\* \* \*

**Resolution of Appreciation for Cindy Chavez**

**Whereas,** Cindy Chavez served on the Peninsula Corridor Joint Powers Board with distinction since her appointment in 2018, contributing to many major achievements and milestones; and

**Whereas,** during her tenure, Caltrain has weathered the COVID-19 pandemic, and is currently growing its ridership as more riders return to the system; and

**Whereas,** Cindy Chavez has been a staunch advocate for service improvements in South Santa Clara County, including restoration of a fourth weekday train to Morgan Hill and Gilroy as well as securing funding to pilot a first-in-the-nation battery electric train that will eventually enable Caltrain to operate a fully zero-emission railroad in the future; and

**Whereas,** Cindy Chavez requested and successfully steered the development and approval of a project labor agreement policy for Caltrain construction projects; and

**Whereas,** Cindy Chavez supported an increased focus on human trafficking awareness and prevention activities to safeguard Caltrain riders and educate the public about how to prevent and respond to crimes of this nature; and

**Whereas,** Cindy Chavez has pushed for more transit-oriented development, including the Diridon Plaza Project, which will make San Jose Diridon Station the center of a vibrant and

beautiful neighborhood, attracting more passengers to use the station and the system at large;  
and

**Whereas**, Cindy Chavez fought for fiscal responsibility, passing a two-year budget for Fiscal Years 2024 and 2025, which has kept Caltrain's budgets balanced in the aftermath of the pandemic, laying out a pathway for the agency's future; and

**Whereas**, Cindy Chavez been a leader in establishing Caltrain's safety culture, supporting safety-focused policies that protect Caltrain employees and the public; and

**Now, Therefore, Be It Resolved** that the Peninsula Corridor Joint Powers Board (Caltrain) of Directors does hereby recognize and honor Cindy Chavez for her hard work and dedication to this body, Caltrain and the tens of thousands of people who depend on it.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

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Chair, Peninsula Corridor Joint Powers Board

