



SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING

MINUTES

Friday, August 19, 2022

11:00 a.m. to 12:00 p.m.

WATCH LIVE:

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=c762acedd058b0e0039f63af97fdb1dd5>

PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 2559 207 7339

Due to the COVID-19 health emergency, the Executive Steering Committee (ESC) will meet via teleconference. Members of the public are encouraged to participate remotely.

In compliance with the Assembly Bill (“AB”) 361 (Rivas, Chapter 165, Statutes of 2021) and its amendments to California Public Resources Code Section 54953(e), this meeting will be held exclusively via teleconference participation of a quorum of ESC members in locations not open to the public. This meeting is being held during a proclaimed state of emergency, and state and local officials have imposed or recommended measures to promote social distancing, while allowing the public to observe and address the ESC.

EXECUTIVE STEERING COMMITTEE

Peninsula Corridor Joint Powers Board/Caltrain, Michelle Bouchard (Chair)
San Francisco County Transportation Authority, Tilly Chang (Vice Chair)
California High Speed Rail Authority, Boris Lipkin
City and County of San Francisco, Alex Sweet
Metropolitan Transportation Commission, Andrew Fremier
Transbay Joint Powers Authority, Adam Van de Water

REMOTE MEETING ACCESS
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Providing Public Comment

Ensure you are in a quiet location – Speak Clearly – Turn off any TVs or radios around you

1. When prompted, “raise hand” to speak by pressing *3 (star, 3) to be added to the queue.
2. Callers will hear silence when waiting for their turn to speak.
3. When prompted, callers will have two minutes to provide comment.

AGENDA

1. Call to Order

Chair Bouchard called the meeting to order at 11:02 a.m.

2. Roll Call

Members Present: Andrew Fremier, Boris Lipkin, Alex Sweet, Adam Van de Water, Tilly Chang, Michelle Bouchard

3. Communications

Secretary Larrick provided instructions on the Public Call-in/Comment process.

- Chair’s Report

Chair Bouchard presented the Chair’s report.

Member Van de Water suggested that item 8 on the meeting agenda precede item 7 to ensure adequate time for the election of Chair and Vice-Chair. All members concurred.

Member Lipkin acknowledged that the entire Northern California stretch of the high-speed rail alignment is now environmentally cleared and the continuous stretch from San Francisco to Los Angeles County is in project development.

4. Action Item:

Approval of Special Meeting Minutes: July 22, 2022

Public Comment:

Roland Lebrun suggested that closed captioning be provided for ESC meetings and suggested moving the meeting to a different platform.

A motion to approve the minutes was made by Vice Chair Chang and seconded by Member Lipkin. A unanimous voice vote approved the motion.

5. Action Item:
Motion to Approve the Continued Use of Teleconferencing Technologies for Meetings of the ESC pursuant to Assembly Bill 361

There was no member of the public wishing to comment.

A motion was made by Vice Chair Chang and seconded by Member Fremier. A unanimous voice vote approved the motion.

6. Action Item
Consider Advancing the Downtown Rail Extension Project Governance Study Recommendation to the TJPA Board of Directors

San Francisco County Transportation Authority (SFCTA) Rail Program Manager Jesse Koehler presented the item.

Public Comment:

Roland Lebrun stated he appreciated the thoroughness of the governance model presented and suggested that the plan include providing a public information portal.

Member Van de Water asked how the governance structure would be viewed by federal funding partners and the contracting community, given the emphasis on efficient and cost-effective project delivery and transparency. Mr. Koehler responded that this is a critical issue with the upcoming arrival of the Federal Transit Administration's (FTA) Project Management Oversight (PMO) contractor. He said that the governance structure should be viewed by the FTA and delivery contractors as a way to ensure that the needs of the project are met over time. Vice Chair Chang noted that duplicate PMOs should be avoided and said that the governance structure will strengthen the project management plan, which is an FTA requirement, and codify the multilateral agreements before the TJPA submits the Full Funding Grant Agreement application to FTA.

Member Lipkin asked for clarification on primary recommendation number 3 regarding policy-level recommendations and reporting to the TJPA Board. He suggested that prior to bringing the governance recommendation to the TJPA Board, the Members, along with TJPA counsel, should consider whether the TJPA Board would be well served by an advisory committee with in-depth knowledge, as the Board will be making policy. He also asked for clarification on primary recommendation number 2 regarding developing a collaborative, integrated management approach and core management team convened by the DTX Project Director. He suggested clarifying that the agency representatives on the management team would not be running the DTX project as it would be the Project Director's responsibility. Additionally, he proposed a joint risk committee composed of individuals working on the project as well as agency representatives with wider, more objective perspectives on risk.

Member Fremier commented regarding the recommended governance framework for delivery on slide 14, stating that the partnering agencies should stay engaged at an ESC-type level throughout the project and that he supports the proposed integrated management team but emphasized that Members need to be engaged full time. He asked about the "policy review body" and said it seemed misaligned on the slide. Mr. Koehler responded that the

intent of the policy review body box in the proposed organization is to indicate ways that a policy board could advance policy matters; he noted that the lines of communication were not fully indicated on the slide.

Chair Bouchard asked about the supporting recommendation to embed risk management and risk review at all levels, referring to item 8 on slide 10. She asked what the considerations would be and noted that Member Lipkin's suggestion of an independent format for risk management is important. Mr. Koehler responded that while risk management is everyone's job on a project of this scale, there needs to be a structured way to pursue risk management. He suggested that the wording on the slide could have been to "pursue" rather than "embed" risk management throughout the project. The risk management approach will be documented in the project's risk management plan. He noted that the progressive procurement model is centered on progressively developing the understanding of risk, its scale and allocation, and how it is reflected in the delivery agreements. He reiterated that the team will look to the management plans to delineate the risk management process. Project Director Alfonso Rodriguez added that staff presented on risk management to the ESC earlier this year and emphasized that risk management is ongoing and accounted for within the project's existing framework.

Member Van de Water asked about authority and delegated authority, stating that under the terms of the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU), the Integrated Program Management Team (IPMT) advises the ESC and ESC advises the TJPA Board, but the Board retains authority over the project. He expressed that Members needed to clarify the ESC's recommendation on governance to the Board, specifically regarding any change management authority or policy functions not in direct line to the TJPA Board. Mr. Koehler responded that on a project of this scale, it is important that the delegated authorities are correct and that they support decision-making. He noted the Caltrain modernization program's change management body's role varies depending on the scale of the change. He said to think of the framework as a matrix that shows different requirements at different times. Vice Chair Chang mentioned that Member Van de Water's guidance will be essential, as he is the TJPA Executive Director. She noted that the policy body could be an advisory body like the ESC or a subcommittee of the Board, which might need to consider an item before it goes to the Board. Chair Bouchard said that Caltrain's change management board process has evolved over time and either approves changes or concurs to forward changes to the Executive Director, and she added that partnering would need to be involved in all these groups with delegated authority.

Member Sweet stated that the Governance Study Recommendations provide a good blueprint for moving forward, and that she understands that work with the IPMT will be ongoing in thinking about how to best leverage insight from the funding partners.

A motion to advance the Governance Study Recommendation to the TJPA Board of Directors was made by Vice Chair Chang and seconded by Member Sweet. A unanimous voice vote approved the motion.

7. Informational Item:
Downtown Rail Extension Project Delivery Strategy: Implementation Roadmap

Chair Bouchard continued this item to the next meeting.

8. Action Item
Election of Chair and Vice Chair

There was no member of the public wishing to comment.

Vice Chair Chang nominated Chair Bouchard for reelection. There was no member of the public wishing to comment. Member Fremier seconded the nomination. A unanimous voice vote approved the motion. Chair Bouchard nominated Vice Chair Chang for reelection. There was no member of the public wishing to comment. Member Van de Water seconded the nomination. A unanimous voice vote approved the motion.

9. Public Comment

Members of the public may provide comment on matters within the ESC's purview that are not on the agenda.

Roland Lebrun suggested that the quarterly federal PMO reports for the project be published as soon as they are available.

10. Discussion Item:
ESC Agenda items for upcoming meetings

None were proposed.

11. Adjourn

Chair Bouchard adjourned the meeting at 12:03 p.m.

ACCESSIBLE MEETING POLICY

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Campaign and Gov't Conduct Code, Article II, Chapter 1, § 2.100, et seq.) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3124 and website: www.sfethics.org.