



## **SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING**

### **MINUTES**

Friday, October 21, 2022

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

#### **WATCH LIVE:**

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=eb2360b55412ca884d17d5e8f47a0ffe2>

**PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 2552 820 5873**

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 11:00 a.m.

2. Roll Call

Secretary Bonner noted that Lisa Klein was sitting in as Member Fremier’s alternate.

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

Members Absent: Andrew Fremier

3. Communications

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

- Chair’s Report

Chair Bouchard presented the Chair’s report. The Chair acknowledged Commuter Rail Coalition will hold their annual meeting at Caltrain and will feature the Downtown Rail Extension (DTX) project.

Public Comment:

Roland Lebrun suggested closed captioning of the meetings and a transcript be posted in a link on the agenda.

4. Action Item:

Approval of Meeting Minutes: September 16, 2022

There was no member of the public wishing to comment.

A motion to approve the minutes was made by Member Van de Water and seconded by Vice Chair Chang. Member Lipkin abstained from voting as he did not attend the September meeting. The remaining voting members unanimously 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 Lipkin. A unanimous voice vote approved the motion.

6. Informational Item:

Downtown Rail Extension Project Engineering Phase Workplan

DTX Project Director Alfonso Rodriguez and San Francisco County Transportation Authority (SFCTA) Rail Program Manager Jesse Koehler presented the item.

Chair Bouchard commented on the task schedule noting important activities in upcoming quarters. She stated that the Master Cooperative Agreement between the TJPA and Caltrain needs to be completed prior to the Federal Transit Administration (FTA) Engineering phase in August. The Chair inquired about schedule risks and mitigation.

Mr. Rodriguez stated the 20-Year Financial Plan is the focus right now and is informed by a number of activities: the DTX capital cost estimate, which is currently in peer-review; contingency, which is informed by the recent quantitative risk assessment; escalation; and the results of the peer review of the cost estimate. He further stated that these, together with the programmatic costs, will be the basis of the revised cost estimate and schedule.

Mr. Koehler spoke to the project's financial plan and the operations and maintenance (O&M) funding approach. He explained the team is focusing on engaging with the FTA on an approach to develop a first version of the plan for the February milestone and understanding FTA's financial oversight consultant's process by which the team will work to refine the plan during the balance of 2023. It was acknowledged that the team needs to work closely with FTA staff and all six partnering agencies to ensure the requirements are satisfied.

Member Lipkin noted the biggest risk is funding; primarily, coming up with the committed match by the milestones.

Member Van de Water responded that the TJPA has pathways to secure the non-federal funding commitment. Mr. Rodriguez responded that the project expects to enter Engineering in August and submit the documentation that becomes part of the annual federal funding cycle.

Member Klein asked when the Integrated Program Management Team (IPMT) will review the capital cost estimate in peer review, how contingency activity flows into the estimate, and what contingency will be based on in the estimate submitted to the FTA in February. Mr. Rodriguez responded that the IPMT will be reviewing results of the quantitative risk assessment the week of October 24.

Member Klein followed up by asking for confirmation that the FTA Project Management Oversight Consultant (PMOC) will be involved in the quantitative risk review after February and inquired whether the O&M plan would be peer reviewed. Mr. Rodriguez responded that the DTX Comprehensive Work Plan does not call for peer review of the O&M plan. He stated the DTX Master Schedule will be reviewed by the FTA's PMOC and clarified all documents (cost estimate, financial plan) submitted by the TJPA—are part of the FTA's review. He further stated the FTA will assign a financial management oversight consultant, as well, which is another layer of review by the FTA.

Vice Chair Chang stated that one of the bigger risks relates to coordination of the integrated project team to ensure enough time for processes that require policy-level guidance or action by the ESC and TJPA Board. Mr. Rodriguez responded that the activities needing review or action by the IPMT and ESC include the Baseline Budget and Master Schedule as part of the 20-Year Financial Plan, before going to the Board; the project delivery implementation roadmap; the environmental addendum; the governance documentation; the agreements; and the quarterly risk report. He said that an engineering-phase work plan update is scheduled for presentation to the ESC in January 2023. Vice Chair Chang acknowledged the January presentation but emphasized that providing advance notice for reviews would be helpful to allow ESC members to anticipate the review and allot time in their schedules.

**Public Comment:**

Mr. Lebrun thanked Mr. Rodriguez and Mr. Koehler for the presentation and stated it was very valuable and recommended they look into the Bart Silicon Valley Phase II extension project process.

**7. Public Comment**

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

Mr. Lebrun's attempt to provide general public comment was inadvertently overlooked and thus did not occur. Staff reached out to Mr. Lebrun after the meeting offering to accept any submitted written comments.

8. Discussion Item:

ESC Agenda items for upcoming meetings

None.

9. Adjourn

Chair Bouchard adjourned the meeting at 11:56 a.m.