



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

### **MINUTES**

Friday, November 17, 2023

TJPA Office  
425 Mission Street, Suite 250  
San Francisco, CA

9:30 a.m. to 10:30 a.m.

### **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, Alix Bockelman  
Transbay Joint Powers Authority, Adam Van de Water

## **PUBLIC PARTICIPATION**

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical location listed above or may watch live online using the link below:

<https://transbaycenter.webex.com/transbaycenter/j.php?MTID=m6b9d4c77733ecf5b0a9bf92ec699f9ce>

Members of the public may comment on the meeting during public comment periods in person or remotely. In-person public comment will be taken first; remote public comment will be taken after. The call-in line is provided as a courtesy and its availability may be disrupted due to technical difficulties or otherwise. In-person public comment will be taken first; remote public comment will be taken after.

**PUBLIC COMMENT CALL-IN: 1-855-282-6330 Access Code: 2559 014 8695# #**

When the item is called, dial \*3 to be added to the speaker line. When prompted, callers will have two minutes to provide comment unless otherwise noted by the Chair. Please speak clearly, ensure you are in a quiet location, and turn off any TVs or computers around you.

## **AGENDA**

### 1. Call to Order

Chair Bouchard called the meeting to order at 9:32 a.m.

### 2. Roll Call

Prior to calling roll, Secretary Larrick noted that Member Bockelman was absent, and that Member Klein would sit in as her alternate.

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

Members Absent: Alix Bockelman

### 3. Communications

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

- Chair's Report

Chair Bouchard presented the report.

Member Van de Water invited ESC members to the TJPA's annual holiday lighting ceremony in Salesforce Park on December 8 beginning at 5 p.m.

There was no member of the public wishing to comment.

### 4. Action Item:

Approval of Meeting Minutes: October 20, 2023

There was no member of the public wishing to comment. The motion to approve the minutes was made by Chair Bouchard and seconded by Vice Chair Chang. A unanimous voice vote approved the motion.

Items 5 and 6 were called together at the request of staff and concurrence of ESC members.

5. Informational Item:  
Status Report on development of Successor San Francisco Peninsula Rail Program Memorandum of Understanding
6. Action Item:  
Consider Integrated Program Management Team Recommendation to amend the San Francisco Peninsula Rail Program Memorandum of Understanding from its current end date of December 31, 2023 to May 10, 2024

Stephen Wolf, Metropolitan Transportation Commission (MTC) Assistant Director, and Jesse Koehler, San Francisco County Transportation Authority (SFCTA) Rail Program Manager, presented Item 5.

Vice Chair Chang requested a schedule for the remaining work. Chair Bouchard concurred, stating that it is important to have a more detailed path forward to understand how the project resources align with achieving milestones. Member Van de Water stated the governance structure needs to be clear to the contracting community so that proposers do not add extra risk and cost in their proposals because of uncertainty and added that he agreed with Vice Chair Chang that a step-by-step schedule is needed. Member Klein agreed and said that she supports the limited extension and a work plan. Chair Bouchard summarized by requesting staff to return with a schedule at the next meeting. Mr. Koehler agreed. Member Van de Water said that Item 5 will be considered by the TJPA Board on December 14; and afterwards the TJPA Board will be asked to start establishing The Portal Board committee.

Member Lipkin said he supported the item and wanted to clarify the motion that the action will depend on confirmation of each partnering agency's approval according to the agency's governance process. The new motion was stated as: Recommend Integrated Program Management Team Recommendation to amend the San Francisco Peninsula Rail Program Memorandum of Understanding from its current end date of December 31, 2023 to May 10, 2024 subject to confirmation of each partnering agency's approval according to the agency's governance process.

There was no member of the public wishing to comment. Member Lipkin's motion was seconded by Member Klein. A unanimous voice vote approved the motion.

7. Informational Item:  
Status of the Downtown Rail Extension/The Portal Workplan schedule and funding update.

Alfonso Rodriguez, TJPA Project Director, presented the item.

Member Van de Water noted a correction to the last item on the final slide: Successor MOU Implementing Governance Blueprint should read Successor Governance. Mr. Rodriguez acknowledged the correction.

Vice Chair Chang said she understood the reason the team needs to be thoughtful about the trackwork and rail systems in the 4th and King Yard, but that this came up as a risk management issue at the last meeting and she requested that staff include anything relevant to risk management before it goes to any of the partnering agencies' boards. Mr. Rodriguez acknowledged that this topic was discussed from a risk point of view with the IPMT. Vice Chair Chang suggested that in the spirit of moving toward the Executive Working Group (EWG), communications are key and that members should keep each other informed.

Member Lipkin asked about the relationship between the baseline budget and the funding and financial plan. He asked whether the presentation on the baseline budget would reflect what is currently funded with available funds, i.e., will it clarify how far the project can proceed with available funding. Mr. Polechronis, Program Management/Program Controls Program Manager, responded that it is the financial plan, not the baseline budget, that contains that information. The plan will be updated to identify all of the sources of funds, committed and planned. Member Lipkin said that he hoped to see the linkage between the two.

**Public Comment:**

Roland Lebrun stated that every agreement should go to the ESC before going to the TJPA Board, especially agreements related to the railyards. He stated that the slide showing the funding sources was helpful, but showing the actual amounts would be even more helpful because it would enable the ESC and the Board to track the grant awards. He suggested clarifying the federal funding information on the slide.

**8. Public Comment**

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

Roland Lebrun commented on the departure of the project director for the BART extension project, his replacement, and their past project experience.

**9. Discussion Item:**

ESC Agenda items for upcoming meetings

None.

Secretary Larrick announced that the next ESC meeting, scheduled for December 15, would need to be rescheduled and that he would poll members on a suitable alternate date.

**10. Adjourn**

Chair Bouchard adjourned the meeting at 10:23 a.m.

**ACCESSIBLE MEETING POLICY**

In accordance with the Americans with Disabilities Act, California Law, and the Governor's Executive Order, any individual with a disability may request reasonable modifications or accommodations so that they may observe and address the Executive Steering Committee at this teleconference meeting. If you are disabled and require special accommodations to participate, please contact the TJPA at 415.597.4620 or [dtx@tjpa.org](mailto:dtx@tjpa.org), at least 72 hours prior to the meeting. Late requests will be honored if possible. Calendars and minutes of the meeting may be available in alternative formats; please contact the TJPA at 415.597.4620 or [dtx@tjpa.org](mailto:dtx@tjpa.org) at least 72 hours in advance of need. Written reports or background materials for calendar items are available online at [www.tjpa.org](http://www.tjpa.org).

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