



**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

MINUTES

Thursday, December 12, 2024

1 Dr. Carlton B. Goodlett Place, Room 416
San Francisco, CA

REGULAR MEETING

9:30 a.m.

BOARD OF DIRECTORS

Jeff Gee, Chair
Rafael Mandelman, Vice Chair
Elaine Forbes
Alicia John-Baptiste
Boris Lipkin
Sarah Syed
Jeffrey Tumlin
Dina El-Tawansy (*ex-officio*)

Executive Director
Adam Van de Water

Secretary
Nila Gonzales

TJPA Office
425 Mission Street, Suite 250
San Francisco, California 94105
415-597-4620

9:30 – REGULAR MEETING

ORDER OF BUSINESS

1. Call to Order

Chair Gee called the meeting to order at 9:30 a.m.

2. Roll Call

Secretary Gonzales announced that Director Syed was absent due to a scheduling conflict and alternate Directors Ambuehl, Chang, and Rewers were sitting in for Directors El-Tawansy, Mandelman and Tumlin.

Present: David Ambuehl
Tilly Chang
Elaine Forbes
Alicia John-Baptiste
Boris Lipkin
Jonathan Rewers
Jeff Gee

Absent: Dina El-Tawansy
Rafael Mandelman
Sarah Syed
Jeffrey Tumlin

3. Communications

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

4. Board of Director's New and Old Business

None.

5. Executive Director's Report

- Quarterly Financial Reports
- Facility Operations Update
- The Portal Schedule & Funding Update

Executive Director (ED) Van de Water presented the ED Report and provided the Quarterly Financial Reports prepared by Chief Financial Officer (CFO) Shima Mirzaei, who was available for questions.

R.E. Walsh, Facility Director, presented the Facility Operations Update.

Alfonso Rodriguez, The Portal Project Director, presented The Portal Schedule & Funding Update. Chair Gee asked if the financial module within the Project Management Information System would be doing double entry. Mr. Rodriguez explained that the financial modules will automate invoice updates, support tracking, forecasting, and budgeting, and integrate seamlessly across the platform. ED Van de Water stated that a detailed cash flow analysis will be presented

by Mr. Rodriguez and CFO Mirzaei in the new year to ensure project milestones are met even if future funding is delayed.

Director Chang inquired about discussions with the legislative delegation. ED Van de Water summarized meetings with the California State Transportation Agency (CalSTA), the Governor's Office, and local legislators, which focused on securing funding for technical work in 2025, including heavy civil design, and broader state-level funding issues like cap-and-trade reauthorization.

6. Citizens Advisory Committee (CAC) Update

Secretary Gonzales announced that both CAC Chair Larkin and Vice Chair Shaw were absent, therefore, Lily Madjus Wu, Communications and Legislative Affairs Director and CAC Staff Liaison, presented the update.

Public Comment:

In follow up to the prior public comment caller expressing issues with the call-in line, Herschell Larrick, TJPA Office Administrator, said he was calling to test the quality of the public comment call-in line.

7. Public Comment

Members of the public may address the Authority on matters that are within the Authority's jurisdiction and are not on today's calendar.

Jim Patrick expressed concerns about not-to-exceed contracts, noting they ensure budget accuracy but may allow contractors to use their full dollar amounts. He recommended using fixed-price contracts and selecting the lowest bidder to secure better pricing and avoid such risks.

Roland Lebrun appreciated The Portal video and suggested focusing future video enhancements on platform design in the train box and East Bay connections. He also recommended the "DTX Flyover" video on YouTube as a useful resource.

THE FOLLOWING MATTERS BEFORE THE TRANSBAY JOINT POWERS AUTHORITY ARE RECOMMENDED FOR ACTION AS STATED BY THE EXECUTIVE DIRECTOR OR THE CHAIR.

REGULAR CALENDAR

8. Approving the Minutes of the November 14, 2024 meeting.

No public comment.

On motion to approve:

ADOPTED: AYES – Chang, Forbes, John-Baptiste, Lipkin, Rewers and Gee

9. Approving updated Board Policy No. 001, Procurement Policy.

CFO Mirzaei presented the item.

Public Comment:

Jim Patrick expressed discontent about section J referencing minority business, Women's enterprise, and labor surplus firms, stating it discriminates against white, small business owners and violates the equal protection clause. He argued it hinders fair business practices and recommended its removal.

RESOLUTION 24-036

On motion to approve:

ADOPTED: AYES – Chang, Forbes, John-Baptiste, Lipkin, Rewers and Gee

10. Authorizing the Executive Director to enter into an Amended and Restated Interim Agreement with the Peninsula Corridor Joint Powers Board (Caltrain), for information sharing, design and operational input, securing funding, and other coordination to ensure the TJPA meets critical milestones in the work plan and documentation requirements of the Federal Transit Administration Full Funding Grant Agreement in the amount of \$3,939,106 for Fiscal Year 2025.

Alfonso Rodriguez, The Portal Project Director, presented the item. Director Rewers asked about the Indirect Cost Allocation Plan (ICAP). ED Van de Water explained ICAP as a 2.5% administrative overhead specific to Caltrain projects, while CFO Mirzaei clarified it is not included in other line items.

Director Rewers raised concerns about duplicative services, noting the communications and government affairs line items. Mr. Rodriguez explained that the work is only as-needed and at the request of the TJPA Communications and Legislative Affairs Director. CFO Mirzaei confirmed the budget is a not-to-exceed amount for the fiscal year and Caltrain will contribute \$1.5 million through cash or staff time.

No public comment.

RESOLUTION 24-037

On motion to approve:

ADOPTED: AYES – Chang, Forbes, John-Baptiste, Lipkin and Rewers
ABSTAIN – Gee

ADJOURN – Chair Gee adjourned the meeting at 10:20 a.m.

A recording of the meeting is on file in the office of the Secretary to the Transbay Joint Powers Authority Board of Directors.

Nila Gonzales
Board Secretary

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) 252-3112 and web site: www.sfethics.org.