

San Francisco Peninsula Rail Program

Memorandum

To: Executive Steering Committee
From: Stephen Polechronis, Interim Project Director (pending TJPA Board Approval)
Date: August 21, 2020
Re: Executive Steering Committee Chair and Vice Chair Term Limits

EXPLANATION:

On June 5, 2020, the TJPA and stakeholder partners MTC, SFCTA, Caltrain, CHSRA, and the City and County of San Francisco fully executed the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU), establishing a new organizational structure for development of the Downtown Rail Extension. Under the terms of the MOU, an Executive Steering Committee (ESC), consisting of executives from each of the partners, will support the TJPA in project development efforts for the DTX. The term of the MOU is 36 months or when the DTX reach Ready-for-Procurement status, whichever is earlier.

The ESC will meet at least monthly, sufficiently in advance of the TJPA Board's regularly scheduled meetings that the ESC will have an opportunity to provide a progress update or to present items to the TJPA Board. At the request of the TJPA Board Chair, the ESC Chair or Vice-Chair will report to the TJPA Board on a monthly basis on the status of the program.

On July 17, 2020, the ESC conducted its first meeting. At that meeting, a quorum being present, the following appointments were nominated, seconded, and unanimously approved; Tilly Chang, Chair, Andrew Fremier, Vice Chair.

The term of office for the Chair and Vice Chair were not established at this meeting. However, during discussion, the ESC members agreed that the term of office should be established at the August ESC meeting.

RECOMMENDATION:

It is recommended that the term of office for Chair and Vice Chair of the ESC be set at one (1) year from the July 17, 2020 ESC meeting.

