



SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING

MEETING MINUTES

Friday, July 17, 2020

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

WATCH LIVE:

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=e8a0794102deb43e17561ea85920515b8>

PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 126 519 1762

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. Please see additional information on the next page for remote meeting access.

In compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of ESC members in locations not open to the public. The purpose of the orders is to provide the safest environment for all persons consistent with San Francisco Department of Public Health Orders of the Health Officer and current public health recommendations, while allowing the public to observe and address the ESC.

EXECUTIVE STEERING COMMITTEE

Peninsula Corridor Joint Powers Board/Caltrain, Jim Hartnett
City and County of San Francisco, Rich Hillis
California High Speed Rail Authority, Boris Lipkin
Metropolitan Transportation Commission, Andrew Fremier
Transbay Joint Powers Authority, Mark Zabaneh
San Francisco County Transportation Authority, Tilly Chang

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 the standard three minutes to provide comment.

AGENDA

1. Call to Order / Roll Call

Secretary Pollitt called the meeting to order at 11:01 a.m. and noted that alternates Michelle Bouchard and Anne Taupier were attending on behalf of Jim Hartnett and Rich Hillis, respectively.

Members Present: Michelle Bouchard, Tilly Chang, Andrew Fremier, Boris Lipkin, Anne Taupier and Mark Zabaneh

Members Absent: Jim Hartnett and Rich Hillis

2. Election of Chair and Vice Chair

ESC Member Andrew Fremier nominated ESC Member Tilly Chang for Chair. ESC Member Mark Zabaneh seconded Mr. Fremier’s nomination in support of Ms. Chang as Chair. Secretary Pollitt asked if there were any other nominations before taking a roll call vote. ESC Member Anne Taupier inquired about the term length of Chair and Vice Chair. Secretary Pollitt responded that the chairmanship would last one full calendar year. A unanimous voice vote confirmed Ms. Chang as ESC Chair.

Ms. Chang nominated Mr. Fremier as Vice Chair. ESC Member Michelle Bouchard seconded the nomination of Mr. Fremier as Vice Chair. Secretary Pollitt asked if there were any other nominations before taking a roll call vote. A unanimous voice vote confirmed Mr. Fremier as Vice Chair.

Ms. Bouchard requested that the committee agendaize a discussion of terms limits. Secretary Pollitt acknowledged the request to be calendared for a future meeting.

3. Project Director Recruitment Update by TJPA and Interim Project Director recommendation to the TJPA Board of Directors

Mark Zabaneh, ESC Member and TJPA Executive Director, presented this item. Mr. Zabaneh reported that the effort to recruit a Project Director is ongoing. He noted that a recruitment firm has been retained to aid in the selection process. Mr. Zabaneh also noted that all ESC members had a chance to speak with the recruitment firm, except one member who was unavailable. Mr. Zabaneh stated that the process will take several months, so in an effort to keep things moving forward, he stated the Integrated Program Management Team (IPMT) recommended that the ESC retain an Interim Project Director until the permanent one is recruited. Mr. Zabaneh stated that the IPMT had interviewed two candidates and recommended Stephen Polechronis, URS/AECOM's DTX Program Manager for the position of Interim Project Director. If approved by the ESC, this recommendation will be presented to the TJPA for consideration.

A motion to approve Stephen Polechronis as Interim Project Director was made by Chair Chang and seconded by Vice Chair Fremier. A unanimous voice vote approved the motion. This recommendation will be presented to the TJPA Board for consideration.

4. Project Progress Update by TJPA
 - a. Summary work program / 6-month schedule
 - b. Phasing Study
 - c. General Engineering Contract RFP Status
 - d. Communications/Branding Contract RFP Status

Stephen Polechronis, DTX Program Manager with AECOM, presented the update. Mr. Polechronis started his report by providing a summary of the IPMT's activities which included bi-monthly meetings since May, interviews for the Interim Project Director, project orientation meetings, and procedures for the ESC. Mr. Polechronis continued his report by highlighting key activities that the IPMT is currently working on to advance the project. Mr. Polechronis noted that the TJPA is currently in the process of releasing a Communications/Rebranding Request for Proposals (RFP) in response to the rebranding activity listed on the schedule. The Communications/Rebranding RFP will be issued in late July or early August and is anticipated to be recommended to the TJPA Board for award in October 2020. Mr. Polechronis continued to report that the IPMT drafted a detailed consolidated work plan, which has been shared between IPMT team members. The IPMT will finalize the work plan, extract the initial six-month detailed work plan, and present that as an item at the next ESC meeting.

Mr. Polechronis further reported that the General Engineering Consultant (GEC) RFP has been released. Additionally, he noted that the TJPA conducted a pre-bid meeting for the GEC RFP on Wednesday, July 15, with proposals due to the TJPA by September 4, 2020 and anticipates the contract to be recommended to the TJPA Board for approval at their November Board meeting, with the notice to proceed (NTP) coming towards the end of the year. He also noted that funding planning has started, through Plan Bay Area 2050 coordination, which is being led by SFCTA in coordination with TJPA.

Mr. Polechronis shared updates regarding progress made by the IPMT. He noted in Phasing Workshop 0 that data was transferred from the previous GEC before the contract expired

and that in Phasing Workshop 1, the IPMT discussed preliminary evaluation criteria and phasing concepts categories.

Mr. Polechronis continued his report by discussing the key parts of the Phasing Evaluation Criteria plan. He mentioned that the plan would consist of five buckets, which include capital cost savings and future costs, regional context, environmental impact, operational impacts, and impacts on operations and maintenance.

Mr. Polechronis concluded his report by discussing next steps. He noted the operational analysis as a key next step in an effort to aggressively begin testing phasing ideas. He also mentioned that the IPMT is evaluating the near and short-term cost impacts.

Mr. Zabaneh commented on Mr. Polechronis's report and suggested separating the risks associated with constructing an item during the initial stages versus implementing an item after the facility is constructed.

Ms. Bouchard commented on Mr. Polechronis's report stating that it is important to emphasize the service options as not only accommodating Caltrain and High-Speed Rail, but how they contribute to the viability and the business case of the DTX.

Chair Chang asked when more information would be provided on the work plan schedule and asked Mr. Polechronis to work with the IPMT to highlight dependencies of these streams.

Mr. Polechronis confirmed a work plan schedule would be developed and presented at the next ESC meeting.

5. Plan Bay Area 2050 Update by SFCTA

Amber Crabbe, SFCTA Public Policy Manager, presented the update.

Ms. Crabbe noted that the SFCTA previously presented on the Metropolitan Transportation Commission (MTC's) efforts to develop the Plan Bay Area 2050 Blueprint and its Transportation element. Ms. Crabbe highlighted that projects will be organized into two Phases. Phase 1 would represent delivery before 2035 and Phase 2 would represent delivery between 2035 and 2050. She noted that the proposals are limited due to funding. She stated that staff recommended DTX to be placed in Phase 2 but that at a recent Planning Committee meeting, Commissioners asked staff to develop options for placing DTX and Valley Link into Phase 1. MTC will hold a full commission meeting on July 22, 2020 to determine if one or both projects should be considered for Phase 1. She further noted that many elected officials and advocates have submitted letters seeking placement of DTX into Phase 1.

6. Public Comment

None.

7. ESC Agenda items for upcoming meetings

Ms. Bouchard requested discussing Chair and Vice Chair term limits.

Mr. Polechronis will present the six-month work plan schedule.

ESC Member Boris Lipkin suggested that future agenda items be properly vetted to ensure that the IPMT have signed off on the presentation of the items.

8. Adjourn

Chair Chang adjourned the meeting at 11:58 a.m.

ACCESSIBLE MEETING POLICY

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