



SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING

MEETING MINUTES

Friday, September 18, 2020

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

WATCH LIVE:

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=ea6a0ff8757717aad614e2f70e0914a4f>

PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 126 765 8582

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In compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of ESC members in locations not open to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

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

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

Chair Chang called the meeting to order at 11:01 a.m. Before proceeding with roll call, Chair Chang introduced Alexandra Sweet, the new Transportation Advisor for San Francisco Mayor Breed, who will transition on to the Executive Steering Committee (ESC) as the City and County of San Francisco representative.

2. Roll Call

Secretary Pollitt noted that alternates Michelle Bouchard, Lisa Klein and Erin Roseman were attending on behalf of Jim Hartnett, Andrew Fremier and Nila Gonzales, respectively.

Members Present: Michelle Bouchard, Rich Hillis, Lisa Klein, Boris Lipkin, Erin Roseman and Tilly Chang

Members Absent: Nila Gonzales, Jim Hartnett and Andrew Fremier

3. Communications

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

4. Action Item:

Approval of Meeting Minutes: August 21, 2020

Prior to calling the item, Secretary Pollitt noted that there was a grammatical typo regarding a position title within the Meeting Minutes, and that it had been corrected and updated.

Member Bouchard requested to receive the Meeting Minutes earlier, and Chair Chang acknowledged the request.

There was no member of the public wishing to comment.

A motion to approve the Meeting Minutes was made by Member Klein and seconded by Member Lipkin. A unanimous voice vote approved the motion.

5. Informational Item:
Project Progress Update on Comprehensive Work Plan, Deliverables, and Operations Analysis

Stephen Polechronis, Interim Project Director, presented the work that has been completed thus far by the Integrated Project Management Team (IPMT) as shown in the slide presentation.

Mr. Polechronis noted that his report would highlight the Comprehensive Work Plan, Deliverables and Operations Analysis. He provided a high-level overview of the Comprehensive Workplan and noted that the draft final was distributed to the ESC members' respective IPMT representative on September 6, 2020 for approval.

Mr. Polechronis continued his report by providing an overview of the IPMT's Deliverables by highlighting the completed and in-progress tasks. He also reported on the status of the Industry Sounding Request for Information (RFI) 01, its progress to date, and that out of the 15 submitted responses, 13 have been accepted and are being reviewed by the TJPA.

Mr. Polechronis concluded his report by providing an overview of the Operations Analysis by highlighting the scope of work, shared funding solution between the TJPA and San Francisco County Transportation Authority (SFCTA) that is currently in process and that Caltrain's Notice to Proceed (NTP) for the Deutsche Bahn Operations Study had been issued on Thursday, September 17, 2020.

Member Lipkin commented on Mr. Polechronis's report and asked for clarification regarding Phasing and cost estimation work. More specifically, Member Lipkin wanted to better understand what has been started as it relates to Phasing and the status of the cost estimate and how it ties into the Operations Analysis. Mr. Polechronis responded by stating that an estimating tool has been developed and structured around the Federal Transit Administration (FTA) costing requirements to ensure that everything the IPMT does is consistent with the eventual entry into the start of the FTA New Starts Program. He noted that the estimating tool provides the flexibility to review each of the Phasing concepts as they are approved and/or disapproved – and perhaps by the Operations Analysis as well, as to escalate the cost for future installations of deferred items, which has been reviewed by the IPMT. Member Lipkin stated that he appreciated the explanation and how progressing the nonoperation elements is important.

Member Klein expressed appreciation for the IPMT's effort and activity for moving things forward and how the updated Comprehensive Work Plan and schedule that Members are expected to receive next month is important in ensuring the ESC functions the way it is intended to per the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU). She further noted how imperative it is to focus on key areas where the ESC will need to weigh in on policy considerations, such as how to be prepared to respond to questions about demand forecasts and COVID impacts, to ensure the IPMT has the time to develop the proper materials. She concluded by suggesting that written memos and additional background information would be beneficial.

Chair Chang stated that two critical pieces of work were planned for October 2020, the Comprehensive Work Plan and Master Schedule, including all the dependencies among tasks and reflecting risk considerations. She continued by suggesting that Mr. Polechronis and the IPMT develop a memo on how the Operations Study and Phasing work are interrelated and concluded by mentioning that planning and funding tasks are actually important inputs into the Phasing task as well. Mr. Polechronis acknowledged that the interrelationship between the Operations Study and Phasing Study could not be tighter and that there are some elements that would not affect rail operations. He also noted that he will work on finalizing the Comprehensive Work Plan, Master Schedule and a draft memo for the ESC Members. He concluded by informing Chair Chang that the Comprehensive Work Plan is with the ESC members respective IPMT representatives and suggested coordinating a time to review the Plan with each ESC members' respective IPMT representative.

Member Hillis asked for further clarification regarding revenue as it relates to tradeoffs, costs and savings and when it plans to come into the bigger picture. He expressed concern regarding the revenue and how it is challenging to proceed without having this information. Mr. Polechronis responded and noted that the overall funding plan is in process now and will continue through mid-September 2021. Chair Chang stated that revenue estimates may indeed correspond with each of the phasing options and that revenue service is expected for 2033.

Public Comment:

Roland Lebrun expressed gratitude towards Mr. Polechronis's presentation and the job he has done thus far as the Interim Project Director. Mr. Lebrun suggested that since there was only a single bid for the General Engineering Consultant (GEC) that it be rejected and rebid separately and not a joint venture. He continued by suggesting that the Operations Analysis be confined to the nine-mile section between the Transit Center to Brisbane to eliminate interference from San Mateo County. He also asked that he be notified when the Phasing Study Workshop 0 and 1 Report becomes available for public comments.

6. Informational Item: Project Progress Update on Critical Path Schedule

Mr. Polechronis provided an overview of the Critical Path Schedule by highlighting key activities that are currently the IPMT's focus and noted significant progress has been made on a number of items.

Member Lipkin commented on the Critical Path Schedule regarding the Phasing Concepts and asked if there was a way to piece out some of the design work that could be completed within the interim six months. Mr. Polechronis agreed and explained that the gap is related to the Phasing Study and the way that authorizations are structured from SFCTA, Mr. Polechronis wanted to ensure that there was mutual agreement on the exact activities that the design team could progress within the context of the MOU guidelines to move the project forward before the Phasing Study is fully adopted. Chair Chang confirmed that she would clarify the details at the staff level.

Member Lipkin furthered his comments by asking for clarification regarding the funding study memo and the timeline it would take to get the document from draft to final. Chair Chang stated that more details will be added in an effort to properly breakdown the funding task and how it corresponds to the Phasing Study.

7. Informational Item:
Project Progress Update on Risk Register

ESC Members unanimously concurred to continue Item 7 to the next meeting.

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 expressed that options should be vetted, and that the 2nd Street alignment should be approved as it is currently proposed in the Operations Analysis. He concluded his remarks by stating that the ESC provide guidance for introducing the Pennsylvania Avenue Extension and New Transbay Rail Crossing as part of the project to create a project of national significance.

9. Discussion Item:
ESC Agenda items for upcoming meetings

No new agenda items were suggested.

10. Adjourn

Chair Chang adjourned the meeting at 11:59 p.m.