



**TRANSBAY JOINT POWERS AUTHORITY  
CITIZENS ADVISORY COMMITTEE**

**MEETING MINUTES**

Tuesday, September 8, 2020  
5:30 p.m. to 7:30 p.m.

**WATCH LIVE:**

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=e24157022482a2bc9330a0985cb525df5>

**PUBLIC COMMENT CALL-IN: 1-855-282-6330 — Access Code: 126 940 5220**

Due to the COVID-19 health emergency, the Citizens Advisory Committee Meeting Room is closed. 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In compliance with the Governor’s Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of Committee members in locations not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 Committee.

**CITIZENS ADVISORY COMMITTEE**

Derrick Holt, Chair  
Belal Aftab, Vice Chair

Dan Bell  
Paul Bendix  
Richard Burnett  
Jackson Fahnestock

Robert Feinbaum  
Gloria Li  
Charley Lavery  
Sean McGarry

Mark O’Dell  
Andrew Robinson  
Owen Stephens  
Howard Wong

Interim Executive Director  
Nila Gonzales

Staff Liaison  
John Updike

CAC Secretary  
Julie Markus

## 1. Call to Order

Chair Holt called the meeting to order at 5:33 p.m. Secretary Markus announced that CAC Member, Patrick Henderson, recently resigned due to unforeseen circumstances.

Members Present: Belal Aftab, Paul Bendix, Richard Burnett, Jackson Fahnestock, Robert Feinbaum, Derrick Holt, Gloria Li, Charley Lavery, Sean McGarry, Mark O'Dell, and Howard Wong

Members Absent: Dan Bell, Andrew Robinson, and Owen Stephens

## 2. Staff Report

Nila Gonzales, TJPA Interim Executive Director (ED), stated she is honored to serve as Interim ED, especially at such an important time in the agency's history. She further stated that as the region continues to mitigate the impacts of the COVID-19 pandemic and looks towards the future of a state that is interconnected by rail, stable leadership and a firm commitment to the vision of the agency is critical. She noted that her focus will be on advancing the Transbay Program by operating the Salesforce Transit Center in a world-class, cost effective manner, in partnership with regional leaders, transit agencies and neighborhood stakeholders; advancing Phase 2 by collaborating with the San Francisco Peninsula Rail Program Executive Steering Committee (ESC); and, ensuring all aspects of the TJPA's financial and regulatory obligations are met. She also stated that in regard to the COVID-19 health crisis, the TJPA was pleased to see that the City and County of San Francisco (CCSF) is again moving forward with reopening more social and business activities. The TJPA will continue to closely monitor and adhere to guidelines provided by the City's Health Officer in addition to working closely with the transit agencies and tenants to reduce the community spread of COVID-19. Additionally, she noted that commuters and visitors to the transit center are provided with up-to-date information regarding social distancing and mask wearing and enhanced cleaning protocols, including readily available hand sanitizer for visitors, remain in place. Interim ED Gonzales reported that the TJPA was pleased to support the Bay Area Transit Agencies' Riding Together Press Conference, which was held on August 19, and noted that an in-depth report would be provided during the Facility Operations Update. Interim ED Gonzales also reported that Christine Falvey's tenure as the Director of Communications for TJPA has concluded as she will be returning to the City full-time; therefore, the TJPA is looking to fill the position of Communications and Legislative Affairs Manager. Regarding Phase 2, Interim ED Gonzales stated that the TJPA continues to work with the ESC to keep the public and stakeholders updated and educated about the Downtown Rail Extension (DTX)/Phase 2. To assist with this, she stated that a Communications and Outreach Services Request for Proposals (RFP) was released in July 2020 to undertake a branding and Public Outreach campaign for DTX; seven proposals were received and are under review. She noted that the TJPA was pleased that their prior Director of Communications and the San Francisco County Transportation Authority (SFCTA) Director of Communications will serve on the evaluation panel and the contract is anticipated to be brought to the Board for consideration in October or November. Additionally, the General Engineering Consultant (GEC) RFP was released in July 2020 and, unfortunately, only one proposal was received. The TJPA will evaluate the proposal and return to the Board with a recommendation on whether to proceed or re-procure. She noted that extensive

outreach was conducted for the GEC RFP and that over 85 participants attended the virtual preproposal meeting held on July 8, 2020. TJPA's research regarding participation confirmed that more than 90 firms exchanged contact information, most firms were seeking subcontracting opportunities, and the majority of Prime Consultants expressed interest in the future design-build procurements. She concluded her report by noting that good progress has been made on the TJPA's recruitment for the DTX Project Director and that she will soon meet with the interview panel, which is comprised of ESC Chair Tilly Chang, ESC Vice Chair Andrew Fremier and former TJPA Executive Director Mark Zabaneh, to review candidates, the interview timeline and the process.

Chair Holt congratulated Interim ED Gonzales on her new role and commended her dedication and leadership to the TJPA and CAC.

**Public Comment:**

Roland Lebrun echoed Chair Holt's comments and congratulated Interim ED Gonzales.

3. Approval of Meeting Minutes: August 11, 2020

Mr. Fahnestock commended Secretary Markus on the thoroughness of preparing the CAC Meeting Minutes despite the various speakers and complicated issues.

A motion to approve the minutes was made by Mr. McGarry and seconded by Mr. Bendix. There was no member of the public wishing to comment. A unanimous voice vote approved the motion.

4. Construction Closeout Update

Dennis Turchon, Senior Construction Manager, presented the update.

**Public Comment:**

Roland Lebrun noted that the question and answer function appeared available beneath the list of panelists and attendees during the meeting and said this function would be preferable, as opposed to providing public comment via the call-in number, which he felt was not necessary.

5. Facility Operations Update

John Updike, Facility Director, presented the update.

Mr. Fahnestock requested budget information regarding the landscape maintenance exploratory work and tenant improvements. Mr. Updike stated that under separate contracts, there are several separate contractors working on the base building elements. Additionally, he stated that there is forthcoming accounting information that will highlight this work and he intends to provide this information at the next CAC meeting. Chair Holt was pleased to hear that nineteen of the spaces have been leased in the transit center with ten remaining. Mr. Wong stated that the transit center is a safe venue option to hold festive events and asked about plans during the holiday season. Mr. Updike stated there will be increased synergy with the opening of the four restaurants in the first quarter of 2021, and current efforts to

advertise this were underway. Chair Holt mentioned that although COVID-19 restrictions remain in place, the CAC would be interested in a holiday event at the transit center. Mr. Updike stated that the TJPA is currently monitoring health orders and other jurisdictions to identify the type of events that might be able to be planned for the upcoming holiday season.

**Public Comment:**

Roland Lebrun stated there was a recommendation announced by the Transit Recovery Taskforce at a press conference recently in relation to the Riding Together Bay Area Healthy Transit Plan to implement updated social distancing guidelines. He stated that these guidelines were recently opposed by transit operators at the August Metropolitan Transportation Commission (MTC) Board Meeting, which originated from BART and WSP Parsons Brinkerhoff, but will now be revised.

**6. Phase 2/Downtown Rail Extension (DTX) Update**

Stephen Polechronis, Interim Project Director, presented the update. Mr. Polechronis reported that on August 27, 2020 the TJPA published a Request for Information (RFI) Industry Sounding – Phase 2 Procurement and Delivery and the goal was to gather information from large construction companies and the project development industry on risk allocation, selection process, and best practices on contract packages that will be attractive to the industry and, at the same time, protecting public investment.

Mr. Polechronis further reported that the team has been engaged in a Project Phasing Study, as outlined in the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU) that examines elements of the project that could be deferred to the future without sacrificing safety or adequate operational flexibility. Further, he noted that after conducting the phasing study, it was determined that an operations planning update was essential, which remains on the critical path to obtain additional funding.

Mr. Polechronis also reported that a draft of the Comprehensive Work Plan has been completed and distributed to the Integrated Project Management Team (IPMT), which is comprised of technical representatives from the six partner agencies of the MOU. Mr. Polechronis further stated that an agreement was made with the IPMT to collaborate on the Risk Register to identify and manage any risks to the project, likelihood of occurrence, contingency budgets and mitigation plans. Additionally, he stated the IPMT recently developed an estimating tool to capture near term savings of the phasing concepts and future costs of retrofitting those concepts when service levels on the DTX and the peninsula require reinstatement. Mr. Polechronis further provided an update on a request from the CAC last month regarding the partner agencies briefing their CACs on the project. He stated that SFCTA and Caltrain would provide regular updates to their respective CACs; CCSF will provide periodic updates to the Planning Commission and California High Speed Rail Authority will provide updates to their community working group. MTC and Bay Area Toll Authority are still evaluating their plan.

Mr. Feinbaum thanked Mr. Polechronis for the update. He cited that based on previous peer review studies conducted on Phase 2, the three-track option versus the two-track option was preferred, which the TJPA Board previously determined to be the preferable option. Mr. Feinbaum requested a report on the major issues reported from contractors who responded to

the RFI. Mr. Polechronis acknowledged the request and stated that he will prepare a report to present at an upcoming CAC meeting. Mr. Feinbaum also asked if Mr. Polechronis would provide information on the estimating tool being used to determine long-term cost savings analysis for the DTX. Mr. Polechronis stated that he would share the estimating tool being used, which was structured around the Federal Transit Administration breakdown of estimating along with the 2016 cost estimate, and how it enables the team to do an apples-to-apples comparison along with the various deferral ideas that may impact the project. Mr. Wong stated that the project was lacking a political champion which could advance the project forward faster and save money. Mr. Wong also suggested conducting a study on various accelerated projects internationally. Mr. Polechronis stated that part of the MOU between TJPA and agency partners addresses the need for additional branding on both a regional and national level. He also stated that the results of the phasing study will result in a consensus on a project idea and obtaining federal funding. Mr. Fahnestock mentioned that there were previous discussions by the CAC about a video of the DTX in the Grand Hall which may generate excitement for the project. Mr. Bendix stated that the logical place for a screen presentation would be the Caltrain station at 4th and King Streets. Chair Holt was pleased that the \$11 million of DTX funding, which was previously paused by the SFCTA, was reinstated in June 2020 and DTX continues to be supported by the community and political leaders.

#### Public Comment:

Jim Patrick stated that in order to ensure a successful re-branding project, the TJPA must get support from elected leaders.

Roland Lebrun expressed his appreciation to Mr. Polechronis for the project update and stated he was pleased with the progress on the DTX. Mr. Lebrun said the DTX was in Plan Bay Area 2050 which will get done between 2020 and 2035 and already has tremendous political support. Also, the \$200 thousand dollars spent with Deutsche Bahn to perform the modeling would be the best money spent so far on the project.

#### 7. Presentation on the Wayfinding Gap Analysis and Improvement Plan for the Salesforce Transit Center

John Updike, Facility Director, provided the presentation.

Mr. Bendix complimented Mr. Updike on the presentation and appreciated it being addressed in a timely manner.

Mr. Wong stated when traveling internationally, the best signage systems are intuitive and simplistic, with arrows and massive font size. Additionally, he referenced ADA Accessible signage, which is used around the world and is needed at the transit center.

Mr. Feinbaum suggested using color in the wayfinding signage as used in different countries. He also stated that the rail component that was done in Phase 1 should be considered when implementing the wayfinding signage.

Public Comment:

Jim Patrick suggested distributing the wayfinding presentation to various parks and areas throughout the City.

8. Public Comment

Roland Lebrun suggested having the public comment call-in information scroll across the bottom of the screen and concluded his remarks by recommending that the TJPA CAC discontinue its WebEx accounts.

9. CAC Member Comments & Future Agenda Requests

Mr. Fahnestock suggested using Zoom instead of WebEx. Mr. Wong stated that the technical issues with WebEx appeared to be an anomaly and did not advise changing from WebEx to a different company. Interim ED Gonzales stated that various government agencies have had security breaches while using Zoom; therefore, it was not a preferred application. Mr. Aftab requested a future presentation on the DTX branding effort and plans on outreach after a contractor is chosen. Mr. Feinbaum requested information on the name of the firm who submitted a proposal for the GEC RFP. Ms. Li requested updates on the wear and tear of the terminal and the processes regarding maintenance. Mr. Wong requested a report on the Caltrain Sales Tax Measure RR.

Future agenda requests include 1) train doors and platform heights for DTX; 2) review of bus and traffic circulation in the area surrounding the transit center; 3) update from Pearl Media on digital signage; 4) detailed presentation from Caltrain on the Railyard Study and Electrification and reduced ridership due to the COVID-19 pandemic; 5) AC Transit update on reinstating the Bus Only Lane on the Bay Bridge; 6) presentation from East Cut CBD and SF Planning on the master plan of the two-way bicycle track on Beale Street; and 7) Presentation on the rebranding and outreach plans for the DTX/Phase 2.

10. Adjourn

Chair Holt adjourned the meeting at 7:33 p.m.

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) 252-3124 and website: [www.sfethics.org](http://www.sfethics.org)