



San Francisco  
County Transportation  
Authority

## SAN FRANCISCO PENINSULA RAIL PROGRAM EXECUTIVE STEERING COMMITTEE MEETING

MEETING MINUTES

Friday, August 21, 2020

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

WATCH LIVE:

<https://transbaycenter.webex.com/transbaycenter/onstage/g.php?MTID=e3d8744a5d4b3d8fb421142e1935c3c3f>

PUBLIC COMMENT CALL-IN: 1-855-282-6330 -- Access Code: 126 198 1139

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In compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), this meeting will be held *exclusively* via teleconference participation of a quorum of ESC members in locations not open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

## **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.

### 2. Roll Call

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

Secretary Pollitt noted that alternates Michelle Bouchard, Erin Roseman and Lisa Klein were attending on behalf of Jim Hartnett, Mark Zabaneh and Andy Fremier, respectively.

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

Members Absent: Jim Hartnett, Mark Zabaneh and Andrew Fremier

After Roll Call and before calling Item 3, Chair Chang asked to make a few remarks. Chair Chang took a moment to recognize TJPA Executive Director Mark Zabaneh for his service, not only as Executive Director, but also for the work he accomplished prior to his role as Executive Director. She noted Executive Director Zabaneh’s leadership in delivering the Transit Center and developing the DTX project through environmental approvals during his tenure at the TJPA.

### 3. Action Item:

Approval of Meeting Minutes: July 17, 2020

There was no member of the public wishing to comment.

A motion to approve the minutes was made by Member Bouchard and seconded by Member Hillis. A unanimous voice vote approved the motion.

### 4. Informational Item:

Project Progress Update on comprehensive work plan, schedule, and resource plan

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

Mr. Polechronis noted that his report would highlight three key items that the IPMT has been focused on, which include: Comprehensive Work Plan, Schedule and Resource Plan.

Mr. Polechronis further noted that numerous comments and revisions have been made to the Comprehensive Work Plan but is still on track for IPMT review by September 8, 2020.

Mr. Polechronis continued by providing a high-level overview of the Schedule by highlighting key activities that are currently the IPMT's focus and noted that items in red, like the Project Phasing Study and one of its inputs, the Operational Analysis, are among the most critical.

Mr. Polechronis concluded his report by providing an overview of the Operational Analysis and Resource Planning and highlighted the various agencies who are providing support and potential funding resources for consulting support.

Chair Chang congratulated Mr. Polechronis on being named Interim Project Director by the TJPA Board. Chair Chang furthered asked if the goal of the schedule is to prepare a phasing recommendation for consideration by the TJPA Board of Directors next summer, indicating that this would be ideal if possible, to keep to the overall MOU schedule. Mr. Polechronis confirmed that is indeed correct, pending ESC approval of a recommended phasing strategy in July of 2021, the schedule shows TJPA Board approval in August of 2021. Chair Chang asked that the phasing task be combined with the funding and business case task to serve as inputs to the August 2021 TJPA Board consideration of this important decision.

Member Bouchard commented on Mr. Polechronis's report and noted how appreciative Caltrain is regarding the Operations Analysis and how imperative is it that all the agencies continue to work collectively to advance this as an early activity.

Member Lipkin commented on the Resources Planning slide from Mr. Polechronis's report that he had assumed agencies would each meet their own staffing expenses and asked for clarification regarding the "staff support" line item, what it is referring to and the order of magnitude. Mr. Polechronis replied that the IPMT is working to obtain estimates from two of the partner agencies, Caltrain and MTC, who may need additional funding support to carry out their tasks in the workplan, and that the intent is to bring those numbers to the ESC and TJPA Board for further consideration in September as needed.

Member Klein commented and confirmed that the MTC staff support will be modest, as MTC would not normally participate on a project delivery team for a project like this. Member Bouchard followed up to Member Klein's comment and noted that Caltrain needs are also anticipated to be modest but that the funding need is real, given Caltrain's budget structure and situation. Chair Chang acknowledged that this Caltrain budget need is not a new issue and was flagged by Caltrain staff to partners earlier this year during and following Memorandum of Understanding (MOU) development and approval.

5. Information Item:  
Project Progress Update on Preliminary Evaluation Criteria

Mr. Polechronis noted that he provided a brief overview of the Evaluation Criteria during the inaugural ESC meeting on July 17, 2020, and highlighted some of the key categories associated with it. He also noted that the last presentation focused primarily on the critical path.

He continued his report by noting that today's presentation on the Preliminary Evaluation Criteria would highlight the Capital Cost Savings, Future Cost, Regional Context, Environmental Impact and Operational and Maintenance Impacts, and that he seeks feedback and guidance from the ESC.

Member Lipkin asked if criteria would be weighted, given that some areas have more sub criteria than others. Mr. Polechronis acknowledged this is the case and replied

that weights have not yet been assigned to sub criteria or criteria. However, he noted that this is something he wants to bring to the IPMT to discuss further, before presenting to the ESC.

Member Lipkin asked the IPMT to consider how criteria could be applied to identify trade offs of various phasing alternatives, to support decision-making.

6. Discussion Item/Possible Action:  
Term limits of ESC Chair and Vice Chair

Chair Chang provided an overview of the item and noted that this was a suggestion that stemmed from the inaugural ESC meeting on July 17, 2020, where the Chair and Vice Chair were formally elected.

Member Bouchard agreed that the role of Chair and Vice Chair should be held for a one-year term and suggested these not be sequential terms by the same member unless there was no one else willing to be considered.

Member Klein concurred with the proposed term limits.

There was no member of the public wishing to comment.

A motion was made by Member Bouchard to approve the term limits for Chair and Vice Chair for a one-year term and that the term not be sequential by the same member if there is another ESC member available for the role; seconded by Member Lipkin. A unanimous voice vote approved the motion.

7. Public Comment

Members of the public may provide comment on matters within the ESC's purview that are not on the agenda.

None.

8. Discussion Item:  
ESC Agenda items for upcoming meetings

Chair Chang suggested administrative procedures would be developed in an effort to promote more timely coordination and collaboration in the development of agenda items for future meetings, and to support the ESC's Chair and Vice Chair preparation for monthly TJPA Board meetings. She noted that further communication would be forthcoming.

9. Adjourn

Chair Chang adjourned the meeting at 11:53 a.m.