



**San Francisco Bay Area Rapid Transit District
Measure RR Program**

**BART Bond Oversight Committee
Friday, December 20, 2019
9:30 AM – 11:00 AM
Kaiser Center Tower, 21st Floor
Conference Room 2100
300 Lakeside Drive Oakland, CA 94612**

MEETING NUMBER	MEETING DATE	MEETING TIME
Term 2, Meeting 2	December 20, 2019	9:30am – 11:00 am
	Present Members Michael McGill, Chair Michael Day Marian Breitbart Daren Gee Leah Edwards Catherine Newman	Staff Harriet Richardson Tamar Allen Carl Holmes Shane Edwards Linton Johnson Sylvia Lamb Tracy Johnson Maceo Williams Scott Van Dussen Chris Filippi Mickey Morales Jamal Thompson Vicki Tan Joseph Towner Audrey Tam

Agenda Item	Meeting Notes
1. Call to Order A. Roll Call	Chairperson McGill calls the meeting to order at 9:30 am.
2. Introduction of Committee Members and BART Staff	Staff listed above introduce themselves.
3. Meeting Minutes	There are no changes to the minutes. D. Gee moves to approve the minutes. L. Edwards seconds the motion. The committee votes unanimously to adopt the minutes.

<p>4. Meeting Dates for the Remainder of 2020/2021 Term</p>	<p>Committee agrees to keep the same schedule, which is a meeting every three months on the third Friday.</p>
<p>5. Review of Standardized Reporting</p>	<p>Staff responds to C. Newman’s request for more clarity on the organization of information in the reports and the ability of committee members to track the changes across meetings. This way, she says, when it comes time to do the Annual Report, it will be easy to track changes to any projects. She also wanted to be able to track what upcoming track closures there and whether there are changes to the track closures from meeting to meeting. That way she can talk to her constituents about impacts of bus bridges.</p> <p>S. Lamb says that staff has now added a table of contents. Staff has also created a project “watch list.” Staff is also adding information so the committee can now see how the rate of cash flow has changed from meeting to meeting.</p> <p>McGill asks if there are additional changes to the structure of the report and L. Edwards said she liked the structure. No other committee member asked for additional changes.</p>
<p>6. Review of the Outline of the BART Safety, Reliability & Traffic Relief Program Annual Report</p>	<p>C. Filippi presents the draft outline to the report.</p> <p>C. Newman requests to have a timeline of where projects are, how they are progressing and why they are important to complete - especially when it comes to station and track closures.</p> <p>D. Gee requests that the report speaks about projects in language the audience can understand. He wants the 2020 Annual Report to avoid BART jargon.</p> <p>L. Edwards says she was looking at past BART news releases and really likes the ones that showed how on-time performance has improved thanks in part to Measure RR funded work. She would like to see that in the 2020 Annual Report there are other metrics that show why the work is being done and how past</p>

work is improving people’s lives right now. On the “Meeting our Mandate” she says it’s important to highlight risks to show the projects that the committee is keeping its eye on. She also says she likes the earned value rollup by projects chart, which shows whether the project is on-time and on-budget. She says she’d like it to be simplified. She would also like it to include more context such as what stage a project is in its completion as compared to where the project should be and an explanation as to why.

M. Day says that each time the Annual Report comes out he believes it improves incrementally. He wants to make sure that each year a person picks up the report it is consistent in structure as the previous years’ report – or if the structure is changed it is done to improve the information flow. He also says that in the Executive Summary, he wants to say enough information in it that when the reader gets to the detailed section later in the report, that it relates back to what’s in the Executive Summary. He also says that when he reads thru the Table of Contents, the order of information is important. He suggests some reordering might be more helpful or more logical. For example, he says, instead of talking about the committee first, perhaps the report should explain what Measure RR is and then say that the measure calls for the committee to provide oversight. He suggests that then the report explains what the committee does and who the members are. Finally, he says that numbers in the report don’t tell the full story. As a chairman and member of other Boards throughout his career, he found it helpful when the staff reports gave context to numbers. For example, he says in other reports where a section says an item is unprofitable, the report would provide context to that number by showing that while the item was unprofitable, it’s less unprofitable than it used to be. He says when it comes to numbers, this report should

answer the question, “how should I feel about this [number]?” whenever possible.

Chairperson McGill wants to make sure this report addresses the issues the Board brought up when he presented the last Annual Report to the Board. He also wants to be able to say why information the Board wanted to know about is not in the report. He requests staff look at the tape from the Board meeting to make sure the 2020 Annual Report reflects the concerns of the Board. He says the report isn’t designed to address all the Board’s concerns, but he wants to be armed with information before he goes to the Board to explain why it’s not in the report. Additionally, he says the 2020 Annual Report should show that Measure RR does not fund BART’s total funding needs. He says the report should show that Measure RR is just a piece of the funding puzzle and the report should explain the whole funding picture, the other revenue sources and the overall shortfall. Finally, he wants to make sure the report is approved at the committee’s June meeting and that he’s ready to present it to the BART Board at the last meeting in July.

Committee decides it’s a good idea to form a sub-committee to review the Annual Report prior to the June meeting. Chairperson McGill requests that a sub-committee be put on the agenda for the next meeting. Members say if a such a sub-committee were to be formed, it would consist of three to four members. L. Edwards, M. Breitbart and C. Newman volunteer to be on that sub-committee should it be formed.

<p>7. BART Safety, Reliability and Traffic Relieve Program (Measure RR) Update</p>	<p>T. Johnson presents the first part of the report.</p> <p>M. Day requests that more context be given to the numbers in the report and reminds staff that he’s going to be asking, “how should I feel about that?”</p> <p>Chairperson McGill adds that timelines of projects should also show not only where the project is, but where it should be.</p> <p>C. Newman says that she “super likes” the high-level summary of the projects.</p> <p>J. Martinez updates committee on Transbay Tube passage doors.</p> <p>J. Thompson, V. Tan and A. Tam present milestones.</p> <p>Chairperson McGill requests that we schedule more time for the meetings.</p> <p>S. Lamb, M. Wiggins and G Ilole complete the presentation.</p>
<p>8. Train Control Update</p>	<p>The committee decides unofficially to carry this item to the next meeting since VP J. Post was unable to attend the meeting but had requested to hear this item.</p>
<p>9. Committee Member Announcements</p>	<p>None.</p>
<p>10. Requests for Future Agenda Items</p>	<p>None.</p>
<p>11. Public Comment</p>	<p>None.</p>
<p>12. Adjournment</p>	<p>Chairperson McGill adjourns the meeting.</p>