

**BICYCLE ADVISORY COMMITTEE (BAC)  
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING  
Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF MARCH 21, 2019**

**MEMBERS PRESENT:** J. Alba, C. Bargar, J. Brazil, G. Guevara, M. Guevara, K Lyons, A. Olson, N. Rodia, M. Velasco

**STAFF PRESENT:** C. Harvey, L. Low, J. Navarrete, D. Provence,

Chair Olson called the meeting to order at 5:47 p.m. and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Ms. Johnson said that Caltrain changed its policy and the public is no longer allowed to show overheads. Ms. Johnson then distributed a handout with Caltrain annual passenger count data, noting that bike boardings declined. She stated this was not due to weather or a recession, but rather due to bicycle bumps. Ms. Johnson asked there be 84 bike spaces per seven-car EMU train.

**APPROVAL OF MINUTES OF JANUARY 17, 2019**

Public Comment

Ms. John complimented the secretary on thorough meeting minutes and asked for a correction to the third paragraph on page 5, She asked that the phrase "top reason" be changed to "one of the reasons."

Ms. Alba motioned the minutes be approved as amended.

Motion/Second: J. Alba / C. Bargar

Ayes: J. Alba, C. Bargar, J. Brazil, G. Guevara, M. Guevara, K Lyons, A. Olson, N. Rodia,  
Abstain: M. Velasco

**BIKE SAFETY AND SECURITY 2018 UPDATE**

Jenny Le, Management Analyst for the Transit Police, presented:

- Bike thefts by the numbers
- Reports taken by deputies and reports online
- Station bike thefts
- Improvement efforts

Mr. Guevara asked for clarification regarding bike thefts per station.

Ms. Le said station means theft that occurred at the station, and thefts onboard are categorized as on board.

Mr. Bargar asked about the onboard theft number, noting they were previously told a higher number.

Ms. Le said the numbers do change due to follow up.

Mr. Bargar asked if approximately a third of the reports for 2017 were revised.

Ms. Le said yes, based on follow up.

Mr. Bargar noted that bike thefts account for 1% of crimes on Caltrain, and asked if that included all crimes reported.

Ms. Le said yes.

Ms. Rodia asked if the table showing number and location of bike thefts was from 2018.

Ms. Le said yes.

Ms. Rodia asked if they had thoughts on why there's been a decrease in bike thefts.

Ms. Le said they have a special enforcement team that work on different projects for Caltrain. She noted if they see a spike in bike thefts in a particular location, they provide more visibility at those stations.

Ms. Rodia asked if they saw spikes that prompted more officers at stations.

Ms. Le said they look at the data monthly and do special enforcement based on the data that's given.

Ms. Rodia noticed that the number of online reports decreased and asked if they had thoughts on why that occurred.

Ms. Le said they always give the victim the option to report online, so it depends on the victim.

Ms. Rodia asked if it's publicized to report bike thefts through the online method.

Ms. Le said they don't want people to feel like there's no human contact with reporting, so they always give them both options.

Ms. Rodia asked what happens to a report if the detective is unable to reach the person.

Ms. Le said someone from the sheriff's office will contact the person, and a case cannot be closed without someone following up.

Ms. Rodia asked if 100% of reports are followed up on and if all the reports are in the data that's being shared.

Ms. Le said yes.

Mr. Bargar asked if they knew what fraction of thefts occurred from insecure bike parking versus bike lockers versus other places that bikes are stored.

Ms. Le said they have that information but it varies from case to case

Mr. Bargar said it would be interesting to see.

Ms. Le said sometimes people don't provide them with that information, but for those that do they have the data. She noted they have a breakdown based on what type of lock was used and could include that information in next year's report.

Mr. Brazil said in San Jose when working on theft prevention for bikes with their police department they've found the type of lock makes a big difference. He suggested if the data showed one type of lock really reduces theft, perhaps there could be an education campaign.

Mr. Velasco asked if it's possible to see trends by station

Ms. Le said that year over year Palo Alto and Mt. View are the stations with the most amount of bike thefts at the racks and so they've done some special operations to decrease those numbers, and that's been a priority for them.

Mr. Guevara noted that at Mt. View people are parking their bikes on poles or whatever space they can find. He asked if they had a breakdown between bikes stolen from rack as compared to those stolen from other places where they were locked.

Ms. Le said while they try to obtain that data, it depends on the information provided.

Ms. Alba noted that prior to 2018, the outreach materials guided people to report bike thefts to a phone number, but since then the online form has become more prominent. She asked if the data for the first three months show if people still primarily call.

Ms. Le said they give the option of the online form but the first point of contact is the phone number.

Ms. Le said the dispatch number is best because they can give them the proper information.

#### Public Comment

Mr. Drew noted that he would like more clarity on the Powerpoint, with arrows and better labeling of the data. He also asked if bike thefts might be under-reported.

#### **BIKES BOARD FIRST**

Jennifer Navarrete, Customer Experience Communications Lead, presented:

- Video
- Bikes Board First Systemwide

Chair Olson said he's seen behavior changing when the messaging and conductors are involved, he also complimented the video.

Mr. Brazil said he saw messaging but asked if conductors could make the announcement at all stops. He noticed that now that the conductors aren't making the announcement as much, people aren't paying attention.

Ms. Navarrete said they announce it a few times throughout the train ride but she'll look into it.

Mr. Brazil said if operations wants to see the benefits of the program—which are proven—then a short announcement would help.

Ms. Alba asked if the signs for the program are at the entrances of the bike cars and inside them.

Ms. Navarrete said the signs were used for the first two weeks of implementation, but they are continuing with the visual messaging signs, station announcements, and conductor announcements throughout the system, and they're relying on people to police themselves.

Ms. Alba suggested having bikes board first signs on the opposite side of the yellow bike car sign.

Ms. Navarrete said she would look into it.

#### Public Comment

Ms. Johnson said she appreciated the program and thanked Joe Navarro for all his work. She stated that BART has bikes distributed across ten cars and has dwell times as short as 15 seconds. She noted that BART has level-boarding, but encouraged the committee to think about distributed bike boarding throughout the train.

#### **BIKE BUMP REPORT**

Lori Low, Government and Community Affairs Officer, presented:

- Overview
- Bumps by Station 2018
- Bumps by Train: Northbound
- Bumps by Train: Southbound
- Bumps by Month

Chair Olson asked on the trains that have frequent bumps if they're typically a gallery or bombardier train.

Ms. Low said they would look into it.

Chair Olson said in the past they have tried to match the trainset to the demand.

Ms. Alba asked if the last slide showing bumps by month was only the number of actual bump reports, and not inclusive of additional bumps reported.

Ms. Low said that's correct.

#### Public Comment

Ms. Johnson offered some background on the bike bump form, noting only passenger count bike bump information is presented at Board meetings. Ms. Johnson said in 2018, staff changed how the annual passenger count was done and noted her concern that it is not capturing the bumps that are occurring. She voiced support for conductors counting bumps and suggested they pass out cards to those bumped to better track bumps.

Chair Olson said he would like the numbers reported to the JPB to be accurate.

Mr. Brazil asked if public comment could occur prior to committee discussion, so that it could be a more informed discussion.

Ms. Low said they follow the same format as the board, and public comment should occur prior to any action, but she will look into it.

Chair Olson said he has no objection to changing the order if it could help the discussion.

#### **SUBCOMMITTEE ON UNDERSTANDING EMU DESIGN**

Chair Olson said the Subcommittee is comprised of Vice Chair Bargar, Ms. Guevara, and himself. He noted they met on February 20, reviewed the scope and established a name; and on and March 20, where it discussed the workshop process.

Mr. Provence described the outreach process and workshop interactive electric train activity and guidelines, as well as the inclusion of a discussion about the wayside.

Mr. Bargar asked for clarification about what would occur after each group presents their possible reconfiguration options.

Ms. Low said each small group will present their two possible reconfiguration options to the larger group, and then staff would consider these options along with financial impacts and feasibility.

Ms. Lyons asked if the workshop would be subject to the Brown Act.

Ms. Low said she had assumed it would be but would double check.

#### Public Comment

Mr. Drew said a study session could offer flexibility regarding public interaction. He also said he attended the Board meeting and did not hear that the the reconfiguration activity would be looking at three cars and that he doubted the engineering was at such an exacting level of detail at this point, so that there may be more flexibility.

Ms. Low said she'd send Mr. Drew the Board information where the number of train cars was discussed as well as the document that was put together for the BAC Subcommittee that went into detail regarding the constraints and the different cars.

Mr. Brazil encouraged staff to provide an explanation of why the activity is focusing on three cars at the beginning of the workshop.

Ms. Johnson said, in regards to process, that the Board will have a discussion, then public comment, then more discussion. She thanked the BAC subcommittee for their work and staff for the upcoming public process and asked that multiple tables be set up for the public. Ms. Johnson said the presentation given to the Board was biased and asked that it be more objective. She noted that while staff did discuss the ratio and that the workshop would look at three cars, the Board did not have any additional discussion about it. She encouraged that the activity be opened up, and that staff consider removing tables and bike rack cages (like those in the bombardiers), as well as reducing leg room and looking at 3-2 seating.

Chair Olson thanked the public for their comments and said that he'd like to see 12 bikes in each of the seven cars be on the table; however, if that's not an option then they will do the best with the possibilities available.

Mr. Guevara said that it sounds like the trains are being built, and so an interesting data point is how many of those trains are already built, and if that information could be given at the start of the workshop it would be helpful.

Ms. Low said three trainsets are currently under production, and interior installation is already occurring in the first trainset. She noted that the longer the process the more cost impact it may have as the trains will continue to be built. She said they want the workshop to be productive and fruitful and be as realistic as possible. Ms. Low noted funding to make reconfiguration changes has not been identified and so they want to be thoughtful about what could be a productive process.

Mr. Bargar said he appreciates that there are four different types of cars and asked if the seventh car is the same as one that's already being procured.

Ms. Low said it would be a powered coach car.

Mr. Bargar asked for further clarification.

Ms. Low said it would not be a bathroom, cab, or unpowered coach car. She noted the latter is desirable because it is longer; however, a seven-car EMU requires that the additional car be a powered one.

Mr. Bargar said he can appreciate that it's too much to reconfigure each type of car, but noted he would like to have both the powered cars and the bikes cars be part of the workshop, as he felt four bike cars would be reasonable.

Ms. Low said the workshop would include what was discussed at the March board meeting when the Board approved the outreach process.

Mr. Guevara asked if a CAD file could be shared so he could come more prepared to the meeting.

Ms. Low said that outlines of the powered and unpowered coach cars were included in the previous subcommittee document, and the workshop would provide scale pieces, and part of the workshop is to have discussion and interaction.

Chair Olson asked if they could take the existing two bike cars and move bikes into the third car.

Ms. Low said it would be up to their small group at the workshop to figure out how they wanted to approach addressing the security concern within the three cars.

Chair Olson wanted to verify if that possibility would be ruled out by the parameters envisioned for the workshop.

Ms. Low said they will have three cars to work with, and noted that staff has heard that the bike community would like to have seats in view of their bikes, and so their hope is that within the small groups, participants can have discussion about how to meet those needs.

Ms. Low also noted that at BAC meetings there is often extended conversation and response to public comments.

Mr. Guevara asked about a subcommittee outline.

Chair Olson said he thought it was in reference to the earlier subcommittee with Mr. Bargar and Ms. Thoe.

Ms. Low noted the document from that subcommittee is in the archive section of the BAC website.

Ms. Lyons said she would appreciate a visual—not necessarily a CAD file—so she could understand the car design to better understand the different cars, including the new seventh car.

Ms. Low said that on the CalMod.org site there is a visual of the train and it also depicts the different car types. She also noted that the seventh car isn't yet included because it's a relatively new addition.

Chair Olson said the subcommittee will have a meeting the following week to discuss the materials under development.

Mr. Guevara said typically if he has more time to think over a problem, he'll come up with a more solid solution.

Chair Olson said he agreed that people will have an easier time if given information ahead of time than all at once, which would make for a better outcome.

Ms. Low said she would look into it. She noted that the workshop will also help participants to think beyond what one individual wants to what might work for a variety of people and different ridership communities.

Chair Olson reiterated that it would be helpful to have the pieces in advance.

Ms. Low noted that one problem that can occur is making sure the items stay to scale, which is why they're printing out the items to such a large scale at the workshop.

Mr. Provence noted they have seen a few different suggested versions but since inches matter in these instances, some of the designs don't work; so he's hopeful the big pieces will give participants an accurate representation.

Mr. Brazil said he needed to catch a certain train in case there are items that require action. He also distributed information about San Jose's Bike Plan Project.

Chair Olson suggested reordering the agenda so that the letters which require a vote could be covered while Mr. Brazil was still present.

#### **SAFER STREETS IN SAN FRANCISCO SOUTH OF MARKET STREET LETTER**

Vice Chair Bargar offered background information on a recent cyclist's death on Howard Street, noting the San Francisco Bike Coalition and other organizations have called for expedited safety improvements already underway in South of Market. He stated this neighborhood is a key connection for the 4<sup>th</sup> and King Station, and the area includes the financial district where the largest concentration of jobs are located in the state, and bikes are popular way for people to get to and from Caltrain to those job centers. He said it's important for people to feel safe riding if they're going to bike to Caltrain.

Mr. Brazil said he's not opposed to a letter, but has a question regarding precedent and what the criteria is for the Committee to consider a letter.

Mr. Guevara said he has given this some thought and noted that the Committee has a standing within the bicycle community. He said that the general criteria may be matters relevant to bikes and Caltrain.

Mr. Brazil noted the number of stations and street connections to those stations, and the potential for over 100 letters. He reiterated that he's not opposed to this.

Mr. Bargar said the other two letters are about actions occurring that may be more directly related to Caltrain, and in the case of the Sunnyvale-Lawrence area plan, that is centered on the Caltrain Station. He noted that the call for more bike lanes in SoMa occurred close the BAC meeting, so it was an appropriate time to write a letter, but perhaps criteria could be discussed at a future meeting.

Mr. Brazil said the criteria doesn't need to be discussed now, but he wanted to be thoughtful about it. He said the reasons given for the letters were good.

Mr. Velasco asked if the Committee had received responses when they had previously sent letters.

Vice Chair Bargar said not to his knowledge.

Ms. Low said the agencies that are cc'd on the letter usually do at least confirm receipt and the letters also go to the Board in the correspondence packet.

Ms. Rodia asked that a comma be added to the second line in the second paragraph.

Chair Olson moved that the letter be approved as amended.

Motion: A. Olson/J. Brazil

Ayes: J. Alba, C. Bargar, J. Brazil, G. Guevara, M. Guevara, K Lyons, A. Olson, N. Rodia, M. Velasco

#### **SUNNYVALE LAWRENCE STATION AREA PLAN LETTER**

Mr. Brazil moved that the letter be approved.

Ms. Rodia stated she had some suggestions.

Mr. Brazil said procedure should be a move to approve and a second and then discussion.

Mr. Guevara seconded approval of the letter.

Ms. Rodia said her suggestions are for the next letter.

Motion: Brazil / M. Guevara

Ayes: J. Alba, C. Bargar, J. Brazil, G. Guevara, M. Guevara, K Lyons, A. Olson, N. Rodia, M. Velasco

#### **SAN MATEO MICROMOBILITY LETTER**

Vice Chair Bargar moved to approve the letter.

Mr. Guevara seconded approval of the letter.

#### Public Comment

Mr. Drew said he appreciated the letter and requested some edits, including an improved connection to the new Hillsdale Station from the south, and support of a bicycle/pedestrian undercrossing that is proposed to be added to the bike master plan.

Ms. Lyons said her understanding is that the City of San Mateo is not planning to forever ban scooters, rather they want more time to think about the impacts of scooters, which is why they're extending the temporary hold on them. She said she supports the pilot program piece, but perhaps not the language regarding the ban, as she doesn't think there will be a ban. She noted that if the city accepts scooters without being prepared there could be negative impacts.

Ms. Rodia asked if this was time sensitive.

Vice Chair Bargar said it was in front of the City's Sustainability and Infrastructure Committee the previous week and they recommended a pilot program, whereas City staff had recommended a ban. He said it's currently the public comment period for the bike/ped master plan update, and his understanding is this might go before City Council soon.

Vice Chair Bargar said he would move to amend the letter from "opposes a ban" to "opposes a permanent ban" to address Ms. Lyons concerns.

Ms. Lyons agreed.

Vice Chair Bargar voiced a desire to incorporate Mr. Drew's input and several suggestions were given.

Ms. Rodia said she would prefer to remove the emphasis in the last sentence from "without relying on cars." After further discussion, Ms. Rodia agreed to leave the language in that section as is.

Chair Olson motioned to approve the letter with the following amendments:

- Paragraph 1, sentence 1, parenthesis "opposes a permanent ban"
- Paragraph 1, sentence 1, add "...particularly access to the new relocated Hillsdale Station from the south."

Motion: A. Olson/M. Guevara

Ayes: J. Alba, C. Bargar, G. Guevara, M. Guevara, K Lyons, A. Olson, N. Rodia, M. Velasco

Abstain: J. Brazil

## **BIKE SHARE POLICY**

Dan Provence, Principal Planner of Station Access, gave a bike share policy update, noting that at the last meeting he shared a framework, but since then Lime announced they would discontinue bike share and pull all their bikes within 30 days. Mr. Provence noted that while disappointing, it may be an opportunity to find a new best path forward.

Ms. Guevara asked how many stations have bike share.

Mr. Provence said 4<sup>th</sup> and King and San Jose.

Mr. Bargar noted those stations have FordGo but JUMP is also at Bayshore and San Francisco stations.

Ms. Lyons thanked Mr. Provence for taking a leadership role and requested that he share information he collects with the county.

Mr. Provence said he would follow up with her.

Chair Olson said Clipper integration, for easy interoperability with Caltrain, would make using bike share seamless. He noted in San Mateo there's good opportunities for bike share along the corridor with so much transit-oriented development occurring.

Ms. Guevara noted that a lot of her colleagues were using Lime in Mountain View and many are now using vehicle ride share. She agreed that the Clipper option is important and mentioned that LA Metro and bike share are integrated with the tap cards.

Chair Olson said it would help an operator to succeed and it's in their best interest to integrate.

Vice Chair Bargar said he uses FordGo most days and their Clipper integration is pretty good. He noted that he has used Lime in Sunnyvale and Mountain View and is disappointed that they're pulling their bike share, and thanked Dan for looking into this.

Vice Chair Bargar said that as part of the Business Plan, Caltrain should consider what some European railways such as Deutsche Bahn in Germany do for bike share and bike rental, where they administer their own bike rental programs. He noted these programs are large, which is how they're able to have such high bicycle mode share to and from their stations. He said this would be important to consider when thinking about quadrupling ridership, and it would be complimentary with Caltrain pursuing more transit oriented development.

Chair Olson said there could be good opportunities if Stanford became involved at the Palo Alto Station.

Mr. Provence said different models are being discussed.

#### Public Comment

Ms. Johnson said bike share works for a dense network of short trips, but she is concerned about the low density of people on the peninsula and said that's why the companies folded. She suggested Caltrain look at subsidies. She noted that because bike share on the peninsula might be before its time, the focus still needs to be on onboard space.

#### **CHAIRPERSON'S REPORT**

- 2019 Work Plan

Chair Olson reminded the Committee of the April 17 joint workshop and reviewed items for the upcoming months.

## **STAFF REPORT**

- a. Bike Bump Report YTD
- b. Caltrain Business Plan
- c. Bike Survey Update

Ms. Alba said in regards to the RFI, e-bikes/pedal assist seem to be getting stronger, which could be something to consider in order to extend the range and the uptake.

Mr. Provence said that seems like the direction companies are headed in. He noted that what happened with Lime wasn't necessarily a Peninsula-related reason, but rather the company wanted to get out of the bike business and only be in the scooter business.

Ms Alba asked if scooters would be included in the RFI.

Mr. Provene said they would talk about integration with all kinds of modes that aren't an individual driving their car.

Vice Chair Bargar said Bike Link lockers have been installed at 22<sup>nd</sup> Street Station and asked when they would be activated.

Mr. Provence said there are 20 at street level which will be helpful as 22<sup>nd</sup> Street Station gets a fair amount of bumps, and said the e-lockers should serve a lot of people well.

Ms. Low noted that the Dogpatch and Potrero Green Benefits District are making aesthetic improvements around the 22<sup>nd</sup> Street Station, and that scooter parking has been relocated adjacent to the entrance of the northbound platform.

Vice Chair Bargar noted these are Vespa-like scooters.

Ms. Low said that people will be asked to vacate the South San Francisco bike lockers for one day in order for the lockers to be moved. Ms. Low described the noticing that would occur.

## Public Comment

Ms. Johnson said Caltrain is continuously doing surveys and she found the current one upsetting as she felt it pitted riders who bring bikes onboard against walk-on passengers. Ms. Johnson said she hopes Caltrain will take a more balanced approach moving forward.

## **WRITTEN CORRESPONDENCE**

Several of the members noted problems with the Correspondence Packet as it stated they needed Adobe Reader.

Ms. Low said that she had tried a new process per the request that the packet be compatible with a "find" function. She said the emailed packet should have allowed them to see a clickable table of contents. She thanked them for their patience as they

worked through the new process, and asked if they preferred the digital table of contents or the index format previously used. The members indicated they prefer the index.

Vice Chair Bargar noted a broad volume of passengers expressed a desire for seats in view of bikes on the electric trains.

Chair Olson noted there were emails in support of bikes across all cars.

#### Public Comment

Ms. Johnson said every meeting the Committee is receiving messages about this issue and pointed out an email that included a presentation called "Denying Service to People with Bicycles Cost Caltrain Ridership and Revenue." She said she wanted to show how the TIRCP presentation was biased.

Ms. Rodia said Ms. Johnson's point may be that walk-on riders and bikes onboard are not a zero-sum game, and that the real issue is there needs to be a bigger pie. She noted this is a funding problem, but perhaps the messaging should be framed as Caltrain needs more capacity for everyone.

Ms. Low said Caltrain is trying to make sure they make bike improvements everywhere.

Chair Olson noted that bikes onboard is not the only focus for a bicycle program, and that bike parking and all the ways bikes can be part of the solution need to be put together. He noted that with the bikes board first marketing, the messaging was focused on how to make the whole system work more efficiently, and so it isn't always anti-bike, although it may feel that way. He noted appreciation for those who bring attention to the issue.

#### **COMMITTEE REQUESTS**

Vice Chair Bargar said May 9 is Bike to Work Day.

Ms. Low said there will be energizer stations at 15 of Caltrain's stations.

Vice Chair Bargar asked if mostly local jurisdictions are hosting them.

Ms. Low said they were reserved mainly under two organizations, but they could be umbrella reservations for many local groups.

Mr. Velasco said the Burlingame BPAC staffs an energizer station at Burlingame Station and he thinks Millbrae city staff hosts one at Millbrae Station. He noted that Burlingame is starting its own bike/ped master plan update that will be a year-long process starting in April and including an interactive Wiki Map.

Mr. Velasco said he was inspired by Vice Chair Bargar's letter effort, and asked if the BAC had ever been approached about writing letters in support of a bike project.

Mr. Guevara said that the letter writing effort had been a more recent development, and during this time they had not been approached with that type of a request.

Vice Chair Bargar said he would be happy to give feedback on others' letters.

Mr. Velasco asked if the public had asked the BAC if they would be willing to support a project next to a Caltrain station.

Chair Olson said it hasn't happened in his experience, but they would be willing to entertain such an initiative if it's Caltrain-related. He noted that if someone has an issue they are aware of in their geographical area of expertise, there are now templates to work off of.

Vice Chair Bargar said anyone interested in writing a letter just needs to let the chair or vice chair know so they can get it on the agenda in advance of the meeting, and Ms. Low would need the letter prior to the meeting.

Chair Olson said they usually have their agenda meeting two to three weeks prior to the BAC meeting.

Ms. Low said ideally the letter would be shared one week in advance. .

Mr. Guevara noted it's easier for him to read the packet on the weekends.

#### Public Comment

Ms. Johnson said the committee used to write resolutions and only in the last couple of years did they start writing letters.

Chair Olson noted the letters seem to be working.

#### **DATE, TIME AND LOCATION OF NEXT MEETING**

- Joint Workshop on April 17, 2019 at the Central Auditorium in San Carlos.
- Regular meeting on May 16, 2019 at the Central Auditorium in San Carlos.

Meeting adjourned at 8:01 p.m.