

**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 MAY 17, 2018

MEMBERS PRESENT: J. Alba, C. Bargar, J. Brazil, G. Buckley, M. Guevara, A. Olson, D. Provence, N. Rodia

STAFF PRESENT: J. Navarette, B. Tietjen

Chair Dan Provence called the meeting to order at 5:50 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

Shirley Johnson stated her desire for a resolution to be on the agenda. She discussed her comparison between counted bumps in 2015 and voluntary reported bumps, and noted her observations regarding bumps reported and difficulty in determining number of actual bumps. She encouraged conductors to count bumps.

APPROVAL OF MINUTES OF MARCH 15, 2018

Motion/Second: Bargar / Olson

Ayes: Alba, Bargar, Buckley, Olson, Provence, Rodia

Absent: Brazil, Guevara, Thoe

Mr. Brazil arrived at 5:55 p.m.

CALTRAIN BUSINESS PLAN

Sebastian Petty, Principal Planner, presented:

- Context and Process
- Overview of Scope
- Next Steps

Mr. Guevara arrived at 6:17 p.m.

Mr. Brazil asked if it was possible to see the membership of the ad hoc and external partners committees.

Mr. Petty replied the ad hoc committee is referenced in the board minutes and is comprised of Chair Jeannie Bruins (ex-officio), Cindy Chavez (Santa Clara), Charles Stone (San Mateo), and Gillian Gillett (San Francisco).

Mr. Petty noted the external partner committee is still a draft document, but for San Francisco there are different entities; San Mateo includes member agencies from the county; Santa Clara includes VTA, the City of San Jose because of the interface with the Diridon Station Project, and Stanford University through the Board-adopted MOU;

and at the state level there's the California State Transportation Agency and High Speed Rail.

Mr. Brazil asked if there was a specific time horizon identified.

Mr. Petty answered that the long-range service vision is tied to 2040, the current year of the regional transportation plan and the horizon year on the state rail plan.

Mr. Brazil encouraged the plan to look beyond 2040 if resources permit. He also noted his support of Stanford's involvement. Mr. Brazil asked if the planning process and thinking would be constrained by assumptions regarding funding.

Mr. Petty noted that while the thinking won't necessarily be fiscally constrained on the front end, the framework has constraints and board commitments to build upon, such as electrification, blended system with High Speed Rail, and existing legislation that the corridor primarily be a two-track system, as well as the need to interface with different regional projects.

Mr. Bargar suggested more regional fare integration, and noted his willingness to give feedback on concepts for first and last mile transportation.

Mr. Petty noted the focus on first and last mile would probably come in in the second half of the plan.

Mr. Brazil asked when a schedule would be identified.

Mr. Petty said they're committed to trying to get a long-range service vision to the Board for consideration before the end of 2018.

Mr. Brazil asked if the Committee would have an opportunity to review drafts and provide input in a meaningful way within such a tight schedule.

Mr. Petty said a challenge for a project of this size is the broad spectrum of stakeholder groups involved; therefore, some venues may receive regular, monthly updates while others may receive updates every couple of months on more of a milestone basis.

Mr. Brazil requested the Committee have a Business Plan standing item on the agenda through 2018. He noted that it was fine if there wasn't anything new.

Mr. Petty noted he would incorporate that feedback into the more formalized outreach plan being developed, and make sure that for the outreach milestones the BAC is included.

Chair Provence thanked Mr. Petty for the presentation.

Public Comment

Ms. Johnson noted her support for long-term planning and of Sebastian Petty as project manager for the Business Plan and expressed a desire for the BAC to be more involved in the process.

BIKE BUMP PRESENTATION

Jennifer Navarrete, Customer Experience Communications Lead, presented:

- Pilot Description
- Methodology
- Communication
- Findings
- Next Steps

Ms. Buckley asked how the program would work without additional staff ensuring bikes board first.

Ms. Navarrete said the conductors on the train will announce bikes are boarding first, and for the bombardiers where there are speakers on the outside of the train, the conductors can announce that bikes board first before the doors open at a station.

Ms. Buckley asked if the conductor will be responsible for guiding the bikes on.

Ms. Navarrete responded that when observing the pilot, she noticed passengers for the most part, following the direction of the conductor.

Ms. Rodia Asked if the pilot was for the northbound trains in the morning.

Ms. Navarrete confirmed it was for the northbound trains in the a.m. peak hours.

Ms. Rodia asked if it occurred in the p.m.

Ms. Navarrete said no.

Ms. Rodia asked a clarifying question regarding the tables in the presentation.

Ms. Navarrete confirmed the tables show an average of the first week, the second week, and then of both weeks taken together. She said the baselines were determined by data collected a week prior to the pilot.

Ms. Rodia asked about the findings slide.

Ms. Navarrete clarified the goal is to reduce trains over a minute.

Ms. Rodia noted the times went up overall at Palo Alto, but asked if the dwell time on the target trains went down.

Ms. Navarrete said yes.

Ms. Rodia asked if bikes boarding first would end at Mt. View, Palo Alto, and Redwood City when the three new stations begin their pilot.

Ms. Navarette clarified that bikes boarding first would continue at those three stations with announcements; however, they wouldn't have additional assistance at those platforms.

Ms. Rodia asked if data would still be collected at the original three pilot stations.

Ms. Navarette said data would be collected at the three original pilot stations.

Vice Chair Olson asked if the Palo Alto data was skewed because the baseline was light, or if it was due to more passengers getting off at that location, or the culture there, or all three reasons.

Ms. Navarette responded that there is a heavier number of passengers, but also the culture and baseline.

Mr. Bargar noted support for continuing the pilot and asked if data was collected regarding how many bicyclists and passengers were boarding.

Ms. Navarrete said they were focused on boarding time.

Mr. Bargar said that data would be interesting to better understand if it had an impact in Palo Alto.

Ms. Navarrete said she'd bring that feedback back to the operations team.

Mr. Brazil asked if staff had theories on why there were different results and times at different stations.

Ms. Navarrete said the goal was to focus on trains that were over a minute boarding time and their hope is to see more improvements as the pilot program is continued at other stations.

Mr. Brazil noted there was inconsistency regarding conductor announcements and behavior is difficult to change, but he liked the results in Mountain View. He asked why it worked well in Mt. View and how that experience could be transferred to the other locations and how can they make the behavior stick.

Ms. Navarrete said they would look into that further.

Mr. Guevara noted that the Palo Alto baseline came from only two days and was wondering if the future pilot baselines would be based on a full week.

Ms. Navarette responded in the affirmative and said they're applying lessons learned from this pilot to the next. She noted there were bandwidth issues in regards to Palo Alto.

Mr. Guevara asked if the current methodology and data supports making this permanent.

Ms. Navarette said she'd get back to them on that.

Chair Provence asked about conductor feedback on the experience.

Ms. Navarrete said she heard one concern regarding a conductor's ability to handle a PNA and manage bikes boarding first, since in those instances the conductor would not be at the bike car.

Chair Provence recommended following up in a month or two at the first three stations to see how the program is working, and data from that would be good to see.

Ms. Navarette said they would consider that.

Ms. Buckley noted that during the pilot there's the conductor and someone on the platform timing the boardings. She asked if the timer is also announcing bikes board first.

Ms. Navarette said the conductor was counting bikes on and off, and one person was taking the time. She noted before the train arrived, they would stage the bikes and passengers, and then upon arrival the conductor would announce and work on who was boarding.

Ms. Alba encouraged analysis on the passengers versus bikes boarding for each of the trains that are heavily impacted by time constraints. She also asked if stations with the pilot are now seeing passengers move to the next car to avoid being delayed getting on to see if behavior is shifting with the policy.

Mr. Guevara supported using the one minute average, and suggested to make a stronger case, estimate how many people board the train, and multiply that to see how much every person is saving on their daily commute, and to understand how much the region is benefiting in economic terms from this kind of pilot.

Public Comment

Ms. Johnson voiced support of the pilot and encouraged getting a good baseline, and noted conductors have a big influence.

CHAIRPERSON'S REPORT – Dan Provence

- 2018 Work Plan

Chair Provence noted updates made to the Work Plan.

Mr. Bargar noted the item "Caltrain Design Related to Bikes" was unclear, and that it would be good to clarify that it refers more to infrastructure projects.

Ms. Buckley asked for clarification on the bike share presentation.

Chair Provence noted a speaker from MTC has been secured.

Ms. Buckley noted seeing more dockless bikes and scooters on the Caltrain platform, and expressed interest in understanding how those interface with Caltrain.

Mr. Brazil said he has staff deeply engaged in this issue and knows other cities are as well. He suggested inviting a city staff person to talk about their experience too.

Chair Provence noted that there is a lot happening at different stations and focusing on one system may leave out the bigger picture, so it would be good to have someone with a bigger vision.

Mr. Bargar suggested inviting representatives from some of the companies to see if they've engaged with Caltrain in a meaningful way and to start a dialog.

Mr. Brazil noted some boundaries would need to be established otherwise it could take several hours.

Chair Provence suggested if members have ideas in advance, they can contact Lori or him so they can structure the presentation to get the most out of it.

Ms. Buckley suggested Ryan Smith.

Ms. Alba noted they'd like to have the Business Plan on the agenda in the fall and possibly summer.

Chair Provence said they put it under the staff report, and move it up if there are decisions to be made.

Ms. Alba noted Lime Bike is growing in San Mateo and Burlingame.

Mr. Brazil said Lime Bike is big in San Jose and they have thousands of scooters there.

Mr. Bargar noted he saw both Lime Bikes and now ofo Bikes at the Mountain View Plaza by the train station, and they seem to be growing quickly.

Mr. Brazil noted Mountain View approved a pilot for Lime and ofo that launched a week ago, but there's other companies all over as well.

Chair Provence suggested it would be good to hear what Caltrain is doing to manage these bikes and scooters on their property and how they're working with the companies.

Mr. Tietjen said they might have staff that can bring it all together from the planning group.

Public Comment

Ms. Johnson encouraged the BAC to take action on a resolution or letter.

STAFF REPORT – Brent Tietjen

- Bike Bump Report
- Principal Planner (Station Access) Update
- BAC Communication to the Board

Mr. Bargar asked if a letter could be on an agenda without having been noted at a previous meeting.

Mr. Tietjen noted in an effort to get a clear process for the committee to communicate directly with the board, the idea would be to mention the desire for a letter at the meeting, and then have it be agendaized for the next meeting.

- Bike Security Outreach Effort
- Funding Update

Mr. Bargar said it was the first year his employer had an energizer station and their office is adjacent to the Lawrence Station. He noted they might be interested in working with Caltrain to better publicize that particular energizer station and he would reach out closer to the event next year.

Mr. Tietjen said they'd be happy to coordinate closer to the event.

Ms. Rodia asked how much funding Caltrain asked for in regards to the SB 1 grant, noting Caltrain was awarded \$164 million.

Mr. Tietjen said Caltrain applied for \$630 million.

Chair Provence asked for a future explanation of Bike Hub.

Mr. Tietjen replied in the affirmative.

Chair Provence noted last meeting's discussion about a possible sub-committee regarding ways to disseminate information to avoid bike bumps and asked if there was interest from committee members on setting up a sub-committee.

Mr. Tietjen said staff is always open to suggestions directly through email.

Public Comment

Ms. Johnson encouraged a resolution and asked that conductors count bumps. She also noted her desire for more seats next to bikes on the EMUs and for eight-car EMUs. She asked about the TIRCP grant funding.

Mr. Tietjen said staff is working with the state regarding allocation of the \$130 million awarded out of the \$630 million requested.

WRITTEN CORRESPONDENCE

Mr. Bargar said approximately a dozen riders wrote to express concerns about bike capacity and security onboard the trains.

Mr. Guevara noted he was surprised by the bike bump letters, especially in regards to smaller stations like California Avenue.

Mr. Brazil noted his interest in EMU car layout and asked if there would be an opportunity to influence the EMU layout for more seating next to bikes.

COMMITTEE REQUESTS

Mr. Bargar said he would like to have a resolution on next meeting's agenda and asked about timing.

Mr. Tietjen said staff needs to know a minimum of 72 hours in advance and it would be discussed with the chair and vice chair regarding agendaizing an item.

Chair Provence suggested Mr. Bargar give a brief overview and leave detailed discussion until the next meeting.

Mr. Bargar said his intention was to focus on greater bike capacity, more seats in view of bikes, the amount of feedback received, and support for the Bike Parking Management Plan.

Ms. Buckley asked it would be a resolution or a letter.

Mr. Tietjen said a letter was suggested through legal counsel in regards to the committee.

Ms. Rodia asked for clarification on why.

Mr. Tietjen said staff would check with legal counsel on the reasoning.

Public Comment

Ms. Johnson noted a resolution is a more formal form of communication and she sees it as the most effective form.

Ms. Buckley asked if resolutions would be adopted by the JPB.

Mr. Tietjen clarified it would be adopted by the Committee, not the JPB.

Ms. Buckley noted that she staffs the bicycle advisory committee for the county and whenever they communicate with the board, they always do so in the form of a letter.

Chair Provence noted they previously sent a letter to the JPB and it was an effective form of communication, and that getting the information to the JPB was the important piece.

DATE, TIME AND LOCATION OF NEXT MEETING

July 19, 2018 at the Central Auditorium in San Carlos.

Meeting adjourned at 7:37 p.m.