

**BICYCLE ADVISORY COMMITTEE (BAC)  
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING  
4th Floor Dining Room  
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF DECEMBER 15, 2015**

**MEMBERS PRESENT:** A. Banerjee, J. Brazil, W. Brinsfield, D. Provence, G. Turner, , S. Vanderlip

**MEMBERS ABSENT:** E. Saum, C. Young

**STAFF PRESENT:** J. Castaneda, C. Fromson, N. Debessay, S. Petty, B. Tietjen

Chair Wes Brinsfield called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES OF JULY 16, 2015**

John Brazil said page 3, under 'Purpose' it should not say "How many cyclists should Caltrain pay for". Sebastian Petty recommended removing the bullet point entirely.

Motion/Second: Turner/Provence

Ayes: Banerjee, Brazil, Brinsfield, Provence, Turner, Vanderlip

Absent: Saum, Young

**PUBLIC COMMENT**

None

**INTRODUCTIONS AND CALTRAIN ORGANIZATIONAL CHANGES**

Brent Tietjen, Acting Community Relations Officer, reported:

- He will be the new staff liaison and BAC Secretary.
- Introduction of Nahom Debessay, Manager, Rail Compliance.
- Seamus Murphy has been promoted to Chief Communications Officer.
- Michelle Bouchard has returned in the Chief Operating Officer, Rail position.
- David Olmeda has been promoted to Chief Operating Officer, Bus.
- Thanked the committee for being flexible with meeting dates as staff changes occurred.

**CALMOD UPDATE**

Casey Fromson, Government Relations Officer, gave an update on the Communications Based Overlay Signal System/Positive Train Control (CBOSS/PTC) project. Ms. Fromson said the CBOSS/PTC project is a safety project that will control train movements to ensure trains are in the correct locations at the correct times and correct speeds. Most of the installation work has been completed and testing has begun. Test trains from San Jose to San Francisco have started and will continue over the next several months. The next steps are to get acceptance from Federal Railroad Administration (FRA) and put it into revenue service.

Steve Vanderlip asked if the testing could affect the gate down time. Ms. Fromson said the gates should be functioning properly during the testing phase and if there are any issues to let staff know.

Mr. Brazil asked what the schedule for completion and FRA approval is. Ms. Fromson said that revenue service is scheduled to be in the first quarter of 2016. Ms. Fromson said that there was a Federal deadline of when all systems had to have PTC in place by the end of the 2015 calendar year. The Federal government passed a 3 year extension to the PTC deadline. Caltrain hopes to be one of first ones to have the system in place.

Mr. Brazil asked if Caltrain was coordinating with freight lines and asked about the testing and horn noise during testing. Ms. Fromson said that Caltrain has coordinated with all the cities that are along the corridor. The most up-to-date information can be found on Caltrain's website, weekly email, or by phone.

Mr. Brazil, asked if the project has received more or less complaints than expected. Ms. Fromson said that there have not been many complaints directly related to this project. The majority of complaints that do come in are about the horn noise.

Amitabha Banerjee asked if this project will allow more trains to run during peak hours. Ms. Fromson said that with the implementation of both the CBOSS and the electrification project, Caltrain will be able to schedule more trains per hour.

Chair Brinsfield asked if CBOSS is a necessary for electrification. Ms. Fromson said yes, the CBOSS project coupled with new electric trains provide the ability to run more trains. But CBOSS not only helps with electrification, it will provide additional features on the railroad such as removing double gate down time.

Mr. Vanderlip asked what double gate down time means. Ms. Fromson said that if a train is running but there is an at-grade crossing just past a station, the gate will go down because the system is programmed in case the train keeps going. Once the train stops at the station, the gate will go up until the train is ready to depart from the station. CBOSS system will allow the gate to stay open because the system knows that the train will stop at the station.

Ms. Fromson provided the Peninsula Corridor Electrification Project (PCEP) Delivery Quarterly Update.

- Project Delivery Updates
  - Environmental consultation & permits
    - All issues addressed with federal consultation agencies (for NEPA)
    - Last administrative letter remaining
    - Ongoing coordination for remaining permits
  - Federal Oversight (FTA)
    - Project Management Oversight Consultant KKCS assigned
    - Meetings/submittals/review on-going
  - City/County Agreements

- Millbrae approved
  - Other cities/counties to be approved
  - Real Estate
    - Santa Clara County properties appraisal complete
    - November JPB closed session to discuss properties and range
    - Other segments of corridor to follow
  - PG&E
    - Power study complete
    - Scoping and design started
  - Utilities
    - Potholing in progress for critical locations
    - Coordinating relocation of utilities crossing ROW
  - CEMOF
    - Completed conceptual design
    - Coordination of final design pending EMU selection
  - Tunnel
    - Design review of 65% design completed
    - Coordination of design with HSR and UPRR underway
- Funding Update
  - Bay Area Air Quality Management District Approved \$20M Agreement
  - Funding gap for the project still remains
  - FTA Core Capacity
    - Caltrain to apply for funding through this program
    - Approved for Project Development Phase
    - Letters of support from Congressional Delegation and Caltrain Commuter Coalition members
    - Package submitted for project rating and inclusion in presidential budget
    - Request for Engineering Phase and Full Funding Grant Agreement to be completed
  - Finalizing 6-Party Supplemental MOU
  - Working with CHSRA on funding agreements and Prop 1A submittals
- Electrification and EMU Procurement Update
  - Electrification Infrastructure
    - Confidential Information, Transparent Process
    - Complete
      - Proposals received from 4 of 6 prequalified proposers
      - Technical evaluation complete
      - Partner participation: MTC, CHSRA, VTA, SMCTA, SFMTA, SFCTA, CCSF
    - To Do
      - Best and Final Offer with shortlisted
      - Complicated considerations w/ 3 proposers (active railroad)
      - Revised contract award date (summer – fall 2016)
  - EMU
    - Complete
      - 6 - 7 vendor participation RFI and high boarding discussion
      - RFP Issued August

- Partner participation: MTC, CHSRA, VTA, SMCTA, SFMTA, SFCTA, CCSF
- Pre-Proposal Conference (5 car builders)
- To Do
  - Bid submittal due February
  - Number of Proposals TBD
  - Revised contract award date TBD

Garrett Turner asked if there are any unincorporated areas within the project area limits. Ms. Fromson said there is an area within San Mateo County that is unincorporated and within the project limits.

Mr. Turner asked if the real estate needs were mostly for increased right-of-way width. Ms. Fromson said it was mainly for easements for electrical safety zones or slivers of land.

Mr. Brazil asked if eminent domain is contemplated. Ms. Fromson said Caltrain does not intend to use eminent domain but the agency does have the authority through board approved action.

Chair Brinsfield asked if co-operative power agreements were considered for the project. Ms. Fromson said the energy strategy has not been decided although coordination with PG&E is needed for infrastructure needs. Chair Brinsfield asked who at Caltrain the public should talk to about the energy strategy options. Ms. Fromson said individuals can talk to her.

Chair Brinsfield asked if the tunnels in San Francisco would have to be raised higher. Ms. Fromson said there would be portions that need to have additional spaced notched out to allow for the infrastructure.

Chair Brinsfield asked about the relation of the electrification project to the high-speed rail project and any challenges that relationship might present. Ms. Fromson said the Caltrain PCEP has broad support. The high-speed rail project needs to plan, environmentally clear and fund their project on a separate track.

Mr. Vanderlip asked what happens if high-speed rail funding falls through. Ms. Fromson said if high-speed rail was unable to sell their bonds or unable to use Cap and Trade funds, there would be a big impact on the Caltrain project. Roughly half of the funding for the electrification project is coming from the high speed rail project.

Mr. Turner asked what the funding shortfall for the Electrification project is currently. Ms. Fromson said the total project cost is roughly \$1.7B, including the CBOSS and electrification project. \$300M was identified as a shortfall when the project cost and schedule were updated in November 2014. Including discretionary funds, there is a funding gap of roughly \$430M.

Chair Brinsfield asked about the Envision Santa Clara Valley Ballot Measure and if Caltrain has put in any requests for funding out of that ballot measure. Ms. Fromson said

there are certain projects that Caltrain has requested funding for but not the electrification project itself. There are other projects, after the Peninsula Corridor Electrification Project, that could provide additional capacity on the corridor.

Mr. Vanderlip asked if there were specifications provided to the car builders with respect to bike capacity ratios. Ms. Fromson said that a ratio of 8 to 1 was included.

### **Bicycle Parking Rules and Regulations Discussion**

Jim Castaneda, Director, Safety and Security, provided an update on the proposed changes to the Bicycle Parking Rules and Regulations Policy. Mr. Castaneda said the updates to the policy will allow Transit Police to tag and remove bicycles and other personal transportation device from locations that inhibit pedestrian movement or are abandoned. Owners of personal transportation vehicles that are tagged will have 72 hours to remove the vehicle. After 72 hours, Transit Police has the authority to remove the device and transfer to Lost and Found. Once processed in Lost and Found, the owner has 90 days to claim their item with a release fee of \$120. After 90 calendar days and if the item is over \$100, the item is auctioned. If the item is below \$100, or is not sold at auction, the item is donated to an approved local nonprofit.

Mr. Vanderlip asked what the need for the changes in policy is. Mr. Castaneda said there have been some problems at the Caltrain stations in the past few months.

Mr. Brazil asked if the policy affects the Homer pedestrian tunnel in Palo Alto. Mr. Castaneda said it would not apply to the Homer pedestrian tunnel in Palo Alto.

Mr. Brazil asked what the citation cost for the violation of the Bicycle Parking Rules. Mr. Castaneda said the only cost would be the release fee for the bicycle if it was collected by Transit Police and processed in Lost and Found.

Chair Brinsfield asked if riding a bicycle on the platform is a citable offence. Mr. Castaneda said it is a citable offence within the Vehicle Code.

Chair Brinsfield asked how the tag is attached to a personal transportation device and if are there photographs or other records taken of the tagged device. Mr. Castaneda said the tag is attached via tie wrap and Transit Police will log the offence and take a photograph.

Mr. Turner stated that the after the device is tagged, the owner could remove the device. Mr. Castaneda said yes, that is the intent of the updated policy.

Chair Brinsfield asked if the exception of the 72 hour notice was only for handicap access or if there are other designated routes that the exception would apply to. Mr. Castaneda said that the emergency routes are all wide enough that a personal transportation device would not block those routes.

Mr. Vanderlip said that people want to park close to the station so owners may not park in official bike parking locations. Mr. Castaneda said that the policy does not affect devices that are only park for a short period of time, hence the 72 hour policy.

## **Bicycle Access and Parking Recommendations**

Sebastian Petty, Senior Planner provided a presentation on the Bicycle Access and Parking Recommendations:

- Wayside Improvement Cycle
  - Annual review and prioritization of wayside bicycle improvement project list
  - Based on initial projects and criteria established in 2014 BAPP Implementation Plan
  - Used as basis for annual capital budget funding request
- Fiscal Year 2016 Cycle & Accomplishments
  - BAC helped prioritize projects for submittal to FY2016 capital budget
  - Caltrain received money for:
    - Electronic Lockers at San Jose Diridon and Redwood City
    - Planning and implementation of parking improvements at San Francisco, Palo Alto and Mountain View (various)
    - Bike racks (system wide)
    - Implementation and engineering
  - Other accomplishments
    - Secured grant for Bike Parking Management Study
    - JPB policy commitment to future \$3+ million for wayside funding
- FY 2017 Wayside Improvement Funding Cycle – Process
  - Review project list and scores from prior year
  - BAC provides input and suggestions to improve prior year's project list
  - Staff vets suggestions, modifies list and develops draft prioritization
  - Confirmation with BAC (January meeting)
  - Development of FY2017 budget submittal
- Project List Discussion
  - Potential changes to project list
    - Projects at stations not currently reflected in list
    - Types of parking or access improvements not currently contemplated in list (e.g. bike stations, cages)
    - Additional details or clarifications to existing projects
  - Ideas outside of project list
    - Major, system wide changes (will be addressed through Bike Parking Management Study)
    - Non-wayside changes or projects

Mr. Banerjee asked if funding has been received for what is included in the project estimates. Mr. Petty said what we have is only a percentage for the Palo Alto and Mountain View projects that were highlighted. Both of those projects have not been fully developed so funding is still being sought. The San Francisco project is fully funded.

Mr. Banerjee asked if there are timelines for the projects. Mr. Petty said that with the San Francisco project, something will be planned out within the next year. The timeline for the Mountain View and Palo Alto projects are less specific at this point. Those timelines depend on a variety of factors including planning studies and available funding.

Mr. Turner asked about circulation enhancements and how far from the stations were those enhancements being considered. Mr. Petty said those projects were generally within the station property.

Chair Brinsfield asked if there are triggers for when projects get added to the list and be scored or if there are triggers for reprioritization. Mr. Petty said reprioritization takes place every year and is based on ridership levels, customer complaints or other criteria. New projects are considered to be added through BAC member suggestions and both internal and external planning efforts, such as the Bicycle Parking Management Plan. This list is intended to control funding through the Caltrain budget.

Chair Brinsfield asked how hard is it to keep up with Plan Bay Area and Google's Bike Vision Plan. Mr. Petty said the Bicycle Parking Management Plan will be a venue for discussions around those types of external efforts.

Mr. Brazil said he encourages Caltrain to think about making better use of surface parking lots as the system expands.

Mr. Provence asked what was included in the category of "General Parking Improvements". Mr. Petty said that the Bicycle Parking Business Plan will include bigger scale projects at the heavy ridership stations. Right now the dollar figures presented are the sum of the various parking improvement projects at each station that were included in the plan.

Mr. Provence said that he went to use the bike lockers at the San Mateo Station and they were full. He said that the demand is there and we should think bigger with future plans.

Mr. Turner said we should start planning for the future with particular respect to the Caltrain Modernization project and the projected ridership increase. Mr. Petty said the Bike Parking Management Plan intends to include those projections.

Mr. Vanderlip asked if there are any plans for relocation of existing bike racks. Mr. Petty said relocation of existing bike racks has not been a priority but the installation of new bike racks will be based on several factors including space and customer preference.

Chair Brinsfield asked if these projects include lighting and cameras. Mr. Petty said there are a few projects included in the list that pertain directly to bicycles. Other plans for lighting and cameras that are not specific to bicycles are not included in the list.

Mr. Vanderlip asked if there is a percentage goal for the number of car and bike parking spots there are per a station. Mr. Petty said there is currently no goal. He said the Bike Parking Management plan will help define those types of goals.

Chair Brinsfield said the expansion of ride sharing, bike sharing, self-driving cars needs to be considered strategically as well. Mr. Petty said those options are being considered as they become more relevant and more widely used.

Mr. Banerjee asked if you can stack bike lockers on top of existing lockers. Mr. Petty said it depends on the type of lockers and the amount of space available.

Mr. Brazil said electronic lockers are more efficient use of space.

Mr. Provence said you can provide parking for more people by installing bicycle parking in a car parking space.

## **CHAIRPERSON'S REPORT**

### **2015 Work Plan**

Chair Brinsfield said in review of the 2015 Work Plan he felt everything that was on the plan was covered in one way or another.

### **2016 Meeting Calendar**

The 2016 Meeting Calendar was distributed with no discussion.

### **2016 Work Plan**

Chair Brinsfield said the 2016 Work Plan has been distributed.

Chair Brinsfield suggested a potential review of the BAC Charter to have the election cycle to start in March so that current and new members have a chance to meet each other.

Chair Brinsfield said he would like to consider adding a discussion around a Queueing System for Bikes.

Chair Brinsfield said he would like to also consider a discussion about continuing improvements to the Bike Bump Form and real-time reporting.

Mr. Provence said that he would like to see the data from the Bike Bump in a graphical format like the Caltrain schedule.

Mr. Vanderlip said that he would like to continue discussion about fitting more bikes within the available bike space.

Mr. Vanderlip said he would like to see a more detailed discussion about EMU configuration.

Mr. Vanderlip said he would like to see a goal set for bicycle ridership and that he would like to discuss how to get the public more involved.

Mr. Turner said he would like to see a standing item discussing the status of the FRA standing on having more bikes on a rack. Mr. Turner said the BAC could consider writing a letter to the FRA endorsing change.

Chair Brinsfield said he would like to see more interaction between the BAC and the scheduling team.

Chair Brinsfield said he would like to see how Caltrain plans for big events like the Super Bowl.

### **STAFF REPORT – Brent Tietjen**

Mr. Tietjen reported:

- The Board approved changes to the Caltrain fare structure.
- The Caltrain Holiday presented by Silicon Community Foundation ran on Dec. 5 & 6 and collected over 2,000 toys for local children.
- There will be a bus bridge between the Hayward Park and Burlingame stations due to work on the San Mateo Bridges Project. More information can be found at [www.caltrain.com/busbridge](http://www.caltrain.com/busbridge).
- The follow-up report is included in the reading file.
- The recruitment for new BAC members has ended. There were 17 total applications and a full committee is expected for 2016.
- An update on the Bike Bump report.

Mr. Turner asked about an update on the San Francisco bicycle facility. Mr. Sebastian said he would try and get a comprehensive update for the January meeting.

Mr. Petty gave an update on the Bike Parking Management Plan. Funding has been secured to expand the scope and a kick-off should take place in February 2016. The entire plan should take about a year and a half.

Mr. Debessay, Manager, Rail Compliance, provided an update on the MetroLink (Gen 2) cars. Mr. Debessay said there are currently five MetroLink cars in service. There are currently six-car trains in service. The second phase will include five bike cars that will be put into the six-car configurations. The second phase should occur in March 2016.

Mr. Banerjee asked if the five bike cars are the cars that are already in service. Mr. Debessay said no, the five bike cars are separate cars that will be placed into service and will replace one car in the six car set. The other cars will be rotated out to perform routine maintenance.

Mr. Turner asked if there will be third conductor on because of the extra bike car. Mr. Debessay said there are no current plans to add a third conductor.

Mr. Debessay said he will return with graphics to help illustrate the layout of the new six-car sets.

Chair Brinsfield asked if the purchase of the additional cars has been a good economic deal for Caltrain. Mr. Debessay said it is too early to tell but given our ridership he believes it has been.

Mr. Tietjen said there will be minor schedule changes in February to match what is occurring on the railroad.

**WRITTEN CORRESPONDENCE**

Chair Brinsfield said there was an email about a stolen bike, some bumps reported and note about queuing.

Mr. Vanderlip said he was concerned about the lack of correspondence in the packet.

Mr. Vanderlip said he didn't want to lose the focus that the bump reports used to provide.

Chair Brinsfield asked if the Bike Bumps get reported to the Board. Mr. Tietjen said he would check and let the committee know.

**COMMITTEE REQUESTS**

Mr. Brazil asked if Caltrain is involved the Santa Clara undercrossing project. Mr. Petty said he would check.

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

January 21, 2016 at 5:45 p.m., San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Chair Brinsfield wished everyone Happy Holidays.

Meeting adjourned at 7:31 p.m.