



AGENDA

November 21, 2013 - Thursday

6:45 p.m.

STAFF LIAISON: Tasha Bartholomew, Community Relations Officer

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of September 19, 2013 Meeting
4. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
5. Bicycle Bump Report (Mark Simon)
6. Caltrain Modernization Program/Level Boarding – Update (Casey Fromson)
7. Bicycle Access and Parking Plan
 - a. Ad Hoc Committee Report (Wes Brinsfield, Edward Saum, Garrett Turner, Steve Vanderlip)
 - b. Review Projects and Discussion of Prioritization and Funding (Sebastian Petty)
8. Chairperson's Report (Darcy Forsell)
 - a. Vote on BAC Charter Changes (Article III Section 1; Article V Section 3; Article VI section 1)
 - b. 2014 Officer Elections
 - c. 2014 Meeting Calendar
9. Staff Report (Tasha Bartholomew)
 - a. Staff Update and Follow-up Report
10. Written Correspondence
11. Committee Requests
 Committee members may make brief statements regarding BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC
12. Date and Time of Next Meeting: Thursday, January 16, 2014, time TBD
13. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

County
San Francisco
San Mateo
Santa Clara

Public Agency
 Dan Provence
 Darcy Forsell
 John Brazil

Bike Organization
 Michael Sonn
 Steve Vanderlip
 Edward Saum

General Public
 Garrett Turner
 Vacant
 Wesley Brinsfield

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 or bacsecretary@caltrain.com. Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

Location, Date and Time of Regular Meetings

Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Ave., San Carlos, CA, which is located one block west of the San Carlos Caltrain Station on El Camino Real. The office is also accessible by SamTrans bus routes: 295, 260, ECR, and KX.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 6:45 p.m. at the same location. Date, time and place may change as necessary.

Public Comment

If you wish to address the Committee, please fill out a speaker's card located on the agenda table and hand it to the Assistant District Secretary. If you have anything that you wish distributed to the Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the JBP will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Assistant District Secretary at Peninsula Corridor Joint Powers Board, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to bacsecretary@caltrain.com; or by phone at 650.508.6223, or TDD 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that public records are distributed or made available to the legislative body.

**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 SEPTEMBER 19, 2013

MEMBERS PRESENT: J. Brazil, W. Brinsfield, D. Forsell, D. Provence, E. Saum, M. Sonn, G. Turner, S. Vanderlip

MEMBERS ABSENT: None

STAFF PRESENT: J. Averill, T. Bartholomew, M. Bouchard, M. O'Donnell, S. Petty, D. Triolo

Chair Darcy Forsell called the meeting to order at 6:45 p.m. and led the Pledge of Allegiance. She said Samir Dhebar from the San Mateo County General Public has resigned from the BAC.

APPROVAL OF MINUTES

A motion (Brinsfield/Provence) to approve the minutes of July 18, 2013 was approved (Sonn abstained).

PUBLIC COMMENT

Shirley Johnson, San Francisco, said a five-month pilot program for bikes onboard Bay Area Rapid Transit (BART) at all times has begun. She said bumps are the most serious problem for Caltrain bicyclists. She said she thinks a bump report should be a standing item on the agenda and she asked staff to compile bump reports and present them.

Pat Giorni, Burlingame, said there is a \$2 million appropriation in the Joint Powers Board (JPB) budget for equipment replacement and that is the same cost of two Bombardier cars. She said a monthly bump report informs policy and documentation is what led to the addition of a second bike car. She said a section on correspondence should be added to the agenda.

ALAMEDA BIKES UPDATE – Gene Oh

Gene Oh, Owner, Alameda Bikes, said he wanted to update the BAC on the transition plan, the parking strategy, the construction plan, and the marketing plan.

- Transition Plan: Alameda Bikes will take over October 1 but will maintain the Warm Planet Bikes staff because they are not moving to their new location until December 1. During the first two months of the transition, there will be very little interaction between Alameda Bikes staff and the clients. In October a teaser website will let the clients know Alameda Bikes will take over the facility. The manager has already been selected. Operations will be kept the same for the next few months to retain consistency. During that time, customers will be signed up for the new electronic parking system.
- Parking Strategy: Alameda Bikes will use a free valet service as well as an automated system that allows customers to access their bikes 24 hours a day.

There will be 180 spaces available. Clients will be able to communicate by text, web, or phone. Every night bikes left in the automated station will be taken out unless the customer informs Alameda Bikes that they will access their bike after closed hours, and bikes in the valet space will be moved to the automated side so if customers don't pick up their bikes Alameda Bikes staff will lock the bikes and send the lock code to the customer. Every customer who intends to use the automated side after hours will be required to go in for face-to-face registration.

- Construction plan: There will be a separate Invitation for Bids for the construction. Alameda Bikes is currently working with Kahn Design Associates (KDA) who is familiar with the intricacies of maximizing public use and utility with retail. KDA is working on the schedule, and once the schedule is developed Alameda Bikes will begin working on the permits. Due to the changes proposed, there will have to be some partial closures to the facility during construction.
- Marketing Plan: The marketing will be very hands on. Alameda Bikes will focus on public events and safety clinics to make it a public service and a hub of bicycle activity. There will be frequently asked questions on the website so it will be looked at as a public good.

Wes Brinsfield asked if there will be a mechanic on duty. Mr. Oh said there will be a manager on duty who will also be a mechanic, and there will be a full-time mechanic. Commuters want same-day, "while-I-work" repairs done.

Mr. Brinsfield said it would be interesting to compare the data Alameda Bikes gets with the data from the Bike Sharing Program to see if there is any overlap or extension of the information. Mr. Oh said all data will be open to the public.

Edward Saum said he would like a scan of the construction. Mr. Oh said he can publish that as well as information about the budget.

Dan Provence said there was capacity in the nearby bike lockers and asked if making use of those lockers during construction was being looked into. Mr. Oh said no.

Public Comment

Pat Giorni, Burlingame, said the bike lockers in San Francisco are vulnerable to theft. She asked when the bicycle slow season is. Mr. Oh said slow season starts October or November around the holiday season until after the New Year, and again around rainy season through March. He said he expects the construction will be about 10 business days, but there will be noise for two to three weeks.

BICYCLE THEFT PREVENTION UPDATE – Dave Triolo

Dave Triolo, Chief, Protective Services, said bike theft has been a consistent problem and there haven't been any specific peaks. He said it is incumbent upon the security and police to patrol for theft and suspicious activities and it is also incumbent upon the users to use their best judgment and secure their property.

Chair Forsell said she thought there was a trend in more thefts. Mr. Triolo said the reporting and the statistical capturing of thefts are more diligent.

Steve Vanderlip asked what Mr. Triolo meant by proper judgment. Mr. Triolo said people should take precautionary measures just like they do for their home and property. They should use security devices and anything to deter theft and partial theft. He said it is difficult for customers to always keep their eye on their bike. He said he directed the Transit Police commander to provide a policing plan and he will review it to see what additional actions can be taken to deter onboard thefts. He said anytime a person can be near their property they will be more likely to prevent theft.

Garrett Turner asked what number of onboard thefts there are on an annual or monthly basis. Mr. Triolo said he doesn't know exact stats and he said the stats might not be precise because it depends on how the thefts are reported. The stats whether the theft was onboard or at the platform might not be available.

John Brazil said it would be good to put this conversation off until data is available.

Mr. Turner asked if theft update could be a standing agenda item. Mr. Triolo said the Safety and Security Report shows a snapshot of enforcement statistics for the period.

Mr. Brazil said plotting monthly thefts against ridership would show a trend or spike.

Mr. Brinsfield asked if there is a correlation between security measures to show effectiveness against bike thefts. He asked if there is a correlation between onboard thefts depending on the type of car and number of thefts due to ease of access. He said it might be beneficial to coordinate with the Bike Accesses and Parking Plan recommendations to see if there are any insights to offer. Mr. Triolo said it is difficult to provide information about security measures without compromising the policing plan. He said a common part of any plan would include a security environmental assessment and that will be looked at. He said it could be beneficial to look at the type of car if that information is reported, but if the victim only reports their bike was stolen off a train and the car information was not disclosed it wouldn't be captured. He said not every report is taken by a police officer. Some are called in or submitted electronically, so that information is not always captured.

Mr. Vanderlip asked what the best way is to report bike theft. Mr. Triolo said to report it to the Transit Police by calling 1-877-SAF-RAIL.

Mr. Turner said the data states bike thefts were from various stations and asked if these are only from stations or if they include onboard thefts. Mr. Triolo said he guesses it was not delineated between onboard or at a station in the theft report.

Mr. Vanderlip asked if in-car cameras have been considered. Mr. Triolo said he championed onboard closed-circuit television but the infrastructure is very expensive and there is no grant money that would qualify for this type of issue.

Public Comment

Shirley Johnson, San Francisco, said unwatched bikes are stolen bikes and what would be helpful is if the conductors would make an announcement to encourage non-bicyclists not to sit in the bike cars. She said BART police have a decoy bike that has a

Global Position System that police use to catch ringleaders and asked if Caltrain would consider using a similar bike.

Pat Giorni, Burlingame, said bicyclists cannot lock bikes on the train but Caltrain will not allow customers to sit in the same car because there is not enough room. She said she never read a theft report letter in the correspondence package. She asked where people are encouraged to report thefts and where they are reported. She said it should be a policy change to require non-bicycle passengers to not sit in bike cars.

Mr. Triolo said he is aware of the BART bait car. He said Caltrain has one but he won't disclose how or when it is used because it would be counterproductive. He said the best course of action is to watch one's property but there are problematic issues about having people be able to be in the car with their bike. He said that should not prevent the ability to be creative about possible solutions. He said there may be some alternative things to do that might improve the situation.

Chair Forsell said lot of good issues that have been raised that could be incorporated into the new train design if the opportunity allows.

BICYCLE ACCESS AND PARKING PLAN PROJECT LIST REVIEW – Sebastian Petty

Sebastian Petty, Senior Planner, presented:

- In 2008, the JPB adopted the Bicycle Access and Parking Plan that focused on wayside improvements, system-wide recommendations and specific station recommendations. Some recommendations were outside of the JPB's direct control.
- Limited progress has been made implementing the recommendations so staff is developing a strategy to move forward.
- Recommendations will be screened and then if possible, turned into projects, and prioritized. Funding plans will be developed, and the projects will be prepared for implementation if possible.
- Staff is trying to get a Capital Improvement Plan for the projects together by early next year.
- The project list is not prioritized and has no editorial statements about the value or importance.
- The first step was to look at the status of the recommendation.
- The second step was staff assessment of recommendations. Some were removed and some added.
- The third step was consolidation into implementable projects. This led to a 2013 Implementation Project List.
- Basis for recommendation modifications and consolidations included efficiency, jurisdiction, and readiness.
- Next step include:
 - Receiving written feedback
 - Assigning appropriate category
 - Coordinating with external jurisdictions

Mr. Vanderlip said on the project list, the Develop Bike Cars for Bicyclists Campaign topic shows it is in process but there is no staff assessment and no consolidated project.

He asked what that means. Mr. Petty said that issue is being discussed internally and this process is not the vehicle to move that discussion forward. Chair Forsell said it is in the new list and the notes say it has potential to reinforce in the Bike Marketing Program. Mr. Petty said that topic has regulations that impact it and certain elements may not move forward even if it was prioritized or funded if there is a regulatory issue.

Mr. Brazil said other filters in the next steps process could be feasibility and priority to staff and the committee.

Mr. Brinsfield said an ad hoc committee would be useful to prioritize the list. He said it would be useful to develop success criteria to measure the effectiveness of the projects. It could include lessons learned and return on investment. He said it would be useful to identify things that will bring early success to demonstrate the process works. He said since bikes are not the only priority he would be interested in knowing what other projects received a higher priority than bike projects. He is interested in where funds come from for these items. He said to consider external forces such as climate action plans or Plan Bay Area that could change the priority of some projects.

Chair Forsell asked how much of the list electrification will change. Mr. Petty said he tried to take that into account in terms of phrasing the projects and if it makes sense to do it now or later. There are several big rollups of projects such as the bike parking plan.

Public Comment

Pat Giorni, Burlingame, said a topic for agendized conversation is the use of Clipper Cards to pay for e-lockers and bike share pods. She said the implementation list item about studying options for monitoring onboard capacity only goes as far as monitoring. She said the bump report is enough information and staff should be working on rectifying the problem. She said monitoring a study without a timeline for completion can go on forever and staff should be making recommendations for rolling stock. She said there should be a third bombardier bike car. She said even with electrification the ridership will be constrained.

Shirley Johnson, San Francisco, said it would be good to have an ad hoc committee to look into this work. She said it would be great if the item to develop a Bike Cars for Bicyclists Campaign would be continued forward.

Mr. Petty said adding onboard capacity would be outside the purview of the 2008 Plan. He said changing the capacity would be a separate process.

Chair Forsell created an ad hoc committee with Mr. Vanderlip, Mr. Saum, Mr. Brinsfield, and Mr. Turner. Mr. Brinsfield is the chair.

CHAIRPERSON'S REPORT – Darcy Forsell

Chair Forsell said the next agenda will include the election of officers, the Bicycle Access and Parking Plan and a discussion reviewing the prioritization criteria for the Capital Improvement Project, an update on the Caltrain Modernization Program with the Draft Environmental Impact Report, and a possible presentation on the Last Mile Project.

Chair Forsell said the BAC charter changes include moving the start time to 5:45 p.m., changing the requirement that the chairmanship rotate between the counties to say no person may occupy chair position for more than two consecutive terms.

Mr. Vanderlip said he would support the chair rotation but not the time change.

Mr. Turner said there was a change to section three. Chair Forsell said some language is being removed that was only relevant when the charter was first enacted under Article V, Section 3.

Public Comment

Shirley Johnson, San Francisco, said the charter as it is currently written was not provided at the previous meeting, there were changes made, so a vote can't be taken tonight. She said a subcommittee should have been created to consider the changes. She said she supports eliminating the chair rotation but the term limit does not make sense. She said the time change makes it difficult for people who work to attend.

Pat Giorni, Burlingame, said the time change makes it difficult for bike commuters to use the Caltrain schedule to attend the meetings. She said the committee could meet more often and special meetings could be called. She said a different committee had the same chair for eight consecutive years because he did a great job and was elected by the committee. She said she doesn't understand term limits and doesn't see a need to change it.

Chair Forsell said the chairmanship issue came up at the first meeting this year and a lot of time was spent discussing it. She said that the committee felt at the conclusion of the discussion last month that the charter changes were redlined and all were aware of the changes.

Mr. Brazil said the amendments were supposed to be submitted in writing and the new amendments were made verbally at the last meeting, so he agrees it can't be voted on tonight.

Chair Forsell said the vote will be delayed until the next meeting.

STAFF REPORT – T. Bartholomew

Tasha Bartholomew, Community Relations Officer, reported:

- One member has resigned and the Staff Coordinating Council is reviewing applications and hopes to have a new member appointed by the next meeting.
- Staff has added tips on bicycle theft prevention to Caltrain Connection. Bike etiquette tips will be added to a future edition. Some information about theft has also been published on Twitter and Facebook, and the Public Affairs Specialist is working on a blog post to address this issue. The Visual Message Signs may eventually display bicyclist information as well. Onboard announcements asking non-bicyclists to leave room for bicyclists in the bike cars will be made more often.

Michelle Bouchard, Director, Rail Transportation, said there are challenges balancing capacity for all types of passengers on Caltrain. She said staff tries to match the type of train and type of capacity with the loads revealed from the annual counts. She said Bombardier cars have higher seating capacity so staff tries to match those with the higher ridership demand. She said it is staff's commitment to assess better deployment of consists and bike capacity. She said Caltrain runs 92 trains a day and every train is going back and forth four or more times a day. She said it is a three-dimensional puzzle in matching capacity while accomplishing the other needs such as inspection, maintenance, and etcetera. She said staff has not been able to accomplish real-time information for onboard bike capacity. Staff has tried to mitigate that by putting a list online that outlines what type of train and its standard capacity is used at what time. She said the hope is to match the expectation with reality 99 percent of the time. She said because of on-time performance and mechanical issues, staff has to swap types of train sets onto schedules where the expectation is to see one type of train set but another shows up.

Ms. Bouchard said there are constraints for adding third bike car. About 1,500 seats have been removed on the 20 train sets in use to provide onboard bike racks. Staff is trying to achieve a balance between onboard bikes and retain as much seating capacity as possible. She said it is untenable to consider a third car when looking at the onboard conductor resources it would take to monitor the third bike car. She said the progress the onboard bike program has made is a resounding success. There is no one thing that will maximize access by bicycles to the Caltrain system. There is a suite of options to meet the goals including bringing bikes onboard, leaving bikes at a station, and other options.

Mr. Turner asked how many seats were removed from a Bombardier to put in bike racks. Ms. Bouchard said four seats were removed for each rack. Each rack has four bikes, so there is a one-to-one comparison, but even if only one bike is on the rack, four seats have still been removed.

Mr. Brinsfield said expectations have been raised so much among the bicycling community that they are disappointed when they can't get on the system. He said it would be helpful for outreach messages to be sent over the internet or through social media to put this information out for the general public.

Public Comment

Shirley Johnson, San Francisco, said thanks for the conductor announcements about non-bicyclists not sitting in bike cars. She said she recommends moving committee elections to January since new the committee doesn't know who will be on the committee the next year when elections are conducted in November. She said BART does not have conductors and there is no limit on the number of bikes onboard and people can self-regulate.

COMMITTEE REQUESTS

Mr. Saum said Trains 274 and 376 were on the same platform in San Francisco. Ms. Bouchard said that should not happen.

Mr. Saum said there was a confrontation with a customer who had a removable trailer on his bike. The conductor did not let the customer on. He said he would like a clarification about those rules.

Mr. Vanderlip said he would like a section to the agenda to address customer complaints.

Mr. Turner asked to get the monthly Safety and Security Report every month online. Chair Forsell said she will look into it with staff.

DATE, TIME AND LOCATION OF NEXT MEETING:

November 21, 2013 at 6:45 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 9:02 p.m.



Bicycle Advisory Committee Charter

ARTICLE I: NAME

Section 1.

The name of this organization shall be the Caltrain Bicycle Advisory Committee, hereafter referred to as the Committee.

ARTICLE II: PURPOSE

Section 1.

The purpose of the Committee is to facilitate dialogue between Caltrain and its current and future customers who use bicycles as their primary mode of access to the Caltrain rail line. This Committee will provide a formal venue for the interests and perspectives of bicyclists to be fully integrated into Caltrain decision-making processes, particularly with respect to:

- New ideas related to the needs of bicyclists on Caltrain
- Proposed investments and pilot programs
- Operating procedures
- Caltrain communications

The Committee shall be advisory in nature, and actions taken shall be brought to the Peninsula Corridor Joint Powers Board by Caltrain staff, when appropriate. Although the Committee is not, and was not created by a legislative body, it has been created as a venue that is open to the public and shall follow the Ralph M. Brown Act to ensure transparency and consistency with the Joint Powers Board and other Caltrain committees.

ARTICLE III: LOCATION AND TIME

Section 1.

The Committee's meeting place for transaction of business is the headquarters of the San Mateo County Transit District, currently located at 1250 San Carlos Avenue, San Carlos, CA, 94070.

The meeting times will be ~~6:45~~5:45 p.m.

ARTICLE IV: FUNCTION

Section 1.

The function of the Committee is to promote and advance overall communication between Caltrain and members of the bicycling community, and to explore the realm of

needs bicycle riders have with respect to utilizing current and future Caltrain services, while taking into account the needs of all Caltrain customers.

Section 2.

The Committee helps to educate the community-at-large, as well as other bicyclists, and serve as a communication conduit to ensure broad feedback on Caltrain initiatives related to bicycles.

Section 3.

The Committee provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

ARTICLE V: MEMBERSHIP & STAFFING

Section 1.

The Committee shall be composed of nine (9) members, providing equal representation for San Francisco, San Mateo and Santa Clara counties.

- Each county served by Caltrain shall have three (3) members:
 - One (1) member shall be a public agency staff member responsible for planning and/or policy development related to bicycles
 - One (1) member shall be a representative of a bicycle advocacy organization
 - One (1) member shall be a Caltrain bike passenger from the general public

Section 2.

The members shall be selected by the Staff Coordinating Council (SCC) of the Peninsula Corridor Joint Powers Board. The SCC will serve as a selection panel, with one member representing each of the following:

- San Mateo County Transit District (JPB Managing partner)
- San Francisco Municipal Transportation Agency (JPB Partner)
- Santa Clara Valley Transportation Authority (JPB Partner)

The SCC shall review membership applications and make selections by consensus based on the criteria listed above in Article V, Section 1.

Section 3.

The duration of Committee member terms is two years. The terms will be staggered so that all terms do not expire at the same time. ~~During the first cycle, four of the nine members will serve a one-year term. A lottery was used to determine which members were chosen for the one-year term. Initial members with one-year terms will serve through December 2011. Initial members with two-year terms will serve through December 2012.~~

Incumbent members whose terms expire are eligible for reappointment pending application.

A vacancy in an unexpired term shall be filled by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

Section 4.

Committee participation by each member is expected. The membership of any member who is absent for four (4) out of any (12) consecutive meetings shall automatically terminate. Any resulting vacancy shall be filled for the duration of the departing member's term by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

Section 5.

The Committee shall have staff participation and support from the following Caltrain staff departments. All departments listed will provide relevant subject matter expertise and personnel to attend Committee meetings. The Public Affairs department and Committee Secretary will perform additional duties, as listed below:

- Public Affairs
 - Will serve as the primary staff liaison and will be responsible for agenda and item preparation, in collaboration with the Committee Chair and Committee Secretary staff. This department also will ensure staff reports to the Joint Powers Board are reviewed by the Committee Chair and Vice-Chair.
- Executive Staff
 - Will provide the Committee Secretary who will take minutes and perform other administrative support functions including distribution and posting of agendas and maintenance of a current list of Committee members and their contact information, as well as recruitment.
- Customer Service
- Operations
 - In addition to in-house staff, train conductors may be included at meetings, as appropriate.
- Parking & Stations Facilities Management
- Planning & Development

ARTICLE VI: OFFICERS

Section 1.

The Committee shall annually elect a chairperson and a vice chairperson. ~~The chairmanship shall rotate between representatives of the three counties. No person may occupy the chair position for more than two consecutive terms.~~ Nominations shall be made and elections held at the last regular meeting of each calendar year. An individual receiving a majority of votes of the membership (5 votes) shall be deemed to have been elected and will assume office at the first meeting of the following year.

~~During the first cycle, officers will serve through December 2011.~~

Section 2.

(a) It shall be the duty of the chairperson to preside over all meetings of the full Committee. The chairperson creates ad hoc committees as necessary and appoints committee chairs. The chairperson shall serve as the official representative of the Committee.

(b) It shall be the duty of the vice chairperson to assist the chairperson in the execution of that office and to preside at meetings in the event of the absence of the chairperson. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term, and the Committee shall elect a successor vice chairperson.

ARTICLE VII: SUBCOMMITTEES

Section 1.

There shall be no standing subcommittees.

ARTICLE VIII: MEETINGS

Section 1.

The Committee shall call at least six bi-monthly, regularly scheduled meetings per year in addition to any special meetings convened by the Chair.

Section 2.

The Committee Secretary shall give written or electronic notice of each regular meeting of the Committee to each Committee member at least one week prior to the meeting date. The Committee Secretary will endeavor to send the agenda to the Chair for approval 24 hours prior to the final agenda being posted. The Committee Secretary will endeavor to provide the complete agenda packet, including a complete correspondence file compiled up to the date of distribution, to each Committee member and post the same to the Caltrain website at least one week prior to the meeting date. In the event that a special meeting is called, the Committee Secretary shall give written or electronic notice to all Committee members at least 72 hours in advance of said meeting and shall post such notice on the Caltrain website at the same time.

Section 3.

A meeting summary shall be posted on the Caltrain website within 2 weeks after a meeting. Official draft minutes will be distributed with the next meeting's agenda.

Section 4.

Staff will endeavor to post all documents that are public records and are to be distributed during a Committee meeting to the Caltrain website 48 hours in advance of the meeting if prepared by Caltrain staff or a member of the Committee, or within one week after a meeting if prepared by some other person.

Section 5.

Each member of the public speaking before the Committee shall be limited to three minutes, unless the chairperson, at his or her discretion, permits additional time. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation. In case of time constraints in any particular case, the chairperson may limit comments to two minutes per speaker.

ARTICLE IX: QUORUM

Section 1.

A simple majority (5 members) of the Committee membership shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

ARTICLE X: VOTING PROCEDURES

Section 1.

Each member of the Committee shall have one vote. Members must be present to vote. Action items must have a simple majority vote (5 votes) of the full Committee in order to pass.

ARTICLE XI: PARLIAMENTARY PROCEDURE

Section 1.

Meetings are public and will follow Robert's Rules of Order.

ARTICLE XII: AMENDMENT OF CHARTER

Section 1.

This charter may be amended at any meeting of the Committee with a two-thirds majority vote (6 votes) of the full Committee, provided that the amendment has been submitted in writing at the previous meeting.

Adopted January 20, 2011
[Revised November 21, 2013](#)



BAC Committee 2014 Meeting Calendar

Thursday – 6:45 PM
January 16
March 20
May 22
July 17
September 18
November 20

BAC meetings: [bimonthly – 3rd Thursday \(Time TBD\)](#)

San Mateo County Transit District
Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue
San Carlos, CA 94070