



**Bicycle Advisory Committee  
1250 San Carlos Avenue, San Carlos, CA 94070  
Bacciocco Auditorium, 2<sup>nd</sup> Floor**

**AGENDA**

**March 21, 2013 - Thursday**

**6:45 p.m.**

STAFF LIAISON: Community Relations Officer Tasha Bartholomew

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Introduction of New Members
4. Election of Officers for 2013
5. Certificate of Appreciation to Carlos Babcock
6. Approval of Minutes of November 15, 2012 meeting
7. Public Comment  
*Public testimony by each individual speaker shall be limited to three minutes*
8. Brown Act Presentation (L. Alarcon, J. Sherman)
9. Overview of Caltrain Bicycle Program (T. Bartholomew, A. Maguigad)
10. Resolution of Support for BART Bike Program (M. Sonn)
11. Staff Report (T. Bartholomew)
  - a. Staff Update and Follow-up Report
12. Committee Requests  
*Committee members may make brief statements concerning BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC*
13. Date and Time of Next Meeting: Thursday, May 16, 2013; 6:45 p.m.
14. 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  
Samir Dhebar  
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](mailto: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: 390, 391, 295, 260, 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](mailto: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 NOVEMBER 15, 2012**

**MEMBERS PRESENT:** J. Brazil, D. Forsell, S. Johnson, A. Levin, D. Provence,

**MEMBERS ABSENT:** C. Babcock, M. Gibson, R. Kauffman, R. Lauber

**STAFF PRESENT:** J. Averill, T. Bartholomew, R. Haskin, A. Maguigad, M. O'Donnell

Vice Chair Shirley Johnson called the meeting to order at 6:50 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

A motion (Brazil/Forsell) to approve the minutes of September 20, 2012 was approved.

**PUBLIC COMMENT**

None

**PRESENTATION ON CUSTOMER COMMUNICATION AND REAL-TIME INFORMATION (R. Haskin)**

Executive Officer, Customer Service and Marketing Rita Haskin said:

- Real-time provides a prediction of a train arrival or departure by using global positioning satellite information from the locomotive.
- Visual Message Signs at the stations will display the train number, its scheduled arrival time, and its status which could indicate how many minutes late the train will be. Advanced and special train information will also be displayed and will be labeled with an "A" or an "S."
- When a train approaches the station, the sign will display the number of the approaching train and a caution to stand back. When trains come through but do not stop at the station, the sign will notify customers with a caution. This does not apply to non-revenue trains at this time.
- The Caltrain Web page will display real-time information. Customers can pick the station or pick the train they want to know about. Customers can sign up for text or e-mail alerts for a specific train.
- The project is in testing mode. The plan is to go live at the beginning of 2013. Caltrain might do a soft launch of this project to allow time to find and fix bugs.
- Information will be provided to 511.org by next spring so customers can get this information online or by phone.
- Application developers will be able to access the data on the Caltrain website under the mobile applications page. If developers create a free application, staff will test it and possibly put a link to it on the Caltrain website.

- Each platform at each station will have a specific identification number that customers can use to get information about the trains.

John Brazil said Caltrain riders are going to appreciate this service and he applauds staff's goal of getting the program right the first time by fixing bugs before going live. He asked if the platform will have information for both northbound and southbound trains. Ms. Haskin said each southbound platform sign will only display information for the southbound train, and northbound platforms will only get northbound train information. She said when there is a major problem on the system like when a tree falls on the tracks, the real-time system will be switched to manual mode and an operator will manually update each of the signs. Any delays over 10 minutes will trigger the switch to manual mode.

Mr. Brazil said announcements during major delays are not always accurate and he would prefer Caltrain was more conservative with the time estimates. Ms. Haskin said staff has drafted message templates so the announcements will be more accurate and informative. She said to improve customer service, conductors will also have information about other transit operators so they can help direct customers to alternative modes of travel during a major incident.

Mr. Brazil asked how many trains will be displayed on the predictive arrival message board at a time. Ms. Haskin said two.

Adina Levin asked if SamTrans will be using this system. Ms. Haskin said SamTrans already has predictive arrival at the key hub locations of Redwood City, Colma Bay Area Rapid Transit (BART), Daly City BART, and Millbrae, and soon it will be at Palo Alto. She said SamTrans has soft launched with 511.org under Real-time Departure Information. Real-time will be displayed on the mobile application in a month or two. She said the Google Transit feed is still using schedule time, not real-time, for SamTrans, but possibly by spring it will get real-time. Google uses real-time information for Caltrain.

Ms. Levin asked if there were any time transfers between Caltrain and any other transit services. Ms. Haskin said Santa Clara Valley Transportation Authority adjusts some of their times to the Caltrain schedule, BART has frequent enough trips that they do not need to create time transfers, and bus service is not adjusted for time transfer because buses have key destinations along the route that have conflicting priorities making time transfers unfeasible.

Ms. Johnson asked what the plans are for real-time information regarding the number of available bike spaces on the trains. Ms. Haskin said there is no plan for bike and parking availability at this time.

## **PRESENTATION ON TICKET VENDING MACHINE (TVM) REPLACEMENT (R. Haskin)**

Ms. Haskin said:

- The current TVMs were deployed in 2000. There are 104 machines at 31 stations. The machines sell one-way, Day Pass, zone upgrade, and parking permits. They accept cash and credit cards, and programming can be deployed remotely.

- A planning study was launched which probed the internal stakeholders, reviewed nine transit agencies, and identified new technologies.
- Possible features in the new TVMs include Clipper integration, touchscreens, fast ticketing options, and a bill recycler.
- The next steps include an online customer survey in early 2013, a funding plan, replacing the current TVMs in 2015 or 2016, and investigating mobile ticketing.

Mr. Brazil asked what percentage of farebox revenue comes from TVM purchases. Ms. Haskin said it is about 50/50 with Clipper. She said in July, Caltrain introduced a fare differential to get more customers to use Clipper by increasing the price of tickets purchased through a TVM.

Ms. Levin said Clipper integration will be helpful and convenient because there are only a few locations customers can load Clipper Cards. Ms. Haskin said the goal is to have Clipper integration and it will be a great improvement.

Ms. Levin said mobile ticketing could produce a bar code. Ms. Haskin said conductors would then need to carry additional equipment to scan the bar code, so staff is going to observe how mobile ticketing is working out at other agencies before pursuing an option.

Dan Provence asked if the machines will provide customers with a Clipper Card or if they just add value to them. Ms. Haskin said she does not know of any machines that will provide the cards. Mr. Provence suggested looking into finding a machine that has that capability would cut out a step and make it more convenient for the customers.

Mr. Brazil said the Clipper machine at Diridon is very slow. Ms. Haskin said it uses an old dial-up modem.

#### **CHAIRPERSON'S REPORT – S. Johnson**

Ms. Johnson said based on the data from bicyclists who voluntarily submit bike bump information, there has been a 268 percent increase in bumps over October 2011. Manager of Rail Operations April Maguigad said there have been equipment changes when the service was adjusted in October, so the trend will be monitored to see how equipment changes have affected bumps.

Ms. Johnson said many people were happy that Train 314 was switched to a gallery set.

Ms. Johnson said Ryan Kauffman has missed four meetings recently so his membership will be terminated, so now there is an opening for the San Mateo County Bike Organization representative on the BAC. She said Ron Lauber has resigned from the BAC, so the Santa Clara General Public representative is open as well. She asked the BAC to let anyone they know who might be interested about the openings so they can apply.

#### **ELECTION OF OFFICERS FOR 2013**

Ms. Johnson said the chairmanship rotates and the 2013 chair should be a member from San Mateo County. She said since the BAC does not know who will be on the committee next year, the BAC should consider postponing the elections until January.

Mr. Brazil said officers should be members who are familiar with the committee.

Ms. Johnson said the vice chair can be any member and the position does not have the rotation requirement.

The committee decided to postpone the elections until January.

### **2013 BAC MEETING CALENDAR**

Ms. Johnson said the meeting time is staying the same at every other month on the third Thursday at 6:45 p.m.

### **STAFF REPORT – T. Bartholomew**

Community Relations Officer Tasha Bartholomew reported:

- BAC recruitment began earlier this month and was advertised with a Take One on the trains, a news release, on the Caltrain website, and through social media. Applications are due December 3.
- Caltrain staff will be conducting passenger counts starting in January. Bike passenger bumps will still be counted.

Follow-up Report: The full report is attached to this document which contains the responses for each item.

Item #72 – How much does Caltrain subsidize car parking?

Ms. Johnson asked Mr. Brazil if the city of San Jose has done an analysis of parking subsidies. Mr. Brazil said yes but he does not know the details.

Ms. Forsell said she works for city of San Mateo which has also conducted analyses. She said capital expenses contribute the largest cost of parking but capital was not factored into this report from JPB staff. Ms. Forsell said since demand exceeds supply, she thinks Caltrain should charge more for parking and apply congestion pricing rates.

Mr. Brazil said he knows of an example in the private sector where an organization collects so much revenue from parking that they don't want to lose their land to transit-oriented development, and it is a cautionary tale about relying on parking as a revenue stream.

Ms. Levin said city parking in Palo Alto costs \$16, but the Caltrain Station only charges \$4, so she thinks people may park in the Caltrain parking lot and then parking flows over into the neighborhoods, which puts pressure on the neighborhoods.

Ms. Forsell said parking spaces cost \$25-\$35,000 to build, which is why the JPB does not have interest in building parking structures. She agrees that it causes drivers to park in neighborhoods.

Ms. Levin requested the data regarding the capacity of parking lots. Manager, Stations and Access Michael O'Donnell asked if Ms. Levin was looking for capacity versus occupancy.

Ms. Levin said yes, and asked if the data could be published online or if she could get a copy. Mr. O'Donnell said he will look into it.

Mr. Brazil said Caltrain should not build parking in order to get revenue. Ms. Johnson said Caltrain's Comprehensive Access Policy has cars last as the desired mode to get to the stations, so building parking structures would be against the policy. Ms. Johnson said capital should be considered in the parking subsidy analysis.

#### #85 BAC Working Group with Request for Proposals (RFP)

Ms. Johnson said no one on the ad hoc committee received any information and she said staff should not have worked through the chair but rather should have contacted the ad hoc committee members directly.

Mr. Brazil asked that someone on staff look at practices and procedures for reviewing RFPs and let the BAC know because there might be opportunities to improve the system by having others participate.

#### #98 Aisle Striping

Ms. Maguigad said the Federal Railroad Administration (FRA) has conducted an emergency preparedness audit and raised concern over the number of bikes on trains being a hindrance to emergency egress. She said Caltrain needs to take capacity limits of the bike cars very seriously because the FRA can force staff to pull the program. Ms. Johnson said she doesn't think it's a problem with the number of bikes but just a problem making sure the aisles are clear and a stripe would resolve it. She said she would like clarification about the FRA concerns.

#### #60 New Rail Car Design

Mr. Brazil asked if the FRA will be rewriting the guidelines regarding bikes on board for the new rail cars or if they will use the existing policy, because this would be a good opportunity to add in bike considerations to the rail car design. Ms. Bartholomew said she would check on it.

### **COMMITTEE REQUESTS**

Mr. Brazil said it would be a good idea for the January agenda to create a work plan for the year. He said it would include a discussion of committee priorities for the year.

Ms. Levin said Menlo Park has an obsolete design for the grade separation because one design option would block off one of the access routes for bikes and pedestrians. She asked if access issues regarding grade separations go through the BAC for consideration. Ms. Bartholomew said she would look into it.

Ms. Johnson said no one has destination tags and asked what the issue was. Ms. Maguigad said the tags are used as quickly as they come in. Ms. Bartholomew said staff will check into it.

Ms. Johnson said Pat Giorni has been voluntarily compiling bump reports for many years, but will no longer be able to do it. She asked if Caltrain can compile the bump reports instead.

Ms. Bartholomew said it sounds like it is a staffing issue and she will have to look into it.

Ms. Levin said a web form would take up less staff time and would be easier for the customer to

report bumps. Ms. Johnson said a web form is not in public record, so if a web form is used it should be made public record and presented to the JPB.

Ms. Johnson said a lot of work was put into the Bike Access and Parking Plan but it is not being used. Ms. Bartholomew said Executive Director, Caltrain Modernization Program Marian Lee is interested in working with it once she gets more staff.

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

January 17, 2013 at 6:45 p.m., San Mateo County Transit District Administrative Building,  
2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 8:21 p.m.

**AGENDA ITEM 10  
MARCH 21, 2013**

TO: Caltrain Bicycle Advisory Committee

FROM: Mike Sonn, BAC Member  
San Francisco Bicycle Organization Representative

SUBJECT: **REQUEST FOR CALTRAIN BAC ENDORSEMENT OF A RESOLUTION FOR THE ACCOMMODATION OF BICYCLES ONBOARD BART AT ALL TIMES**

The Bay Area Rapid Transit (BART) Bicycle Advisory Task Force (BBATF) has requested that the Caltrain Bicycle Advisory Committee's endorse a resolution calling for the accommodation of bicycles onboard BART at all times.

Considering the connectivity of BART with Caltrain at Millbrae, BBATF believes it is important that BART accommodates bicycles onboard at all times to facilitate the transfer between BART and Caltrain for bikes-on-board passengers. Currently BART does not permit bikes during commute periods.

BART is conducting a weeklong pilot from March 18 through 22 to test allowing bikes onboard during peak hours. In August 2012, BART allowed bikes aboard all trains on Fridays, a first test that most parties deemed a success. If the March pilot is also successful, BART staff may ask the BART Board to vote to allow bikes aboard at all times. The resolution is intended to show widespread support from other bicycle advocacy groups and bicycle advisory committees for allowing bikes at all time.

The BBATF plans to present a list of supporters to the BART Board in late April/early May, and they would like to add the Caltrain Bicycle Advisory Committee to the list. The following organizations have endorsed the resolution so far:

- San Francisco Bicycle Coalition
- Silicon Valley Bicycle Coalition
- Bike San Mateo County
- San Francisco Bicycle Advisory Committee
- Marin Bicycle Coalition
- California Bicycle Coalition
- League of American Bicyclists
- Cycle California! Magazine

**RESOLUTION NO. 2013-**

**CALTRAIN BICYCLE ADVISORY COMMITTEE  
STATE OF CALIFORNIA**

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**CALLING FOR THE ACCOMMODATION OF  
BICYCLES ONBOARD BART AT ALL TIMES**

**WHEREAS**, Bay Area Rapid Transit (BART) provides vital regional transportation in the Bay Area for business commuters, students, tourists, and residents; and

**WHEREAS**, bicycles help solve the “last mile” problem by providing a convenient and flexible means for passengers to access the stations and reach their final destinations while reducing both traffic congestion and the need for costly automobile parking facilities; and

**WHEREAS**, bicycling provides health benefits to communities by reducing both air pollution and noise pollution, and bicycling provides health benefits to riders through exercise to help curb the steep rise in health problems such as hypertension, diabetes, and obesity in America today; and

**WHEREAS**, the New York City Metropolitan Transportation Authority subway, the busiest subway in the United States, allows bicycles onboard at all times; and

**WHEREAS**, the Los Angeles Metro, Montreal Metro, and many other transit systems worldwide allow bicycles onboard at all times; and

**WHEREAS**, bicycling in the Bay Area has increased significantly in recent years and bicycle access to BART has increased over 20 percent in the last two years; and

**WHEREAS**, bicycles onboard BART is a socially beneficial intermodal transportation solution that reduces or eliminates reliance on the automobile, thereby lowering our dependence on fossil fuels as well as our production of carbon emissions and other climate-changing greenhouse gases; and

**WHEREAS**, our nation's dependence on imported petroleum and our contribution to global climate change are two of the most critically important issues in the world today; and

**WHEREAS**, the State of California has taken a leadership position in the United States to encourage responsible land use, develop petroleum alternatives, and implement solutions to climate change; and

**WHEREAS**, allowing bicycles onboard BART at all times will enhance transit access and connectivity for cyclists at the Millbrae Intermodal Terminal, which provides a critical connection between BART and Caltrain riders.

**NOW, THEREFORE, BE IT RESOLVED** that we, the undersigned, express our appreciation for BART's efforts to support and serve bicyclists and bicycle commuters through allowing bicycles onboard most trains in most directions, through the provision of bike stations and secure bike parking options, through improved station access, and through pilot programs to assess the viability of allowing bicycles onboard at all times; and

**BE IT FURTHER RESOLVED** that we, the undersigned, urge BART to allow bicycles onboard at all times at the earliest possible opportunity.

Regularly passed and adopted this 21<sup>st</sup> day of March 2013 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Caltrain Bicycle Advisory Committee

ATTEST:

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BAC Secretary