



**AGENDA**

**January 15, 2015 - Thursday 5:45 p.m.**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Charter Changes – Article VI: Officers (Garrett Turner)
4. Election of Officers
5. Approval of Minutes of November 20, 2014 Meeting
6. Public Comment  
*Public testimony by each individual speakers shall be limited to three minutes*
7. Bikes ONBOARD Presentation (Shirley Johnson)
8. Bicycle Access & Parking Recommendations – Draft Fiscal Year 2016 Capital Budget Submittal List (Sebastian Petty)
9. Ad Hoc Committee Reports
  - a. Bike Bump Reporting (Dan Provence)  
Committee Members: Amitabha Banerjee, Wes Brinsfield, Dan Provence, Catherine Young
  - b. Bike Capacity (Steve Vanderlip)  
Committee Members: Edward Saum, Steve Vanderlip
10. Chairperson's Report
  - a. 2015 Work Plan
11. Staff Report (Tasha Bartholomew)
  - a. Staff Update and Follow-up Report
12. Written Correspondence
13. 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
14. Date and Time of Next Meeting: Thursday, January 15, 2015; 5:45 p.m.
15. Adjournment

*All Items on this agenda are subject to action*

**BAC MEMBERS**

<u>County</u>	<u>Public Agency</u>	<u>Bike Organization</u>	<u>General Public</u>
San Francisco	Dan Provence	Catherine Young	Garrett Turner
San Mateo	Vacant	Steve Vanderlip	Amitabha Banerjee
Santa Clara	John Brazil	Edward Saum	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 FLX, 295, 260, ECR, and 398. Additional transit information can be obtained by calling 1.800.660.4287 (TTY 650.508.6448) or 511.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 5:45 p.m. at the same location. Date, time and place may change as necessary. Please note bicycles are not allowed in the building. There is a bike rack in front of the building.

### 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 650.508.6279, or TTY 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.



#### **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. No person may occupy the chair position for more than two consecutive terms. Nominations shall be made and elections held at the last-first 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-second meeting of the following year.

**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 20, 2014**

**MEMBERS PRESENT:** A. Banerjee, W. Brinsfield, E. Saum, G. Turner (Chair), S. Vanderlip, C. Young

**MEMBERS ABSENT:** J. Brazil, D. Provence, J. Quirion

**STAFF PRESENT:** T. Bartholomew, A. Maguigad, N. McKenna, S. Petty

Chair Garrett Turner called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance.

**INTRODUCTION OF CATHERINE YOUNG, REPRESENTING SAN FRANCISCO BIKE ORGANIZATION**

Ms. Young said she recently moved to the Bay Area from Australia. She said she does not ride Caltrain, but her husband rides daily. She is happy to be on the committee.

**APPROVAL OF MINUTES OF SEPTEMBER 18, 2014**

Motion/Second: Brinsfield/Saum

Ayes: Brinsfield, Saum, Turner, Vanderlip, Young

Absent: Banerjee, Brazil, Provence, Quirion

**PUBLIC COMMENT**

Hans Nielsen, San Francisco, said he is a recent convert to biking on Caltrain. He commutes from San Francisco to Sunnyvale. His northern commute is usually a gallery car, but recently it has been a Bombardier set and bumps start at Cal Avenue. He would like to see more notice when train sets are changed, possibly on the website. Edward Saum said Caltrain Twitter feeds often have this information for passengers.

Shirley Johnson, San Francisco Bicycle Coalition (SFBC), suggested the BAC get involved in the electric multiple units (EMU) decision for electrification. She said the Bikes on Board team suggested at least 20 percent capacity on EMUs based on 2014 passenger counts. Ms. Johnson said passenger counts are from February and that is a low month for bicycle ridership and don't represent true demand. She said 20 percent is the minimum.

**BIKEHUB SAN FRANCISCO PARKING FACILITY UPDATE – Gene Oh**

Gene Oh, Owner, Alameda Bikes, presented:

- Their official name is BikeHub.
- Officially started managing the facility in 2013.
- Averaging 146 parked bikes per day in 2013, and was up to 228 parked bikes in October 2014.

- Additional bike parking was added in front of the facility.
- People are being turned away due to lack to space.
- There are cost and space constraints with expanding the space. One option includes moving bike lockers and substituting with double-decker bike racks. An intermediate term solution is the remodel of the facility. Remodel would give 178 parking spaces.
- There will be a pre-bid meeting December 1 at the San Francisco Caltrain Station at 10 a.m. for those interested in bidding on the remodel.
- Construction would occur either before or after summer 2015.
- The construction will require the facility to be closed for up to two weeks.

Amitabha Banerjee arrived at 6:17 p.m.

- BikeHub would be willing to work with Caltrain staff to have people sign up for auto texts if there are delays.

Wesley Brinsfield asked how they advertise. Mr. Oh said through social medial and word of mouth.

Mr. Brinsfield asked about the projection of a 20 percent increase in bike ridership by 2020 and if the facility will be able to handle the increased capacity. Mr. Oh said he is looking at a very cohesive strategy and solutions, including bike share.

Mr. Saum said he likes the idea of the bike facility being part of the bigger picture of letting passengers know of any equipment swaps or delays.

Steve Vanderlip asked if a lot of people using the facility are not Caltrain passengers. Mr. Oh said the parking facility is a universal need.

Chair Turner asked what percentage of people using the facility ride Caltrain. Mr. Oh said they are going to do a survey in the spring, but he estimates about 30 percent of users are those who live in the neighborhood and do not take Caltrain.

Chair Turner asked if Caltrain passengers have priority. Mr. Oh said no and the facility is using San Francisco Proposition K funds.

Chair Turner asked what the terms of the contract are. Mr. Oh said it is a three year contract, but on a transitional period now and have not started. He said once the construction is completed the contract starts.

### **BICYCLE ACCESS AND PARKING PLAN (BAPP) – RECOMMENDATIONS – Sebastian Petty**

Sebastian Petty, Senior Planner, said he hopes to receive any comments on the draft plan and start implementing.

- Project review included externally led bicycle projects, system wide plans and programs, and a feasibility studies with a focus on Caltrain-led bicycle projects.
- Where are we now?
  - BAPP implementation strategy is being finalized.

- Caltrain-led bike project list being prioritized for Fiscal Year (FY) 2016 budget submittal.
- Prioritized list will be one consideration informing capital budget submittal for FY2016.
- Project Prioritization Criteria:
  - One set of criteria for all projects.
  - Twelve possible points.
  - Points grouped into four broad categories – project support, project funding, project readiness, and project need and effectiveness.
  - Projects subject to individual grant eligibility.
  - Prioritized list becomes BAC recommendation informing Caltrain Capital Improvement Plan (CIP).
- Samples of project scoring were shown.
- Next steps:
  - Re-scope select projects.
  - Finalize prioritization.
  - Develop budget submittal for FY2016. Target approximately \$500,000 in projects across three counties. Try to achieve 70 to 80 percent leveraging of funds. Allow for flexibility in implementation.
  - Return to BAC in January with draft capital submittal.
- Other areas of progress:
  - Bike Parking Management Plan. Application submitted to California State Department of Transportation for funding to do the Plan.
  - Active coordination with several cities for externally-led bike projects.

Chair Turner asked about bike parking plan. Mr. Petty said the plan went into the system wide Plans and Program.

Chair Turner asked about system information at 22<sup>nd</sup> Street. Mr. Petty said the BAPP is more about schedule information on the platform. He hopes to open the plan up in the spring and see if there are projects the BAC feels should come off or be added.

Mr. Banerjee asked if Caltrain already has the \$500,000 for the CIP. Mr. Petty said it is a target. By identifying grants and cities it will help the project moving forward.

Mr. Vanderlip asked if the public will be able to comment on the BAPP. Mr. Petty said the list will be reopened for comment, not the BAPP. This will be a living document.

Ms. Young asked why funding has to come from grants and other sources and not Caltrain revenue. Mr. Petty said Caltrain's capital budget is very constrained and a lot of these type of projects would not do well if the funding was not available from grants and other sources.

Mr. Brinsfield said he likes receiving the updates from Mr. Petty. They are positive comments and improvements to the system. He asked if the scoring was a simple yes or no answer, or was it subjective. Mr. Petty said a lot of the scoring was consistent to the category, but there were some subjective decisions on some projects.

Mr. Brinsfield asked what the process would be for breaking ties on scoring. Mr. Petty said there wouldn't be because the score wouldn't be the only criteria.

Mr. Brinsfield said we live an area where there are some very disruptive technologies such as driverless cars, Uber, Lyft, and increased uses of these services should be considered. The BAPP should have a placeholder for these types of services.

Mr. Petty asked if the BAC was okay with him to release the project list. Chair Turner said yes.

#### Public Comment

Shirley Johnson, SFBC, thanked Mr. Petty for his hard work on the BAPP. She said system wide bike cars are very important. She would like to see some of the prioritization criteria changed on a few items, such as support and funding.

### **AD HOC COMMITTEE REPORTS**

#### **Bike Bump Reporting – Dan Provence**

Mr. Banerjee said they held one meeting and had a discussion on the final bump form and if any changes need to be made before distributing. The final version is very concise. He said some of the changes include a drop-down box for boarding station and scheduled departure time. Mr. Banerjee said a note was added that e-mail will be used for response. Tasha Bartholomew, Community Relations Officer, said staff is having some coding issues to incorporate it on the Caltrain website and hope to have it live in January.

April Maguigad, Manager, Rail Operations, said there should be a train number on the form. Mr. Banerjee said that should be added. Mr. Brinsfield said most people don't know train numbers.

Mr. Saum asked if departure should be included because there would be two trains at a station within a few minutes. Mr. Brinsfield said that was discussed, but decided to ask minimal questions.

Ms. Young asked if more information should be added. Chair Turner said that information could be added in the comment section of the form.

Mr. Vanderlip asked how this information will be used. Mr. Banerjee said as soon as people submit the form it sends a Twitter alert. He said for Caltrain staff the entries go into a spreadsheet. Ms. Bartholomew said she will share and post to the website.

#### Public Comment

Shirley Johnson, SFBC, said the bump report is excellent. She thinks it is important that people are allowed to record the number of bumps they see. She suggested adding a drop-down box for people to click on how many bumps they see. Ms. Johnson said the real-time information is very important. She requested this information be shared with the Citizens Advisory Committee (CAC) and Board every month. The form may not need both name and e-mail.

Hans Nielsen, San Francisco, said it is very important to have the real-time information available from these bump reports available and distributed to passengers. He said number of bikes bumped is a great piece of data.

Mr. Brinsfield said this is a work in progress and everyone is doing their best.

Ms. Young said she is interested in being part of this committee. Ms. Bartholomew will let Dan Provence know of the additional committee member.

### **Bike Capacity – Steve Vanderlip**

Mr. Vanderlip said the six bike cars are still under consideration. He said there was not a lot of support for folding bikes using the luggage rack. Ms. Maguigad said she looked at bumps on Bombardier and gallery cars and found that most bumps occur on the most popular trains, not necessarily the consist type. Ms. Maguigad said staff met with members of the Caltrain Modernization Program on when would be the best time to discuss EMUs. She said staff will be going to the Board with the survey results and present them to the BAC. Ms. Maguigad said final recommendation would go before the Board in March.

Mr. Vanderlip asked if Ms. Johnson could present her study and how the SFBC came to their capacity analysis at the January meeting.

Mr. Banerjee asked if any of the 16 cars from MetroLink will have bike capacity. Ms. Maguigad said no decision has been made.

Ms. Young asked if there been any decision on receiving input from the BAC on the design of the bike racks for the new EMUs. Ms. Maguigad said once a concept is decided then the details of bike racks are decided.

### Public Comment

Shirley Johnson, SFBC, thanked the sub-committee for their work on this issue. She doesn't see why short-term is dependent on medium-term solutions. She said there should be a pilot program for the aisle width for stacking bikes.

### **Timetables/Schedules – Jesse Quirion**

Chair Turner said he will be taking over as chair of this committee. Mr. Banerjee asked when the next timetable will be considered. Ms. Maguigad said timetable and service changes are dependent on the need of the railroad. The most recent change was for an upcoming construction in San Mateo.

Mr. Banerjee asked if there is any motivation for another timetable change. Ms. Maguigad said it could happen with the six-car consists.

Mr. Saum said he liked the incorporation of additional stops at the 22<sup>nd</sup> Street Station in the most recent timetable changes.

**CHAIRPERSON'S REPORT – Garrett Turner**  
**2015 Meeting Calendar**

The 2015 meeting calendar was distributed with no discussion.

**Discussion of Charter Changes – Article VI: Officers**

Chair Turner said this discussion is just on officers to move the election of officers from the last meeting of the year to the first meeting of the year.

Mr. Brinsfield said there is a mechanism for the Vice Chair to run a meeting.

Everyone agreed to move elections to the first meeting of the year.

**2015 Election of Officers**

Chair Turner proposed the deferment of election of officers to January after the charter changes are approved.

**2015 Work Plan**

Chair Turner asked if there were any changes to the 2015 work plan. He said at the January meeting the agenda will consist of voting on the charter changes, election of officers, Brown Act training, EMU presentation, BAPP update, and a presentation from Bikes On Board.

Mr. Brinsfield said the Bikes on Board presentation should be moved to March as the January meeting is full now and it will still allow for input.

**STAFF REPORT – Tasha Bartholomew**

Ms. Bartholomew reported:

- BAC recruitment closes December 1. If any member plans on reapplying get applications in by the deadline.
- There was an issue in the correspondence packet regarding a bike being stolen. Rita Haskin, Executive Officer, Customer Service and Marketing, added information on the Caltrain website where to report a bike being stolen.
- The first bike video is completed and on the website. Staff will start working on the next video in January.
- The Holiday Train is December 6 and 7.

Chair Turner asked about item 23 on the follow-up report, changes at 22<sup>nd</sup> Street.

Mr. Petty said there has been some movement on the lighting and longer range of making the station Americans with Disability Act accessible.

**WRITTEN CORRESPONDENCE**

Chair Turner said many of the bicycle-riding community are interested in having the new cars be a bike car.

Mr. Brinsfield said there is quite a bit of duplication in the reading file. He said a person complained about their email showing maybe they should be notified that their email is public. If bumping continues lines should be painted for lining up. Ms. Maguigad said

this issue was brought up at the CAC and staff is looking into some sort of line for people to queue up by.

Ms. Young said people are being bumped when they see there is capacity. Mr. Saum said this does happen and saw a passenger point it out to the conductor who got a bit upset.

#### Public Comment

Hans Nielsen, San Francisco, said there is a way to remove email addresses.

Nancy McKenna, Assistant District Secretary, said email addresses are considered a public record and are not removed.

#### **COMMITTEE REQUESTS**

Ms. Young asked if people could expand on acronyms when they are speaking.

Chair Turner said he was surprised to learn that bikes could no longer be brought into the building. He said if bikes cannot be brought in it would be nice to have secure parking in front of the building, such as bike lockers. Chair Turner asked staff to let the committee know if bikes are allowed in the building before the next meeting.

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

January 15, 2015 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.

Meeting adjourned at 8:37 p.m.

**Caltrain Bicycle Advisory Committee****2015 Work Plan****Purpose**

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 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.

**Function**

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.

- 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.
- Provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

**List of Agenda Topics/Presentations for 2015:****Meetings**

- Jan. 15 –
  - Approval of Charter Changes
  - Election of Officers
  - Bicycle Access & Parking Recommendations – Draft FY2016 Capital Budget Submittal List
  - Bikes ONBOARD Presentation

Updated – 1/9/15

## Caltrain Bicycle Advisory Committee

### 2015 Work Plan

- March 19 –
  - Brown Act Training (moved from January meeting)
  - CalMod Update - Survey Results and Vehicles
  - Procurement of MetroLink Cars
  
- May 21 –
  - Presentation on Annual Passenger Count Data
  - Bicycle Access & Parking Recommendations
  - CalMod Update
  
- July 16 –
  
- Sept. 17 –
  
- Nov. 19 –
  - 2016 Meeting Calendar
  - Update on BikeHub

#### **Staff Suggestions:**

- Bike Parking Business Plan (TBD)

#### **Committee Suggestions:**

Pilot Program on Queuing