



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

**AGENDA**

**March 19, 2015 - Thursday 5:45 p.m.**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of January 15, 2015 Meeting
4. Public Comment  
*Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes*
5. Fourth and King Streets Bike Facility Update (Sebastian Petty)
6. CalMod Update Presentation - (Dave Couch)
7. 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
8. Chairperson's Report
  - a. 2015 Work Plan
9. Staff Report (Tasha Bartholomew)
  - a. Staff Update and Follow-up Report
  - b. Update on MetroLink Vehicles
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, May 21, 2015; 5:45 p.m.
13. 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 ( <i>Vice chair</i> )	Garrett Turner
San Mateo	Vacant	Steve Vanderlip	Amitabha Banerjee
Santa Clara	John Brazil	Edward Saum	Wesley Brinsfield ( <i>Chair</i> )

## **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.

**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 JANUARY 15, 2015**

**MEMBERS PRESENT:** A. Banerjee, W. Brinsfield, D. Provence, E. Saum, G. Turner,  
S. Vanderlip, C. Young

**MEMBERS ABSENT:** J. Brazil

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

Chair Garrett Turner called the meeting to order at 5:45 p.m. and led the Pledge of Allegiance.

**APPROVAL OF CHARTER CHANGES – ARTICLE VI: OFFICERS**

Chair Turner said at the November 20, 2014 meeting the BAC decided on the charter change. The change would move election of officers from the last regular meeting of each calendar year to the first regular meeting of the calendar year.

Motion/Second: Brinsfield/Saum

Ayes: Banerjee, Brinsfield, Provence, Saum, Turner, Vanderlip, Young

Absent: Brazil

**ELECTION OF OFFICERS**

Wesley Brinsfield nominated himself for chair.

Motion/Second: Brinsfield/Saum

Ayes: Banerjee, Brinsfield, Provence, Saum, Turner, Vanderlip, Young

Absent: Brazil

Mr. Brinsfield nominated Catherine Young for vice chair.

Motion/Second: Brinsfield/Saum

Ayes: Banerjee, Brinsfield, Provence, Saum, Turner, Vanderlip, Young

Absent: Brazil

**APPROVAL OF MINUTES OF NOVEMBER 20, 2014**

Motion/Second: Brinsfield/Banerjee

Ayes: Banerjee, Brinsfield, Saum, Turner, Vanderlip, Young

Absent: Brazil

Abstain: Provence

## **PUBLIC COMMENT**

Shirley Johnson, San Francisco Bicycle Coalition (SFBC), said the SFBC is overjoyed the Bombardier consists will have three bike cars. She said until then everyone needs to work with what there is and conductors need to stop denying bike boardings even though there is space.

## **BIKES ONBOARD PRESENTATION**

Ms. Johnson said:

- Project was started in 2008 and is sponsored by the SFBC.
- History of bikes on Caltrain:
  - In 1992 only eight bikes were allowed on trains.
  - In 2002, 32 bikes were allowed on gallery bike cars, but only 16 bikes on new Bombardier cars; trains have either one or two bike cars.
  - In 2009, 40 bikes were allowed on Gallery bike cars and 24 bikes allowed on Bombardier cars; all Bombardier trains upgraded to two bike cars.
  - In 2011 all Gallery trains upgraded to two bike cars.
  - Fall 2015 all Bombardier trains to be upgraded to three bike cars.

Mark Simon, Executive Officer, Public Affairs, said he is not sure if the upgrade will happen in the fall.

- There tends to be more bumps in warmer weather.
- Average increase in ridership in 2008 for bikes was 17.1 percent.
- Electrification is scheduled for 2021, when more than 20 percent of passengers are projected to bring a bike onboard.
- Benefits of 20 percent capacity:
  - Promotes mode shift from driving to biking
    - Reduces need for new parking facilities
    - Reduces traffic congestion
    - Lowers fossil fuel consumption
    - Reduces carbon emissions and pollution
    - Improves public health
  - Costs less than other station access modes
  - Increases ridership and revenue
- Priorities for bikes onboard electrified trains:
  - No charge for bikes
  - Seats reserved for cyclists within sight of bikes
  - Consistent bicycle capacity in every car
  - Both bike wheels on the floor (no vertical storage)
- Caltrain's bike onboard service has many benefits.
- Bicycle bumps are an ongoing problem.
- Projections show over 20 percent of passengers may bring a bike onboard electrified trains.

Amitabha Banerjee said he is happy with the projected 20 percent increase in bike capacity, but asked if there are any other transit agencies throughout the world that could help justify this 20 percent. Ms. Johnson said Caltrain is a leader and allows the

most bikes on compared to any other transit agency in the country. Mr. Simon agreed that Caltrain does carry the most bikes in the country.

Mr. Brinsfield said if the parking and storage is robust enough the onboard number could drop. He asked what the impact in costs is if design is 25 percent and boarding of bikes is only 15 percent or vice versa.

Chair Turner asked about options of removable seats depending on demand. Mr. Simon said because Caltrain is carrying more bikes than anyone has ever done in a heavily regulated industry, staff will be asking the Federal Railroad Administration (FRA) if it is okay to have three bike cars. The entire capacity could raise issues because no one has ever done it before.

Ms. Johnson said Caltrain did an online survey on bike parking and only 15 percent said they brought their bikes onboard because of no safe parking places, but if there is better bike parking it can help reduce the bike boardings. Ms. Johnson said a theoretical assumption maximum was 40 percent bike capacity.

Mr. Brinsfield said a strategic decision by Caltrain on focusing its dollars may be bike wayside parking or bike sharing, such as what is done in Holland. Ms. Johnson said in Holland they have made it harder to drive from point "A" to point "B."

Mr. Simon said Ms. Johnson has done an astounding job for advocacy and the level of engagement Ms. Johnson has done is successful. He said the political realities today are not status quo. Sebastian Petty, Senior Planner, has spent a large amount of time on bike access parking. Mr. Simon said this is the type of advocacy staff could use from the BAC and Ms. Johnson.

Ms. Johnson said for now bikes onboard is the answer, but there is hope with better wayside parking and storage this could improve.

**BICYCLE ACCESS AND PARKING PLAN (BAPP) – RECOMMENDATIONS - DRAFT FISCAL YEAR 2016 CAPITAL BUDGET SUBMITTAL LIST – Sebastian Petty**

Mr. Petty said staff received a Bay Area Air Quality Management District (BAAQMD) grant for lockers at Redwood City. He is now preparing to submit projects for the Peninsula Corridor Joint Powers Board (JPB) Fiscal Year 2016 Capital Budget where funding was obtained to help offset project costs. He said the total amount for projects he is submitting is about \$1 million with about \$800,000 coming from discretionary funding and \$200,000 from JPB.

Catherine Young asked about the California State Department of Transportation (Caltrans) grant application for bike parking and how it applies to the BAPP. Mr. Petty said there are different elements, but one is how customers can be better served with bike parking and what their needs are.

Ms. Young said the SFBC sent a letter of support to Caltrans on the grant and hope they can be involved.

Chair Turner thanked Mr. Petty for his work on this project and said it is great to see some of these projects hopefully moving forward.

### **AD HOC COMMITTEE REPORTS**

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

Mr. Banerjee said since the last meeting staff has posted the form and testing has begun. He said there is a glitch with the Twitter feed and staff is trying to fix it. Once the glitch is fixed the form will be available to Caltrain customers. Mr. Banerjee said a line has been added for people to report how many people are being bumped besides the person reporting the bump.

Mr. Brinsfield asked how difficult is it going to be to make changes to the form and how is the data accessed or analyzed as feedback is received. Tasha Bartholomew, Community Relations Officer, said Jeremy Lipps, Social Media Officer, can make the change pretty quickly.

Steve Vanderlip asked if there is information on the website on how to use the form. Ms. Bartholomew said Mr. Lipps will send a Twitter feed about the form and staff will ask the SFBC and Silicon Valley Bicycle Coalition (SVBC) to share the form.

#### Public Comment

Shirley Johnson, SFBC, said the SFBC would totally support this form, but will not share the form until it is totally ready to go with no issues. She would recommend having a drop-down box with the number of bumps they are reporting. Ms. Johnson said when people see value in the information on the website it will be very popular.

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

Mr. Vanderlip said as a committee the BAC could send a letter to staff and the JPB Board thanking them for adding the third bike car.

Motion/Second: Brinsfield/Saum

Ayes: Banerjee, Brinsfield, Provence, Saum, Turner, Vanderlip, Young

Absent: Brazil

#### Public Comment

Shirley Johnson, SFBC, said they are extremely grateful for three Bombardier bike cars.

Chair Turner said he will sign the letter and forward to Nancy McKenna, Assistant District Secretary, for the Board.

### **CHAIRPERSON'S REPORT – Garrett Turner**

#### **2015 Work Plan**

Chair Turner said he will pass the proposed work plan to the new chair. At the March meeting there will be Brown Act training, Caltrain Modernization (CalMod) update, and procurement of the MetroLink cars. Chair Turner said in May the BAC will receive a presentation on the results of the annual passenger counts, bike access recommendations and CalMod.

### **STAFF REPORT – Tasha Bartholomew**

Ms. Bartholomew reported:

- Jesse Quirion submitted his letter of resignation due to his new responsibilities with the city of Menlo Park. The public agency member positions are hard to fill and she will be doing some outreach to the cities.
- Staff will start planning for the second bike video later in January.
- This year the Holiday Train collected more than 3,000 toys.
- Follow-up report:
  - Improvements at 22<sup>nd</sup> Street – upgrades to public address system and installation of visual messaging signs have been completed.
  - Bike parking at Central – spoke to manager of security and there has always been a rule to not allow bikes in the building, but it wasn't being enforced and now it is being enforced.

### **WRITTEN CORRESPONDENCE**

Chair Turner said it was nice to read the correspondence packet and all the letters thanking Caltrain for adding the third bike car.

Ms. Young shared a letter from Bike San Mateo County, SFBC and SVBC on recommendations for Caltrain's bikes onboard.

### **COMMITTEE REQUESTS**

Ed Saum said he will follow up with Seamus Murphy, Director, Government and Community Affairs, and report back at the next meeting regarding bikes in the building. He said with the new cars it may cause tweaks to the schedule and he would like to be involved with the schedule changes.

Chair Turner said he will contact April Maguigad, Manager, Rail Operations, to discuss any upcoming schedule changes.

Dan Provence said he would like to learn more about electronic lockers, how they work and the pricing structure. He said maybe the first 10 hours could be free for people to try and get bikes off the train.

Ms. Young said Mr. Simon mentioned the timing for the new cars is up in the air, but would like to receive an update on timeline and refurbishment of the cars.

Mr. Brinsfield said he would like a summary of the bike comments received and responses on the final Environmental Impact Report.

Mr. Vanderlip asked if a study could be done on the costs of the first and last mile to transit. Mr. Petty said he has submitted a Federal Transit Administration Station Management Grant and this could be looked at along with transit-oriented developments. If staff gets the grant it will be a two-year project and it is a project staff knows it needs to be done.

Mr. Vanderlip thanked Chair Turner for his duties as chair this past year.

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

March 19, 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 7:31 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