

**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 phasing 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.