

**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 MARCH 20, 2014**

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

**MEMBERS ABSENT:** J. Quirion

**STAFF PRESENT:** J. Averill, T. Bartholomew, S. Cocke, C. Fromson, A. Maguigad,  
S. Petty, M. Simon

Chair Garrett Turner called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

A motion (Brinsfield/Saum) to approve the minutes of January 16, 2014 was approved.

**PUBLIC COMMENT**

Shirley Johnson, San Francisco Bicycle Coalition (SFBC), said bike bumps are a problem and the solution is to paint lines to mark aisle width in order to stack at least five bikes per rack. She said the real issue is safety and egress, not how many bikes are on the rack.

Pat Giorni, Burlingame, said she sent a letter on Tuesday and it wasn't posted until today. She said the BAC should meet more often. She said the presentation on the electrification project has only one slide pertinent to the BAC and there shouldn't be presentations that do not pertain to bicycles because it takes away time from that issue.

**BIKE BUMP UPDATE – Mark Simon**

Mark Simon, Executive Officer, Public Affairs, said he was at the BAC a few months ago to discuss if the bump report was something staff could use to address the concerns of the BAC and staff's concern that the data is anecdotal. He said staff created a draft bump report to put on the website. This is to create a standardized way for people report bumps that will have a true and accurate reflection of actual bumps and will be valuable information to inform the BAC and decisions staff has to make.

Chair Turner said anecdotal information is important otherwise there will be a great decrease in the number of bump reports since not everyone reports their bumps. He said a comment section would be a useful feature.

Amitabha Banerjee said if staff is expecting bicyclists to use the form they need to feel there is a direct benefit to them. He said one way to provide direct value is if others

can immediately see the entries on the website so they can see where bikes are getting bumped and can make alternate arrangements.

Edward Saum said the Communications-based Overlay Signal System (CBOSS) should report out real-time data.

John Brazil said that is already happening on some phone applications. He said Caltrain should try to formalize it, but there are other applications. He said this form is just to gather data. Mr. Simon said other customer service areas rely heavily on independent applications to provide information to people about service and to give information to the public.

Mr. Turner asked if the data collected from this form could be sent to an application. Mr. Simon said he is not ready to commit to have someone monitor the data on a moment-by-moment basis. He said the idea was to collect data.

Mr. Brazil said if there is a program that has simple user entry and automated spitting out of data it could avoid any need of staff time. He asked what the value is in formalizing this collection of data rather than the informal collection that currently exists. Mr. Simon said it is in the reliability of the data. Anecdotal information is hard to build a foundation and staff would like this to be collected as hard data.

Mr. Brazil said this avoids second or third hand data reporting but it is still anecdotal. He said the form reads "date" and "time" but it should "date bumped" and "time bumped" or people might think it is date and time the bump is reported. He said "station" should be "station boarding."

Mr. Banerjee asked if the form should ask the user's destination to understand where biker is heading. Mr. Simon it wouldn't hurt to ask, but this is more about finding where people were bumped. He said the real value is to find out which trains are being impacted.

Mr. Banerjee said the simplest way to send out this information is to send an automatic tweet.

April Maguigad, Manager, Rail Operations, said CBOSS has nothing to do with announcements, but staff is working with the contract operator on the Predictive Arrival/Departure System (PADS) to announce the bike capacity information when it is provided by the conductors. Because of the delay in reporting the capacity between stations, the announcement is not always made at the time it is most helpful.

Dan Provence said he did see the message come up about bike capacity and it was nice to see progress being made. He said the number of people using bikes as part of their journey will keep growing as ridership keeps growing. When the form is posted, the website should direct people to other alternatives to make a bike part of their journey including bike share, bike lockers, etc., so they know the other options.

Steve Vanderlip asked how this data would be reported. Mr. Simon said it would be in the agenda packet and on the website. Tasha Bartholomew, Community Relations Officer, said she would report it to the BAC at the meetings.

Mr. Simon said staff is interested in giving this as big of a profile as possible so people see it is posted.

Wes Brinsfield said at a minimum, the user should be able to access this form through their smartphone. There are some bicyclists who don't know their train number or if they are going north or south, so the form should have a drop down list with all the train numbers and stations. He said it would be nice if the user had a way to report how many other people were bumped.

#### Public Comment

Pat Giorni, Burlingame, said she creates the bump reports and when she sees a count she reads the letter and figures out the train based on the timestamp. She said bumps are probably underreported based on the way she counts the bumps, but her numbers are more accurate than the proposed form's data will be. She asked if it will be posted in the Board report. Mr. Simon said he doesn't know yet.

Shirley Johnson, SFBC, said she is glad Caltrain is interested in getting data. She said there needs to be a comment section and total number of bumps a person saw. She said this needs to be made available in real time. She said she reported bumps for years at the Caltrain customer service website and she never saw them in the Board or Citizen Advisory Committee (CAC) packets. All bumps are not reported. She said there are 10 times more bumps than bumps reported. Visibility is most important.

Janice Li, SFBC, said she is all for good data collection. She said capacity is an issue and not a new issue. She said the BAC should look strategically at near-term possibilities to alleviate the capacity situation. She said the BAC could look into the details of each new idea and how to implement them. She said the SFBC could support any efforts to see what possibilities are there and test them.

### **PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP) DRAFT ENVIRONMENTAL IMPACT REPORT (DEIR) RELEASE UPDATE – Rich Walter, Stacy Cocke**

Casey Fromson, Government Relations Officer, presented:

- The \$1.5 billion early investment program includes CBOSS/Positive Train Control (PTC), electrifying the corridor, and procuring the electric vehicles.
- Project history:
  - Conceptual design in 2002.
  - Draft Environmental Assessment (EA) and DEIR in 2004.
  - In 2008, 35 percent of design was completed.
  - In 2009, Federal clearance from the Federal Transit Administration was received and State clearance was postponed.
- Policies in place since 2009:
  - JPB Strategic Plans
  - The 2012 California High-speed Rail Authority (CHSRA) Business Plan
  - The 2012 regional nine-party funding Memorandum of Understanding

- In 2013 a new JPB/CHSRA agreement with JPB as the lead agency for PCEP Environmental Impact Report (EIR) and CHSRA as the lead agency for blended system environmental evaluation
- All the delivery milestones work backwards from the 2019 electrified service date.

Rich Walter, Consultant, ICF International, reported:

- California Environmental Quality Act (CEQA) requirements:
  - Identify environmental baseline.
  - Analyze direct, indirect and cumulative impacts.
  - Compare impacts to significance criteria.
  - Identify feasible mitigation for significant impacts.
  - Consider alternatives.
  - Adopt "reasonable worst-case" assumptions as a conservative approach.
- Project purpose and need:
  - Improve Caltrain system performance.
  - Increase service and ridership.
  - Increase revenue and reduce cost.
  - Reduce environmental impacts.
  - Implement a High-speed-rail (HSR) compatible electrical infrastructure.
- Project description:
  - Approximately 51 miles between San Francisco and San Jose.
  - Electrification infrastructure includes overhead contact system, traction power facilities and electric multiple units.
  - Service will be up to 79 miles per hour with six trains per peak hour, per direction. Restore service at Atherton and Broadway.
  - Service will be a mixed diesel and Electric Multiple Unit (EMU) fleet with diesel service south to Gilroy.
  - Continue tenant service.
- Right-of-way needs:
  - Most in Caltrain right-of-way.
  - Two traction power facilities in South San Francisco and San Jose are proposed to be outside of the right of way. Up to 1.5 acres will need to be acquired to support these facilities.
  - Overhead Contact System (OCS) is mostly inside the right of way; using a worst-case assumption of the poles being outside of the right-of-way, about an acre would need to be acquired.
- Electric safety zone needed:
  - Easement for safety with no trees within 10 feet of OCS and no structures within six feet of OCS.
  - Guidance of 25 kV and industry standards.
  - Approximately 18 acres outside the right of way.
- The DEIR will be clearing the project only and does not clear HSR or the blended service.
- Key regional benefits are ridership increasing to 69,000 in 2020 and 111,000 in 2040. This will reduce vehicle miles traveled by 235,000 in 2020 and 619,000 in 2040, cut down air pollution, and reduce greenhouse gases.

- Stakeholder key concerns include removal of trees and vegetation, the aesthetic impact of the OCS, noise, electromagnetic fields and interference, traffic and freight.
- Based on the study, there are approximately 19,000 trees and plants along the right of way; the DEIR estimates the project will require the removal of 2,200 trees and pruning of 3,600 trees. Mitigation strategies include avoidance, minimization, replacement plan and aesthetics after mitigation.
- OCS:
  - Poles and wires will be approximately 300 feet apart along corridor, 30 to 50-feet tall.
  - Changes in visual aesthetics along tracks and at stations.
  - Mitigation strategies include OCS design and treatments.
- Noise:
  - EMUs are quieter than diesel locomotives, but more trains will result in more horns being sounded.
  - There is electrical and cooling equipment for the traction power facilities.
  - Forty-nine locations were analyzed and significant impact was found at one power facility in South San Francisco.
- Electromagnetic Fields (EMF)/Electromagnetic Interference (EMI):
  - EMF physical field produced by electrically and magnetically charged objects has a less-than-significant impact.
  - EMI potential effects on sensitive electronic equipment.
- Local Traffic:
  - More trains increase gate down time.
  - EMUs decrease gate down time.
  - More riders increase local traffic at stations.
  - Eighty-two intersections were studied.
  - Mitigation strategies include signal and local roadway improvements.
- Station Access and Egress
  - Continuation of the bikes onboard program and wayside facility improvements.
  - All stations have adequate pedestrian access except the 4<sup>th</sup> and King terminus, but improvements will be made in partnership with San Francisco.
  - Parking demand exceeds supply at seven stations, resulting in the loss of approximately 1,000 potential riders.
  - Improvements are ongoing with the Caltrain Access Program Policy and the Caltrain Bicycle Access and Parking Plan.
- Freight Rail:
  - Vertical clearance impact from OCS.
  - Constrained operating window from Federal Railroad Administration (FRA) waiver temporal separation requirement.
- Alternatives:
  - Fifty-one scoping alternatives.
  - Screened alternatives as to feasibility, project purpose and need, and environmental effect.

- The DEIR analyzes the no project alternative, the diesel multiple unit alternative, the dual mode multiple unit alternative and the OCS construction alternative - the factory train.
- Cumulative analysis:
  - Project contributions to cumulative impacts.
  - Cumulative projects including rail projects in Caltrain corridor, other transportation projects and local development along corridor.
  - Key rail projects include HSR blended system, San Francisco Downtown Extension and Transbay Transit Center, and tenant railroad service expansions.
- HSR blended system is a conceptual cumulative analysis only. HSR service would be two to four trains per peak hour/per peak direction. Improvements include stations, system improvements, grade separations, passing tracks, and maintenance yard.
- Key cumulative effects:
  - Beneficial effects to air quality and regional traffic.
  - Potential adverse effects are aesthetics and land use, noise and vibration, local traffic, and freight rail.
  - Mitigation of Caltrain funding contribution on a fair-share basis and existing agreements.
- Next steps:
  - Sixty day DEIR comment period.
  - Public meetings will be held in San Carlos, Redwood City, San Jose, and San Francisco.
  - Final EIR in 2014.
  - Request for JPB certification and adoption in winter 2014.
- All substantive comments will be considered and staff will respond to all written comments.

### Public Comment

Pat Giorni, Burlingame, asked how much of the presentation pertains to the BAC. She said there is no guarantee of the continuation of the bike carriage program at today's level. She said there has not been a Request for Proposals for cars to identify how many bikes can go on the trains. Comments should be submitted in writing in order to be responded to. She said there are four public opportunities to hear this presentation besides this meeting and this committee should focus on bicycle-related issues.

Mr. Brinsfield said he gets a lot out of this entire presentation and more than one bicycle slide had valuable information. He said there are grants available the JPB may take advantage of based on vehicle miles reduced. He said the equations used when bikes are considered for grants are very conservative. He said the Santa Clara Valley Transportation Authority (VTA) is approaching the Bay Area Air Quality Management District (BAAQMD) to consider changing the equation so more benefit is given to bikes.

Mr. Brinsfield said more service and more stops would mean more bikes, which means more bumps. He said if there are changes to the geometry of stations, including signals and turn lanes, there will be an impact to local pedestrians and bicyclists, and he encourages designers to reach out to other jurisdictions to discuss those impacts.

Mr. Brazil asked if freight rail may be an issue. Mr. Walters said for physical clearances, what can be run today can be run tomorrow. He said constraining the window will have an effect because freight now runs between 8 p.m. and 5 a.m. With a more constrained window, freight may have to operate over more days or with longer trains, but it won't cause a diversion to trucks. He said the cumulative analysis shows the opposite conclusion: that there will be more compression with more trains and HSR and also more freight in the future. With future growth it is easy to see there might be some diversion.

Mr. Brazil said the earlier the BAC can be involved in the EMU procurement process, the better it will be to determine how best to get bikes onboard.

Mr. Banerjee asked why existing cars cannot be used with the new electric engines. Mr. Walter said all electric cars will be powered and is a totally different system and not compatible. He said EMUs can be designed to accommodate bikes.

Ms. Maguigad said there are no locomotives in an electric train so there's nothing to hook up to. Mr. Turner said there is then room for a seventh car on the existing platform. Stacy Cocke, Senior Planner, said the JPB is funding constrained for a six-car consist.

Steve Vanderlip asked if the Request for Quotes has been issued with specifications for the EMUs. Mr. Walter said it has not occurred, the Request for Information (RFI) will happen later this year.

Chair Turner asked if the BAC will be consulted before the RFI goes out. Ms. Fromson said staff can ask for information, but will not be committed to anything, and staff will come to the BAC multiple times as the schedule is figured out. Staff is pulling together the strategy.

Chair Turner asked what owners team is. Ms. Fromson said it is staff, and they are taking information about what is important and setting up a process to get information from different groups. It consists of the technical experts.

Mr. Banerjee asked what the impact to commuters is. Ms. Fromson there is not an exact construction schedule yet. The EIR has a strategy about the schedule, but not until design-build staff is in place to figure out how to go forward. Mr. Walter said the EIR discusses different aspects of construction that can be done off track that will allow both tracks to be open. Some will have to be done on track. Closing multiple tracks or all tracks is the most extreme and will be minimized. The EIR states construction will be done during the day during off peak and at night. Freight runs at night so that is something else to balance with the schedule.

### **BICYCLE ACCESS & PARKING PLAN: FUNDING SCENARIOS – Sebastian Petty**

Sebastian Petty, Senior Planner, presented:

- Staff is developing a plan to implement the Bike Access and Parking Plan.
- Implementation strategy:
  - Took items from 2008 Plan and ran them through a screening process.

- Items were put into planning projects category and capital projects category.
- Externally-led bike projects are out of JPB's hands. System-wide plans and programs are items that will be accomplished.
- The BAC will look at funding challenges for feasibility studies and Caltrain-led bike projects.
- Funding challenge and strategy
  - Funding is limited.
  - Implementation is driven by grant availability.
  - Utilize local funds to leverage grants.
  - Grant constraints:
    - Grants have different eligibility requirements.
    - Some projects do not meet eligibility or may not be competitive on their own.
  - Match grant sources and eligible projects to maximize overall project delivery.
- System-wide funding need
  - Bike Parking - \$3,340,000
  - Bike Access - \$900,000
  - Bike Information - \$100,000
  - Bike Safety - \$50,000
  - Bike Feasibility Studies - \$170,000

Mr. Vanderlip asked why a category for bikes onboard is not included. Mr. Petty said it is reflected in the chart and is split evenly between the three counties. Mr. Brinsfield said this is bike access and parking, not bikes onboard.

- Potential Funding Sources
  - Local external grant sources include San Francisco County's Proposition K, San Mateo County's Measure A, and Santa Clara's Bike Expenditure Plan.
  - Regional, State, and Federal grant sources include the Transportation Fund for Clean Air, California Active Transportation Program, Lifeline Transportation Program, and Transportation Development Act Article 3.
  - Other sources include developers and other capital projects.
- Funding scenario Fiscal Years 2015-2019
  - Grant driven
    - Match known grant sources to establish projects
    - Where possible, bundle projects for funding by single grant source
  - Assume availability of matching funds
    - Match ranging from 10 – 25 percent depending on grant requirements and project need
  - Range reflects conservative – aggressive funding approach
    - Assumptions about grant availability
    - Use of local funds for small, non-eligible grant projects
- Funding scenario
  - Total Funded: \$1,590,000 to \$2,480,000
  - Grants: \$1,340,000 to \$1,950,000
  - Assumed local match : \$240,000 to \$520,000



- Capital Improvement Plan (CIP)
  - Living document
  - Five-year outlook
  - Funding targets by project category and county
  - Prioritize projects by typical grant criteria
  - Iterate CIP as projects are funded
- Proposed criteria for prioritization
  - Parking projects
    - Grant availability and partnership opportunities
    - Occupancy and condition of existing parking facilities
    - Morning bike boardings
  - Non-parking (access, information and safety)
    - Project need/station usage
    - Grant availability and partnership opportunities
    - Local support and matching funds
    - Project readiness/ease of implementation
- Next steps
  - Refine cost and funding estimates
  - Coordinate with CAC
  - Update JPB in summer

Mr. Turner said the subcommittee might need to be brought back more frequently.

Mr. Brinsfield said these numbers are based the 2008 Plan with no consideration of projected numbers and asked if there is a disconnect between this and the EIR ridership estimates. Mr. Petty said the ridership projections in the EIR are not reflected in this. He said the focus of this is to see what it will take to fulfill the recommendations of the plan.

Mr. Brinsfield said the BAAQMD has funds for bike lockers and racks and asked if that is considered. Mr. Petty said that is included in the report and that is the best source for bike parking.

Mr. Brinsfield said it would be helpful to prepare for a "what if" scenario if money becomes available and staff is asked suddenly what to do with it.

Mr. Provence said 22<sup>nd</sup> Street is a big problem and asked what is being done with it. Mr. Petty said the station is not American's with Disabilities Act (ADA) accessible and the geometry of the station makes it so ramps cannot be used and it needs an elevator. He said the quality of the electrical systems are low at that station, so a simple project like improving lighting actually becomes a project that requires a lot of equipment. He said he is not sure if there is a project in the works to improve the station. He said there is talk from the mayor's office about taking down the freeway or shifting the station, so there is no consideration in putting money into the station.

Mr. Brazil said to improve the plan it should be updated from 2008 to current year, instead of looking at 10 stations, looking at all of them, and folding in more comprehensive needs forecasting rather than existing conditions. The fine print states this is only for 10 stations, it is in 2008 numbers, and it doesn't focus on long-term needs.

It would be great to have a truly unconstrained list. He said staff should let local agencies know Caltrain is going through this process.

Mr. Petty said a city and county staff working group regularly meets. Staff is planning on bringing this plan to them and is looking for partnership opportunities. He said the value in keeping the plan contained is because at the planning level the plan has already been adopted by the Board, but staff still acknowledges there is a larger need. Staff hopes to relay the fact that there is an ongoing funding need for these projects and there is a systematic way to think about them. Once that program is set up, staff will be better equipped to feed in new needs as they become available.

Chair Turner asked if the five-year outlook or the CIP is the place to start adding in additional projects. Mr. Petty said the CIP would be refreshed annually.

Chair Turner asked if new bike lockers will be outside electrification zone so they wouldn't have to be moved. Mr. Petty said there are no station impacts to the electrification project.

#### Public Comment

Pat Giorni, Burlingame, said there is a newly hired transportation coordinator for bike projects looking at funding opportunities at City/County Association of Governments. She said the BAAQMD has a rack locker giveaway and asked if staff can get any money. She said 22<sup>nd</sup> Street was her stop and is a ill-lit place, has the most bump reports, and people will not lock bikes there because nothing is safe. She said passenger safety may not trigger a station remodel. Transit-oriented development is in that area. She said she would like to see 22<sup>nd</sup> Street taken care of.

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

Chair Turner said the BAC Work Plan is a living document and the Strategic Plan will be presented at the May meeting, updates for the process on new timetables and the impact the Levi's Stadium will have on ridership will be presented in July.

Mr. Brinsfield said he suggests a subcommittee be formed to discuss options with staff on how to address bike bumps. He said the Levi's Stadium presentation in July will be too late, it should be in May because August is the first event. Ms. Maguigad said staff is working with VTA and she is not sure if staff will be ready in May.

#### Public Comment

Shirley Johnson, SFBC, said the BAC should form an ad hoc committee to work with staff on the idea of marking aisle widths and it should be part of the work plan. Chair Turner asked if there is a Caltrain staff member who would work with a subcommittee. Ms. Maguigad said she will have to check with staff.

Mr. Brazil left at 8:01 p.m.

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

Ms. Bartholomew reported:

- The Staff Coordinating Council still needs to fill the vacant BAC position for a bicycle organization member from San Francisco County.
- Bike to Work Day is May 8 and is the 20<sup>th</sup> Anniversary. Energizer stations will be set out.

### **Update on Purchase of New Rail Cars and Added Capacity**

Ms. Maguigad said the JPB hasn't purchased any rail cars. It is still under negotiation. Chair Turner asked if more staff has to be added when another car is added to a train. Ms. Maguigad said according to union contracts, once there are more than six cars, a third crewmember is required, but Caltrain policy states if another bike car is added another crew member is needed to help manage it.

### Public Comment

Shirley Johnson, SFBC, said Mike Scanlon, Executive Director, said the configuration of the new rail cars has not been decided. She said she got an e-mail from Rita Haskin, Executive Officer, Customer Service and Marketing, that reads Caltrain won't be removing seats to accommodate bikes onboard. She said staff should look at a third bike car pilot program.

### **Visual Message Signs (VMS) Bicycle Notifications**

Ms. Maguigad said when the contract operator calls in real-time messages about bike space, staff types a message into the VMS system so passengers can see it. The problem is sometimes it might be full in one location, people get off the train, spaces open up, and the message still reads that the train is full. She said it is not a perfect process but it is an attempt to get the information out real time.

### **WRITTEN CORRESPONDENCE**

No discussion.

### **COMMITTEE REQUESTS**

Mr. Saum said he would like to get a report on how the Reddit Ask Me Anything virtual town hall goes.

Mr. Provence said he would like to be kept apprised on the 22<sup>nd</sup> Street Station and plans with whatever happens.

Mr. Saum said he would like to put on the next agenda a discussion about putting tape down to make the aisle widths and what staff's concerns were. Chair Turner said that would also let the subcommittee know which staff member they would be working with.

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

May 15, 2014 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 8:15 p.m.