



**CALTRAIN CENTRALIZED EQUIPMENT MAINTENANCE  
AND OPERATIONS FACILITY  
MONITORING COMMITTEE MEETING  
AGENDA**

San Jose City Hall  
200 E. Santa Clara, 8<sup>th</sup> Floor, Rm. T-847

**Wednesday, May 19, 2010**

**6:00 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – January 27, 2010
4. PUBLIC COMMENT
5. STAFF REPORT
6. CHAIRPERSON’S REPORT
7. COMMITTEE REPORT
8. NEW BUSINESS
9. OLD BUSINESS
  - a. Screeching Tracks
  - b. Response Time for Complaints
  - c. Shared Objectives & Outstanding Issues
  - d. Updated Plan for Activities with Potential Impact
  - e. Neighborhood Survey
10. ANNOUNCEMENTS
11. NEXT MEETING: Wednesday, July 28, 2010 at 6 p.m.
12. ADJOURN

D. Olmeda  
T. McIntyre  
T. McIntyre  
T. McIntyre  
M. Smith

Members: Michael Smith, *Chair*-Shasta-Hanchett Park; Chris Escher-Arena, Sally Logothetti-Garden Alameda, Chris Tulin-College Park, Pierluigi Oliverio-San Jose City Council, Art Lloyd-JPB, Ben Tripousis, VTA



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# Draft

**Caltrain Centralized Equipment Maintenance and Operations Facility (CEMOF)  
Monitoring Committee  
San Jose City Hall, 200 E. Santa Clara, 8<sup>th</sup> Floor, San Jose, CA**

**January 27, 2010  
Minutes**

**Members Present:** Art Lloyd (JPB), Sally Logothetti (Garden Alameda),  
Councilmember Pierluigi Oliverio (San Jose City Council),  
Mike Smith (Shasta/Hanchett Park), Ben Tripousis (VTA), Chris  
Tulin (College Park)

**Members Absent:** Chris Escher (Arena)

**Staff Present:** Michelle Bouchard, Todd McIntyre, David Olmeda

**Attendees:** Mike Riepe

Chair Mike Smith called the meeting to order at 6:07 p.m.

### **APPROVAL OF MINUTES**

Chris Tulin said she requested that two columns be included in the hotline log for action taken and date of response.

The committee (Escher/Lloyd) approved the minutes of the October 28, 2009 meeting.

### **Public Comment**

None.

### **Staff Report**

No report.

### **Chairperson's Report**

Chair Smith said the quarterly report that the subcommittee has been compiling will no longer be called a subcommittee as it could be a Brown Act violation. Chair Smith will now compile the report and share with the committee for comments.

### **Election of Officers for 2010**

Chair Smith was reelected as Chair and Chris Escher was reelected Vice Chair.

### **Screeching Tracks**

Director of Rail Transportation Michelle Bouchard said she sent a mid-term update to the committee concerning the progress on this issue. She said the Joint Powers Board's (JPB) Engineering Department is constantly engaged with Union Pacific (UP) to ensure the existing lubricator is being maintained in a state of good repair.

JPB's engineers met with UP at the site and conducted an assessment of the existing rail lubricator and it was determined that there were some parts that were not operating properly. Ms. Bouchard said there are parts called wiper bars that have to be a certain length depending on the size and length of the curve. UP has acknowledged the need to install the correct length wiper bars. Ms. Bouchard said staff followed up with UP to ensure the part was ordered and they were received last week. The challenge now is getting them installed. Once installed, UP has committed to doing a monthly check on the lubricator.

Ms. Bouchard said she will report back to the committee through Community Relations Manager Todd McIntyre when the lubricator is repaired and in a state of good repair. Ms. Bouchard said all of the tests taken reveal that the screeching is coming from the use of freight on Main Track 1. By the end of this fiscal year lubricators also will be installed on tracks 2 and 3. Track 1 is a UP track and tracks 2 and 3 are JPB's and staff is able to maintain these two tracks much better.

### **Extended Engine Idling**

Director of Maintenance David Olmeda described the start up procedures for Caltrain locomotives. He said that when a piece of equipment is sitting in the yard the mechanical department must start up the main engine in the morning. He said the engine has to be brought up to temperature, and several system checks have to be completed, including air tests. Also, Federal Railroad Administration paperwork needs to be completed.

Next, the Head End Power (HEP) engine has to be started. This engine provides the electrical power for the cab cars. The related systems then have to be tested and the communication from end-to-end has to be established and verified. This all needs to be done to allow at least 20 minutes for the operating crew arrives to conduct their tests and paperwork before the train can depart. Mr. Olmeda said the mechanical department wants to be able to turn over a fully functional train to operations, and if this is not done there is a chance of failure and then the mechanical department does not have enough time to get another train in service.

In total, approximately 45 minutes are required to get the train up and operational for the day. Ms. Bouchard said 45 minutes is the goal and the

previous number stated in the Shared Objectives was prior to the facility opening.

Art Lloyd asked whether or not a consist has to be tested every time it ends a run. Mr. Olmeda said that trains are not tested when they turn around quickly. However, if a locomotive is going to be sitting for over an hour Amtrak has been instructed to shut it down. Each time it is restarted, the crews have to conduct their checks.

Mr. McIntyre said the language in Shared Objectives needs to be looked at on this issue. He said there is ground power at CEMOF and it is being used when possible.

Ms. Logothetti said that if staff is doing everything reasonable on this item with regards to the timing, then it should no longer be an action item at every meeting.

Ms. Bouchard said staff has established these policies and procedures to reduce the idling time as much as possible. But, because of a statement that was made a while ago, staff is being held to a standard that has been acknowledged as not realistic, which we have tried to communicate to the committee the best we can. She said she doesn't want to change the Shared Objectives, but as agency staff, cannot keep coming back to this table and have the 20 minute number thrown back because it is in the original Shared Objectives. Ms. Bouchard said staff is interested in moving forward.

Chair Smith said there are a couple of other items in the Shared Objectives that keep coming back including the hotline and the muffling device. He said whatever is decided should be applied to all the items that keep coming back. Mr. McIntyre said he will go back to the Shared Objectives and update and add a little more content on what is expected out of these items.

Ms. Bouchard said her only concern with keeping this as an open agenda item every meeting is staff goes over and over the same information and it becomes less productive.

### **Horn Testing Status**

Mr. McIntyre said the horn relocation project was completed on November 30. He said there will continue to be regular routine maintenance that needs to be done. The committee agreed to close this item.

### **Response Time for Complaints**

Mr. McIntyre said staff is responding to complaints in a timely fashion compared to last summer. He said he will follow-up with Customer Service Manager

Rona Rios on updating the complaint log to include more detail on the responses given.

### **Updated Plan for Activities and Potential Impact**

Mr. McIntyre said he has lost an employee who was responsible for capital projects and he is now involved with every aspect of all capital projects and the public affairs aspect and the neighborhoods they impact. Chair Smith asked if a written document will be prepared on this item. Mr. McIntyre said it will be done more on a project-by-project basis.

### **Updated Communication Plan for Neighborhoods**

Mr. McIntyre said he received comments from Chair Smith, but would be glad to send it to the entire committee for comments. One of the changes was to have the wording of the communication plan more consistent with the Shared Objectives. Mike Riepe said the wording indicated a specific plan was going to be developed every time something was going to happen in the neighborhood. He assumes there is just going to be one general plan. Mr. McIntyre said the process on how staff develops the plan of action will be the same, but the plan of action will be project specific. A few committee members had comments/changes on the boundary map of the different neighborhoods. Mr. McIntyre will make the noted changes on the map.

### **Announcements**

None

The next meeting will be April 28, 2010 at 6:00 p.m.

Adjourn 7:30 p.m.

CEMOF Monitoring Committee  
Quarterly Contact Report

Date Received	Time	Method*	Consumer Name	Comment Summary	Initial Response	Date Closed	Response Given
1/18/2010	2:12 PM	W	Woodmansee	Caltrain idling all Sunday 1/17	1/20/2010	1/20/2010	No unusual actions of note Rail Operations plans on visiting the site the following weekend to make further observations
1/25/2010	9:07 PM	W	Woodmansee	Why do trains idle all night?	1/27/2010	1/27/2010	Our policies do not allow for any locomotive engines to idle all night, and we have unscheduled spot checks to ensure that our contractor is following agency directives.
1/29/2010	11:25 PM	D	Gutknecht	Horns blowing	2/2/2010	2/2/2010	Horns were due to Signal Optimization work in the area and foggy conditions
2/4/2010	8:30 PM	W	Woodmansee	Idling loud on Stockton Avenue	2/5/2010	2/12/2010	After further review of the complaint, we were unable to identify the cause.
2/23/2010	8:05 PM	W	Woodmansee	Very loud idling from 6:30 - 8 PM	2/24/2010	4/1/2010	Due to a brake problem, a train consist had to be swapped out. The engine continued to run until the brake problem was fixed. It was shut down at approximately 7:00 PM
2/25/2010	8:48 PM	T	Benovitz	Noise from idling engine	2/26/2010	2/26/2010	Morgan environmental was on the property cleaning until after midnight.

\* D = Direct call or email to staff, T = Telephone Call to CSC or Hotline, W = Web site



# Memo

To: CEMOF Monitoring Committee  
From: Todd McIntyre, Community Relations Manager  
CC:  
Date: April 23, 2010  
Re: Status of Outstanding Issues

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## Engine Idling

Locomotive engine idling is addressed in the following categories contained in the Shared Objectives document: Noise (A-5, A-12); and Air Quality (B-6, B-7, B-8 and B-9). Given the various questions surrounding this issue, JPB staff feels that it is best to address them all as one related issue.

First, in accordance with the Shared Objectives, the JPB has established policies that minimize the amount of idling required for locomotives at CEMOF, as well as at its terminal stations in San Francisco and San Jose. These policies are reinforced through scheduled and unscheduled spot checks, including during early morning hours.

To reduce locomotive engine idling to the greatest extent possible, the JPB utilizes the following solutions:

- Directive to contract staff that any train that has a layover of more than an hour must be shut down.
- Installation of ground power at CEMOF to allow the Head End Power (HEP) engine to be shut down while still providing electrical power in the train cars for interior cleaning and inspection activities. Ground power is also currently available at the San Francisco and Gilroy terminal stations, and will be installed at the San Jose terminal station as part of the improvement project that is currently under way.
- Staff employs the use of a diesel car mover, "red wagon", to move rail cars and single locomotives around the yard instead of using a passenger locomotive. Also, this vehicle is used to move full train consists, when appropriate. In addition, maintenance of way (MOW) diesel locomotives are used to minimize the use of the larger passenger locomotives.

One of the outstanding issues has to do with the time required to start up the passenger locomotives. A 20-minute time limit is mentioned in the Shared Objectives, which were developed prior to the construction of the facility. All best efforts and implemented best management practices have brought the startup procedure to approximately 45 minutes prior to train departure. The following describes the startup procedure:

- The Mechanical Department starts the main engine and brings the engine up to temperature to perform an all-systems check, including air and brake tests. They then complete paperwork required by the Federal Railroad Administration (FRA);
- Next, they start the HEP engine, which provides the electrical power for the train's doors, lighting, HVAC and other systems. The related operations systems then have to be tested and the communication from end-to-end has to be established and verified. The Mechanical Department then hands the fully functional train over to the

operating crew. This all needs to be done to allow at least 20 minutes for the operating crew to conduct their tests and paperwork before the train can depart the terminal.

- Once the train has been received by the operating crew, they conduct their required checks prior to departure.
- If a failure occurs during this process, that train may have to be replaced by another or the idling time extended to fix the problem.

Again, Amtrak has been instructed to shut down an engine that will be sitting for over an hour. Upon start-up, the crews will perform daily departure tests. If the train is parked for four hours or more, the crews are required to perform Initial Terminal Departure Tests , which add procedures and test time.

### **Horn Testing**

Horn testing is addressed in Noise section of the Shared Objectives; Objective A-17. It states that, "Prior to opening the facility, establish and implement a policy to utilize a muffling device when performing any horn tests." Caltrain staff has investigated the possibility of utilizing such a device. However, this cannot be accomplished since federal regulations require the horns to be tested, not only for function, but also for sound level. There is no muffling device available that will allow such tests to be properly conducted.

According to federal regulations (CFR 49), horns must be tested at the 92-day preventive maintenance intervals, any time a horn is altered, as had been done in the relocation of the horns between July and November 2009. In addition, a horn must be tested any time it fails to perform or is reported to have failed to properly function. CFR 49 requires a horn test to be conducted and measured 100 feet in front of the equipment at a height of 4 feet above the ground, which also precludes it from being done inside the CEMOF building. Daily inspections require horns to be functional on the lead cab car and locomotive.

### **Screeching Tracks**

Caltrain staff, led by Director of Rail Transportation Michelle Bouchard, has been working with Union Pacific Railroad (UP) to address the issue of "screeching" when trains round the curve as they pass through the CEMOF area. All of the tests done by JPB staff reveal that the screeching is coming from the use of freight on Main Track 1, which is owned by UP. JPB engineers met with UP at the site and conducted an assessment of the existing rail lubricator and it was determined that there were some parts that were not operating properly.

The key parts mentioned are called wiper bars. They have to be a certain length to operate correctly depending on the size and length of the curve. UP has acknowledged the need to install the correct length wiper bars, and they ordered the parts in mid-January. The wiper bars have been installed, but the lubricator is still not functioning as was hoped. JPB staff will continue to work with UP to address this issue.

Since Main Track 1 is owned by UP, JPB staff will continue to coordinate with them for monitoring and maintenance of the rail lubricator. However, since they are a private company, there is no guarantee that they will remain as vigilant as JPB staff is on Main Tracks 2 and 3, which the JPB owns. We believe this issue to be resolved. However, if screeching is heard again, please have people report it through the Office of Public Affairs, the telephone hotline or the Caltrain website, and staff will address the issue once reported.

### **Telephone Hotline**

In accordance with the Ongoing Community Communication section of the Shared Objectives, specifically Objectives H-2 and H-3, Caltrain has provided a telephone hotline that is answered by a live person 24 hours a day. In addition, constituents may contact Caltrain with any concerns through the

website or by contacting staff in the Office of Public Affairs directly. Acknowledgement of complaints is given within a maximum of 72 business hours, with a goal of final response/resolution within that time frame.

ATTACHMENT: Caltrain Maintenance Facility – Shared Objectives Status as of April 2010

## Caltrain Maintenance Facility - SHARED OBJECTIVES

Assume all commitments will be performed in accordance with all applicable laws, rules and regulations of the federal, state and local governments

CATEGORY	GOAL		ACTION	STATUS AS OF OCTOBER 2009
A. Noise	Eliminate objectionable noise during night time hours.		<b><u>ORIGINAL COMMITMENTS:</u></b>	
	Include design features and operational policies to reduce general noise output from the facility to the maximum extent feasible	A-1	Construct a wall or walls along the westerly property boundary between Taylor Street and Lenzen Avenue to provide a positive barrier between the facility and the neighborhood receptors in areas where existing buildings do not provide a barrier. Length, height, and limits of the wall(s) shall be determined by JPB, in cooperation with and with input from City monitoring committee or task force, during final design and shall intercept the line of sight from locomotive and car sources. Wall construction shall be completed on or before the completion of facility construction.	Done as a first phase of the facility construction
		A-2	The facility shall be designed to minimize train movements between the various maintenance and storage sites to the extent possible.	Procedures have been established to minimize train movements to the extent possible.
		A-3	Locate sites of active maintenance away from the west side of the project site to the extent possible.	Storage, as well as all inspection and maintenance work is performed over the service and inspection (S&I) pits located on the east side of the facility building
		A-4	Place shielding on heating and air-conditioning equipment and fans that have exit points above the height of walls or adjacent buildings prior to the commencement of operation of such equipment.	Wall parapets have been extended above the roof line to shield the outlets of the HVAC equipment, which has been housed in cabinet structures.
		A-5	Prior to the opening of the facility, establish a policy to utilize ground power instead of diesel engine power whenever possible during storage or layover of trainsets. The new operating contract includes the following statements: "Locomotives shall not be allowed to idle unnecessarily." "Any train in active service having a layover of more than one hour shall be connected to standby ground power. Train shall be retained on ground power during any cleaning and/or inspection process which requires electrical power. Locomotive Head-End power shall not be used for the equipment prior to twenty minutes before scheduled departure time." Note, it is necessary to begin warm-up of the main locomotive engine approximately 20-30 minutes prior to departure.	Ground power is provided at the CEMOF facility, and Amtrak puts any train that will be in the facility longer than an hour on ground power.
		A-6	On or before the completion of facility construction, provide insulation of building walls and ceilings to reduce noise. Details to be determined by JPB in cooperation with and with input from City monitoring committee or task force during design process.	Completed
		A-7	No external public address system is planned for the facility. Daily communications will be conducted using personal communication devices. Exceptions are audible emergency warning systems as required by regulatory agencies for safety. If these plans change and an external public address or other external, noise producing system is contemplated, JPB shall provide the City monitoring committee or task force with prior written notice of these planned changes in a sufficient amount of time to allow the JPB and the City oversight committee or task force to meet to discuss appropriate guidelines for use of such a system.	No external public address systems have been installed and none are planned or needed for the foreseeable future.
		A-8	Close the Lenzen Avenue grade crossing prior to the completion of facility construction.	Completed
		A-9	Construction activities will be limited to daytime hours, meaning from 7:00 a.m. to 7:00 p.m., to the extent possible. Planned activities that have the potential to impact train operations and safety may be performed during restricted timeframes including night time and weekend periods. Activities necessary to address emergency situations, whether or not planned, may be performed at any time.	Construction is completed

## Caltrain Maintenance Facility - SHARED OBJECTIVES

	A-10	At least seven days prior written notice, by regular U.S. mail or hand-delivered fliers, shall be given to the surrounding neighborhoods for any pile driving activities during construction. Contract specifications shall address these requirements.	Complied with during facility construction.
		<b><u>APRIL 6, 2001 WORKSHOP COMMITMENTS:</u></b>	
	A-11	Prior to the completion of facility construction, enclose the train washing facility and equipment to the extent possible. This includes the sides of the washer but not the ingress/egress or overhead areas. Pumps and tanks will be housed in an enclosed structure at all times.	Completed. Members of the committee were brought out to view the testing of the washer and the drying fans.
	A-12	Provide an alternate method of maintaining engine oil temperature when ambient temperature is below 40 degrees F in lieu of idling the locomotive diesel engine, which alternate method is intended to be and shall be quieter than the noise level produced by the idling engine.	Even in temperatures below 40 degrees F, engine oil typically retains a high enough temperature for approximately 4 hours, eliminating the need for them to idle unnecessarily. Additional discussion on idling is contained in a supplemental memo.
	A-13	Limited curfew on engine load testing: Implement a policy to conduct annual load tests on locomotive engines only during daytime hours of 7 AM to 5 PM. Perform the annual load tests on the east side of the shop building at all times.	This policy has been implemented.
		<b><u>APRIL 25, 2001 COMMITMENTS:</u></b>	
		<b><u>PROPOSALS REVIEWED AFTER 4/6/01 WORKSHOP:</u></b>	
Extension of soundwall limits south of Lenzen Avenue in area of switches.	A-14	A wall can be accommodated across Lenzen Avenue, prior to the completion of facility construction. Final design will consider height, length and sight distance issues. Design details shall be determined by JPB, in cooperation with and with input from City monitoring committee or task force.	A sound barrier has been constructed between Coleman and Lenzen.
Design northern lead track and signal system to avoid activating Stockton crossing gates for most yard moves.	A-15	Trains on the maintenance yard lead track that do not pass through the mainline switch will not activate the crossing gates.	This operating procedure has been established and remains in effect.
Limit scheduled maintenance activities to only daytime shifts - need to evaluate day shift capacity.	A-16	Prior to the opening of the facility, establish and implement a policy to limit car body repair (as needed) to day shift (7am-5pm) only. Prior to the opening of the facility, establish and implement a policy to limit engine checks for 15-day and 92-day maintenance to day shift (7am-5pm) only. Second shifts will likely be needed upon opening of the facility. Some scheduled maintenance activities are currently performed on second shifts.	This is currently done to the degree possible
Muffler over horns during daily inspections.	A-17	Prior to opening of the facility, establish and implement a policy to utilize muffling device when performing any horn tests.	No muffling device exists that will allow the horn tests to be conducted for function and sound level, as dictated by federal regulations. Additional discussion on this objective is contained in a supplemental memo.
Alternatives to limit engine run-up noise at night as a result of daily inspections.	A-18	Upon opening of the facility, shift performance of the daily engine run-up and horn check from CEMOF to Diridon for trains after 11:00PM. Upon opening of the facility, shift overnight storage of the first four outgoing trains to Diridon.	The first four trains of the day are moved to Diridon as soon as they are completed with the service, inspection and cleaning so they do not depart from CEMOF during late night/early morning hours
Other alternatives for encapsulating noise at the site	A-19	Prior to the completion of facility construction, provide doors on the ends of shop buildings. Details to be developed during final design process by JPB in cooperation with and with input from City monitoring committee or task force.	Doors were part of the final design, and have been constructed at each end of the maintenance building.

**Caltrain Maintenance Facility - SHARED OBJECTIVES**

	Extension of sound barrier south of Lenzen Avenue behind PG&E yard	A-20	Prior to the completion of facility construction, develop and implement (all in coordination with and with input from City monitoring committee or task force) modified fence design to maximize sound attenuation.	A sound barrier has been constructed between Coleman and Lenzen.
	<b><u>PROPOSALS REQUIRING ADDITIONAL EVALUATION:</u></b>		<u>Evaluations would occur prior to the opening of the facility.</u>	
	Alternatives to limit night time noise from train engines		Minimize dispatches from CEMOF prior to 6:30am. Evaluate potential for train storage at Tamien.	Trains are serviced at CEMOF and then sent to Diridon terminal station for the start of daily service.
	Provide alternate warning mechanism to reduce bell ringing for yard movements.		Audible warnings required for worker safety. Further investigation needed to determine if pitch can be altered to reduce or eliminate noise heard in the neighborhood. Such investigation to be undertaken in cooperation with and with input from City monitoring committee or task force.	Reduced horn and bell noise only to start and reversal of direction of equipment

<b>B. Air Quality</b>	Minimize diesel locomotive emissions.		<b><u>ORIGINAL COMMITMENTS:</u></b>	
	Minimize air quality impacts during construction of the facility.	B-1	The facility shall be designed to minimize train movements between the various maintenance and storage sites to the extent possible.	Completed
		B-2	Contaminated or hazardous materials will be handled in accordance with applicable Federal, State, and Local requirements at all times.	In compliance
		B-3	Caltrain rolling stock shall conform to existing applicable regulations.	In compliance
		B-4	Utilize propane or electric fork lifts in lieu of diesel forklifts to the extent possible. Some activities would still require the larger diesel forklifts, but their use shall be minimized to the greatest possible extent.	In compliance
		B-5	Utilize battery powered personnel carriers at the facility to the extent possible. Other vehicles, such as standard diesel and gas powered pickup trucks, would still be utilized, but their use shall be minimized to the greatest possible extent.	In compliance
			<b><u>APRIL 6, 2001 WORKSHOP COMMITMENTS:</u></b>	
		B-6	Prior to the opening of the facility, develop and implement a policy to utilize smaller engines or other transporting equipment to move locomotive and cars within the limits of the maintenance facility to the extent possible instead of using the locomotives to move unit trains. Some train movements would still be accomplished with the locomotive engine, for example but not limited to: arriving and departing from the yard, or in cases when the number of moves exceeds the available equipment. Prior to the opening of the facility, provide a budget to purchase this equipment.	CEMOF uses a car mover, "red wagon", to move rail cars and single locomotives around the yard instead of using a passenger locomotive. This vehicle is also used to move full train consists, when appropriate. Also, MOW (maintenance of way) diesel locomotives are used at CEMOF to minimize the use of the larger passenger locomotives.
		B-7	Prior to the opening of the facility, establish and implement a policy to utilize ground power instead of diesel engine power whenever possible during storage or layover of trainsets. The new operating contract includes the following statements: "Locomotives shall not be allowed to idle unnecessarily.", "Any train in active service having a layover of more than one hour shall be connected to standby ground power. Train shall be retained on ground power during any cleaning and/or inspection process which requires electrical power. Locomotive Head-End power shall not be used for the equipment prior to twenty minutes before scheduled departure time." Note, it is necessary to begin warm-up of the locomotive engine approximately 20-30 minutes prior to departure.	Ground power has been installed at CEMOF, and it is used whenever possible. Discussion on engine start up procedures and idle time is contained in a separate memo.
		B-8	Prior to the opening of the facility, provide an alternate method of maintaining engine oil temperature when ambient temperature is below 40 degrees F in lieu of idling the locomotive diesel engine.	See A-12 above

## Caltrain Maintenance Facility - SHARED OBJECTIVES

<u>PROPOSALS REQUIRING ADDITIONAL EVALUATION:</u>		<u>ADDITIONAL COMMITMENTS APRIL 25, 2001:</u>		
	Alternate Fuel switch engines to move equipment within the yard limits.		LNG (Liquefied Natural Gas) powered switching engines available. Incremental cost needs to be identified and agreed to by the JPB Board.	CEMOF uses a "Car Mover" to position rail rolling stock around the facility instead of using a locomotive, whenever appropriate and possible. The car mover is powered by a small diesel engine. In compliance with California's Air Resource Board (CARB), Caltrain uses Ultra Low Sulfer Diesel.
		<u>ORIGINAL COMMITMENTS:</u>		
<b>C. Lighting</b>	Minimize light intrusion	C-1	The height of external overhead lighting masts shall be minimized to the extent possible.	Done as requested.
		C-2	All external facility lighting shall be designed and installed to minimize intrusion of light into surrounding residential areas.	In compliance.
<b>D. Safety</b>	Minimize fuel storage at the facility	D-1	Fuel storage at the site will be minimized at all times in anticipation of future electrification.	In compliance.
		D-2	Any proposed fuel storage would be located as far away from any residential areas as is feasible.	The fuel tanks are located on the east side of the facility, away from surrounding residential neighborhoods.
	Provide adequate security for the facility	D-3	Security gates and fences will be erected where determined appropriate through the design process prior to the completion of facility construction.	Secured access was implemented during facility construction and is maintained today.
<b>E. Traffic</b>	Minimize facility related traffic on west side of facility. Conform to local traffic ordinances	E-1	Employee parking will be located on the east side of the mainline railroad tracks with access via the Autumn Street extension.	Employee parking and main access is located on the east side of the mainline railroad tracks.
		E-2	Construction specifications will require conformance to local traffic ordinances.	Done during construction phase.
<b>F. Construction Phase</b>	Construction activities to conform to local ordinances. Minimize construction activity impacts on neighborhoods.	F-1	At least seven days prior written notice (via regular U.S. mail or hand-delivered fliers) shall be given to the surrounding neighborhoods for any pile driving activities during construction. Contract specifications shall address these requirements.	Done during construction phase. In accordance with the Caltrain Communication Plan dated April 14, 2010, written notice will be given via various paper and electronic methods prior to the commencement of construction activities that may affect surrounding communities.
		F-2	Construction activities will be limited to daytime hours, meaning from 7:00 a.m. to 7:00 p.m., to the extent possible. Planned activities that have the potential to impact train operations and safety may be performed during restricted timeframes including night time and weekend periods. Activities necessary to address emergency situations, whether or not planned, may be performed at any time.	Done during construction phase.
		F-3	Construction contracts shall require dust control, sound control, air and water pollution control measures.	Done in accordance with State, Federal and local laws.

## Caltrain Maintenance Facility - SHARED OBJECTIVES

G. Aesthetics	Construct and maintain a facility that is aesthetically compatible with the surrounding area	G-1	The design process will provide opportunity for timely and thoughtful community input regarding aesthetics of the shop buildings. Aesthetic treatments will be focused on the portions of the buildings that are visible from the residential areas.	Complete.
		G-2	A landscaping plan will be developed for the ingress and egress points of the facility (3 locations). Landscaping shall be installed prior to the completion of facility construction and shall be maintained by Caltrain or its agents.	In compliance.
		G-3	Prior to opening of the facility implement a graffiti maintenance program at the maintenance facility. This program will focus on the areas that are visible from surrounding residential areas. At a minimum, this program will provide for graffiti removal on areas visible from the surrounding residential neighborhoods within 48 hours of discovery of the graffiti tagging.	In compliance.
H. Ongoing Community Communication	Implement the concept of an Oversight Committee in accordance with the Cooperative Agreement between the City and JPB	H-1	The JPB and the City agree to work with the community on identifying and implementing traffic calming mechanisms along Stockton Avenue.	Complete.
		H-2	Upon the start of facility construction, and at all times thereafter, JPB will provide a staffed 24-hour community complaint telephone line that is a local contact and local telephone number.	JPB has a 24-hour hotline in place and has since the beginning of construction. This line is monitored by staff during normal business hours, and by a contracted service outside of those hours.
		H-3	JPB will respond to community complaints within 72 hours of receipt. JPB shall keep a written log of all community complaints received, which log will include the date and time the complaint was received, a summary of the complaint, and the action taken to resolve the complaint. JPB will make this log available to the City or a member of the public upon request. JPB will regularly report complaints from the community to the Maintenance Facility Monitoring Committee including description of complaint, date and time received, and any action taken to resolve the complaint.	JPB has been in compliance with all aspects of this objective until August 2009 when response time lagged due to extenuating circumstances. The 72-hour response time has been again complied with since September 2009. The complaint log will be revised to include information on the date and nature of the resolution to the complaint.
		H-4	JPB to provide adequate staff support to Maintenance Facility Monitoring Committee, including funding for newsletters and neighborhood notices.	JPB has significant staff resources dedicated to support Committee meetings and respond to Committee issues. The staff members represent Rail Operations and Maintenance, Public Affairs, and a Committee Secretary
I. General	Support future electrification of Caltrain system and future fourth track installation.	I-1	Facility will be designed to accommodate future electrification and fourth track alignment.	The facility can accommodate electrification but can only accommodate three through tracks. A fourth track between CEMOF and Diridon Station is planned as part of future capital improvements.

## CALTRAIN CEMOF MONITORING COMMITTEE

### COMMUNICATION PLAN

The Peninsula Corridor Joint Powers Board (Caltrain) strives to ensure clear and prompt communication with the communities surrounding the Central Equipment Maintenance & Operations Facility (CEMOF) to build upon the mutual respect and trust that has developed since the facility was opened in 2007. This goal is consistent with the Cooperative Agreement and Shared Objectives document, which were negotiated between Caltrain, the City of San Jose, and the local communities. The neighborhoods, as described in the Cooperative Agreement, are:

Neighborhood	Bounded by
Arena	Union Pacific Railroad tracks, Guadalupe River Park & Gardens, West Santa Clara Street, and the Caltrain tracks
College Park	Interstate 880, the railroad tracks to the northeast, West Taylor Street, and The Alameda
Garden Alameda	Taylor Street, Stockton Avenue, West Santa Clara Street, and The Alameda
Shasta/Hanchett Park	Naglee Avenue, The Alameda/Race Street, West San Carlos Street, and Hester Avenue/Dana Avenue

The CEMOF Monitoring Committee has served as the primary interface between CEMOF activities and the surrounding community. Given that the Committee meets quarterly, there are likely to be times in between those meetings when extraordinary circumstances will occur. These issues typically fall into three categories: planned activities under Caltrain control; unplanned activities under Caltrain control; and activities outside of Caltrain control. The following is how Caltrain staff proposes to deal with these incidences.

#### ***Planned Activities under Caltrain Control***

Caltrain staff has sensitized its contractors (currently Amtrak) to the potential for disturbing the surrounding community and our intention to be a good neighbor. In this spirit, when extraordinary circumstances arise in which Caltrain has to plan for a project that has the potential to disturb the surrounding neighborhoods, we will:

- The Office of Public Affairs, through its position as part of the capital project planning meetings, will identify projects that have the potential to disturb the community, work with technical staff to identify ways to minimize disturbance when possible, and notify the community of the upcoming work.
- Notify the surrounding communities of the situation and the Caltrain plan to address it, including project duration, projected hours of the day for the work to be done, and contact information for appropriate staff. This notification will take place using the following methods:
  - Email to the CEMOF Monitoring Committee Chair
  - Email to the neighborhood mailing lists Caltrain staff can access
  - Email notification to City of San Jose Officials

## CALTRAIN CEMOF MONITORING COMMITTEE

### COMMUNICATION PLAN

- Public service announcements in local community newspapers and newsletters
- Posting of the notice to the CEMOF section of the Caltrain Web site

#### ***Unplanned Activities under Caltrain Control***

With respect to significant activities that are not planned, but create a disturbance to the community, Caltrain will immediately contact the community with an explanation of the disturbance, upon being informed by its contract staff. The primary method of communication will be email, to the following:

- CEMOF Monitoring Committee Chair
- Email to the neighborhood mailing lists Caltrain staff can access
- Email notification to City of San Jose Officials

#### ***Activities outside of Caltrain Control***

While Caltrain owns the CEMOF facility and mainline tracks through this area, the line is also used by Capitol Corridor, Altamont Commuter Express (ACE), and Amtrak inter-city trains. Additionally, Union Pacific (UP) owns track in this area and has operating rights along the Caltrain right of way for its freight services. Caltrain staff will endeavor to notify the surrounding communities when they are aware of activities by UP or other operators that may cause disturbance to the surrounding communities. Notification will follow the protocol of the "Unplanned Activities under Caltrain Control" listed above.

#### **Caltrain Communication Methods:**

Presently, Caltrain has been primarily communicating with the surrounding communities through the means established in the Shared Objectives. Those means are:

- Participation in and communication with the CEMOF Monitoring Committee
- 24-hour telephone hotline
- Direct telephone calls to Caltrain staff
- Email response to correspondence received through our Web site and through direct email to Caltrain staff

While Caltrain will continue to utilize these methods, staff also:

- Disseminated contact information for a Caltrain staff lead
- Made the CEMOF section of its Web site more visible, which includes all pertinent information related to the CEMOF Monitoring Committee. This includes:
  - Committee officers
  - Meeting agendas and minutes
  - Materials distributed at committee meetings
  - Important notices
- Will place public service announcements in key media publications
- Arranged a tour of CEMOF for people to become better acquainted with the operations there and facilitate face to face communication between Caltrain staff, its contractors and neighborhood residents

**CALTRAIN CEMOF MONITORING COMMITTEE****COMMUNICATION PLAN**

- Caltrain staff will review the Customer Contact log for opportunities to improve the depth and breadth of information presented to the Committee. This will include a section to report on the timeliness of the response, which should be within 72 hours as stated in the Shared Objectives.

**Key Caltrain Contacts:**

<b>Name</b>	<b>Contact Information</b>
Todd McIntyre Community Relations Manager San Mateo County Transit District	1250 San Carlos Avenue PO Box 3006 San Carlos, CA 94070-1306 Email: <a href="mailto:mcintyret@samtrans.com">mcintyret@samtrans.com</a> Phone: 650.622.7845 Fax: 650.622.8084
Customer Service Department	Same mailing address as above Phone: 800.660.4287 Online Feedback Form: <a href="http://www.caltrain.com/contact.html">http://www.caltrain.com/contact.html</a>
Caltrain Web site – CEMOF Section	<a href="http://www.caltrain.com/cemof.html">http://www.caltrain.com/cemof.html</a>