MEMBERS PRESENT: K. Burke, C. Chang, C. Tucker, R. Valenciana (Vice Chair), B. Shaw (Chair)

MEMBERS ABSENT: P. Escobar, L. Fernandez, L. Klein,

STAFF PRESENT: J. Navarro, J. Navarrete, M. Jones, L. Low, C. David

Chair Brian Shaw called the meeting to order at 5:48 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES OF AUGUST 15, 2018
Motion/Second: Tucker / Valenciana
Ayes: Burke, Chang, Shaw
Absent: Escobar, Fernandez, Klein, Tucker

PUBLIC COMMENT
Jeff Carter, Millbrae, stated that he has noticed construction progression along the corridor and is pleased that the electrification project is moving along. Secondly, Jeff stated that the JPB minutes are brief compared to the Caltrain CAC minutes. He stated that the JPB board video is the only way to gain a better understanding of the meeting than the meeting minutes. He hopes that the previous method of capturing JPB Minutes can be implemented again.

Roland Lebrun, San Jose, stated that he has forwarded pictures of the San Bruno platform to staff. He said that the pictures show 6 ft. cracks at the base of the cantilever poles. Roland said that these cracks exist before the wires have been put up and that these wires will hold two tons of tension on each line. Secondly, Roland stated that in regards to his correspondence regarding the format of the minutes available online, although he understands that the problem will be corrected going forward, he requested the minutes be reposted in the updated format.

CHAIRPERSON’S REPORT
Chair Brian Shaw stated that the staff for Stanford, Caltrain and Clipper met last week to correct a problem with the Clipper cards used for the Go Pass. The problem was that the Go Passes would expire in 6 months if it was not used, however the employer purchased the Go Pass for the year. Mr. Shaw stated that with the help of Caltrain the matter was resolved with Clipper.
Chair Shaw also stated that Stanford is now receiving data from Clipper to better understand travel patterns and usage of the Go Pass which will help with Stanford’s future planning and decisions.

COMMITTEE COMMENTS
Member Kevin Burke stated that he had questions from passengers. Kevin stated that the Hillsdale Shuttles were shut down due to contractual issues and asked whether staff has considered paying the shuttle drivers more to help resolve contract issues. Joe Navarro, Deputy Chief, Rail Operations responded that it is difficult to get drivers and that the shuttles are not the only entity having this problem due to the cost of living. Mr. Navarro stated that staff is doing the best to resolve shuttle issues. Member Kevin Burke also asked whether there will be any schedule changes before Electrification. Mr. Navarro responded no schedule changes anticipated, at this time. Mr. Burke, thanked staff for considering his concern regarding bike and pedestrian alignment at the undercrossing in South San Francisco. Lastly, Mr. Burke advised that the clock across the concession stand at 4th & King is two minutes slow. Mr. Navarro said that he will look into that.

Member Cat Chang expressed her appreciation of the Business Plan presentation between meetings and the update of progress being made. Ms. Chang also stated that she has noticed a drop in On Time Performance and asked staff to elaborate in the Staff report. Mr. Navarro said that he would speak to it during the Staff Report.

Vice Chair Ricardo Valenciana recognized the Social Media staff for a job well done updating weekend service disruption as it was very informative and was provided with enough time to consider alternative transportation plans. Mr. Valenciana suggested staff to partner with a ride share organization that may potentially earn revenue for Caltrain.

STATION TOOLBOX – UPDATE ON CALTRAIN PLANNING STUDIES AND TRANSIT-ORIENTED DEVELOPMENT POLICY
Melissa Jones, Principal Planner, presented the Update On Caltrain Planning Studies And Transit-Oriented Development Policy Development

Overview:
- Purpose and Relationship between the Projects
- Rail Corridor Use Policy Overview
- Station Management Toolbox Overview
- Transit-Oriented Development Policy Overview
- Relationship to Caltrain Business Plan

Purpose of the Three Projects:
- Three interrelated planning and policy analyses to address station access and transit-oriented development (TOD)
- Key questions for each project:
  - Rail Corridor Use Policy: What can be developed on JPB property? Who can use JPB right-of-way and real estate?
  - TOD Policy: How should Caltrain develop available property?
Station Management Toolbox: Help answer “Why?” questions, to help assess outcomes and trade-offs of station access and TOD decisions

Rail Corridor Use Policy (RCUP):
- **Purpose:**
  - Develop a policy to facilitate the processing, review, and approval of proposed uses and projects on JPB property
- **Objectives:**
  - Create a framework to evaluate potential conflicts between future transit uses and long-term development opportunities
  - Provide a coherent process for the review of proposed uses and projects on JPB property
  - Provide Board-level input and transparency on long term, high dollar value decision-making processes and outcomes related to JPB property
- **Tasks include:**
  - Update inventory of JPB-owned property assets
  - Establish broad “property use” zones based on current, planned, and potential future needs for railroad uses
  - Analyze the tradeoffs between preserving JPB property for potential future railroad needs and allowing potential commercial leases and joint-development projects on the property
  - Develop an administrative framework for processing property use decisions (including distinguishing between staff-level decisions and Board-level decisions)
- **Timing:** TBD – aligning with Business Plan

Station Management Toolbox:
- **Purpose:**
  - Provide a decision-making tool and technical analysis to help assess potential outcomes and trade-offs associated with access improvements and TOD at stations
- **Funded by FTA planning grant objectives:**
  - Establish performance goals and metrics related to Caltrain’s station-based assets and programs
  - Provide Caltrain with a methodology to quickly and transparently evaluate the performance of potential access investments and transit oriented developments at and near stations.
- **Tasks include:**
  - Phase 1 – Create the Toolbox Framework: Establish the range of decision and planning scenarios where the Toolbox is needed, and propose tools for quantitative analysis to aid in decision-making
  - Phase 2 – Build the Toolbox: Create the set of tools that will comprise the Toolbox and facilitate technical analysis
  - Phase 3 – Test the Toolbox: Use case studies of three Caltrain stations (South San Francisco, Belmont, and Redwood City) to test the Toolbox and develop case study plans.
- **Timing:**
  - Phase 1 and 2 – completed
Phase 3 TBD – aligning with Business Plan

Transit-Oriented Development (TOD) Policy

- **Purpose:**
  - Establish agency goals related to TOD and set forth a series of policies for disposition of JPB real estate assets
- **Objectives:**
  - Hone the list of development “opportunity sites” from the RCUP to identify key opportunities to promote TOD, and analyze trade-offs with the Toolbox
  - Adopt policies related to the agency’s role as an advocate and stakeholder related to third-party development near Caltrain
  - Develop a set of general business objectives to guide disposition of agency property for development (including balancing revenue vs. affordable housing)

**TOD Policy:**

- **Tasks include:**
  - Create detailed summary of potential opportunity sites, potential development scales, and potential revenue
  - Characterize key trade-offs for JPB’s goals, business terms, and other activities (e.g., affordability targets vs. revenue)
  - Identify potential value capture strategies
  - Explore benefits of development in broader station areas near Caltrain corridor and possible criteria for endorsement of development projects near stations
- **Timing:** targeting Board adoption summer 2019

Relationship to Caltrain Business Plan:

- These three projects will form a comprehensive technical and policy-based understanding of the extent to which the JPB’s real estate assets can be effectively monetized
- Caltrain Business Plan will closely coordinate with these three initiatives, leveraging their technical findings and incorporating any policy direction the Board provides through these studies

Vice Chair Ricardo Valenciana, asked about the housing built around the San Carlos station and whether it falls under the RCUP Policy. Ms. Jones responded that it would in the future. Mr. Valenciana asked what policy it fell under when the decision was made. Ms. Jones advised that, at that time, there was no policy. Mr. Valenciana asked whether the housing is affordable housing. Ms. Jones responded that there is a portion of affordable housing and not sure of what percentage.

Member Cat Chang asked since the Management Toolbox will align with the Business Plan whether will there be assumptions built in to incorporate the Business Plans. Ms. Jones advised that it will include Business Plan assumptions and plans as it is driven by the ridership model which will be incorporated to the Management Toolbox.
Member Kevin Burke asked whether staff has talked to BART as they have gone through similar situations. Ms. Jones replied that staff has worked with BART staff and are in communication. Mr. Burke also asked whether Caltrain receives a discount on construction of housing over time. Ms. Jones advised that the Caltrain Real Estate staff would have those details. Mr. Burke asked whether staff has ever considered buying out Union Pacific. Ms. Jones said not to her knowledge. Mr. Burke also asked whether Caltrain can provide local governments how zoning around the station areas affects potential Caltrain ridership. Ms. Jones advised that the Management Toolbox has a little bit of that functionality as it allows for analysis using the number of potential dwelling units within a half a mile for station area plans. Lastly, Mr. Burke asked whether staff has a tool to determine how much foot traffic is needed in order to consider adding retail or concession shops near a station. Ms. Jones replied that staff does not.

Member Cat Tucker asked how much property is being considered along the corridor. Ms. Jones said that she does not have that information. Member Cat Tucker said that Caltrain is a train business and that Transit-Oriented Development property should be left up to the region.

Chair Brian Shaw asked what is Caltrain’s current decision making process on land use for Caltrain owned property. Ms. Jones responded that ultimately it is a board decision. Caltrain does not have sites that are available for non-railroad use when considering future growth and is why this tool has been developed to better evaluate trade-offs. Chair Shaw asked whether the Station Management toolbox is available for public use. Ms. Jones advised that it is primarily for staff to facilitate decision making internally and results can be shared publicly. Chair Shaw asked whether a developer or contractor working on municipal planning can reach out to Caltrain staff to run numbers on their behalf. Ms. Jones responded that it is possible.

Public comment:
Jeff Carter, Millbrae, appreciates the report and also stated that it is important for Caltrain not to give up valuable right of way that could be used for possible expansion of the railroad and the eventual need to handle a projected ridership of 150k - 200k. Jeff said that it would be costly to expand to four tracks in the long run.

Roland Lebrun, San Jose, asked whether the primary mission is to handle real estate deals or to transport passengers throughout the corridor or. Roland said that if ridership increased from 60k to 200k, that farebox would jump from $18M/year to $300M/year. Roland asked how mixed traffic will be handled in the future and how will trains pass. He also asked how residents that live near the tracks will react and how will passenger safety happen when High Speed Rail zooms at 110MPH. Lastly, Roland asked staff to plan for longer platforms and increased ridership of 100k – 200k.

Doug DeLong, Mountain View, stated that the construction signage is not accurate at the San Carlos station. He stated that there are two signs pointing to the Historic Depot building that read “Caltrain Parking”, however all parking has moved to South of the station.

Chair Brian Shaw allowed additional public comment
Ian Quirk, Redwood City, stated that cell phone service between Millbrae and San Francisco is spotty and completely cuts out at every tunnel. He also stated that passengers are unable to be productive during their commute which results in longer hours at the office and less time with family. Ian acknowledges Caltrain’s long term goal to obtain Wi-Fi, however asks staff to consider alternate solutions for passengers as BART, Amtrak, major airlines and the Tech Company buses have. He suggests that if Caltrain were to launch an RFO today, that Caltrain would receive multiple vendor options. He said that although Wi-Fi enabled trains in 4 – 5 years is encouraging, it is not enough and an interim solution is needed.

Chair Brian Shaw advised the members that the Wi-Fi update has been moved Items to be scheduled section of the JPB CAC Work Plan.

**TUNNEL NOTCHING/MODIFICATIONS PROJECT**

Joe Navarro, Deputy Chief, Rail Operations, presented the Tunnel Modification Project presentation.

San Francisco Tunnel Work:

- Work on the four San Francisco Tunnels:
  - Grouting and Notching
  - Drainage and Track Work
  - Overhead Contact System Installation
- Pre-construction: September 2018
  - Prepare Staging Areas
  - Site/Tunnel Survey
- 24 hour/day weekend work:
  - Start: Friday Night after Revenue Service
  - Finish: Monday Morning before Revenue Service

Weekend San Francisco Station Closure:

- Weekends - Oct 6, 2018 to Spring 2019
  - Caltrain service north of the Bayshore Station will be suspended on the weekends
  - Caltrain service south of Bayshore will remain unchanged
  - Bus service will be provided from Bayshore to 4th and King and 22nd Street stations
- Caltrain weekday service will remain unchanged
- Bus Bridge Schedule available at [caltrain.com/SFWeekendClosure](http://caltrain.com/SFWeekendClosure)

San Francisco Weekend Caltrain Closure Outreach:

- Station Signage and Announcements
- Onboard Signage and Announcements
- Station Ambassadors
  - Weekend prior to first closure and every closure weekend
- News Releases and Media Advisory
- Paid and Organic Social Media Campaigns
Nextdoor, Twitter, Facebook
- Paid Print and Digital Ads
- E-Newsletters
- Dedicated Webpage
  - Alert on every Caltrain page and homepage
  - Includes Transit Alternatives
- Coordination with stakeholders:
  - Cities, Counties, Chambers, Event Organizers and Community Based Organizations
- Alerts on 511.org
- Google Maps Alert
- Customer Service Number Message
- Physical Mailers to residents near tunnels

Member Kevin Burke asked about parking at Bayshore and Mr. Navarro advised that there will be no station parking and limited street parking as the buses will be staging in that area for passenger transportation to 4th & King and 22nd St. Mr. Burke asked whether staff asked SFMTA to run additional weekend service on the T Muni Line. Mr. Navarro advised that there are a lot of projects going on and that all transit agencies are having a hard time with man power at this time.

Chair Brian Shaw asked whether the tunnel work will be complete this year or will it continue next winter in another phase. Mr. Navarro advised that the plan is to complete all work during this phase and that if unexpected issues arise staff will make those decisions, as they come, however if there are any delays on this particular work, it will not affect the start date of electrification. Mr. Shaw asked whether Caltrain will coordinate schedules with BART to help move people from Millbrae to San Francisco as the Bus Bridge will not provide enough bandwidth to transport passengers effectively from Bayshore. Mr. Navarro advised that BART has 20 minute headway on the weekends and that passengers getting off at Millbrae will wait 20 minutes, at most. Mr. Navarro said that after the first week staff will work with BART to coordinate.

Public comment:
Jeff Carter, Millbrae, asked why the work could not be completed one tunnel at a time and have trains single track during construction, instead. Jeff also requested staff to not only coordinate schedules with BART, but to also coordinate fares. Jeff suggested staff to work with BART to honor Caltrain fare to San Francisco.

Roland Lebrun, San Jose, asked whether Caltrain will provide service on Thanksgiving. Mr. Navarro advised that Caltrain will run regular holiday service on Thursday and Friday. Roland asked staff what method will be used for tunnel notching. Mr. Navarro advised that he does not have the answer. Roland requested staff to share the method that will be used for tunnel notching as there is a method where the tracks can be lowered while addressing the draining and would be a safer method.

Doug DeLong, Mountain View, advised that the tracks are already as low as they can go. Doug also addressed an earlier comment regarding schedule changes and that
although there will be no service design changes, the Hillsdale station will be demolished next year to support the 25th Ave. grade separation project in San Mateo and would like to know the schedule impacts and whether it will overlap the tunnel notching project.

Member Kevin Burke asked staff to have conductors make announcements regarding the weekend service disruption. Mr. Navarro advised that there is a timeline in place to notify the public.

BIKE SECURITY OUTREACH
Lori Low, Public Affairs Officer, presented the Bike Security Task Force Update.

Presentation Outline
- Interdepartmental Effort
- Data Gathering & Improvements

Interdepartmental Effort
- Monthly Meetings - Departments Involved
  - Social Media
  - Transit Police
  - Rail Operations
  - Safety & Security
  - Planning
  - Marketing
  - Community Affairs
  - Customer Service

Social Media
- Data Gathered
  - Reviewed all bike security related social media posts 2016 & 2017
  - Reviewed protocol and response
- Improvements
  - Coordinated with Transit Police and Safety and Security on standardized messaging/response

Transit Police
- Data Gathered
  - Bike theft reports 2016 & 2017
- Improvements
  - Sheriff’s online reporting form updated (separate “onboard” and “at station”)
  - Bike theft data incorporated into monthly Safety and Security Reports
  - Annual bike security presentation to BAC
  - Bike safety tips posted to both Sheriff’s and Caltrain websites
  - 529 Garage: Technology help with registering bikes, education, prevention, reporting, and theft recovery. Implementation Fall/Winter 2018

Rail Operations
- Data Gathered
Conductor Survey (June 2018)
- Improvements
  - Retraining response protocol with conductors
  - Possibility of security cameras at stations
  - Security cameras in electric trains
  - Bike counters in electric trains

Lost and Found
- Data Gathered
  - Inventory bikes in lost and found
- Improvements
  - Updated lost and found website with bike information
  - Lost and found recovery in San Jose and San Francisco. Implementation Fall 2018.
  - Streamline process and new online system (Auto-generates detailed questions and automatic matches). Implementation Winter 2018/2019

Other Sources
- Data Gathered
  - Customer Service: Bike security related comments from 2016 & 2017
  - Marketing: Surveys from 2015 to 2017
  - Community Affairs:
    - BAC bike security related comments from 2016 & 2017
    - Requested best practices from advocacy organizations and public agencies
- Improvements
  - 2018 Annual Survey: Bike security related data
  - Caltrain website (more accessible safety tips, best practices, Transit Police info)
  - Onboard Bike car (decals: inclusion of Transit Police information)
  - Take Ones: Transit Police flyer

Member Kevin Burke requested staff to make it easier to rent bikes at the stations. Ms. Low agreed the bike sharing is an exciting opportunity and that the new Planner of Station Access will be looking closer at bike share and bike parking options. Ms. Low also advised that the cities determine which bike shares are allowed in their jurisdiction and once the city decides which bike shares are allowed, staff can work with them.

Vice Chair Valenciana asked Ms. Low how many bikes were reported stolen last year? Mr. Navarro responded that 27 bikes were reported stolen and is minimal as Caltrain handles 5000 bikes a day.

Public comment:
Jeff Carter, Millbrae, appreciated the presentation and the bike security efforts as passengers are concerned with the new EMU design and not being able to sit with their bikes. He also appreciated the updated Lost and Found process.

Doug DeLong, Mountain View, also appreciated the updated Lost and Found process. Doug asked staff to consider putting cameras at the Palo Alto station as, according to the safety and security report, it is the station with the most reported bike thefts.

Adrian Brandt stated that the best way to prevent bike theft is to have people in close proximity of their bike. Bike theft happens quickly and by the time someone watching from a camera notices a bike theft, it is too late to catch the thief.

STAFF REPORT UPDATE
Joe Navarro, Deputy Chief, Rail Operations, reported:

On-time Performance (OTP) –

- **August:** The August 2018 OTP was 93.0% compared to 95.7% for August 2017.
  - **Vehicle Strikes** – There were two vehicle strikes on August 3 and 23.
  - **Vehicle on Tracks** – There was one day on August 17, with a vehicle on the tracks that caused train delays.
  - **Mechanical Delays** – In August 2018 there were 669 minutes of delay due to mechanical issues compared to 428 minutes in August 2017.
  - **Trespasser Strikes** – There was one trespasser strike on August 24, resulting in a fatality.

- **July:** The July 2018 OTP was 90.5% compared to 95.8% for July 2017.
  - **Trespasser Strikes** – There were two trespasser strikes on July 5 and 19, both resulting in a fatality.

Mr. Navarro advised that some of the reasons for the dip in on time performance area:
1. Electrification construction has ramped up.
2. Locomotives are being overhauled in Boise, Idaho
3. PTC – Locomotives and cab cars are being pulled out of service in order to place onboard devices
4. Special Event Services

Caltrain Electrification Construction
Work is organized by four segment areas, with work currently occurring in segments 2, 3 and 4. Please visit [http://calmod.org/construction/](http://calmod.org/construction/) for further work segment and construction details.
**Weekend Bus Bridge & Timetable Change**

Caltrain will operate a weekend bus bridge between San Francisco and Bayshore Stations, including 22nd Street, due to the shutdown of tunnels to accommodate the construction activities for the Peninsula Corridor Electrification Project. Caltrain will alter its Weekend Timetable starting Saturday, October 6, 2018 through late Spring 2019.

- Buses will connect to trains at the Bayshore Station.
- Bus schedules will be reflected in revised Weekend timetable.
- Train schedules south of Bayshore Station will remain the same.

Other details regarding ticketing, parking and special events during the tunnel closures are available on the Caltrain website.

**Fare Enforcement Ordinance**

Adopted by the board on January 4th and launched on July 25, 2018. The appeal process has been established and accepted by the committee. As of August 23rd there has been 937 violations issued and 297 violations have been paid.

Member Cat Tucker responded to the public comment regarding Wi-Fi. She said that it has been an item that has been requested of Caltrain since Wi-Fi was made available and that Caltrain has many needs and that Wi-Fi has not bubbled to the top. She stated that the latest update regarding Wi-Fi is to wait for the EMUs to have Wi-Fi capability in 4 to 5 years. Cat advised him to lobby the Board in order to make Wi-Fi a priority sooner.

Public comment:
Roland Lebrun, San Jose, advised staff to communicate with VTA regarding Fare Violations as they do it well. Regarding the switches, Roland stated that trains do not decelerate to 45 mph at the passing station at Lawrence and has clocked them at 55 MPH and causes maintenance issues. Regarding Wi-Fi, years ago there was a company that offered to do it for free, the same company that services the Golden Gate buses and Caltrain missed that opportunity. Lastly, regarding PTC Roland stated that Caltrain will not make the December 2018 deadline and will get fined because Caltrain will not qualify for an extension.

Adrian Brandt stated that the request for Wi-Fi has been going on since 1990, when he was serving on the CAC and that it is not one of Caltrain’s priorities. Adrian asked how the conductor’s will keep track of those riders that have been banned for evading fare and not paying the fines. Mr. Navarro advised that the hand held ticket machines have a camera if the passenger does not have identification at the time of citation. In addition, if the identification is in the database more than three times and fits the criteria, Transit Police gets involved. Adrian would like to ensure that the train doesn’t stop moving when Transit Police gets involved. Mr. Navarro advised that there is a process in place for Transit Police to meet trains accordingly. Lastly, Adrian asked staff to invest in atomic clocks that receives a signal from Colorado for precise time.
Member Kevin Burke announced that next Wednesday there is an MTC meeting to review the new Clipper c2contract award which received a single bid.

**JPB CAC Work Plan**

**October 17, 2018**
- Caltrain Business Plan Update
- Camera System
- Visual Messaging System Station Signage

**November 21, 2018**
- Proof of Payment
- Grade Crossings Improvement

**December 19, 2018**
- None scheduled yet

**DATE, TIME AND LOCATION OF NEXT REGULAR MEETING:**
October 17, 2018 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Adjourned at 7:18 pm