JPB Citizens Advisory Committee  
1250 San Carlos Avenue, San Carlos, CA 94070  
Bacciocco Auditorium, 2nd Floor

December 19, 2012 - Wednesday  
5:40 p.m.

STAFF LIAISON: Michelle Bouchard, Director of Rail

1. Pledge of Allegiance

2. Roll Call

3. Approval of Meeting Minutes of November 14, 2012

4. Public Comment  
   Public testimony by each individual speaker shall be limited to three minutes

5. Caltrain Modernization – Electrification Environmental Clearance Approach and Schedule, and Immediate Next Steps (S. Cocke)

6. Vice Chairperson’s Report (K. Gardiner)  
   a. 2013 Officer Nominating Committee Report (Lindsey, Mills, Sweet)

7. Staff Report (M. Bouchard)

8. Committee Comments

9. Date, Time and Place of Next Meeting  
   January 16, 2013 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA

10. Adjournment

All items on this agenda are subject to action

CAC MEMBERS:  
San Mateo County: Paul Bendix (Chair), Adina Levin, Dee Marie Lindsey  
San Francisco City & County: Kevin Gardiner (Vice Chair), John Hronowski, Alexandra Sweet  
Santa Clara County: Bruce Jenkins, Yvonne Mills, Cat Tucker
INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 or cacsecretary@caltrain.com. Agendas are available on the Caltrain Web site at http://www.caltrain.com.

JPB and Citizens Advisory Committee (CAC) meeting schedules are available on the Caltrain Web site.

Location, Date and Time of Regular Meetings
Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Ave., San Carlos, CA, which is located one block west of the San Carlos Caltrain Station on El Camino Real. The office is also accessible by SamTrans bus routes: 390, 391, 295, 260, and KX.

The JPB Citizens Advisory Committee meets regularly on the third Wednesday of the month at 5:40 p.m. at the same location. Date, time and place may change as necessary.

Public Comment
If you wish to address the Committee, please fill out a speaker’s card located on the agenda table and hand it to the Assistant District Secretary. If you have anything that you wish distributed to the Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities
Upon request, the JPB will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Assistant District Secretary at Peninsula Corridor Joint Powers Board, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to cacsecretary@caltrain.com; or by phone at 650.508.6279, or TDD 650.508.6448.

Availability of Public Records
All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that public records are distributed or made available to the legislative body.
Chair Paul Bendix called the meeting to order at 6:01 p.m. and John Hronowski led the Pledge of Allegiance.

APPROVAL OF MINUTES
A motion (Hronowski/Tucker) to approve the minutes of October 17, 2012 was approved.

PUBLIC COMMENT
Jeff Carter, Millbrae, said he commends Caltrain for operating the service the day of the Giants parade so well. He said he was told by another Caltrain rider the restrooms are often closed on late-night trains.

Doug DeLong, Mountain View, said the service is struggling to provide the same timeliness that it did years ago. He said the causes are mechanical, incidents such as vehicles or people on the tracks, and increased ridership. He said the only thing he has insight into is the mechanical aspect, and the monthly data that comes out about mechanical delays is very noisy. He said since there is such a wide variety of mechanical delays, it is difficult to manage individual causes. He said it might be better to look at the trends over a year or two of data to see what types of mechanical issues are causing the delays. He said the incident delays could be looked at the same way. He said as the trends go up in passenger counts and other issues, there is less slack in the system to accommodate the degradations that cause delays and Caltrain needs to take some action to put slack into the system.

UPDATE ON CALTRAIN MODERNIZATION PROGRAM – S. Murphy
Director of Government and Community Affairs Seamus Murphy said an agreement was negotiated with the regional funding agencies to lock in full funding for Caltrain Modernization (CalMod), which is the electrification of the corridor and the installation of the Federal safety improvement mandated advanced signal system known as Positive Train Control (PTC). He said the Legislature approved the State portion of the PTC funding and the JPB has been working to implement the program and comply with some of the conditions in the Memorandum of Understanding (MOU) between the nine parties that established the funding plan. The most important of these conditions is staff would recirculate and update the existing Caltrain
electrification Environmental Impact Report (EIR) to reflect some of the changes, especially the establishment of the blended system where Caltrain and High Speed Rail (HSR) would share tracks. Staff looked at the corridor and tried to determine what level of HSR service could be added in once the Caltrain corridor was electrified. Staff found six Caltrain trains and two HSR trains per hour could fit without any additional tracks, and if a set of passing tracks was added somewhere in the corridor two additional HSR trains could fit every hour. The analysis looks at a number of possible locations where the passing tracks could be located.

There are two follow-up studies being conducted and they will be published in the next few months. The first one looks at additional service considerations such as if Baby Bullet Express-type Caltrain service could be added, the addition of Dumbarton rail service, and a three-track passing tracks option versus a four-track passing tracks option.

Yvonne Mills arrived at 6:12 pm.

The second study looks at traffic impacts and at-grade crossings to determine what additional gate-down time would result from each of the different service options with the electrified service. Gates will potentially be down longer at each location which could result in additional vehicular congestion. PTC has the potential to reduce gate-down time. This is a very complex situation and will be studied in great detail.

He said there are two other critical milestones that have been completed. The first is a local policymaker group has been established to help inform this process and the CalMod Program. Cities have appointed a member from their city councils, and the counties appointed a member from their Boards of Supervisors. The meeting schedule is being established, and the meetings will be public, giving the public a chance to provide feedback. The second milestone concerns the MOU. There is a 2009 MOU between Caltrain and the California High Speed Rail Authority (CHSRA), and at that time the only information available was from the program EIR which identified a four-track system, which created controversy among the communities on the Peninsula. The MOU is being updated to reflect the blended system which will minimize impacts by using the existing infrastructure. An informational item will be presented to the JPB at the December 6 meeting. Staff will update cities at the staff and council levels through the policymaker group and have a set of meetings for the public to weigh in on the elements they think should be included in the updated agreement.

Chair Bendix asked for an update on the Caltrain extension into the Transbay Terminal. Mr. Murphy said the MOU identified a set of Early Investment Projects including the electrification of the corridor and the installation of the PTC, a $1.5 billion project. The MOU identifies funding for those projects but there is other infrastructure that needs to be built before HSR could operate on the Caltrain tracks. That includes stations at San Jose, Millbrae, potentially Redwood City, the Transbay Terminal in San Francisco, and the extension of the tracks to the Transbay Terminal. There is no identified funding to complete all of this added infrastructure.
Vice Chair Kevin Gardiner asked what the timeframe is for the update of the EIR. Mr. Murphy said staff wants to start in January and have it done by the end of next year. He said if that timeframe is met then the electrified system could be in revenue service by 2019.

Adina Levin asked if there was a date for the next policymaker meeting. Mr. Murphy said it has not been established yet because there are so many parties involved.

Ms. Levin asked which cities are asking for grade separation funding. Mr. Murphy said Burlingame, San Mateo, and Menlo Park.

Dee Lindsey arrived at 6:23 p.m.

Ms. Levin asked how the changes in California government will affect the transit funding. Mr. Murphy said one party now controls two-thirds of both houses of the Legislature which gives them a lot of control over what happens. There are reports from the leadership that they would like to pursue voter threshold reduction for additional revenues for various government functions including transportation. The governor has cautioned the Legislature to moderate themselves when looking at new revenue opportunities.

Ms. Levin asked if other meetings attended by a quorum of JPB CAC members should be noticed by the JPB to avoid Brown Act violations. Assistant District Secretary Joshua Averill said if there is a quorum of JPB CAC members and they discuss items relevant to their duties as JPB CAC members, he can notice the meetings. Ms. Bouchard suggested the CAC members not sit near each other and not participate in a discussion on any topics that would be relevant to the CAC.

Cat Tucker asked if the electrification stops at San Jose. Mr. Murphy said the electrification stops at the Tamien Station. Ms. Tucker asked if either HSR or Caltrain is benefiting more or less regarding the MOU. Mr. Murphy said both systems will benefit because it is a blended system and the modernized infrastructure will be usable by both.

Ms. Tucker said she knows JPB staff has done a lot of work on the projects and asked what the California High Speed Rail Authority (CHSRA) is doing. Mr. Murphy said the JPB has taken the lead but CHSRA has been participating and vetting the work. He said their Business Plan incorporated the work JPB staff did to say the blended system is operationally feasible and they signed off on it as the most viable approach for the Peninsula.

Public Comment
Jeff Carter, Millbrae, said future capacity needs are unknown so the system should not be limited to six trains per hour with two HSR trains, and the system should not be limited to only two tracks throughout the Peninsula. He said future demand could require four tracks so the option should be kept open. He said a lot of the opposition to HSR is based on bad information. He said he would like to hear how the PTC system used by other railroads compares to Caltrain’s PTC system.
CHAIRPERSON’S REPORT – P. Bendix
Chair Bendix said the CAC needs to form a nominating committee to nominate new officers for the next year. Ms. Lindsey, Ms. Mills, and Alex Sweet volunteered to be on the committee. The nominating committee will announce the nominations in December and the new officers will be elected in January.

STAFF REPORT – M. Bouchard
Director of Rail Transportation Michelle Bouchard reported:
• Revenue is at an all-time high at $6.4 million for October, an increase of 17.6 percent over October 2011.
• There was a 12 percent increase in Giants ridership.
• TransitAmerica Incorporated, Inc (TASI) stepped up to the challenge of providing the extra service for Giants games. Caltrain announced two days before the Giants parade the regular evening commute service would be suspended and special service would be provided. Caltrain provided un-impacted reverse-peak service. Nine additional trains were provided to the northbound morning service.
• Between 1:00 p.m. and 6:00 p.m., Caltrain loaded 19 trains every 15-20 minutes with 1,000 passengers.
• Advanced ticket sales for the Giants parade was available three days before the parade. This helped Caltrain to capture revenue from ticket sales.
• On-time performance (OTP) was nearly 84 percent in November. Looking at the 10-minute range, OTP rises to 91.6 percent. Staff has had good discussions with TASI partners and the JPB renewed focus on delivering the service every day and controlling the factors that can be controlled. For November the OTP within five minutes has been at 88 percent and within 10 minutes the service is back above the 95 percent mark.
• A Sunday schedule will be operated on Thanksgiving Day and a Saturday service the following Friday.
• Staff is preparing for the annual counts starting in mid-January. Staff counts every single train every single day of the week and the entire effort takes about three weeks.
• The Bicycle Advisory Committee meeting is tomorrow night and staff is recruiting for new members.
• The 2013 CAC meeting schedule is available.
• Funding for CBOSS will be sought from the JPB in January and the CAC may receive a presentation about it.

COMMITTEE COMMENTS
Ms. Tucker asked if long-term planning and short-term planning can be presented to the CAC. She said everyone in Gilroy wants more service. She said the most complaints she hears are about the fact that there is no weekend service to Gilroy. She said Gilroy is being pressured to allow permits to build residential housing but there are no transit services. She asked to learn what the criteria are for planning train services.

Ms. Sweet said safer and more convenient bike parking at stations would help reduce bikes onboard and the call for onboard bike capacity. She asked who is responsible for vehicle, motorcycle and bike parking at Caltrain stations. Ms. Bouchard said her department is responsible for maintenance at the facilities Caltrain owns, but there are facilities that are owned
by other groups. She said there are highly variable arrangements as to who owns the property depending on the location. She said for example, Caltrain does not own any of the property at the 22nd Street Station so Caltrain can’t maintain it. She said San Mateo owns the huge parking garage at the San Mateo Station. She said one of the things staff does is try to set standards for parking in compliance with the Americans with Disabilities Act, or for scooters/motorcycles. She said the San Francisco Municipal Transportation Agency (SFMTA) is in charge of scooter/motorcycle parking at the San Francisco stations.

Ms. Sweet said there is an opportunity to build a platform that communicates with commuters. This could help with an automated system that categorizes complaints or comments and provides data that Caltrain can use. She said she has some information about sites staff could potentially use.

Ms. Levin said 311.org is an online system where people can post issues and it categorizes the issues for the agency using it. She asked if there is a policy regarding using video recording devices on trains, and asked how customer communication is handled. Ms. Bouchard said she thinks it is a matter of courtesy if someone wants to take another person’s photo. She said when comments come in through the Caltrain website or over the phone, they are logged into a database, then information is routed to the appropriate personnel for a response or investigation if needed, and a response is sent back to the customer.

Ms. Levin asked how Facebook comments and complaints are handled. Community Relations Officer Tasha Bartholomew said social media comments are typically responded to online by staff, but they are not formally logged. She said the customer should take the extra step to report the complaint or comment on the Caltrain website if they want it to be formally logged.

Mr. Hronowski said he noticed comments in the correspondence packet about the last three northbound trains stating that when Caltrain uses Bombardier equipment, there is overcapacity for bikes. He said it can be unfortunate if someone is bumped from the last train of the night because they might not have any other option to get home, but sometimes the conductors don’t enforce the bike policy. He asked if equipment has been switched around. Ms. Bouchard said the Federal Railroad Administration (FRA) came to the property and specifically commented on bikes onboard and the inability to walk down the aisles. She said it is important for the conductors to enforce the policy or the FRA can shut down the bike program. Ms. Bouchard said staff will look into making sure there is a gallery set for the last train of the night.

Chair Bendix and Bruce Jenkins left at 7:09 p.m.
Vice Chair Gardiner chaired the rest of the meeting.

Ms. Mills said she submitted a complaint about a conductor and she was impressed with the professionalism of the response.

Ms. Levin asked to discuss the Go Pass and Clipper at a future meeting.

Mr. Hronowski left at 7:11 p.m.
Vice Chair Gardiner said a letter was in the correspondence about a customer who had an eight-ride pass and he didn’t realize it expired, and he was not able to get his money back. Vice Chair Gardiner asked if there was a way to waive the penalty the first time an incident like this occurs since this person did not know the pass expired. Ms. Bouchard said she would have to look into it and get back.

**DATE, TIME AND LOCATION OF NEXT MEETING:**
December 19, 2012 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 7:14 p.m.