December 17, 2014 – Wednesday 5:40 p.m.

Times noted are estimated. Items in bold are CAC member requested presentations.

1. Pledge of Allegiance

2. Roll Call

3. Approval of Meeting Minutes of November 19, 2014 MOTION

4. Public Comment (5:45 p.m.)
   Public testimony by each individual speaker shall be limited to three minutes

5. Committee Comments (5:50 p.m.)
   Committee members may make brief statements regarding CAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the CAC

6. Chairperson’s Report (Cat Tucker) (6:05 p.m.)
   a. Appointment of Nominating Committee for Election of Officers

7. Discussion on Agenda Length, Meeting Time and Frequency (Chris Cobey) (6:10 p.m.)

8. Mobile Ticketing Update (Christiane Kwok) (6:15 p.m.)


10. Staff Report (April Maguigad) (7:00 p.m.)
    a. Follow-up Report

11. Committee Requests for Future Agenda Topics (7:10 p.m.)

12. Date, Time and Place of Next Meeting
    January 21, 2015 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA

13. Adjournment

All items on this agenda are subject to action

CAC MEMBERS:
San Francisco City & County: Jonathan Berk, Brian Shaw, Alexandra Sweet
San Mateo County: Christopher Cobey, Annie Lee, Adina Levin (Vice Chair)
Santa Clara County: Yvonne Mills, Greg Scharff, Cat Tucker (Chair)
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 ECR, FLX, 260, 295 and 398. Additional transit information can be obtained by calling 1.800.660.4287 (TTY 650.508.6448) or 511.

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 TTY 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.
CITIZENS ADVISORY COMMITTEE (CAC)
PENINSULA CORRIDOR JOINT POWERS BOARD (JPB)
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING
Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos CA 94070

MINUTES OF NOVEMBER 19, 2014

MEMBERS PRESENT: J. Berk, C. Cobey, A. Lee, A. Levin, Y. Mills, G. Scharff, B. Shaw, A. Sweet, C. Tucker (Chair)

STAFF PRESENT: J. Averill, D. Couch, T. Dubost, C. Fromson, A. Maguigad, M. Martinez

Chair Cat Tucker called the meeting to order at 5:43 p.m. and led the Pledge of Allegiance.

INTRODUCTION OF NEW CAC MEMBERS
Annie Lee said she is representing San Mateo County and commutes to San Francisco for work.

Brian Shaw said he lives in San Francisco and commutes to Stanford where he oversees parking and transportation.

APPROVAL OF MINUTES OF SEPTEMBER 17, 2014
Motion/Second: Cobey/Berk
Ayes: Berk, Cobey, Lee, Shaw, Sweet, Tucker
Absent: Levin, Mills, Scharff

PUBLIC COMMENT
Jeff Carter, Millbrae, said he has seen people on the train doing origin/destination surveys from random people. He said it is important to get as many people as possible and the survey administrators should make sure they ask where the rider got on the train instead of assuming they got on at San Francisco Station. He asked to hear from staff what they are doing and why the survey is being conducted.

COMMITTEE COMMENTS
Chris Cobey said the coffee shop at the Hillsdale Station, Java Diction, was closed and asked why.

Mr. Cobey suggested a pilot program of having an executive report provided to the CAC the Friday before the meetings to see if it is useful in educating the committee.

Mr. Shaw said he was on a train when another train broke down and he got home two hours and 15 minutes late. He said there should be improvements to communications to let riders know what is going on and the timeframes involved. He said this is the
second time in a month he has seen a locomotive break down and he would like to learn more about the lifecycle and usefulness of the locomotives.

Mr. Shaw said the Stanford station does not have a Clipper Card reader and is causing problems for riders who go to Stanford for football games and he would like to discuss how to fix that issue.

Jonathan Berk said conductors do not feel they should enforce ticketing and he would like the CAC to take up the issue because there is revenue lost. He would like to know why conductors do not punish people who do not pay for tickets.

Mr. Berk said members of the public should think about their comments at CAC meetings and whether it is the right forum for some issues and if the comment is going to have any effect on how the CAC does its job.

Mr. Berk said Caltrain was originally a suburban railroad and now it connects cities that have world headquarters. He said he would hate to be in a situation where Caltrain put capital expenditures into something that later on turned out to be a mistake. He said the community should think about what they would do if they were building a railroad from scratch for today’s purposes.

Yvonne Mills arrived at 5:55 p.m.

Public Comment
Roland Lebrun, San Jose, said electrifying the line is a waste of money and will not improve Caltrain. He said he is always happy to question Caltrain’s competence. He said he wants the CAC to go to the Board with a policy change stating that if a new station is built there must be four tracks for that station.

CHAIRPERSON’S REPORT (Cat Tucker)
No report.

APPROVAL OF JPB CAC BYLAWS:  ARTICLE V – PARLIAMENTARY AUTHORITY, SECTION 2 – QUORUM (Martha Martinez)
Martha Martinez, JPB Secretary, said this item was presented at the last meeting and is now being presented for CAC approval. Once this committee approves this change the Board will take it up for approval.

Public Comment
Roland Lebrun, San Jose, said he supports this change because it will provide the Board with incentive to appoint committee members.

Motion/Second: Berk/Cobey
Ayes: Berk, Cobey, Lee, Mills, Shaw, Sweet, Tucker
Absent: Levin, Scharff
ACCESSIBILITY UPDATE (Tina Dubost)
Tina Dubost, Manager, Accessible Transit Services, said there is a number of accessibility features on Caltrain. People who need assistance wait in the blue square on the platforms and the conductors are required to ask the person what assistance the person needs. All trains are wheelchair accessible. Most of the stations are accessible, but 22nd Street, South San Francisco, Broadway, Atherton and College Park are not. If a train has the maximum number of wheelchairs onboard, the conductor will ask the customer to wait for the next train, but if it is the last train of the day, Caltrain will provide a paratransit trip. She said most of the stations have a public address system to announce emergencies or delays.

Ms. Dubost said the trains have priority seating located near the wheelchair areas and close to the door. Conductors are required to ask individuals without apparent disabilities to move so a person with a disability can sit in the priority seating, but conductors are not able to require individuals to move. There are people with hidden disabilities such as chronic pain, difficulty walking, vision problems, and intellectual or psychiatric disabilities. Conductors can require passengers to move luggage if the bag is taking up a seat.

Ms. Mills asked if there are plans to make the non-accessible stations accessible. Ms. Dubost said there are no immediate plans. April Maguigad, Manager, Rail Operations, said some of the non-accessible stations are holdout stations where the platform is only on one side of the track. The stations are not Americans with Disabilities Act (ADA) accessible because customers have to cross the tracks to get to the train. There are long-term plans to eliminate those holdout stations. Any time any retrofit is done to a station, the JPB is required to make the station ADA compliant.

Greg Scharff arrived at 6:08 p.m.

Alex Sweet said 22nd Street Station is a terrible station. She hopes it becomes a priority to make the station ADA accessible but she would like to see a long-term plan for ADA improvements.

Mr. Berk asked why conductors can’t add another wheelchair to a train if all the spaces are full. Ms. Dubost said it is an issue when there is no place to put the wheelchair, except in cases when the customer is in a collapsible wheelchair and is willing to move to a seat.

Mr. Shaw said it would helpful to know many wheelchairs are bumped and how frequently that occurs. Ms. Maguigad said she gets a monthly report and the most she has seen is five bumps per month from over 2,000 trains. It is usually much lower but she will bring back the official count.

Ms. Dubost said there hasn’t been a bump from the last train of the evening for well over a year.
Ms. Dubost said when ADA was passed Caltrain determined which stations were key stations based on popularity of the ridership, and those were prioritized to be made accessible.

Public Comment
Roland Lebrun, San Jose, said one person with a disability should be on the CAC. He said no major capital improvements can be made at 22nd Street because some changes might occur there due to the Downtown Extension Project.

PENINSULA CORRIDOR ELECTRIFICATION PROJECT COST AND SCHEDULE UPDATE (Dave Couch)
Dave Couch, Director, Project Delivery, provided an update on the PENINSULA CORRIDOR ELECTRIFICATION PROJECT Cost and Schedule:

- The CalMod cost and schedule estimate was done in 2008, and since that time some updates have been done.
- Project scope:
  - Fifty-one-mile length of corridor electrification
  - Seventy-five percent conversion of diesel vehicles to Electric Multiple Units (EMUs)
  - Ridership forecast for 2040 is 100,000 per weekday
  - More service and improved performance is needed, including restoring service, increasing peak and non-peak service, adding more station stops and reducing travel time
- Updated approach:
  - Update 2008 starting point
  - Minimize the impact on riders
  - Resolve issues with aging fleet
  - Emphasize cost-effectiveness
- The reexamination process included development of a schedule and updated cost estimate, which was assessed with a Monte Carlo Risk Analysis Model.
- Schedule scenarios:
  - Scenario A: Worst case. December 2024 revenue service date and 60-minute headways on non-peak service.
  - Scenario B: Changes to establish base line schedule. February 2023 revenue service date and 60-minute headways on non-peak service.
  - Scenario C: Refinements to base line schedule. July 2022 revenue service date and 60-minute headways on non-peak service.
  - Scenario D: Refinements to Scenario C. April 2021 revenue service date, which has a minimal effect on riders, but on weekends there would be single tracking and a 90-minute headway. This is the recommended schedule.
- Contingency analysis:
  - Method 1 used the Monte Carlo Analysis and shows a $168 million contingency value.
  - Method 2 looked at individual components and shows a $152 million contingency value. This is the recommended method.
- Electrification component cost estimate update includes:
  - New prices from manufacturers
Industry standards
- East Coast projects
- The effect of the 2021 revenue date
- A 3 percent escalation during the project

- Electrification Project elements include contractors, real estate, and other components for a total of $958 million. The 2008 projection was $785 million.
  - Differences are from signal cabinets, escalation, environmental mitigation and real estate, and the power control center.

- To lower costs staff looked at two pieces on electrification:
  - Electrification scope reduction
  - Electrification scope deferral

- Funding partner considerations:
  - Increase escalation to 3.5 to 4 percent – staff recommends no change
  - Add management reserve – 3 percent ($28 million) is now included in cost estimate

Adina Levin arrived at 6:34 p.m.
- Increase weekend shutdowns to 30 – staff recommends no change

- Vehicle elements total $573 million, up from $440 million in 2008.
- Vehicle scope reduction includes deferring the purchase of one train set, and reducing the amount of spare parts, test equipment and staff support costs.

- Next step key tasks:
  - Certify Final Environmental Impact Report
  - Complete analysis of cost-reduction measures
  - Complete platform analysis
  - Update the funding plan
  - Staff taking recommendations to the Board
  - Issue electrification and vehicle Request for Proposals

- Shared platform analysis:
  - Consider alternative vehicles to achieve common boarding height
  - Key considerations include tradeoffs, compatibility with the current platform, existing diesel fleet, and existing tenants

Ms. Mills asked when the decision will be made about the vehicles. Mr. Couch said in April or May.

Mr. Berk asked if it is expensive to go from two tracks to four tracks after electrification. Mr. Couch said it depends on the configuration because in some locations the electrification poles will be on the outside of the tracks, and some locations will have one pole in the center that feeds both tracks. Costs also depend on how much right of way exists, what can be built, and what would have to clear an environmental process.

Mr. Scharff asked if the eight-car trains and level boarding need to be included in an Environmental Impact Report (EIR). Mr. Couch said it would have to be in a follow-on EIR and would be done by JPB or by the California High-speed Rail Authority (CHSRA). The current EIR deals only with electrification and EMUs.
Mr. Scharff said reducing owner’s oversight sounds bad and asked what it really means. Mr. Couch said there is a series of engineering firms that do design reviews and firms that are used for construction management. This is percentage driven on top of construction costs, which is about 18 percent and includes design review, designs, management, and participating in the process.

Ms. Sweet said ridership forecasts for 2040 show 100,000 riders. She asked when Caltrain will need to extend the platforms and increase to eight-car trains to serve the 100,000 people. Mr. Couch said around 2025. Casey Fromson, Government Relations Officer, said staff needs to do more work to get planning in place and to figure out the sequence to do the work to accommodate demand.

Mr. Shaw said electrification implementation is extended by two years. He said Caltrain is at risk of the current equipment failing more frequently as it ages. Mr. Couch said any time there is continued use of equipment that has reached the end of its useful life, there will be reliability issues, and it plays into why this needs to get done as quickly as possible.

Mr. Shaw asked if the weekend work schedule factored in the events that will take place at Levi’s Stadium. Mr. Couch said it reflects the events. Staff looked at timing for football games and other events and the contractor will be stopping work for periods of time.

Mr. Shaw asked why there is such a difference in floor height between CHSRA and Caltrain. Mr. Couch said CHSRA has equipment in the belly underneath the train, so they have higher floor heights. Caltrain wants bi-level trains to increase the number of passengers onboard, and bi-level trains have low floor heights. Staff is trying to find solutions, but there are a number of factors involved.

Ms. Levin said ridership projections are very low. She asked if the coalition of major employers can advocate for longer trains and longer platforms. Ms. Fromson said it is the Caltrain Commuter Coalition and there is strong support for Caltrain increasing capacity. They have discussed future needs. There will be venues for the Coalition to advocate for those changes.

Ms. Levin asked if ballot measures on transportation funding are being considered a way to address potential capital issues. Ms. Fromson said everyone is open to exploring all funding options.

Mr. Cobey left at 7:09 p.m.

Ms. Lee asked if all the platforms are for six-car trains. Mr. Couch said there may be a few that are a little too short for six-car trains.

Ms. Mills asked if timing or delays will impact the funding that was identified for this project. Mr. Couch said no.
Ms. Mills said she would like to know if there has been feedback from cities about the impact on delaying the project. She asked if the project is being impacted by the recent elections. Mr. Couch said he has not heard anything from any city about delaying or backing away from the project.

Ms. Levin asked if CHSRA will help pay for platform modifications. Mr. Couch said there is no current funding for that and the hope is CHSRA will pay for it.

Mr. Berk left at 7:15 p.m.

Public Comment
Jeff Carter, Millbrae, said ridership keeps growing so electrification needs to be done as soon as possible.

Roland Lebrun, San Jose, said there was a forum in the United Kingdom that produced a document called Making Electrification Happen and it can debunk almost everything Caltrain has said about this project.

Doug DeLong, Mountain View, said the interplay between the Positive Train Control mandate and the contract structure needs to be explained better. He said he heard Union Pacific (UP) will not allow Caltrain to put wires over the UP tracks, which means there will be a single-track railroad south of the San Jose Station. This issue could use high-level attention.

STAFF REPORT (April Maguigad)
Ms. Maguigad said:
- Staff is working on a queue line solution for bicycles at platforms.
- She will make the effort to provide a staff report to the CAC before the meeting.
- There is no code of conduct for customers.
- “Quiet” cars have been explored in the past, but there are concerns with crowded conditions and riders not always finding seats, so this might not be the time to restrict a car to a certain type of behavior. Enforcement is also a concern.
- There are 91 companies enrolled in the Go Pass Program. Everyone in the company has to be paid for even if they don’t use it, so there are 62,944 employees in the program. In 2013, 70 percent of participants chose to ride and most used it fewer than 10 days a month, and Go Pass users represented 14 percent of all ticket types.
- The survey Mr. Carter talked about is an origin/destination survey being done by the Metropolitan Transportation Commission.
- Ridership for the Giants Victory Parade was down 52.9 percent from 2012. This may have been due to the rain and because there may have been transfers from Bay Area Rapid Transit at Millbrae, and those riders were not counted. Staff was active on Twitter, monitored issues and was responsive. In 2012 there were 36 complaints, and there were nine complaints in 2014.
- The Bicycle Advisory Committee is meeting tomorrow and they will discuss bike bump reports and onboard bike capacity.
COMMITTEE REQUESTS FOR FUTURE AGENDA TOPICS
Mr. Scharff asked if Caltrain loses money on every new rider due to fixed costs and marginal costs. He said the farebox recovery is 60 percent, and he asked if that is on total costs or on marginal costs. Ms. Maguigad said she could fold this into a future presentation about ticket prices and how farebox plays into funding.

Mr. Scharff asked what rights UP has to run freight, how it impacts Caltrain, and what it would take to tell them they cannot run freight north of San Jose.

Ms. Levin said with the freight presentation she would like to hear about the possibility of having a short-haul operator. She said on the farebox recovery item, she would like to hear estimates of the relative operating costs with the electrified system and how farebox recovery will change when the system is electrified.

Public Comment
Roland Lebrun, San Jose, said freight is going to go up. He said if costs are fixed, the farebox recovery goes up with added ridership. At some point it will go over 100 percent. That additional money could be reinvested into infrastructure.

DATE, TIME AND LOCATION OF NEXT MEETING:
December 17, 2014 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 7:43 p.m.
Memorandum

Date: December 12, 2014

To: Caltrain Citizen Advisory Committee

From: April Maguigad, Rail Transportation

Subject: Staff Report

1. Performance Stats –

- **Ridership:**
  The month of October brought Caltrain ridership records once again. Both average weekday ridership (AWR) and total ridership in October 2014 were all-time record highs. AWR in October was 61,673. The total number of passengers who rode Caltrain in October 2014 was 1,699,129.

- **On-time Performance:**
  OTP for October 2014 was 89.8%. There was one weekend day when 100% of the trains operated on time. An additional nine days operated with 95% or better on-time performance.

2. Special Event Train Service –

- **49ers Service at Levi’s® Stadium** – The San Francisco 49ers hosted three home games in November: the St. Louis Rams on Sunday, November 2, the Washington Redskins on Sunday, November 23, and the Seattle Seahawks on Thanksgiving Thursday, November 27. Caltrain ran two additional pre-event trains and two additional post-game trains for the Sunday games. Two additional pre-event trains and three additional post-game trains operated for the Thanksgiving night game. There are two remaining 49ers games on Saturday, December 20 vs. the San Diego Chargers and on Sunday, December 28 vs. the Arizona Cardinals.

  Additionally, Caltrain provided service for the PAC-12 College Football Championship game between Oregon and Arizona on Friday, December 5. Special event service will operate for the Foster Farm’s College Bowl Game on Tuesday, December 30 between Stanford and Maryland. Caltrain will continue to provide additional service for all major stadium events.

- **Thanksgiving Weekend** – Caltrain operated a Sunday schedule on Thanksgiving Day, Thursday, November 27 and a Saturday schedule on the Friday after Thanksgiving. Comments were made at the subsequent Board meeting about whether Caltrain ought to operate a regular weekday schedule the day after Thanksgiving. Staff is reviewing this request.
• **Holiday Train** – Caltrain’s Holiday Train in collaboration with the Silicon Valley Community Foundation operated on Saturday, December 6 and Sunday, December 7. The train featured thousands of lights, costumed characters, including Santa, and performances. In addition to kicking off the start to the holiday season along the railroad, Caltrain also collected 3,000 toys for the Salvation Army and Toys for Tots.

• **Christmas Service** – Caltrain will operate on a Sunday schedule on Christmas Day, Thursday, December 25. Caltrain will operate regular weekday service on Christmas Eve, Wednesday December 24 and the day after Christmas on Friday, December 26.

• **New Year’s Eve** – Caltrain will operate additional service on Wednesday, December 31. There will be advanced northbound service for trains 193, 195, and 197 and four post-fireworks trains leaving San Francisco at 12:45, 1:15, 1:45, and 2:15. In conjunction with other local public transportation agencies, train service will be free after 8pm.

• **New Year’s Day** – Caltrain will operate a Sunday schedule on Thursday, January 1 and regular service on Friday, January 2.

3. **Quint Bridge Repair Project**: Southbound trains are operating under a speed restriction on the Quint Street railroad bridge in San Francisco. Trains will operate at 10 mph until repairs can be made to the bridge. During off-peak times, southbound trains will operate on the northbound track through the area, stopping at Bayshore on the northbound tracks.

The speed restriction was put in place after our regular bridge inspection spotted an area of concern. Engineering staff and outside experts are mobilized to continue to assess the bridge and determine the best way to repair it.

A similar issue occurred this spring on the northbound track, which had emergency repairs performed. This bridge was built in 1907, and a project is currently in the works to replace the Quint Street Bridge with a berm structure.

4. **Future of Clipper**: Caltrain, other Bay Area transit agencies and the Metropolitan Transportation Commission are working on designing the next generation of Clipper, the region’s fare payment system. The new system is anticipated to go live in 2019. The current Clipper system has many good features but also is limited in some key areas, such as adding value and passes in real time.

We’re reaching out to transit customers and non-riders to provide us with feedback through a brief online survey. The comments we receive will be used in conjunction with other data and feedback we receive to design a system that meets customer and agency needs. I encourage you to complete the brief online survey and to share it with fellow riders. The survey will be available until Jan. 15 and is offered in English, Spanish, Chinese and Vietnamese. Visit [www.futureofclipper.com](http://www.futureofclipper.com) to take the survey and read about the project.