Chair Brian Shaw called the meeting to order at 5:45 p.m. and led the Pledge of Allegiance.

COMMITTEE MEMBER VACANCY
Chair B. Shaw advised a possible vacancy on the CAC Committee as H. Chamarthy has moved out of the area. Staff advised would confirm vacancy.

Member Ricardo Valenciana arrived at 5:49 p.m.

ELECTION OF OFFICERS
Chair Shaw was re-elected chair.
R. Valenciana was elected vice chair
Motion/Second: Tucker/Escobar
Ayes: Chang, Fernandez, Valenciana, Klein, Shaw
Absent: Chamarthy, Welch

APPROVAL OF MINUTES OF JANUARY 17, 2018
An update was made to Adrian Brandt’s Public Comment under Mobile Ticketing to reflect that he stated the mobile ticket app does not prevent back-riding within one zone tickets. The updated draft of Meeting Minutes for January 17 was approved.

Motion/Second: Klein/Chang
Ayes: Chang, Fernandez, Valenciana, Klein, Shaw
Absent: Chamarthy, Welch

PUBLIC COMMENT
Kathleen Tarr, (works at Stanford and resides in Richmond) reported Caltrain paper citation statistics in 2016 show that 273 white passengers received paper citations out of 937. She stated that although white passengers make up more than 50 percent of the ridership, they received less than 30 percent of the paper citations. She suggests that Caltrain make an announcement to the public with the steps Caltrain is taking to improve the disparity. She also suggested that Caltrain issue a public apology for the
disparate impact it has caused on communities. Kathleen wanted to make the
Community Advisory Committee aware of this and suggest that Caltrain take proactive
measures.

Jeff Carter, Millbrae, provided written correspondence, included in the CAC packet.
He said that his concern is regarding the Annual Passenger Counts as the methodology
has changed from last year. He stated that the numbers will be skewed due to the
count methodology change. This year, compared to last year, excludes Mondays and
Fridays from the count. He provided a calculation, in his correspondence, which
reflects a possible difference when counting 3 days vs 5 days a week. He
acknowledges that his calculations may not be accurate and is only an estimate, as he
does not have the raw data. In addition, Annual Counts are also used to validate the
ridership estimate based on ticket sales. Jeff said that this does not appear to be
accurate and would like the ridership estimation to be looked at and requested staff to
provide a more accurate estimation.

Andy Chow stated that due to the recent number of cars entering the right of way and
consequently being struck by trains, he thinks Caltrain should proactively tackle these
issues since lately these vehicle strikes have caused fires on the tracks. He believes that
GPS providers should warn drivers when approaching the train tracks and that there
should be better signage to warn drivers to also prevent them from entering the train
tracks.

Roland Lebrun, San Jose, said that in Europe, they use obstacle detection which
prevents vehicle strikes. He said that they use radar to scan the area around the grade
crossing and if it detects an obstacle, the gates raise immediately and trigger a gate
fault which directly interfaces with the signaling system. If the gate is raised, the signals
remain red and PTC would force an emergency stop. At this point, the cameras are
activated and the driver automatically receives a fine.

Drew, San Mateo, suggests and would appreciate a deep dive in the design of the
EMU to better understand policy issues, funding issues and engineering information; a
type of technical briefing.

Adrian Brandt said that there were five vehicle incidents in December and just this
month there were two incidents in three days. He mentioned that trains do derail,
although rare, they can derail when they strike vehicles. Signage needs to improve fast
as more drivers follow their navigation system. Signage (at grade crossings) should be
clear as the “Wrong Way” red reflective signs seen on freeway on-ramps.

Adrian also commented on paper citation disproportions and shared that Bay Area
Rapid Transit District (BART) will be conducting onboard proof of payment just as
Caltrain does today. He said that BART has a policy to enforce fares on all passengers
and not skip any passengers. He said that their policy will have no discretions and will
cite all fare evaders.

CHAIRPERSON’S REPORT
Thanked committee members for re-election. He advised that elections are a public
process and that the Citizen’s Advisory Committee is subject to the Brown Act and
thanked the committee for following the protocols and procedures.
COMMITTEE COMMENTS
Member Ricardo Valenciana requested time with Chair Brian Shaw to understand fully
the roles and responsibilities.
Member Cat Chang shared that this upcoming year will allow other members to gain
more exposure and that the committee will have good candidates to step into other
roles by the next election.
Member Cat Tucker requested Staff to add “Paper Citation” to the Work Plan. She
requested Staff address the first public comment from Kathleen Tarr and to explain why
Caltrain and BART Fare Enforcement are different.

CALTRAIN CAPACITY ANALYSIS
Joe Navarro, Director, Rail Operations, presented the Caltrain Capacity Analysis. He
said the reason for this presentation is to provide a brief understanding of Rail
Operations.

Train Operations Information:
2-train sets: 92 Weekday Trains:
  • 12 – five car Gallery sets with 2 Bike Cars
  • 2 – six car Gallery sets with 2 Bike Cars
  • 6 – six car Bombardier sets with 3 bike cars

108 Passenger Cars in Operation:
  • 46 - Bike Cars
  • 62 – Other cars

Bike Capacity:
  • 40 Bikes per Gallery Bike car = 80 bikes per train
  • 24 Bikes per Bombardier Bike car = 72 bikes per train

Bike and Passenger Counts:
Joe explained that his team took a deep dive on the 17 busiest trains for bikes; trains
that exceeded 75% bike capacity at any time during their train run.
The report reflects:
  • The average percent of bike and passenger capacity by train
  • The bike and passenger capacity at each station during the train ride

Although the data reflects bike capacity exceeds 75 percent at certain stations during
the train ride, the report also reflects that the bike capacity doesn’t remain at 75
percent for the entire train ride. For example with train 217, the average bike capacity
for this train is 66 percent, but only serviced two stations at 90 percent during the train
ride. The next column reflects the passenger counts/capacity. Joe said that the
bicycle community has expressed that bike riders are unable to sit next to their bike,
however, per the counts, because of the number of passengers and bikes that board
the train, it may be impossible for the bike rider to sit next to their bike. For example,
when 47 bikes board and 380 passengers board at San Francisco, it makes it impossible
to do so (Train #220), especially when passengers board first. For this reason, although
the bike delays were reported last month as only bike delays, the delay is actually a
mixture of passengers and bike boarding.
Average Monthly Total Weekday Revenue Miles:
- Weekday Revenue Hours
- Weekday Revenue Hours per Train
- Weekday Revenue Hours per Car
- Weekday Revenue Hours for 46 Bike Cars
- Weekday Revenue Hours for 62 Other Cars

Average Train Capacity based on Annual Counts:
Joe stated that the average passenger occupancy in the AM peak NB is 68% percent for an average of 480 passengers boarding throughout the train; however the total passengers handled during the AM peak NB is 15,618 passengers.

The last column reflects a bike to passenger ratio and shows utilization of those cars throughout the day. This confirms the specs provided a while back of 8 bikes per seat. Joe opened for questions.

Member Cat Tucker asked the reason for the presentation and whether staff has been pressured to add more bike cars. Joe responded that the reason for the presentation is to provide raw numbers and facts. Based on data is how and why decisions are made and that the data reflects that the (occupancy) demand is being met.

Member Larry Klein stated that this was a lot of data to encompass in a short period of time and whether the presentation will be available on the website. Joe confirmed that it will be available on the website.

Chair Brian Shaw asked whether Caltrain has a required seat to bike ratio. Joe advised that with the new EMU, there is an 8 to 1 seat to bike ratio, however currently there is no set standard for the current fleet.

Joe Navarro responded to an earlier Public Comment regarding Grade Crossing. Joe stated that he has been working to make safety upgrades to grade crossings; for example, to paint the pavement at grade crossings red and to improve signage. This is being piloted at the Long Island Railroad and has reduced vehicles stopping on the tracks by 11 percent - 13 percent. Joe said he is working with UP to ensure proper protocol and procedures are followed so that safety grade crossing efforts may continue. Joe said that staff will continue to look at ways improve safety at grade crossings.

Member Cat Chang asked whether the presentation includes bikes that are turned away. Joe said that the bike riders have their own bike bump analysis. Joe advised that he is working toward having the conductors capture this data. Chair Brian Shaw
said that the data will be useful to the public so that they can make informed decisions when planning their trip.

Member Cat Chang asked whether Caltrain was aware of the new Ford bikes stationed near Caltrain stations. Joe said that yes Caltrain was informed of this. Chair Brian Shaw suggested that when the new Caltrain Bike Coordinator position is filled, ideally that position would be able to identify improvements for bike storage or bike sharing to help reduce bike demand on the trains.

Public Comment
Adrian Brandt said that getting a CPUC waiver on General Order 26-D would not only allow for safety improvements such as bollards at grade crossings, but would also allow for an easier way to allow level boarding at stations. Secondly, regarding the Bike Capacity Presentation, he said he doesn’t understand the average passenger boarding and is confusing. Adrian also stated that the data shows that trains never get full; however he stated that this is not the case as they do. He said that Staff should record the number of bike bumps and analyze that data.

Jeff Carter, Millbrae, said that although facts are good, it all depends on how the facts are presented in order to complete the analysis. He asked how bike bumps are addressed. He asked whether the presentation is based on the February 2017 Annual Passenger Counts and Joe Navarro confirmed. Jeff advised that although the counts were made in February to take into account that the ridership increases during the summer and the data should be adjusted appropriately. He said that bicycles are valuable to Caltrain as they reduce cars on the roads and seats on other transit systems.

Roland Lebrun, San Jose, thanked Joe for the presentation and stated that it is not about capacity, but about demand for the bikes and passengers. He said that when Caltrain added a bike car, in doing so, removed 24 seats for passengers to make room for bikes. Roland referenced the CAC meeting minutes of May 18 2016 b pack, 1st Public Comment. He said that the train he came up with is 660 ft. long that fits within a 700 ft. long platform with 893 seats, capacity for 112 bikes and 3 bathrooms. He said that the way this works is that the seats are flip-ups. He advised staff to take a look at the packet with his design. Secondly, grade crossings in Europe glow florescent at night and regarding Adrian’s public comment on General Order 26-D, freight trains would hit level boarding platforms.

Andy Chow, Redwood City, said that he has noticed that the local and limited trains are empty of bikes once they get to San Francisco. In his opinion, the bicyclists like the baby bullet trains to get to their destination faster. He advised to balance the loads across all trains when staff rewrites the schedule for electrification. He advised to have relatively the same travel time from Palo Alto to San Francisco amongst all trains.

Drew, San Mateo, thanked staff for the Bike Capacity Analysis and also said he appreciates the challenges with the constraints when trying to make a schedule change. He asked for a quick review/summary as to why the train set cars cannot change more for specials. He also asked, due to the high counts of passengers at
Sunnyvale for example, how accurate are the counts? He also suggested that trains that are historically full, based on data, to be color coded on the schedule in the future.

**STAFF REPORT UPDATE**

Joe Navarro, Director, Rail Operations, reported:

**On-time Performance (OTP)**
- **January:** The January 2018 OTP was 96.2 percent compared to 94.4 percent for January 2017.
  - **Vehicle Strikes:** There were two vehicle strikes on January 10 and 11.
  - **Vehicle on Tracks:** There were two days, January 13 and 14, with a vehicle on the tracks that caused train delays.
  - **Mechanical Delays:** In January 2018 there were 439 minutes of delay due to mechanical issues compared to 254 minutes in January 2017.
  - **Trespasser Strikes:** There was one trespasser strike on January 17, resulting in a fatality.
- **December:** The December 2017 OTP was 93.9 percent compared to 95.1 percent for December 2016.

**Special Events**
Mr. Navarro went over the special events. He mentioned that the San Jose Sharks have special services for their events and that the 49ers have ended theirs for the season. Caltrain hosted a booth at the Giants FanFest on February 10 in San Francisco and promoted the new mobile ticket app.

**Caltrain Mobile Ticketing App**
The app went live on February 7 and passengers were able to purchase tickets beginning February 10. Since then, there have been 3500 downloads and 1600 tickets sold. There have been no complaints from the conductors enforcing the fare and few from our customers. The most common confusion among customer is the timeframe of validity of the ticket. Passengers are unable to make purchases in advance and tickets are activated upon purchase.

Chair Brian Shaw suggested having a message on the app warning passengers that the ticket is active immediately. Joe said he will look into that.

**GO Pass Pilot Program**
There have been improvements made during the past couple of months and the pilot program is now running smoothly.

**Caltrain Fare Evasion Ordinance**
Caltrain will begin new Fare Enforcement program on April 1. Passengers will be notified of this beginning in March. All passengers without proof of payment will be cited and Conductors will have no discretion.

Member Cat Tucker mentioned that the Work Plan was not in the packet. She requested an update on the dedicated funding.
Member Cat Chang requested a follow-up 3-4 months from now on the mobile ticketing app to gauge how effective it is.

Member Larry Klein requested the Work Plan. Brian requested the committee to individually send their work plan suggestions to Staff.

Public Comment
Adrian Brandt said that there was an hour long black out on the signaling system on February 14 and asked whether we have back-up power to prevent delays. He requested a report on how and why it happened and how to prevent it from happening in the future. Joe responded that it was a brown out and we still had power and chose to be safe and move trains to the nearest station. The problem was fixed and was not a power problem. Caltrain does have a back-up system in place.

Roland Lebrun, San Jose, said that regarding funding, the public needs to speak with either the Chair or the two representatives from your county to explain what happened with the permanent funding source.

DATE, TIME AND LOCATION OF NEXT REGULAR MEETING:
March 21, 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 7:10 pm