



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

**AGENDA**

**May 19, 2016 - Thursday 5:45 p.m.**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of March 17, 2016 Meeting
4. Public Comment  
*Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes*
5. Bike Parking Management Plan Presentation (Sebastian Petty)
6. CalMod Update (Casey Fromson)
7. Annual Passenger Count Presentation (Catherine David)
8. Chairperson’s Report
  - a. 2016 Work Plan
9. Staff Report (Brent Tietjen)
  - a. Staff Update and Follow-up Report
  - b. Metrolink Update
  - c. Bike Bump Report
10. Written Correspondence
11. Committee Requests  
 Committee members may make brief statements regarding BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC
12. Date and Time of Next Meeting: Thursday, July 21, 2016; 5:45 p.m.
13. Adjournment

*All Items on this agenda are subject to action*

**BAC MEMBERS**

<u>County</u>	<u>Public Agency</u>	<u>Bike Organization</u>	<u>General Public</u>
San Francisco	Dan Provence (Vice Chair)	Catherine Young	Garrett Turner
San Mateo	Ellen Barton	Steve Vanderlip	Amitabha Banerjee
Santa Clara	John Brazil	Edward Saum	Wesley Brinsfield ( <i>Chair</i> )

## INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6495 or [bacsecretary@caltrain.com](mailto:bacsecretary@caltrain.com). Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

### 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 FLX, 295, 260, ECR, and 398. Additional transit information can be obtained by calling 1.800.660.4287 (TTY 650.508.6448) or 511.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 5:45 p.m. at the same location. Date, time and place may change as necessary. Please note bicycles are not allowed in the building. There is a bike rack in front of the building.

### 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

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### 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.

**BICYCLE ADVISORY COMMITTEE (BAC)  
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING  
Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF MARCH 17, 2016**

**MEMBERS PRESENT:** A. Banerjee, E. Barton, J. Brazil, D. Provence, E. Saum, G. Turner, S. Vanderlip, C. Young

**MEMBERS ABSENT:** W. Brinsfield

**STAFF PRESENT:** N. Debessay, C. Fromson, S. Petty, B. Tietjen

Vice Chair Dan Provence called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

**INTRODUCTION OF ELLEN BARTON, REPRESENTING SAN MATEO COUNTY PUBLIC AGENCY OFFICE OF SUSTAINABILITY**

Ellen Barton, Active Transportation Coordinator for San Mateo County, introduced herself. The committee members welcomed her and introduced themselves and their interest in being on the committee.

**APPROVAL OF MINUTES OF JANUARY 21, 2016**

Motion/Second: Brazil/Saum

Ayes: Banerjee, Brazil, Provence, Turner, Saum, Vanderlip, Young

Absent: Brinsfield

Abstain: Barton

**PUBLIC COMMENT**

None

**CALMOD UPDATE (CASEY FROMSON)**

Casey Fromson, Government Affairs Officer, presented:

- PCEP Reporting
  - Monthly Reports
    - Started June 2014 (updated format Oct 2015)
    - Distribution (FTA, funding partners)
  - Quarterly Reports
    - Started February 2016
    - Distribution (JPB, FTA, funding partners, public)
    - Will be available on the website
- Funding Update
  - FTA Core Capacity
    - Package submitted for inclusion Presidential FY17 Budget (Budget announced 2/9/16)

- Request in engineering phase and full funding grant agreement (FFGA) to be done
    - Local funding commitments required for FFGA
  - 6-Party Supplemental MOU
    - Funding partners oversight role
    - Target Spring 2016
  - CHSRA Funding Agreements
    - Ongoing discussions
    - Target Summer 2016
- Electrification Infrastructure
  - Confidential Information, Transparent Process
  - Complete
    - Three shortlisted firms selected
    - Partner participation: MTC, CHSRA, VTA, SMCTA, SFMTA, SFCTA, CCSF
    - Issued addendum for Best and Final Offer process
    - Additional site tour for shortlisted
  - To Do
    - Receive Best and Final Offer proposals and evaluate
    - Negotiations to finalize contract
- Electric Trains
  - Confidential Information, Transparent Process
  - Complete
    - RFI, RFP, Pre-proposal meeting and site tour
    - Received expanded FRA vehicle waiver
    - Partners will participate in evaluation: MTC, CHSRA, VTA, SMCTA, SFMTA, SFCTA, CCSF
  - To Do
    - Vehicle proposal due February
    - Maintenance proposal due March
    - Revised contract award date TBD
- Other Contracts/Environmental
- Local Coordination/Utilities
- PG&E/Real Estate/Safety
- Quality/Risk/FTA
- Future Updates
  - Labor Statistics
  - Disadvantage & Small Business Enterprises
  - Construction Pictures
- Schedule

Garrett Turner asked what the vehicle waiver is. Ms. Fromson said that the Federal Railroad Administration (FRA) vehicle waiver allows Caltrain to have a specialized type of electric vehicle that is lighter weight and that includes a requirement that Caltrain have a temporal separation between Caltrain and other tenants on the right-of-way.

Ms. Barton asked what CEMOF is. Ms. Fromson said it was the Central Equipment Maintenance and Operations Facility.

Mr. Turner said it would be helpful if notifications of the posting of the Quarterly Update went out so it was a more active outreach. Ms. Fromson said that was a good suggestion and they could implement that in the future. She also said there are quarterly e-updates that are sent out.

Steve Vanderlip asked what happened with the discussion of door heights. Ms. Fromson said what was placed in the Request for Proposals (RFP) was an option for having two different door heights. She said that when the firms propose on the project, they were asked to provide one design with an "off-the-shelf" option and one proposal with an option with two sets of doors so that it could be compatible with a future high-speed rail height. Ms. Fromson said that when the option for the two set of door heights is proposed, Caltrain expects that the higher level doors will remain closed and that there will be seats in front of them. At a future date, if those doors are needed, they can be modified to function.

Mr. Vanderlip asked if you use those higher doors, how will someone in a wheelchair or someone with a bicycle move within the car to use the doors. Ms. Fromson said that the proposers will have to address that issue and that will be evaluated when the proposals come in. Ms. Fromson also said that in terms of funding, if the cars with the two sets of doors are a different price, Caltrain will ask the California High Speed Rail Authority to pay the difference.

John Brazil asked how much of the project is funded and how much of the funding is from other sources including local sales tax measures. Ms. Fromson said this program would put up the entire infrastructure including poles and wires and will convert 75 percent of the diesel fleet to electric fleet. Ms. Fromson said there is a strategy to have all the funding in place without using local sales tax measures. Ms. Fromson said with the CalMod 2.0 projects will look at the future beyond Caltrain electrification, including a fully electrified fleet, longer trains, longer platforms and level boarding. CalMod 2.0 would also include safety elements such as grade separations as well as station access and reliability.

#### Public Comment

Roland Lebrun, San Jose, said we were not going to need longer platforms or different platform heights. Mr. Lebrun said that in Europe there are nine aerospace firms that are collaborating on a train of the future that could go 250 miles per an hour and is bi-level Electric Multiple Unit (EMU) trains. Mr. Lebrun said that he was glad Caltrain received bids from EMU manufacturers. Mr. Lebrun said that the issues he has right now is that the funding for the electrification project is being blocked by the courts because \$600 million of the funding is illegal as far as Prop 1A is concerned because they are not increasing the speed above 79 miles per an hour so it will not be possible to go from Diridon to Transbay in 30 minutes. Mr. Lebrun said that the members should have an information packet from him. Mr. Lebrun said the solution is to come up with hybrid trains and his suggestion was to get the trains first and the figure out electrification later.

### **METROLINK CAR UPDATE (NAHOM DEBESSAY)**

Nahom Debessay, Rail Compliance Manger, presented:

- 16 Bombardier Cars (from Metrolink)
- Service Fleet Configuration
  - Phase 1
    - 5 Cars Rehabbed and in Service
    - Current Caltrain Fleet Configuration
      - Five 6-Car Bombardier Sets (2 bike cars / train)
      - Fifteen 5-Car Gallery Sets (2 bike cars / train)
  - Phase 2
    - 5 Cars got rehabbed as bike cars - Completed
    - Scheduled Service date April 4, 2016
    - Replace a trailer car from each 5 Bombardier Trains
    - Future Caltrain Fleet Configuration
      - Five 6-Car Bombardier Sets (3 bike cars / train)
      - Fifteen 5-Car Gallery Sets (2 bike cars / train)
    - Scope of Work for the rehab work
    - Train compatibility with current fleet
    - Lighting and Communication System update
    - Water System, signage and windows replacement
    - PNA ramp modification
    - Floor replacement
    - Bike Rack Purchase and Application
- Service Fleet Configuration Logic
  - Keep current car configuration
  - ADA cars need to align with current mini-high platform locations
  - All trains will be staffed with two conductors
  - Two bike cars needed to be next to each other for conductors to manage bikes car capacity

Mr. Vanderlip asked if each Bombardier set will have 3 bike cars. Mr. Debessay said that is correct.

Mr. Vanderlip asked if the new Metrolink cars would be painted. Mr. Debessay said no, they would remain the current color but will have a Caltrain logo on them.

Mr. Turner asked what the passenger count for a six car Bombardier set with three bike cars is. Mr. Debessay said around 780. Mr. Turner asked about a five car Gallery. Mr. Debessay said around 650.

Mr. Debessay said as a result of adding the third bike car, the system added around 648 new bike spaces.

Edward Saum asked about the three seats in front of the access panel. Mr. Debessay said on the new cars, there is an access panel present and the configuration does not allow for the installation of seats without blocking the access panel.

Mr. Vanderlip asked for an update on the status of the FRA decision of allowing more than four bikes per rack. Mr. Debessay said there was no update.

Catherine Young asked if all of the new bike cars will be rolled out on April 4. Mr. Debessay said yes, the trains will be rolled out on April 4 and no sooner.

Mr. Saum asked if the five cars that are being taken out of service are going to be used just as replacements as needed or is there some intention to incorporate those into another train set in the future. Mr. Debessay said that it is possible that those cars would be used to expand the service but he does not know in what capacity.

Mr. Turner said there are 16 Metrolink cars that were purchased and ten are accounted for. He asked if the remaining six cars are just spare cars. Mr. Debessay said that the other ones are going through the rehab process but the rollout plan of those cars is not confirmed.

Mr. Turner asked if there are overhead racks on the new cars. Mr. Debessay said there are no overhead racks on any of the new Metrolink cars.

Amitabha Banerjee said he was concerned that some of the trains that had more bike bumps are also going to have decreased bike capacity with the changes. Mr. Banerjee asked if there was a process used to come up with these changes. Mr. Debessay said that there were many components in the decision including overall ridership, bike bumps, crew allocations, and train turns. Mr. Debessay said with all of those constraints it was not possible to get everything perfect. Mr. Debessay said the review was done manually and any help from a third party review would be appreciated. Mr. Banerjee also said that adding the passenger gain/loss would also be helpful information.

Mr. Brazil said the 648 extra bike spaces was a great sound bite to share when rolling out the new cars. He also said he would like to be able to say the percentage of additional bike capacity of the system overall.

Ms. Young said she was pleased to see that the bike bump report was being used in the analysis.

Mr. Turner asked if the reported bumps from the 2014 Bikes on Board report were used in the analysis since it has consistently more bumps reported. Mr. Debessay said that he used the latest data from Caltrain in the analysis.

Ms. Barton asked if there was any plan for a celebration of the addition of the bike cars. Mr. Tietjen said that he would report on the celebrations planned in his staff report.

Vice Chair Provence asked if there is any chance of adding a bike rack in the location in front of the access panel. Mr. Debessay said he could present that request to maintenance but he assumes the panel must be accessible at all times.

Vice Chair Provence asked about outreach and conductor training. Mr. Tietjen said there will be conductor training and that the communications team can also encourage bicyclist to disperse themselves among the three cars.

Vice Chair Provence asked about the courtesy stickers about encouraging non-bicyclist to not sit in the bike car. Mr. Debessay said that he would bring that suggestion to the planning group.

#### Public Comment

Roland Lebrun, San Jose, said the Board approved the purchase of the MetroLink cars and the total budget was \$11 million and \$4 million of that was farebox revenue. On top of that there was supposed to be \$11 million of farebox revenue bonds and then nothing happened. There are 11 cars which are unaccounted for. Mr. Lebrun said if you bought one more car, you could build two Bombardier sets and retire two Gallery sets and split then up and get 10 cars. Mr. Lebrun said we would now get another 10 six car Bombardier trains and would not have had to change the timetable because the Bombardier sets have two sets of doors which would help people boarding and these trains would not be as packed as they are now. Mr. Lebrun said the Board said no to a 12:1 bike to seat ratio and they wanted an 8:1 ratio. He said they finished up with 893 seats, 112 bikes and three toilets.

#### **BICYCLE ACCESS & PARKING RECOMMENDATIONS – DRAFT FISCAL YEAR 2017 CAPITAL BUDGET SUBMITTAL LIST (SEBASTIAN PETTY)**

Sebastian Petty, Senior Planner, presented:

- Wayside Improvement Cycle
  - Annual review and prioritization of wayside bicycle access and parking plan (BAPP) project list
  - Based on initial projects and criteria established in 2014 BAPP Implementation Plan
  - Used as basis for annual capital budget funding request
- FY 2017 Wayside Improvement Funding Cycle – Process
  - Reviewed FY2016 project list and scores from prior year (December BAC)
  - BAC provided input and suggestions to improve prior year's project list (December BAC)
  - Staff submitted placeholder to FY2017 budget
  - Staff developed FY2017 recommendation for BAC review
- Initial input heard from BAC
  - Plan for the future (think about increasing ridership, changing modes of station access)
  - Look at security improvements (lighting and cameras)
  - Consider utilizing surface parking for bike facilities
  - Consider bike rack relocations
  - Bike parking capacity concerns at specific stations including San Jose, San Mateo
- FY2017 – Challenge
  - Many projects on BAPP project list have funding
  - Technical review and implementation still ongoing
  - Bike Parking Management Plan starting

- Will result in more forward-looking recommendations for bike parking type, location and administration
- Will likely modify / remove many existing projects from BAPP list and add new ones.
- Recommendations not ready for FY2017 but will be available for FY2018 cycle
- Staff preference to advance additional parking projects that are consistent with future plan recommendations
- FY2017 - Recommendation
  - Place reprioritization on hold
  - Request \$150K in FY2017 budget for the purposes of
    - Leveraging grants / partner projects
    - Funding future projects coming out of Bike Parking Management Plan
  - Focus on completing FY2016 projects
  - Comprehensively update BAPP list for FY2018 based on results of the Bike Parking Management Plan
  - Continue with annual prioritization and funding cycle

Mr. Brazil said he was conceptually supportive of the plan. He said he would encourage Caltrain to look at more efficient uses of station area parking, including converting surface car parking to bike parking. Mr. Brazil also said he would encourage dynamic pricing for car parking to incentivize ways of accessing the station that serve the system best. He also said that some of surface lots are huge and that it is not sustainable to have surface parking lots forever. He also said that Caltrain should look at utilizing the land to generate revenue and reduce car trips. Mr. Petty said that Caltrain has received a Federal Transit Administration grant to conduct a station management plan that will look at the system holistically and consider the programmatic and land resources and how to utilize those resources efficiently.

Mr. Banerjee asked when the budget gets approved. Mr. Petty said the process begins in March and is approved in July.

Mr. Saum said he encourage mobile payment of parking that could facilitate dynamic pricing for parking.

Ms. Barton said it looked like rather few projects on the list were actually funded. Mr. Petty said that many of the rack projects were funded and the other ones were either addition of lockers or locker conversions. Mr. Petty said there were grants for some of those but that those could be delayed in case the Bike Parking Management Plan changes the prioritization of those projects.

Ms. Barton asked about locker management and if there are plans to evaluate the use of the lockers. Mr. Petty said that would be included as part of the Bike Parking Management Plan.

Ms. Barton asked if there is a way for the lockers to be relinquished if they are not being used. Mr. Petty said that could be discussed with the contract manager to see how we could encourage those not using the space to give up their locker.

Mr. Brazil said the e-lockers have a higher turnover rate and think e-lockers work much better. Mr. Brazil said he would encourage pilots at some locations to test their efficiency and inform the overall plan.

Ms. Young asked if the reprioritization was on hold until the broader study is concluded. Mr. Petty said that was correct. Ms. Young asked if that was also true for the simple bike racks that are already funded. Mr. Petty said no and that any project that was already funded would likely move forward as the larger study was being conducted.

Ms. Young asked if there is a technical advisory committee being formed to advise the plan and if there is a plan to share information with the committee. Mr. Petty said yes and that he would be coming back at the next meeting to formally kick-off the plan and updates would be provided regularly. Mr. Petty said the technical advisory committee would not supplant updating and receiving feedback from the committee. Mr. Petty said the technical advisory committee would likely include bike planners from Caltrain's funding partners, city staff from the five cities that have the highest bike ridership, and representatives from bike advocacy organizations and large employers who use GoPass.

Ms. Barton asked if there is a standard for bike racks. Mr. Petty said there was a standard for bike racks and it was an inverted "U" rack. Ms. Barton said there are cargo bikes being used now and that space around the rack could also be considered in the standard.

Vice Chair Provence asked if the City of San Mateo manages the bike lockers at the San Mateo Station. Mr. Petty said yes and throughout the Caltrain stations there are a variety of management entities and agreements for the lockers at the stations.

Vice Chair Provence said he has experienced that the lockers are full at San Mateo in the morning. He said that having the lockers being free for a certain amount of time would incentivize people to leave their bike at the station. Mr. Petty said that was a good suggestion and would be considered in the plan.

#### Public Comment

Roland Lebrun, San Jose, said Caltrain took away 24 seats for people who are paying full fares and are now going to be standing. Mr. Lebrun said it is backwards to charge people for leaving their bikes behind but allowing them on board for free. Mr. Lebrun said Caltrain should be charging people for bringing their bikes on board. Mr. Lebrun said that people in Sunnyvale are being left on the platform because the trains are full. Mr. Lebrun said you have to be careful when you suggest that car parking spaces be taken away because people from San Jose are driving all the way to Tamien because there is space and parking is free. Mr. Lebrun said there is a massive parking crisis in Tamien with cars parking in the neighborhoods.

Mr. Saum said that he recalls that bikes are legally luggage and cannot be charged to take on board.

Mr. Brazil said he would rather not engage in that discussion as he has a fundamental disagreement.

## **CHAIRPERSON'S REPORT**

### **2016 Work Plan**

Ms. Young asked for an update when significant improvements or installation of racks occur.

Ms. Young asked that the update on the Bike Parking Management Plan also include information on methodology.

Ms. Young asked for an update on the Bike Bump form and whether there are opportunities to make improvements to the form.

Ms. Barton said that she would like an update on any funding opportunities as they become available.

Mr. Vanderlip asked for an update on the EMU design and to have the opportunity to provide input on the bike car design.

Mr. Saum seconded the request to have input on the EMU bike car design.

### **STAFF REPORT – Brent Tietjen**

Mr. Tietjen reported:

- There will be a celebration of the additional third bike cars on April 4 at the San Francisco Station.
- Members of committee and members of the public are welcome to attend the event.
- In addition to the new bike cars, there will be schedule changes that will be implemented on April 4 to increase the timetable reliability.
- The Customer Experience Survey deadline is March 20.

Mr. Tietjen said there was a follow-up report in the committee packet.

Mr. Petty gave an update on the Bike Parking Management Plan. Mr. Petty said there are consultants on board and they are working to assemble the technical advisory committee.

Mr. Debessay said the Super Bowl 50 service went well and that there were no major issues to note. Mr. Tietjen said there was an additional 67,000 riders for the week before and after the Super Bowl. Mr. Tietjen said 29,000 of those were on the Saturday and an additional 9,000 on Super Bowl Sunday.

Ms. Barton asked if that ridership was what was expected during the Super Bowl service. Mr. Debessay said Saturday ridership surpassed expectations but additional trains were able to be added and accommodate the ridership increase.

Mr. Turner asked about the follow-up report and said the capacity numbers presented were inconsistent. Mr. Debessay said the 650 capacity number is an average because the number of seats can change with configuration of the cars.

#### Public Comment

Roland Lebrun, San Jose, asked if the 650 capacity number was a five car Gallery. Mr. Debessay said that was correct. Mr. Lebrun asked what the 739 and 691 were referring to on the follow-up item. Mr. Debessay said the 731 was six-car Bombardier set. Mr. Lebrun said we were lucky on Super Bowl and right after that we blew two engines. Mr. Lebrun asked if the nine that were about to blow were used for Super Bowl trains. Mr. Lebrun asked which number is the capacity for the six-car Gallery sets and which is for the six-car Bombardier sets. Mr. Debessay said the 739 is the Bombardier cars.

Mr. Vanderlip asked if there has been any work to ensure the bike bump report is accurate and not undercounting that bike bumps. Mr. Tietjen said the report is used as a tool but is understood that it does not capture the full reality of the bike bumps.

#### **WRITTEN CORRESPONDENCE**

The written correspondence packet was distributed.

#### **COMMITTEE REQUESTS**

Ms. Barton said there are six or seven different events that she is promoting related to Bike Month, including resolutions declaring May as Bike Month.

Mr. Turner asked about the possibility of having a second passenger count in the summer instead of in February when it's raining.

Vice Chair Provence said a second count could even be on a smaller scale such as conductors counting bikes as they come off in San Francisco.

Mr. Saum asked if when the quarterly updates of CalMod come out that there be an update to the committee. Mr. Tietjen said that those updates are planned to be provided to the committee regularly.

Mr. Brazil said he will not be able to make the May meeting.

Vice Chair Provence requested an update on WiFi on Caltrain.

#### **DATE, TIME AND LOCATION OF NEXT MEETING:**

May 19, 2016 at 5:45 p.m., San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 7:35 p.m.