



Bicycle Advisory Committee  
 1250 San Carlos Avenue, San Carlos, CA 94070  
 4<sup>th</sup> Floor Dining Room

**NOTE ROOM  
 CHANGE**

**AGENDA**

**December 15, 2015 - Tuesday 5:45 p.m.**

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of July 16, 2015 Meeting
4. Public Comment  
*Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes*
5. Introductions and Caltrain Organizational Changes (Brent Tietjen)
6. CalMod Update (Casey Fromson)
7. Bicycle Parking Rules and Regulations Discussion (Jim Castaneda)
8. Bicycle Access and Parking Recommendations (Sebastian Petty)
9. Chairperson's Report
  - a. 2015 Work Plan
  - b. 2016 Meeting Calendar
  - c. 2016 Work Plan
10. Staff Report (Brent Tietjen)
  - a. Staff Update and Follow-up Report
  - b. BAC Applications
  - c. Bike Bump Report Update
  - d. Bike Parking Management Plan Update
  - e. Metrolink Car Update
11. Written Correspondence
12. 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
14. Date and Time of Next Meeting: Thursday, January 21, 2016; 5:45 p.m.
15. 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	Catherine Young (Vice chair)	Garrett Turner
San Mateo	Vacant	Steve Vanderlip	Amitabha Banerjee
Santa Clara	John Brazil	Edward Saum	Wesley Brinsfield (Chair)

## **INFORMATION TO THE PUBLIC**

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.9495 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

Upon request, the JBP 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 [bacsecretary@caltrain.com](mailto:bacsecretary@caltrain.com); or by phone at 650.508.6495, 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.

**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 JULY 16, 2015**

**MEMBERS PRESENT:** J. Brazil, W. Brinsfield, D. Provence, E. Saum, G. Turner, C. Young

**MEMBERS ABSENT:** A. Banerjee, S. Vanderlip

**STAFF PRESENT:** A. Maguigad, N. McKenna, S. Petty

Chair Wes Brinsfield called the meeting to order at 5:46 p.m. and led the Pledge of Allegiance.

Chair Brinsfield thanked everyone for attending the special BAC meeting and Ed Saum for writing the BAC's letter of recommendation on bike capacity on the new electric multiple units (EMU).

**APPROVAL OF MINUTES OF MAY 21, 2015**

John Brazil said page 5 the first line should be changed to "Mr. Brazil asked whether the Board and staff should consider."

Motion/Second: Saum/Turner

Ayes: Brazil, Brinsfield, Provence, Saum, Turner, Young

Absent: Banerjee, Vanderlip

**APPROVAL OF MINUTES OF JUNE 23, 2015 SPECIAL MEETING**

Motion/Second: Turner/Saum

Ayes: Brazil, Brinsfield, Provence, Saum, Turner

Absent: Banerjee, Vanderlip

Abstain: Young

**PUBLIC COMMENT**

None

**UPDATE ON BICYCLE ACCESS AND PARKING PLAN (BAAP) IMPLEMENTATION PROCESS**

Sebastian Petty, Senior Planner, said:

- Existing BAAP was adopted in 2008.
- Annual wayside improvement funding cycle is underway.
- A Bike Parking Management Plan is kicking off soon.
- Wayside Improvement Funding Cycle:
  - Project list prioritized with BAC in fall 2014
  - The Fiscal Year (FY) 2016 Capital Budget was submitted as presented to the BAC in January

- The FY2016 approved Capital Budget for bicycle wayside improvements totals \$485,000 and includes:
  - Improvements at Palo Alto, Mountain View, and San Francisco stations
  - E-lockers at San Jose and Redwood City stations
  - General bike racks
  - Engineering and TransitAmerica support
- Targeted project value with anticipated leveraging is \$1 million.
- Next steps:
  - Implement projects
    - Bike lockers at Redwood City and San Jose Diridon
    - Seek additional funding and plan details of projects
    - Systemwide bike racks
    - San Francisco, Mountain View and Palo Alto improvements
  - Update and reprioritize project list
    - September BAC

Mr. Brazil said after the Proposition K funds from San Francisco and the funds from the Bay Area Air Quality Management District, Caltrain is actually only funding \$165,000. Mr. Petty said yes, but all the money is coming from the three counties unless it is a specific county project, then that county is responsible for the cost.

Chair Brinsfield asked if the terminus of Bay Area Rapid Transit (BART) in Santa Clara, the Millbrae Caltrain Station and the 22<sup>nd</sup> Street Station would be considered in a future budget. Mr. Petty said staff would work with BART and Santa Clara Valley Transportation Authority (VTA) on what needs to be advocated for in Santa Clara. Millbrae improvements would be looked at and prioritized, but the station is going through a station area update process. The 22<sup>nd</sup> Street Station would also be prioritized through the same process. He has spoken to staff at San Francisco Municipal Transportation Authority on making improvements at the station.

Chair Brinsfield asked if all of these stations could be put through the prioritization process. Mr. Petty said this is an evolving process and prioritizing projects is a way to show the Board and executive staff what is needed.

Chair Brinsfield said the Board approved \$3 million for wayside parking and asked how that affects this process. Mr. Petty said a lot of it is to be determined, but it will feed into this process. The money still needs to be found.

Mr. Brazil said the Berryessa BART station will open in two years and there will be great parking at this station and it is fully funded.

### **DRAFT SCOPE FOR THE BICYCLE PARKING MANAGEMENT PLAN**

Mr. Petty said he would like to receive comments from the BAC on the draft scope on the plan. He reported:

- Original Context:
  - Planning study focused on bike parking operations and management
  - Identified in BAAP implementation strategy
  - A one to one and half year timeframe kicking off in fall 2016

- Operations and administration focused
- Submitted for a California State Department of Transportation (Caltrans) planning grant in fall 2014
- The Plan budget is \$151,00 and \$134,000 is grant funded
- Updated context:
  - Spring 2015 – future EMU design discussion and Board action
    - Increase on onboard capacity (1:8 bikes to seats ratio included in Request for Proposals)
    - Emphasis on improved facilities (minimum \$3 million commitment, sources to be determined)
  - Existing scope does not directly address capital planning
- Purpose:
  - Review scope and provide comments related to original purpose
    - Understanding needs of cyclists and identifying factors that influence their access choices
  - Review scope and consider areas for expansion
    - How many cyclists should Caltrain pay for
    - How should Caltrain spend \$3 million in capital funding
    - How should new funding integrate with existing BAAP implementation plan and prioritization model
    - What additional partnership and funding opportunities exist

Mr. Brazil asked what portion will be done by a consultant and if they have been hired. Mr. Petty said all the grant money would go to a consultant. The consultant has not been hired.

- Key Scope Elements: Outreach
  - Technical Advisory Committees both internal and external
  - Caltrain advisory committees
  - Stakeholder meetings
  - Project website and comment form

Chair Brinsfield said the county bike share manager might be considered as a member of the external committee.

- Key Scope Elements: Data Collection
  - Agency data – ridership and facility usage
  - Primary data collection – occupancy and turnover

Garrett Turner asked if a summer survey could be done as part of the data collection to see the ridership and bike usage.

- Key Scope: Customer Research
  - Intercept survey
  - Focus groups

Chair Brinsfield asked if the Caltrans funding and Caltrain funding is for a planning document to illustrate the type of things that can be done. Mr. Petty said this is part of the budget and the intercept survey is going to be very focused and targeted.

- Key Scope Elements: Performance Goals
  - Performance goals and performance measure development
  - Evaluation of existing system and target setting
  - Evaluation of contemplated and potential improvements
- Key Scope Elements: Management and Administration Options
  - Management options and policies
  - Administration options and organizational structure
- Key Scope Elements: Implementation Strategy
  - Define roles and responsibilities
  - Key milestones, decisions and funding needs
  - Capital improvement plan
  - Monitoring plan

Dan Provence said he suggests adding the cost associated with parking lots.

Mr. Turner asked if any of the \$3 million funding can be used for collecting data. Mr. Petty said there are some options to get more money to expand the scope. The Board made a major investment to look at bike parking.

Mr. Turner asked if the survey on turnover will be in the winter when there is very little need for bike lockers or when there is high turnover and the need is there. Mr. Petty said he will take that into consideration.

Mr. Turner said he recommends the use and high turnover be done during the summer when bicycle capacity is high on the trains.

Mr. Brazil asked what the timeframe is for the planning. Mr. Petty said it is not contemplated in the scope.

Mr. Brazil said he would add establishing best practices around the world in the final report. He said he is for establishing three goals such as conservative, moderate and extreme.

Chair Brinsfield suggested that somebody from a large rail system be included in the external community. He said he is becoming more of an advocate for wayside bike parking. He said there should be some explicit wording on security for wayside parking and good communication to the bicycle community.

Catherine Young said she supports Mr. Turner's suggestion of doing a survey during the high season of bicycle ridership and not when the ridership is low in the winter. She asked if staff is seeking feedback on the scope. Mr. Petty said as part of the grant is a revised scope must be submitted to Caltrans by September.

Mr. Provence said people may not be aware of the different types of wayside bike parking and it may be good to include photos and the cost of the different bike parking options.

### **AD HOC COMMITTEE REPORTS**

#### **Bike Bump Reporting – Dan Provence**

Mr. Provence said at this point there is interest in disbanding the ad hoc committee. There is interest in using this data and possibly creating a new sub-committee to discuss how to use this data. There is only one form now on the Caltrain website. He suggested making a schedule showing the bumps on different trains.

Chair Brinsfield said the data isn't being used well and not being shared with people or the Board. He said at some point the BAC should look at the form to see if there can be improvements.

April Maguigad, Manager, Rail Operations, said the ad hoc was just for the bike bump reporting and that has been done.

#### **CHAIRPERSON'S REPORT – Wes Brinsfield**

##### **2015 Work Plan**

Chair Brinsfield said he would like an update on electrification, status of refurbished cars, and an update from Mr. Petty on bike parking management.

Ms. Maguigad said in September there will be an update on the bike parking business plan and bike bumps. The November meeting will include the 2016 meeting calendar, update on bike hub, and study on first and last mile connections.

Mr. Brazil suggested an update on bike share.

#### **STAFF REPORT – April Maguigad**

Ms. Maguigad reported:

- The Board acknowledged the BAC's letter on the EMU recommendation and was glad to receive it.
- The Metrolink cars, now being called the Generation 2 cars, were put into service in May and there are five six-car consists in service now. Work still needs to be done on the bike cars.
- Staff reached out to the Federal Railroad Administration about allowing more than four bikes per rack and they are not willing to give an answer. Until an answer is received staff will not move to more than four bikes per rack.
- Staff is taking to an updated bicycle parking rules and regulations policy to the June Board meeting. There are a lot of locations where people are locking their bikes at unsafe locations and this will allow for better enforcement.

Mr. Brazil asked why the BAC is just hearing about this. Mr. Petty said the previous director of safety brought this before the BAC a while back.

- There has been an issue with bike locker occupants not paying their monthly fee of \$36 and there was no process for removing the items. Staff has created a new

bike locker process for bike occupants and once final the new policy will be sent to all occupants.

### **WRITTEN CORRESPONDENCE**

Mr. Brazil said there was one comment on mixed-level EMUs and asked if there was any discussion on this. Mr. Petty said all options were looked at.

Mr. Brazil said there was another comment on hybrid EMUs. Mr. Petty said they were evaluated in the environmental analysis and they were not the preferred alternative.

### **COMMITTEE REQUESTS**

Mr. Provence said he hears people complaining of folding bikes on the bike racks. Maybe there should be an announcement of asking people with folding bikes to put them in the luggage area.

Ms. Young asked what is happening with the two separate bike bump forms and what is being done with the bike bump data. She asked for an update on the \$3 million funding as it become available.

Mr. Turner said in the past the BAC received a presentation on the bike bump from an outside agency and would request if staff could provide bike bump information at the meetings. He would recommend the follow-up report be included when the agenda is posted. He is disappointed the Board ignored the BAC recommendation of 16 percent bike capacity and took a 12.5 percent bike capacity.

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

September 17, 2015 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.

Chair Brinsfield thanked staff and the committee for all the hard work and input.

Meeting adjourned at 7:45 p.m.



## Caltrain Bicycle Advisory Committee

### 2015 Work Plan

#### **Purpose**

The purpose of the Committee is to facilitate dialogue between Caltrain and its current and future customers who use bicycles as their primary mode of access to the Caltrain rail line. This Committee will provide a formal venue for the interests and perspectives of bicyclists to be fully integrated into Caltrain decision-making processes, particularly with respect to:

- New ideas related to the needs of bicyclists on Caltrain
- Proposed investments and pilot programs
- Operating procedures
- Caltrain communications

The Committee shall be advisory in nature, and actions taken shall be brought to the Peninsula Corridor Joint Powers Board by Caltrain staff, when appropriate. Although the Committee was not created by a legislative body, it has been created as a venue that is open to the public and shall follow the Ralph M. Brown Act to ensure transparency and consistency with the Joint Powers Board and other Caltrain committees.

#### **Function**

The function of the Committee is to promote and advance overall communication between Caltrain and members of the bicycling community, and to explore the realm of needs bicycle riders have with respect to utilizing current and future Caltrain services, while taking into account the needs of all Caltrain customers.

- Helps to educate the community-at-large, as well as other bicyclists, and serve as a communication conduit to ensure broad feedback on Caltrain initiatives related to bicycles.
- Provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

#### **List of Agenda Topics/Presentations for 2015:**

#### **Meetings**

- Jan. 15 –
  - Approval of Charter Changes
  - Election of Officers
  - Bicycle Access & Parking Recommendations – Draft FY2016 Capital Budget Submittal List
  - Bikes ONBOARD Presentation

Updated – 12/11/15

## Caltrain Bicycle Advisory Committee

### 2015 Work Plan

- March 19 –
  - CalMod Update
  - Fourth and King Streets Bike Facility Update
  - Procurement of MetroLink Cars
  
- May 21 –
  - Presentation on Annual Passenger Count Data
  - Bicycle Access & Parking Recommendations
  - CalMod Update
  - Townsend Street Bicycle Issues
  
- June 23 (Special Meeting) –
  - EMU Request for Proposal Update
  
- July 16 –
  - Update on Bike Parking Management Plan
  - Update on Bicycle Access and Parking Plan Implementation Process
  
- Sept. 17 (Cancelled) –
  
- Nov. 19 (rescheduled for December 15, 2015) –
  - 2016 Meeting Calendar
  - 2016 Work Plan
  - Bicycle Parking Rules and Regulations Discussion
  - CalMod Update
  - Bicycle Access and Parking Recommendations
  - Caltrain Bike Bump Report Update from staff

#### **Staff Suggestions:**

#### **Committee Suggestions:**

- Pilot Program on Queuing
  - Update on BikeHub
- Track Safety for Bicyclists
- Update on Bay Area BikeShare
- Update from SFBC and SVBC on Bike Survey Results