



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

AGENDA

May 18, 2017 - Thursday 5:45 p.m.

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
Public testimony by each individual speaker, for items not on the agenda, shall be limited to three minutes
4. Approval of Minutes of March 16, 2017 Meeting
5. CalMod Update – Lori Low
6. Townsend Corridor Improvement Project – Cameron Beck, SFMTA
7. Bike Parking Management Plan Update – Melissa Jones
8. Proposed Fare Changes – Brent Tietjen
9. Chairperson's Report
 - a. 2017 Work Plan
10. Staff Report (Brent Tietjen)
 - a. Bike Bump Report
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
13. Date and Time of Next Meeting: Thursday, July 20, 2017; 5:45 p.m.
14. 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 (Chair)	Cliff Bargar	Danielle Thoe
San Mateo	Gwen Buckley	Steve Vanderlip	Andrew Olson (Vice Chair)
Santa Clara	John Brazil	Miguel Guevara	Wesley Brinsfield

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. 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; 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
2nd Floor Auditorium
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF MARCH 16, 2017

MEMBERS PRESENT: C. Bargar, J. Brazil, W. Brinsfield, G. Buckley, A. Olson, D. Provence, D. Thoe, S. Vanderlip

MEMBERS ABSENT: M. Guevara

STAFF PRESENT: C. Fromson, L. Low, J. Navarro, J. Navarrete, B. Tietjen

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW MEMBERS

The members of the committee introduced themselves.

ELECTION OF VICE CHAIR

Wes Brinsfield nominated Andrew Olson as vice chair.

Motion/Second: Brinsfield/Brazil

Ayes: Bargar, Brazil, Brinsfield, Olson, Provence, Thoe, Vanderlip

Absent: Guevara

APPROVAL OF MINUTES OF JANUARY 19, 2017

Motion/Second: Brazil/Thoe

Ayes: Bargar, Brazil, Buckley, Olson, Provence, Thoe, Vanderlip

Abstain: Brinsfield

Absent: Guevara

CALMOD UPDATE

Casey Fromson, Government and Community Affairs Director, introduced Lori Low, Government and Community Relations Specialist.

Ms. Low reported:

- In September, contracts were awarded to Balfour Beatty and Stadler US, Inc.
- All local, state and regional funds for the project have been secured
- On February 7, 2017 Caltrain received notice that the Federal Transit Administration delayed execution of the grant funding until the federal budget is released later in the year

- Based on the delayed execution of funding, Caltrain extended the Limited Notice to Proceed (LNTP) portion of the contracts to June 30, 2017
- Design of the cars is continuing during this LNTP period
- Bike stand options have been presented to staff and will be discussed with the BAC and the general public in the near future

John Brazil asked if there would be a mockup of the new cars. Ms. Low said there were plans to have physical samples for the BAC and general public to visit.

Mr. Brazil asked if that process would occur on a timeline that would allow feedback to be incorporated into the final design. Ms. Low said yes, feedback received would be incorporated.

Steve Vanderlip asked if the ratio was still eight to one for the bike cars. Ms. Low said that ratio was given to Stadler and the ratio is the primary factor when considering bike storage options.

Vice Chair Olson asked what the ratio means. Mr. Vanderlip said it was the ratio of bikes to seats.

Mr. Brinsfield asked if Stadler is at risk of not getting paid for the work they have done to date. Ms. Fromson said the LNTP was extended to June 30 and Caltrain received authorization for \$150 million for both the Stadler and Balfour Beatty contracts. Stadler is continuing the design work they were authorized to by the Board during this phase. Stadler is not continuing at risk but work has been slowed down to manage resources. Mr. Brinsfield said then it almost like Caltrain is at risk if funding does not come through or it would be placed on hold until a future date. Ms. Fromson said Caltrain was proceeding with the authorization that was received from the Board.

Chair Provence said Ms. Low mentioned a potential special meeting in April. Chair Provence asked if there a deadline for design decisions. Ms. Low said the physical samples are expected in the summer with a final decision to be made in September.

Chair Provence asked what would be discussed at a potential meeting in April. Ms. Low said more specific bike storage options could be presented and discussed.

Ms. Fromson said by the next meeting, staff would have a more detailed timeline of decisions and public input opportunities.

Chair Provence asked if there was a deadline for design decision. Ms. Fromson said the decisions regarding bike storage are on a longer timeline. Staff will get back to the BAC on more specific dates at the next meeting.

Ms. Thoe asked what the procedures for a special meeting were. Mr. Tietjen said he would poll the BAC members and work with Chair Provence and Vice Chair Olson on setting a date and agenda.

Mr. Vanderlip asked if the Federal Railroad Administration (FRA) has given advice on bike stacking for the new EMUs. Ms. Low said boarding and storage procedures are being considered for the new cars.

Mr. Brazil said it would be helpful to have a Frequently Asked Questions that outline FRA and other agency requirements.

Mr. Bargar asked if the designs being reviewed are in place on other systems and if they are used on other systems, it would be helpful to get background on how well those options are working. Ms. Low said staff is looking into what examples are in use as well as considering new designs.

BIKE BUMP PRESENTATION

Mr. Tietjen presented:

- Form went live in March 2015
- "Additional Bikes Bumped" field added in 2016
- CY 2016 Overview
 - 133 bike bump reports
 - 588 additional bike reported bumped
 - 721 total bumps reported
- Live Twitter Feed @BikesOnCaltrain with 732 followers

Mr. Brazil asked for a description of the "Additional Bikes Bumped" field. Mr. Tietjen said the bump reports is the actual number of people who filled out the form. The "Additional Bikes Bumped" field allows those reporting bumps to note cyclists other than themselves that were denied access.

Mr. Brazil added that this data represents self-reported bumps. Mr. Brazil said he wants the committee and staff to think big and scale bike and transit use exponentially. Mr. Brazil said on-board bike capacity is not the complete solution and that bike lockers, bike share and other options have to be considered.

Mr. Brinsfield asked if there are plans to compare this data to the formal passenger survey that is released later in the year. Mr. Tietjen said yes, staff will compare this report with the annual passenger count.

Mr. Brinsfield said it is incumbent on the members to help get the word out about the form.

Ms. Thoe asked when the third bike car was added. Mr. Tietjen said they were added in April 2016.

Gwen Buckley asked if conductors report back when bicyclists are bumped. Mr. Tietjen said he would check and see if this occurs.

Vice Chair Olson said he has heard some conductors mention the bike bump form on the train.

Chair Provence asked how the visual messaging signs are updated to notify cyclists that trains are at capacity. Mr. Tietjen said that is conductor driven. The conductor reports this information to the dispatcher who then plays the message on the signs.

Mr. Brazil said if a train is departing a station and you are the last bike allowed on, you can tweet via the form but people down the line don't know how many people are getting off at the next station.

Mr. Brinsfield said he would encourage staff to use some innovative technology to help manage and report boardings and disembarkments.

Mr. Brazil asked how that would help a rider. Mr. Brinsfield said in an ideal world, the technology would automatically detect someone with a bicycle getting on the train and would know what station they are getting off at through a tag or other method. This would allow someone down the line to have a better understanding of the chances of being bumped.

Ms. Thoe said there could be some education around the data that shows where cyclists are getting on and off.

Chair Provence said he was hoping to use some of the data from the form to provide riders with information about certain trains that are more likely to experience bicycle bumps. Chair Provence said with the third bike car things have balanced themselves out well. Chair Provence said he could see one car on a train being over capacity and the other car having space.

Ms. Thoe said most conductors have been helpful in managing the bike cars and allowing cyclists to run down to another car if one is full.

Vice Chair Olson asked if bike bumps were lowering. Mr. Tietjen said the form has been live for two full years. Mr. Tietjen said the first year (CY 2015) there were 588 reports total. This year there were a total of 721 total bikes reported bumped. The "Additional Bikes Bumped" field was not part of the form in 2015.

Mr. Brinsfield said some riders may be fatigued after entering information multiple times. Mr. Tietjen said it has been a balancing act for staff between getting relevant information and ensuring ease of completing the form.

Ms. Thoe asked if there was an app being developed for Caltrain and if the form could be included in the app. Mr. Tietjen said the app was solely focused on ticketing.

CHAIRPERSON'S REPORT

2017 Work Plan

Chair Provence said there were a few major items coming up this year including the EMU design and the Bike Parking Management Plan. Chair Brinsfield asked if there are other topics that members would like to bring forward to the committee. Chair Brinsfield said members could bring them up now or contact him or Mr. Tietjen in the future.

Mr. Brinsfield said Measure B passed in Santa Clara County and a portion of those funds will be dedicated for Caltrain improvements. Mr. Brinsfield said there was a possibility that some of the Measure B funds could help the efforts of the BAC. Mr. Brinsfield said it would be helpful to have Measure B information presented to the committee at some point in the future.

Mr. Vanderlip asked if it would be possible to have a brainstorming session about the new Electric Multiple Units.

Mr. Brazil said staff could potentially ask VTA staff to present to the BAC about Measure B and how Caltrain and the BAC could take advantage of those funds.

Mr. Brinsfield asked for another update later in the year about bike share and the various systems operating in the Peninsula.

STAFF REPORT

Mr. Tietjen reported:

- The Caltrain board approved weekday service changes which will occur on April 10
- Weekend service changes are contingent on federal funding for the electrification project
- There was another report of a stolen bicycle at the San Francisco Station lockers
 - Locks were strengthened after reports of the stolen bicycle
 - Staff was directed not to store trains on the track closest to the lockers overnight
 - Camera lines were reinforced to deter the cutting of wires
- Councilmember Dev Davis (San Jose, District 6) was sworn in as a Caltrain Board member in March
- Caltrain approved the use of 100% renewable energy
- Caltrain began its annual ridership count in February and are expected to continue through mid-March

WRITTEN CORRESPONDENCE

The written correspondence packet was distributed.

COMMITTEE REQUESTS

Mr. Brazil said the City of San Jose will be hosting National Association of City Transportation Officials (NACTO) at a noontime lecture at SPUR San Jose on March 29. The talk will be about how to accelerate implementation of a downtown protected bikeway network.

Mr. Brinsfield said he has heard of some unpleasant rider experiences on the train during game days. Mr. Brinsfield said it was a reminder to staff and conductors that game days can cause problems for riders, particularly those with bicycles.

Mr. Brinsfield said Bike to Work Day is May 11.

Ms. Buckley asked if Caltrain was doing anything for Bike to Work Day. Mr. Tietjen said he was not aware of anything but would check and report back.

Mr. Bargar said the bike tags encouraged people to write one station on each side. Mr. Bargar said it was more effective to write both stations on one side. Mr. Tietjen said he has relayed that request to the graphic design team so it can be changed for the next order.

Chair Provence thanked Mr. Brinsfield for his service as chair for the previous two years.

DATE, TIME AND LOCATION OF NEXT MEETING:

May 18, 2017 at 5:45 p.m., San Mateo County Transit District Administrative Building,
2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 6:42 p.m.