

**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 21, 2016

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

MEMBERS ABSENT: None

STAFF PRESENT: C. Fromson, J. Navarro, S. Petty, B. Tietjen

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

APPROVAL OF MINUTES OF MAY 19, 2016

Motion/Second: Saum/Provence

Ayes: Banerjee, Barton, Brinsfield, Provence, Saum, Vanderlip, Young

Absent: Brazil, Turner

PUBLIC COMMENT

None

Garrett Turner arrived at 5:52 p.m.

BIKE SHARE UPDATE

Sebastian Petty, Senior Planner, presented:

- Background – recap of Pilot Program
- Overview of current programs
 - Bay Area Bike Share –Motivate
 - Bay Bikes – City of San Mateo
- Next steps for Peninsula Pilot Cities
 - Redwood City
 - Palo Alto
 - Mountain View
- Background
 - May 2010: MTC's Climate Initiatives grant program
 - August 2010: Air District submits final joint application
 - Initial Pilot Funding: ~ \$7 million
 - Deployed pilot in 5 cities
 - San Francisco, Redwood City, Palo Alto, Mountain View and San Jose
 - Initial fleet of 700 bicycles
 - Launched in summer 2013
 - Mixed Results

- Strong ridership in San Francisco
- Limited success in other pilot cities
- Air District and MTC voted to privatize system in May 2015
 - Motivate awarded contract to operate
 - San Francisco, San Jose, East Bay targeted for expansion (no cost to public)
- Redwood City, Palo Alto, Mountain View not included in privatization
 - Have option to buy-in to Motivate system
 - MTC funded planning process to evaluate choices
 - MTC provided operating funds through end of pilot (June 30th, 2016)

Steve Vanderlip asked what was meant by privatization of the system. Mr. Petty said the assets were owned by a private entity and there it was a public no-cost contract. Ellen Barton said she believed there was a purchasing of the equipment.

Kathy Kleinbaum, Sustainability Manager, City of San Mateo, presented:

- Background
 - 50 Bike pilot launched on May 12, 2016
 - Funded directly by City of San Mateo
 - Bikes located at 11 hubs across the City
 - Social Bicycles is the bicycle vendor
 - Bikes Make Life Better is the system operator
 - Key differentiators
 - System runs on smart bikes instead of smart hubs
 - Bikes can be locked to any rack or pole
 - Bikes can be put on hold mid-reservation
 - Hubs can be more spread out and have fewer bikes
 - Hub Locations
 - Pilot focuses on transportation hubs and employment centers
 - Secondary focus on key commercial destinations
 - Flexibility to adjust locations and quantity of bikes based on demand
 - Many preferred locations have limited space for bike racks
 - License agreements required with private property owners
 - Pricing
 - Hourly rate translates to 3 cents per minute
 - Testing program that credits \$3 out of hub fee if bike starts out of hub
 - Pricing not intended for cost recovery
 - Mobile App
 - Shows location and availability of bikes
 - Can reserve bike 10 minutes ahead
 - Allows user to access account number and check balances
 - Data dashboard
 - Heat map
 - Origin and destination
 - Target system metrics
 - Membership target is 10 per bike – 500 for pilot

- Ridership goal is to reach 1 trip per bike per day
- No expectation for user fees to cost recover
- 2 months in we are at 220 members and 0.3 trips per bike per day
- Ideal outcome
 - Expand system further in San Mateo
 - System adopted throughout Peninsula
 - Reciprocity with San Francisco and San Jose systems established
 - Corporate sponsor identified to cover operating costs
 - Clipper card payment integration

John Brazil arrived at 5:58 p.m.

Mr. Vanderlip asked if the bikes could be taken inside a house and could you get reimbursed the fee once you bring it back to a public locker. Ms. Kleinbaum said yes but it would be preferable to leave it someone exterior to the house accessible by the public.

Mr. Turner asked if the app only shows bikes available for rent. Ms. Kleinbaum said yes, it only shows bikes available for rent. Staff can also see where the bikes are being utilized.

Mr. Vanderlip asked if there is a map that tracks use to and from the train stations. Ms. Kleinbaum said the heat map allows you to track usage to and from stations. Ms. Kleinbaum said Hillsdale is the most used station. Ms. Kleinbaum said the two biggest times of use are during commute hours and lunch.

Mr. Brazil asked how long the program is funded for without sponsorship. Ms. Kleinbaum said the program is funded for three years but they hope to find a sponsor before then.

Mr. Vanderlip asked if you can park a regular bike at the racks. Ms. Kleinbaum said yes.

Chair Brinsfield asked if any of the employers have talked about incentivizing the program for their employees. Ms. Kleinbaum said they have asked the employers to share the information on the program and have approached them for sponsorships.

Chair Brinsfield asked if the hubs near the Caltrain station are on or off Caltrain property. Ms. Kleinbaum said the racks were on Caltrain property.

Chair Brinsfield asked if there is a comparison of the bicycles between systems. Ms. Kleinbaum said the bikes had three gears and are quite heavy. Ms. Kleinbaum said they have also received comments that the baskets are more functional.

Mr. Vanderlip asked what the cost of the system is compared to the San Francisco system. Ms. Kleinbaum said she believed the cost was roughly 50 percent cheaper than the San Francisco system. Ms. Kleinbaum said the user incentives also help with rebalancing the bikes throughout the system.

Amitabha Banerjee asked how the system operates for the user and asked if the San Mateo city limits are clear to the general user. Ms. Kleinbaum said you have to be a

member and download an app to rent a bike. That could be done at the bike locations.

Vice Chair Dan Provence said he had some concerns about confusion between multiple systems. Vice Chair Provence said he was concerned that there are now two systems on the Peninsula and that the cost of both memberships can be prohibitive to many riders. Vice Chair Provence said as San Mateo evaluates the program the city should consider how to address the confusion that multiple systems can create.

Ms. Young asked if the ability to leave bikes at a non-hub station is an advantage. Ms. Kleinbaum said that it is a huge advantage and the mid-reservation hold is also an advantage for those planning to make a round trip.

Mr. Brazil said it is possible in the future that Motivate could have similar technology so the systems are not mutually exclusive.

Chair Brinsfield said he would like to remind the committee that their focus is those who ride Caltrain.

Emily Stapleton, General Manager, Motivate presented:

- Who is Motivate?
- Pilot Stats
 - Launched August 2013
 - Continuation Agreement through June 2016
 - 300 bikes / 35 stations in SF
 - 110 bikes / 16 stations in SJ
 - 59 bikes / 7 stations in Redwood City
 - 59 bikes / 7 stations in Mountain View
 - 37 bikes / 5 stations in Palo Alto
 - 750,000+ total trips taken
 - 10,000 annual memberships
 - 60,000+ 24hr memberships
- Regional Expansion
 - 2013-15 Pilot Program managed by BAAQMD
 - New Program Agreement with MTC signed December 31, 2015
 - 10-year term, two 5-year options
 - Motivate will fund expansion privately in San Francisco, Berkeley, Oakland, Emeryville, and San Jose
 - Cities in MTC region may participate
- Serving the Public Interest
 - Affordable and Equitable transit
 - \$14.95 / month or \$149 / year
 - \$5 / month or \$60 / year for customers eligible for Lifeline
 - Active Transportation
 - 30% of D.C. bike share members report losing weight.
 - Emission and Congestion Reduction

- 51% of Bay Area trips are less than 3 miles – a distance that can easily be covered by bicycle
 - 12% of reduction of drive-alone trips
- First / Last Mile
 - 97% of Citi Bike riders have a Metrocard and 53% of Citi Bike riders combine bike share with other modes.
- Supports Vision Zero
- Commitment to local hiring
- Safety
 - A platform for safety education
 - Bike rules printed on all bikes, kiosks, and literature
 - Safety classes offered to the public
 - Discounts on helmets for members
- Community & Membership
 - Group discounts for public agencies and non-profits
 - Partnerships with community groups to improve access
 - Discount memberships available for low-income residents
 - Integration with Clipper - 20 month roadmap after start of expansion
- Current Planned 2018 Bike Counts
- Expansion Timeline
- Peninsula Opportunity
 - There is interest and demand for bike share from customers in cities along the peninsula
 - Travel patterns of peninsula may vary from SF, SJ, and the East Bay
 - Motivate can work with cities to customize station location strategy and operational techniques
 - One seamless user experience for the customer is preferred

Mr. Turner asked if the Bay Area Bike Share integrates with other systems across the country. Ms. Stapleton said currently it is not an option but it is something they are exploring for the future.

Mr. Turner asked if the same technology is used at all the locations. Ms. Stapleton said there are different systems used in different markets, including a smart bike system in Portland.

Mr. Turner asked if there is a chance that the expansion could see a switch to a smart bike system. Ms. Stapleton said the decision for the system has not been finalized. Ms. Stapleton said there is also a path to electric bikes included in the agreement. Ms. Stapleton said those decision would be finalized soon.

Ms. Barton asked if there was a possibility to retrofit to have a real basket. Ms. Stapleton said on the existing bikes a different basket is not likely in the short-term.

Ms. Young asked for clarification on the timeframe. Ms. Stapleton said there is a two part process of getting bikes on the ground. Ms. Stapleton said there has been a series of workshops throughout the year.

Chair Brinsfield asked if there is a corridor of bike share stations in the East Bay. Ms. Stapleton said they will have modal connectivity to BART while also being in the neighborhoods.

Chair Brinsfield asked if there are any communities that are approaching Motivate mentioning the possibility of getting grants using communities of concerns as criteria. Ms. Stapleton said the City of Oakland has applied for grants in five locations in communities of concerns.

Mr. Brazil said San Jose has been focusing on the planning and siting for the next 80 stations that are coming to the City and those are funded through Motivate. Mr. Brazil said there are other funding options that can be considered for stations beyond the 80 that are planned.

Mr. Vanderlip asked if there is a way for people to give input on the design of the bicycles. Ms. Stapleton said they have not had a workshop around design specifically. Ms. Stapleton said they have done user surveys and have looked at other markets to see best practices.

Mr. Vanderlip asked for clarification on the privatization and grant funded options. Ms. Stapleton said Motivate has funded a certain amount of stations in the cities and any stations beyond those funded by Motivate could be funded by grants or other means.

Ms. Young asked if there has been any input from Caltrain riders specifically. Ms. Stapleton said there has not been outreach to Caltrain riders specifically but that could be done in the future.

Vice Chair Provence asked if 22nd Street Station is in the next round. Ms. Stapleton said that area is in Phase 2 and they are in talks with the neighborhood groups and developers in the area. Vice Chair Provence said a bike share station may help alleviate some of the bike bumps at that station.

Mr. Banerjee asked if there are any plans to make the system more affordable for the casual user. Ms. Stapleton said the daily rate is likely to stand and that compared to other transportation options it can remain competitive. Ms. Stapleton said daily rate is for a specific subset of users.

Sebastian Petty presented:

- Peninsula Next Steps
 - Choices to be made by Redwood City, Palo Alto and Mountain View
 - VTA, SamTrans and Caltrain participating as stakeholders
 - Strategic Decision Process
 - Funded by MTC, led by SamTrans with technical support from Toole Design Group
 - Evaluated option to buy into Motivate system
 - Consider other technologies and systems
 - Plan for continuation or wind-down of pilot services

- Redwood City
 - Chose to not buy-in to Motivate system
 - Motivate will redeploy docks and bikes to San Jose and San Francisco
 - Continuing to work with cities along the Caltrain corridor to evaluate bike share programs
- Mountain View
 - Paying to continue pilot service through November 2016 and possibly June 2017
 - Continuing to work with cities along the Caltrain corridor to evaluate bike share programs
- Palo Alto
 - Paying to continue pilot service through November 2016
 - Continuing to work with cities along the Caltrain corridor to evaluate bike share programs
 - Council direction to explore a "Smart Bike" dock less system
 - Further council consideration scheduled for August

Public Comment

Roland Lebrun, San Jose, said to know the boundaries of San Mateo, you can look on your phone on Chrome search for San Mateo and open the item in Chrome to see the boundaries of the city.

CALMOD UPDATE

Casey Fromson, Government and Community Affairs Manager, presented:

- Process (Electrification & Vehicles)
- Contracts
 - Electrification Infrastructure
 - Best Value Proposer: Balfour Beatty
 - Highest Qualified Proposer & Lowest Price
 - Will Comply w/ Project Labor Agreement
 - Vehicle (Electric Multiple Unit)
 - Single Proposer: Stadler
 - Will Comply w/ Buy America
 - Throughout procurement process, partner participation: MTC, VTA, SMCTA, SFCTA, CCSF, SFMTA, CHSRA
- Authorize Award
- Balfour Beatty (Electrification)
 - Contract Value \$697m, conditioned on California High-Speed Rail Authority (CHSRA) adopting funding agreement at 8/9/16 Board meeting
 - Limited Notice to Proceed \$108m
 - Activities: design, utility and geotechnical work, and advance critical procurements
 - Full NTP, conditioned on execution Full Funding Grant Agreement (FFGA) w/ Federal Transit Administration
 - Activities: Construction
 - Executive Director Contingency Authority up to 5%

- Stadler (Vehicle)
 - Contract Value \$551m, conditioned on CHSRA adopting funding agreement at 8/9/16 Board meeting
 - Limited Notice to Proceed \$41m
 - Activities: Advance design
 - Full NTP, conditioned on execution FFGA w/ Federal Transit Administration
 - Activities: procurement of 96 vehicles
 - Executive Director Contingency Authority up to 5%
- Other Issues
 - Amend FY17 Capital Budget
 - Maintenance Options
 - Electrification and Vehicles
 - One year to exercise options
 - Additional Vehicle Options
- Schedule

Mr. Turner asked if the presentation will be posted on the BAC webpage. Mr. Tietjen said it would be posted on the BAC website after the meeting.

Mr. Turner asked if the CalMod updates would be pushed out via email. Ms. Fromson said that as part of the project rollout there will be some website updates including features to subscribe to updates.

Chair Brinsfield asked about the status of the Communications Based Overlay Signal System (CBOSS) Project. Ms. Fromson said that all of the installation work is complete and the project is now in the testing phase. Ms. Fromson said there was an APTA peer review process and that there were some challenges identified as part of that review. Ms. Fromson said there is some work that needs to be done with Union Pacific to coordinate the two systems. Ms. Fromson said staff is reviewing the recommendations from the peer review to determine next steps and deliver the project in a timely manner.

Chair Brinsfield asked if the lawsuit have been dropped related to the project. Ms. Fromson said there is still one lawsuit still in place for the electrification project. Ms. Fromson said the court date was pushed out to late summer/early fall.

Chair Brinsfield asked if the Federal Railroad Administration (FRA) has made a determination regarding the method of stacking bikes. Ms. Fromson said the design of the new cars would be a good time to talk about the design elements and revisit the various regulations at the different levels of government. Ms. Fromson said there is the Board commitment to the ratio of seats to bikes on the new cars. Chair Brinsfield said he would like to ensure this item is carried forward as the design process kicks off.

Ms. Young asked about the timeline for having the manufacturer at the committee to talk about design elements. Ms. Fromson said at the next committee meeting she would have a better timeline for the manufactures.

Public Comment

Roland Lebrun, San Jose, said Caltrain has hired a new team for CBOSS and are basically redesigning the project. Mr. Lebrun said if Caltrain had done what MetroLink did two years ago they would be up and running by now. Mr. Lebrun said Caltrain would probably not be compliant by 2018 which means Caltrain would start getting fined by the FRA. Mr. Lebrun said the award to Stadler is concerning. Mr. Lebrun said he reconfigured the train to have 900 seats and 112 bikes. Mr. Lebrun said that train was a Bombardier. Mr. Lebrun said the contract was awarded to Stadler and that the train will not be able to accommodate Caltrain capacity. Mr. Lebrun said by the time they issued the Request for Information, they were down to 600 seats. Mr. Lebrun said when they issued the Request for Proposals they were down to 550 seats. Mr. Lebrun said when you have to rip out another 100 seats to make up room for the other set of doors you are down to 400 seats and 50 bikes. Mr. Lebrun said he went to the Metropolitan Transportation Commission and said there was a problem with the procurement process and asked them to make a recommendation for next steps. Mr. Lebrun said that he has found out that with the \$440 million we can replace the entire fleet with eight car EMUs.

AD HOC COMMITTEE REPORTS

Bike Parking Management Survey – Catherine Young and Ellen Barton

Ms. Barton reported:

- Ms. Young and Ms. Barton met with Mr. Petty to review the survey
- The survey covered many issues
- Ms. Barton recommended to reach out to those who do not currently bring bikes on board to determine barriers they experience
- Ms. Barton said the response was that there is limited resources for the survey and that expanding the scope would not be possible
- There were a variety of survey sources
- The intercept survey focuses on customers who bring bikes on board
- There will be a bike locker survey
- The online survey could help get information from those who currently do not bring bikes on board
- One goal would be to see if the bike access can be expanded without increasing bikes on board
- The survey will be reviewed

Ms. Young reported:

- The survey was created by a firm that has experience with the transportation sector
- She had similar questions of how to reach those who do not currently bring their bikes on board
- She made suggestions on language
- The intercept survey will be on board and the quality of responses should be good considering the survey and methods discussed

Chair Brinsfield asked when the surveys would be conducted. Mr. Petty said the intercept survey should happen next week. Mr. Petty said in general they would be targeting August for the online survey.

Ms. Barton said there will probably be nuances that cannot be captured by the survey

Mr. Turner asked if the survey would be both morning and evening. Mr. Petty said the survey would be conducted in the morning.

Chair Brinsfield asked if the ad-hoc committee should remain active. Ms. Young said yes since they have not reviewed the online survey yet.

CHAIRPERSON'S REPORT

Chair Brinsfield said there was Bike to Work in May and there were many people at the Caltrain stations and throughout the Peninsula.

2016 Work Plan

Chair Brinsfield said there are two more meetings for the year. Chair Brinsfield said the Brown Act Training presentation needs to be agenzized for the year.

Mr. Turner asked if the CalMod updates would be a standing item. Mr. Tietjen said he would add it as standing item.

Mr. Turner asked if there needs to be anything done to ensure a Brown Act Training can be scheduled. Mr. Tietjen said it would be scheduled for September.

Ms. Young asked to add the car manufacturer discussion to the Work Plan so it does not drop off. Chair Brinsfield said there will be CalMod updates as a standing item and the design can be discussed under that item.

Mr. Vanderlip suggested about adding an item about queuing for cars. Chair Brinsfield said it is under Committee Suggestions and it may be accommodated at a future meeting.

Public Comment

Roland Lebrun, San Jose, said someone should talk to the committee about bike capacity on the EMUs.

STAFF REPORT – Brent Tietjen

Mr. Tietjen reported:

- Caltrain swapped out four Gallery car sets to Bombardier car set
- Envision Silicon Valley Proposal includes:
 - \$250 Bicycle and Pedestrian Access
 - \$314 for Caltrain capacity improvements
 - \$700 for Caltrain Grade Separations

Joe Navarro, Director, Rail Operations provided an update on the MetroLink rollout.

Mr. Petty gave an update on the Bike Parking Management Plan. Mr. Petty said there are a variety of surveys scheduled to take place over the next few months.

Chair Brinsfield asked what time the intercept survey will be conducted. Mr. Petty said roughly 6 a.m. to 12 p.m.

Mr. Turner said there is special event next Wednesday. Mr. Petty said the survey considered special events and will ensure that event was noted.

Mr. Tietjen said the bike bump report was included in the committee packet.

Mr. Turner asked if the bike bump report would be modified to have more accurate data. Mr. Turner suggested adding a field that allows users to report additional bikes bumped.

Chair Brinsfield said a major comment from the committee was to add a field that allows reporting of additional bikes bumped.

Mr. Brazil said he would like to ensure the form gets more accurate information.

Chair Brinsfield asked for volunteers for an ad-hoc committee to review the quality and quantity of data coming from the Bike Bump Form. Mr. Turner volunteered to be the ad-hoc committee.

Mr. Brazil said he is hoping for some recommendations to make the data more accurate.

Chair Brinsfield asked that the discussion include how the information is used.

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

Public Comment

Roland Lebrun, San Jose, said Caltrain started out with five bullet trains and each one had five Bombardiers and Caltrain bought another 16 cars from MetroLink. Mr. Lebrun said there were 11 Bombardiers just sitting there. Mr. Lebrun said there were complaints about bike capacity on the Bombardier cars. Mr. Lebrun said Caltrain took 5 of the 11 that were just sitting there and gutted the bottom and swapped them with the five bikes car you got last year. Mr. Lebrun said there were still 11 just sitting there and he went to MTC and said he had enough. Mr. Lebrun said Caltrain was supposed to buy 17 cars and they were supposed to retire two Gallery sets and with those cars they were supposed to make ten six-car Gallery sets and that never happened. Mr. Lebrun said they have changed one of the Gilroy trains to a six-car Bombardier and he said people get off the train at Tamien and switch over to a five-car Gallery to San Francisco. Mr. Lebrun said he is going to put passenger counters above the gates in San Francisco and allocate appropriate rolling stock to carry the number of people trying to get on the trains.

WRITTEN CORRESPONDENCE

The written correspondence packet was distributed.

Edward Saum asked if there is a way to send out correspondence as it gets sent in. Mr. Tietjen said he would consider that request.

Mr. Turner said he thinks it would meet the Brown Act requirements if the correspondence packet was publicly posted as the correspondence comes in.

Chair Brinsfield reminded the committee that the committee cannot discuss in groups of more than four committee members.

COMMITTEE REQUESTS

Ms. Barton said she has noticed there are a number of unused bike lockers in Redwood City near the Dumbarton siding area.

Ms. Barton said Caltrans is doing their first ever bicycle survey.

Mr. Saum asked what was it about the RFP that led the other car manufactures not to submit a proposal.

Mr. Brazil said the City of Mountain View has discussed the possibility of closing Castro Street to vehicular traffic.

Ms. Young asked if presenter's name and titles could be added to future agendas.

Mr. Turner requested a second survey in the summer be conducted. Mr. Navarro said he would consider the request.

Chair Brinsfield said Santa Clara Valley Transportation Authority (VTA) has posted an online county map that is interactive with bike routes.

Public Comment

Roland Lebrun, San Jose, said in February they were at 125% and in the summer they were at 158% of capacity so a summer count is done occasionally. Mr. Lebrun said you can see the Board presentation with the numbers for February.

DATE, TIME AND LOCATION OF NEXT MEETING:

September 15, 2016 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 7:43 p.m.