



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

AGENDA

July 18, 2013 - Thursday

6:45 p.m.

STAFF LIAISON: Community Relations Officer Tasha Bartholomew

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of May 16, 2013 meeting
4. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
5. Regional Bike Share Program Update (D. Kim)
6. Bicycle Access Plan Update (S. Petty)
7. Chairperson's Report (D. Forsell)
 - a. BAC Charter Changes
8. Staff Report (T. Bartholomew)
 - a. Staff Update and Follow-up Report
9. 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
10. Date and Time of Next Meeting: Thursday, September 19, 2013; 6:45 p.m.
11. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

County
San Francisco
San Mateo
Santa Clara

Public Agency
Dan Provence
Darcy Forsell
John Brazil

Bike Organization
Michael Sonn
Steve Vanderlip
Edward Saum

General Public
Garrett Turner
Samir Dhebar
Wesley Brinsfield

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 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: 390, 391, 295, 260, and KX.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 6:45 p.m. at the same location. Date, time and place may change as necessary.

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 650.508.6223, or TDD 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 MAY 16, 2013

MEMBERS PRESENT: W. Brinsfield, D. Forsell, D. Provence, E. Saum, G. Turner, S. Vanderlip

MEMBERS ABSENT: J. Brazil, S. Dhebar, M. Sonn

STAFF PRESENT: J. Averill, T. Bartholomew, C. Cavitt, B. Fitzpatrick, C. Fromson,
A. Maguigad, M. O'Donnell, S. Petty

Chair Darcy Forsell called the meeting to order at 6:45 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion (Brinsfield/Saum) to approve the minutes of March 21, 2013 was approved.

PUBLIC COMMENT

None

UPDATE ON SAN FRANCISCO CALTRAIN BICYCLE PARKING FACILITY (B. Fitzpatrick)

Brian Fitzpatrick, Manager, Real Estate and Property Development, said the current Caltrain Bicycle Parking Facility is operated by Warm Planet Bikes. A Request for Proposals (RFP) was put out to seek an operator for the facility in November 2012.

This was a "Best Value" RFP, which includes the service, quality and other aspects. This was done by providing for the operator an operating stipend and by allowing the operator to make improvements to the facility to meet a variety of bike parking options. Staff set criteria for selecting the operator that included an approach to scope of services, how they would park bikes, if they would include a complementary business venture, amenities for customers, tenant improvement planning, types of racks, parking operations planning, a customer service plan, and a marketing plan. Qualifications and experience of the firm were also considered, as were qualifications and experience of the facility manager and key personnel. There was a cost proposal component that included the monthly stipend and the budget for constructing tenant improvements.

The selection panel included the manager of stations and access, the engineer who originally worked on building the facility, Mr. Fitzpatrick, and representatives from the San Francisco Municipal Transportation Agency (SFMTA) and the San Francisco County Transportation Authority (SFCTA).

Staff received six proposals and selected Alameda Bikes. Alameda Bikes will have capacity for 185 bikes, provide valet services, an automated component for bike parking, after-hours access and will run a complementary business on site.

The JPB will enter into contract with Alameda Bikes around June 15. The current operator has a 90-day provision to wind down their operations after which Alameda Bikes will run the facility in its current configuration allowing time to upgrade the facility. During this time, the JPB will go out to bid for the purchase and installation of the upgrades. The SFCTA provided \$165,000 to use for tenant improvements. When the tenant improvements are completed in September or October of 2014, Alameda Bikes will run facility the way they proposed.

Wesley Brinsfield said no one in the evaluation group explicitly had experience with bicycles and asked if staff reached out to bike groups. Mr. Fitzpatrick said the representative from SFMTA is the bike coordinator and is a bike expert.

Mr. Brinsfield asked if there is anticipation of confusion by members of the public or tourists regarding the Bike Share Program and this facility. Mr. Fitzpatrick there will be signs, and when the Bike Share Program is ready to be implemented, staff will reach out to Alameda Bikes to provide its staff with talking points about how various programs work so they can help people using the facilities understand.

Mr. Brinsfield asked if Alameda Bikes is sharing costs for improvements. Mr. Fitzpatrick said all proposers were asked to limit their improvements to \$165,000. Staff does not anticipate any cost overrun, and that entire cost is paid for by the grant provided by SFCTA.

Garrett Turner said the parking vendor pre-award document shows \$130,000 was set aside for improvements. Mr. Fitzpatrick said the Board resolution has \$130,000 to buy items and \$35,000 subject to a separate procurement which adds up to \$165,000, but they are separate Board actions.

Mr. Turner asked if additional credits were applied for small disadvantaged businesses in this procurement. Cheryl Cavitt, Director, Contract and Procurement, said no.

Dan Provence said the station opened up in 2007 and now more expansion is coming and asked what was done to figure out what the anticipated needs are. He asked if there will be a need for more expansion in a few years. Mr. Fitzpatrick said in 2007 it was designed to accommodate 100 bikes, but it is actually accommodating on average about 130 bikes. He said the reason the RFP is for a three- to five-year period is because staff knows they need to park more bikes now, but they need planning and integrated access to figure out a comprehensive long-term solution for bike access.

Mr. Provence asked for details about the expansion and how the automated component might work.

Gene Oh, Alameda Bikes Owner/Operator, said San Francisco is the third largest city in terms of bike commutes into work so they expect a large need for bike parking capacity. He said he is a bike advocate and the Bike Share Program will be behind the San Francisco Bike Parking facility, so as advocates, his organization will learn everything

about the Bike Share Program and Caltrain so they can embrace the role as the face of Caltrain and help customers.

Mr. Oh said he has made sure the Warm Planet staff will be taken care of during the transition. He said Alameda Bikes will provide digital reports on the customers including the year they were born, what their gender is, how far they are from the bike station, and how many commutes per week they make. This will help when applying for Federal funds.

Mr. Oh said he identified all anticipated costs, the management fee, anticipated revenues, and will reduce their funding requirements every year. He said with his other facilities he has been on budget every year. He said he expects to achieve parity with a self-service station within five or six years, which means the staffing costs will be paid for by revenues. He said he will accomplish this by using an operating model that allows valet stalls to be shared with self-service stalls.

Steve Vanderlip asked if Alameda Bikes will still keep it free to park bikes there. Mr. Oh said partly, the paid component will come from the self-service side. He said self-service will allow clients to pick up their bikes 24 hours a day.

Mr. Provence asked how Alameda Bikes would address people stealing parts off a bike. Mr. Oh said they will conduct face-to-face registration, have a six-camera system and every door entry will be recorded.

Edward Saum asked if any steps will be taken to alleviate temporary loss of capacity during construction. Mr. Oh said he will determine the best way to go about mixing construction and business to minimize impacts, and surveys will be conducted to get the customers' point of view.

UPDATE ON CALTRAIN MODERNIZATION (CALMOD) PROGRAM (C. Fromson)

Casey Fromson, Government Affairs Officer, presented:

- This project will be a blended system consisting of primarily two tracks, partially grade separated, with six Caltrain trains and up to four high-speed rail (HSR) trains per peak hour per direction of speeds up to 110 miles per hour.
- Caltrain will be the lead for the Early Investment Program for and the California High-speed Rail Authority (CHSRA) will be the lead for clearing future blended system operations.
- The early investments include infrastructure, electric vehicles, and the Communications-based Overlay Signal System (CBOSS).
- Funding for future investments needs to be secured and planned.
- CBOSS should be in revenue service by 2015, and electric vehicles and electrification should be in place by 2019.
- Environmental process reviews include CBOSS (complete), corridor electrification (currently underway), and the Blended System (date to be determined).
- Current Environmental Impact Report (EIR) clears electrification of the corridor and the Electric Multiple Units (EMU), project length of 51 miles from San Francisco to Tamien, up to 79 miles per hour, with six trains per hour per

direction, infrastructure including poles and wires and traction power facilities, maintaining service to Gilroy, and supporting existing tenant services.

- Union Pacific has freight trains, and there are other regional commuters who use the tracks and are considered tenants.
- Project purpose is to improve train performance, increase service and ridership, increase revenue and reduce cost, reduce environmental impacts, and reduce noise and regional traffic.
- Key milestones include public scoping meetings in February and March 2013, draft EIR in fall 2013/winter 2014, final EIR in spring/summer 2014, project approval summer/fall 2014.
- Blended system planning included a capacity analysis study that showed the blended system would work. Two draft planning studies include the blended service plan/operations considerations and grade crossing and local traffic analysis.
- San Francisco asked the JPB to study the San Francisco Caltrain Station at 4th and King. The study is to determine what would be system-wide implications of reducing or removing the station. The study will be finished by summer.

Mr. Turner asked to get the CalMod link posted in the minutes.

<http://www.caltrain.com/projectsplans/CaltrainModernization.html>.

Mr. Brinsfield asked if CalMod will present to the Silicon Valley Bike Organization and the Silicon Valley Leadership Group. Ms. Fromson said they are on the list of groups to reach out to.

Mr. Brinsfield asked if Pacific Gas and Electric (PG&E) is involved in the planning. Ms. Fromson said yes, because to electrify line Caltrain will pull energy from PG&E. Mr. Brinsfield asked if the line will go green in terms of the source of the power. Ms. Fromson said yes, it is being considered.

Mr. Vanderlip asked if the EMUs will have bikes onboard. Ms. Fromson said the BAC will be part of the procurement process and staff will come back to the BAC with a schedule next year to get input on the interior of the vehicles, and there will be bikes onboard.

Mr. Brinsfield asked what the procurement time for the EMUs is. Sebastian Petty, Senior Planner, said in calendar year 2014 staff will begin soliciting a formal procurement process, and the trains will likely be six cars with two doors and low floor interiors. He said bikes onboard decisions have not been made.

Mr. Turner asked if the new trains will have increased capacity for non-bicyclists. Ms. Fromson said the trains will stop and start faster and the trains will be able to make more stops, there will be six cars per train, and more trains per hour, so that will increase capacity. Mr. Petty said the number of people on a train is an industry standard. He said there are other challenges like extending platforms to fit longer trains and buying cars.

Chair Forsell asked why there will be a mix of diesel and electric trains. Ms. Fromson said it is because there isn't enough money to buy all new trains at once.

Chair Forsell said she would advocate not having bike cars at front and rear of trains, but rather grouped together.

Chair Forsell asked when the Grade Crossing and Local Traffic Analysis will be out, and if new grade separations would be triggered by HSR. Ms. Fromson staff hopes to have the report published by the end of this month. The study will not have policy recommendations. She said by law the only time there is a need for grade-separated track is when trains travel over 125 miles per hour, but for mitigation it might make sense to separate grades.

PRESENTATION ON ANNUAL PASSENGER COUNT DATA (A. Maguigad)

April Maguigad, Manager, Rail Operations, presented:

- Annual counts provides a guide on how ridership is growing, identifies trends, helps staff allocate resources to address capacity issue and validate revenue-based ridership estimates.
- Data collection methodology includes headcounts on every weekday train averaged over five weekdays and weekend trains for one weekend.

Mr. Turner said in January and February the weather is bad so there are a lot fewer bikes and asked if these are not realistic counts of bikes. Ms. Maguigad said with ridership staff adds 16 percent estimated increase for heavy ridership months and staff could do something like that for bike counts as well. Mr. Turner said he thinks it would be a 100 percent increase for bikes.

- Since last year Caltrain restored four shoulder peak trains, added a fifth train per hour in the evening peak, and added six stops at Sunnyvale or Palo Alto.
- Average weekday ridership was 47,060, an 11 percent increase over last year.
- Bike ridership is 15.8 percent higher over 2012.
- Mid-day ridership increased 23.9 percent.
- There were 24,550 bikes carried over the five-day counting period and 59 were denied boarding. System is accommodating 99.8 percent of demand.

Mr. Turner said if there will be increased bike ridership as staff anticipates then there will be more denials.

Mr. Turner asked if data by train is available that shows the number of bikes on each train on each date. Ms. Maguigad said a Key Findings Report will come out with much more information, but if someone wanted raw data they would need to submit a public records request.

Chair Forsell asked if any of these are Bombardiers. Ms. Maguigad said they are gallery sets.

Chair Forsell asked why counts are done in February. Ms. Maguigad said baseball is April to September, November and December are when people take a lot of

vacations, so there aren't many other options. She said she could look into performing the counts in the summer months, but is unsure if it is possible. It takes about a week and a half to give a window of time for disruptions and exceptions.

Mr. Brinsfield asked how staff is anticipating ridership for special events. Ms. Maguigad staff is working with other entities to partner with them and provide service.

CHAIRPERSON'S REPORT – D. Forsell

Chair Forsell said a work plan has been put together to help outline future agenda topics and any items member want to discuss can be considered.

In July the BAC will receive an update on the Bicycle Access and Parking Plan and next steps, and presentation on the Regional Bike Share Program.

Some changes to the charter regarding the start time of the meeting and the public comment length might also be discussed at the next meeting.

STAFF REPORT – T. Bartholomew

Tasha Bartholomew, Community Relations Officer, reported:

- Bike to Work Day was May 9th, Caltrain participated at the energizer stations.
- The back table has the latest edition of Caltrain Connection, the follow-up report based on last meeting, a bike rack inventory count, and the Safety and Security reports over the last two months.
- After learning about bike thefts, Ms. Bartholomew spoke with the Transit Police and asked them to answer questions at this meeting.

Bob Pronske, Transit Police Sergeant , said Transit Police are taking steps to decrease the number of thefts through increased station checks, talking to the public, and in the future plain-clothed operations will take place.

Victor Lopez, Transit Police Detective, said the Transit Police are focusing on the stations that have been hit the hardest.

Mr. Brinsfield asked if the modus operandi is the same. Detective Lopez said no, thefts occur at all hours of the day, but he has only heard of one bike being stolen off a train so he is not sure if those thefts are being reported. One customer reported a theft to a conductor, but they need to contact the police instead.

Chair Forsell asked what comes into play in station bike thefts. Detective Lopez recommended putting bike racks in view of security cameras. He said customers should record the serial numbers of their bikes, take photos, and note any markings. He said the hardest hit stations are Mountain View and Palo Alto.

Mr. Brinsfield asked what the response time is when a bike is reported stolen. Detective Lopez said deputies respond right away, but it depends on how far away the deputy is. He said there are two deputies per shift to cover the entire 80 miles of track.

Mr. Brinsfield asked what the recovery rate is. Detective Lopez said it is very low. He said 70 percent of people don't know their serial numbers, and without them it is hard to identify a bike even after one is recovered.

Chair Forsell said it would be a good idea to have an article in the Caltrain Connection about bike theft prevention tips.

Mr. Turner said a solution is to put in 10 times more bike lockers at stations since there are no thefts from lockers.

Detective Lopez said crooks are cutting bikes up and selling parts, so he does not recommend leaving expensive bikes unattended.

Sergeant Pronske said people should report suspicious behavior immediately at 1-877-SAF-RAIL.

Detective Lopez said the police may be able to put up photos of known bike thieves, but it may be a civil rights issue.

COMMITTEE REQUESTS

Mr. Vanderlip said he has three topics of concern about Caltrain. One is to work harder on making the bike cars reserved for bicyclists and help people load and unload bikes, the other is bike thefts, and the third is the pole in gallery cars and moving to the middle so it is easier to get a bike on the train, but he said that is hard to do for other reasons.

Ms. Maguigad said discrimination is a factor regarding letting people sit where they want to sit and the other factor is enforcement of making non-bicyclists not sit in the bike cars. Mr. Vanderlip said it is a matter of increasing awareness and requesting that people sit in the other cars.

Mr. Saum said the trains at 5:20 p.m. and 5:33 p.m. out of San Francisco are constantly on the same platform and it causes congestion as riders have to wait for the 5:20 p.m. train to depart before they can board the 5:33 p.m. Ms. Maguigad said staff will look into it and see what can be done.

Mr. Brinsfield said Santa Clara Valley Transportation Authority has a budget item for an automated passenger count system and he said he wonders if there is something that can do automatic bike counting. He suggested someone from JPB investigate. He said it would be good to have advanced warnings about available space for bikes.

Ms. Maguigad said that is something the JPB is looking into for the new fleet.

DATE, TIME AND LOCATION OF NEXT MEETING:

July 18, 2013 at 6:45 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 8:58 p.m.