



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

**AGENDA**

**March 20, 2014 - Thursday**

**5:45 p.m.**

STAFF LIAISON: Community Relations Officer Tasha Bartholomew

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes of January 16, 2014 Meeting
4. Public Comment  
*Public testimony by each individual speaker shall be limited to three minutes*
5. Bump Report Update (Mark Simon)
6. Draft Electrification Environmental Impact Report - Informational (Rich Walters)
7. Bicycle Access & Parking Plan: Funding Scenarios (Sebastian Petty)
8. Chairperson's Report (Garrett Turner)
  - a. 2014 Work Plan Update
9. Staff Report (Tasha Bartholomew)
  - a. Staff Update and Follow-up Report
  - b. Update on Purchase of New Rail Cars and Added Capacity
  - c. VMS Bicycle Notifications
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, May 15, 2014; 5:45 p.m.
13. Adjournment

*All Items on this agenda are subject to action*

**BAC MEMBERS**

**County**  
 San Francisco  
 San Mateo  
 Santa Clara

**Public Agency**  
 Dan Provence  
 Jesse Quirion  
 John Brazil

**Bike Organization**  
 Vacant  
 Steve Vanderlip  
 Edward Saum

**General Public**  
 Garrett Turner (Chair)  
 Amitabha Banerjee  
 Wesley Brinsfield (Vice Chair)

## **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](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 ECR, FLX, 260, 295 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 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

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### Availability of Public Records

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**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 JANUARY 16, 2014**

**MEMBERS PRESENT:** A. Banerjee, J. Brazil, W. Brinsfield, D. Provence, J. Quirion,  
E. Saum, G. Turner, S. Vanderlip

**MEMBERS ABSENT:** None

**STAFF PRESENT:** J. Averill, T. Bartholomew, A. Maguigad, M. O'Donnell, S. Petty,  
D. Triolo

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

**CERTIFICATE OF APPRECIATION TO DARCY FORSELL**

Chair Turner thanked former BAC Chair Darcy Forsell for her years of service to the committee.

John Brazil said Ms. Forsell contributed a great deal and had thoughtful and insightful input, and he thanked her.

**APPROVAL OF MINUTES**

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

**PUBLIC COMMENT**

None

**BICYCLE THEFT PREVENTION UPDATE – Dave Triolo**

Dave Triolo, Chief, Protective Services, said Caltrain has experienced a fairly significant number of bicycle thefts on the system. He said some people believe there have been a lot of thefts from the train as well as from the station.

He said the total number of thefts from the Caltrain system in 2013 was 120. He said of that, 113 occurred from stations and seven from onboard the train. The vast majority of thefts occurred at the Palo Alto station with 44 thefts, then 22 from the Mountain View station. There was one theft at 22<sup>nd</sup> Street and 11 at Millbrae.

He said he looked at time of day and the day of week when thefts occurred at Palo Alto station and there is no real pattern to identify when thefts would occur. He said the majority of thefts are from bike racks at the platforms.

Some people report thefts up to 60 days after the event. Some people don't think it is a police reportable event until their insurance company tells them they need a report for

their claim. Some people make their report to a local police agency, not the Transit Police, and those agencies don't pass that information to the Transit Police because it is handled at an operational level.

Mr. Triolo said he has asked Transit Police to be more aggressive in enforcement. There have been some random special enforcement operations with the Palo Alto and Mountain View police. Some arrests were made, but they did not result in the identification of a ring or group of players responsible for bike thefts.

Mr. Triolo said he intends to go to the marketing director and suggest a public awareness campaign through onboard postings, station postings, flyers, message signs, announcements, etc., to remind people to secure their property and to buy quality locks, use them properly, and use designated racks instead of posts, rails, and fencing, which are easy to break through.

He said it is a priority to enhance closed-circuit television to give police an investigative tool and to serve as a deterrent.

He said this information tells him Caltrain doesn't have as big of a problem with onboard thefts as people believed given the number of station thefts.

Wes Brinsfield asked if there are comparable statistics for thefts at other train stations or bicycle gathering areas. Mr. Triolo said he does not have the numbers, but Bay Area Rapid Transit (BART) has such a problem with bike thefts that they routinely send their hot sheet and photos of suspects. He said he doesn't know the numbers, but they are high enough for BART to share this data.

Mr. Brinsfield said it's about \$10,000 to \$12,000 a month in theft on the Caltrain system.

Dan Provence asked if Mr. Triolo had numbers on thefts of seats, tires, wheels, and parts off bikes. Mr. Triolo said the reports haven't distinguished that information. The vast majority of the thefts have the lock cut through and that is why a quality lock is important.

Amitabha Banerjee asked if something is posted anywhere to tell a person who has lost a bike what they're supposed to do. Mr. Triolo said no, it is just on the website about security, but it could be part of the educational awareness campaign.

Mr. Brazil asked if the report contains time of day information about when the bike was stolen. Mr. Triolo said every report has the window of time.

Mr. Brazil said the Bay Area Air Quality Management District (BAAQMD) has funds for bike parking infrastructure and that could be a resource for Caltrain. He suggested some tips to provide to bicyclists would be to not leave bikes overnight and use a good lock. He said Caltrain should look into grant funding to add electronic bike lockers, which are more secure.

Jesse Quirion said the public may not be aware that there is a Transit Police and that they should contact them instead of the local police for a bike theft. He said a quick fix would be to put a sign at bike lockers and Tweet that message. Mr. Triolo said the public should be aware that there is a Transit Police because they have been around 13 years, and they receive about 9,000 service calls per year for a variety of crimes. All the agencies are aware of it and there is interagency collaboration.

Mr. Banerjee asked if there have been any solved cases. Mr. Triolo said there have been a couple of bikes recovered from Craigslist advertisements.

Edward Saum said people should write down the serial number from their bike and put some distinguishing mark on it. Mr. Triolo said many cities require bicycle licensing because it is very quick for police to load information about the bike when one is stolen.

Chair Turner said 22<sup>nd</sup> Street has the least number of thefts and there is almost no parking. He asked if a comparison of bike parking to the number of thefts has been done. Mr. Triolo said that comparison was not made, but Redwood City also had only one theft. He said most of the stations had no reports of bike thefts so it is very difficult to find common themes and indicators. He said they are not predictable.

### **CALTRAIN STRATEGIC PLAN (PLAN) PRESENTATION – Sebastian Petty**

Sebastian Petty, Senior Planner, presented:

- The original plan was developed in 2004 and is a 20-year plan. It refers to how Caltrain will make decisions about service, infrastructure, priorities, and focus for the future.
- The vision was to become the preferred mode of travel along the Peninsula corridor by providing passengers with a world-class travel experience, serve as a catalyst for economic development, and play a key role in regional mobility management.
- The 2004 Guiding Principles were:
  - Satisfy passengers and build ridership
  - Invest wisely in system improvements
  - Promote connections to other transportation systems
  - Partner with communities and broaden communications with the public
  - Improve long-term financial footing
- At that time, average weekday ridership (AWR) was 28,000. The major events were the opening of the Millbrae Caltrain Station with BART service and implementation of Baby Bullet service. The key opportunities were Caltrain electrification, building an intermodal network for the region and a connection to the high-speed rail (HSR) system. There was not a full funding plan for electrification. There was no dedicated funding.
- The context has changed. AWR is now over 50,000 and major events include the San Bruno Grade Separation Project, the \$1.5 billion Caltrain Modernization Program (CalMod) and the commitment to the blended system with HSR. Caltrain still faces funding challenges.
- Purpose of updating the Plan:
  - Create a 10-year outlook
  - Address key questions:

- What do we want to become?
- How are we doing?
- What's ahead of us?
- What do we need to do?
- How are we going to do it?
- Existing commitments include CalMod and the blended system. This provides direction and certainty to the Plan.
- Outcomes of the Plan are to outline challenges and opportunities over the next 10 years, develop a coherent policy framework of goals and objectives, show how the existing commitments and projects will unfold and identify gaps, and identify a sequence of agency actions needed including plans and studies, and policy development.
- This is not the plan to identify what the schedule will be for electrified service or how many trains per hour will stop at a station, and this plan will not identify exactly what electric vehicle types will be selected or how many bikes can fit onboard. It will provide guidance about how those decisions will be made and the kinds of values or goals that should be carried through on those decisions.
- Project partners include staff, Staff Coordinating Council, Local Policymaker Group, the Citizen Advisory Committee, City Staff Coordinating Council, external stakeholders and the Peninsula Corridor Working Group.
- Staff will come back in spring 2014 with draft policies for discussions and produce a final plan for adoption in July or August 2014.

Chair Turner asked if part of the Plan will look at the ridership expectation and plan around increases. Mr. Petty said the analytical work of looking at future ridership projections is not part of the Plan. Managing the capacity issue in the near, mid and long term is. He said the environmental document for Caltrain electrification will include ridership projections when it is completed.

Mr. Brinsfield asked if staff is anticipating public works projects, such as big transportation hubs. Mr. Petty said the Plan is looking out to 2024 and shortly after there will be a change with the second phase of the Transbay Terminal in San Francisco and the downtown extension. Mr. Brinsfield asked if staff is doing major work related to HSR with the possibility that funding will not come through for the HSR project. Mr. Petty said Caltrain wanted to electrify for its own reasons before HSR was a possibility and it is a priority singularly for this agency.

Mr. Brinsfield said Santa Clara Valley Transportation Authority is updating their transportation plan and expressway plan, and there is the One Bay Area Plan, and if possible it would be great if all of the agencies could get together to do updates along the same timeframe. Mr. Petty said the Metropolitan Transportation Commission has a regional transportation plan and all projects get fed into that and they hold the master document for region-wide coordination.

Mr. Brazil asked if electrification is a subset of modernization. Mr. Petty said modernization includes three major capital projects: the new signal system, which will assist with more train traffic and makes the system safer, the overhead catenary system,

which is electrified infrastructure, and electric multiple units (EMUs) onto the line that will replace a portion of the fleet.

Mr. Brazil asked to what degree the catenary system and EMUs are fully funded or to what extent they are contingent upon the uncertainties of HSR funding. Mr. Petty said they are fully funded and that presumes money comes from HSR, and staff is convinced the HSR issues will be resolved in time.

#### Public Comment

Shirley Johnson, San Francisco Bike Coalition, said she is happy to hear Caltrain is thinking about bikes when developing this new plan. She said this is a great opportunity to put three bike cars on Bombardier trains in a pilot program.

Steve Vanderlip said bike plans are not formally written into in the Plan. He said it should be in writing that it is in the plan to have bikes onboard. Mr. Petty said this is a high-level document.

Mr. Petty said the BAC might be interested in the Caltrain experience for riders including how to deal with capacity, if bikes should be allowed onboard, how bikes onboard should be prioritized, transportation land use, how to work with communities and cities to fund bike infrastructure.

Chair Turner said the May meeting might be the time to discuss what the Plan does include about bikes and what is lacking.

#### **BICYCLE ACCESS AND PARKING PLAN: AD HOC COMMITTEE REPORT – Wes Brinsfield, Edward Saum, Garrett Turner, Steve Vanderlip**

Mr. Brinsfield said the committee has been working with Mr. Petty to suggest some prioritization criteria grouping for ease of reference. He said it is now being driven by funding sources and the expectation of where funding would come from. He said the committee is waiting for the go ahead based on suggestions how to fund some of the projects. At that time, the committee will report back with more information.

Mr. Brinsfield said the project list is derived from input from the public years ago. He said now the idea is to figure out if any projects are invalid due to conditional changes, and he is hopeful the public will see the list and the progress made toward it.

#### **CHAIRPERSON'S REPORT – Garrett Turner 2014 Officer Elections – Vice Chair**

Mr. Saum nominated Mr. Brinsfield as vice chair. There were no other nominations. A motion (Provence/Saum) to elect Mr. Brinsfield vice chair was approved unanimously.

#### **2014 Work Plan**

Chair Turner said the work plan gives the BAC an idea what they want to be working towards over the next six meetings.

Mr. Brinsfield said to add the Strategic Plan in May.

Mr. Saum asked if the Environmental Impact Report (EIR) will come out in February. Tasha Bartholomew, Community Relations Officer, said it will go with the CalMod update.

Mr. Brazil said Phase 2 of the Bay Area Bike Share Program will be implemented by July. He requested staff provide a report on usage of bike share and its impacts on Caltrain bikes onboard and bike parking. He said it would be good to take data from Alta, the company that operates the program, and compare it to JPB data. Mr. Petty said that is not a small amount of work and he will discuss this request with staff. Mr. Brazil said at the next meeting he would like staff to respond to their ability to do this.

Mr. Quirion asked if the BAAQMD is collecting that information. Mr. Brazil said he doesn't believe they are looking at Caltrain total ridership, bikes onboard, or station area bike parking data. Mr. Turner said he would add it for July and if staff says they cannot do it he will adjust the Work Plan.

Chair Turner said at the last meeting there was a suggested work plan topic about whether Caltrain could conduct a pilot program to have a third bike car on Bombardier train sets. He said July might be a good time for that subject. April Maguigad, Manager, Rail Operations, said staff is not supportive of putting a third bike car on Bombardier trains because of the constraints it would add. She said adding a third bike car takes away from seating for people on high ridership trains. Mr. Brazil said there are other significant operational challenges to adding a third car and the committee should read the September minutes and get a reiteration about what the challenges are if they still feel strongly about this issue.

Mr. Provence said he would like to know what the plan is for purchasing extra train cars, what the schedule is, and what the plans are for those cars. Ms. Maguigad said the purchase has not gone through yet and it is still under negotiation so not much can be discussed.

Mr. Vanderlip said it would be timely to discuss the possibility of adding a third bike car on Bombardiers because the correspondence packet is all about bike bumps. Ms. Maguigad said the vast majority of the bumps are from Gallery train sets.

Mr. Brinsfield said by July or August the JPB will have approved the Strategic Plan and September might be a time to learn what feedback the Board had.

#### Public Comment

Shirley Johnson, San Francisco Bicycle Coalition, said Caltrain is risk averse and she encourages the BAC to push for the third bike car.

Chair Turner said he would like to know what the schedule and process is for new timetables and he would like to learn more about how the process works and if there is public input on how changes are made. Ms. Maguigad said staff is looking at a schedule change this year to support construction activities including the San Mateo Bridges Replacement Project. A change in the schedule is needed to allow construction windows to occur. She said she could discuss at the next meeting how it

works and what the thought process works and in September she can talk about where it is and how staff has decided what to do. Mr. Turner said by September it would be finalized and any input they could provide would be limited, so he would like to get ahead in the process so their input could be incorporated.

### **STAFF REPORT – Tasha Bartholomew**

Ms. Bartholomew reported:

- Welcomed Mr. Quirion, Transportation Manager, City of Menlo Park, to the BAC as the new public agency representative for San Mateo County.
- Mike Sonn, the San Francisco County bike organization representative, resigned and the Staff Coordinating Council will find a replacement.
- The Caltrain Connection will include bike etiquette tips from BAC members. It will be online at the end of January and the printed version will be available in February.
- Bike-share usage information will be presented to the BAC in July.
- Caltrain's 150<sup>th</sup> Anniversary Celebration will be January 18 at the Santa Clara station.

Chair Turner asked if the number determined to be manageable in an emergency was determined by a study that was conducted. Ms. Maguigad said there is no regulation on the number of bikes in the car, but the Federal Railroad Administration has made comments about concerns about emergency egress, which is regulated. She said by trying to manage the number in an emergency, Caltrain doesn't want to have 150 bikes in the car preventing people from getting off the train. She said if a car derailed the bikes would not be stacked up nicely allowing aisle space. Mr. Brinsfield said if it was worded as a public safety concern it would be more palatable to the public.

### **WRITTEN CORRESPONDENCE**

Mr. Brinsfield said there was a lot of anger in the correspondence and is a reflection of frustration. He said Caltrain is suffering from its own success. He said there are things that can be done so the public would feel like they're being listened to. He said the BAC and Caltrain would be remiss if Caltrain did not take this to heart because these are valid complaints.

Chair Turner said it seems like lockers give people a way to feel safe and there will never be enough bike capacity on the trains so lockers and other alternatives are the answer. He said he would still encourage staff to look at ways to get more bikes onboard. Ms. Maguigad said most bumps are from Gallery train sets. Staff is doing what they can and have created a huge increase in onboard bike capacity, but Caltrain will hit maximum capacity.

### **COMMITTEE REQUESTS**

Mr. Brazil said in the November Safety and Security Report, the parking citations year to date is hugely different. He asked if was due to more enforcement. Ms. Bartholomew said she will follow up on this.

Mr. Brazil asked what the definition of delay is. Ms. Maguigad said the definition of a late train is more than five minutes past its scheduled arrival time. She said mechanical

delay minutes include train breakdowns and problems with minor issues like a wheelchair lift not working.

Mr. Banerjee said people are not able to get bike tags easily and every conductor should have bike tags. Ms. Maguigad said she will follow up with it.

Mr. Brinsfield said the Transportation Fund for Clean Air has a Call for Projects for bike-related infrastructure. This is an opportunity to get bike facilities in and around the train stations. He said in Santa Clara County a group called the Traffic Safe Communities Network focuses on pedestrian and bike fatalities and injuries and will be meeting in February. On football game days at the new Levi Stadium, the current policy is that all the bike and pedestrian trails to and around the stadium will be closed all day.

Ms. Maguigad said staff is conducting planning for 49ers service centered around the Mountain View station. She said she can talk about it in July.

Mr. Saum said the correspondence shows that some bumped customers are convinced that conductors bump them not because there is no capacity but because the train is behind schedule and the conductors are desperate to move on. He asked if there is a policy if a train is late and if the conductors can turn people away to catch up. Ms. Maguigad said she would get back to the committee after she investigates the correspondence.

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

March 20, 2014 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 7:26 p.m.