

**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 18, 2013**

**MEMBERS PRESENT:** J. Brazil, W. Brinsfield, D. Forsell, D. Provence, G. Turner

**MEMBERS ABSENT:** S. Dhebar, E. Saum, M. Sonn, S. Vanderlip

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

Chair Darcy Forsell called the meeting to order at 6:46 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

A motion (Brinsfield/Provence) to approve the minutes of May 16, 2013 was approved (Brazil abstained).

**PUBLIC COMMENT**

Kelley Riebal, Redwood City, said her bike was stolen onboard Caltrain. She said she may have made other decisions had she known bike thefts were a problem. She said Caltrain should have warned cyclists bike thefts have been a problem. Caltrain could have used social media, announcements, or other methods to warn cyclists.

**REGIONAL BIKE SHARE PROGRAM UPDATE – D. Kim**

Douglas Kim, Director, Planning, presented:

- Approximately \$7 million was awarded for a bike share pilot project.
- The concept of bike sharing will be deployed and tested in five cities with 700 bicycles and 300 more added in a year.
- It is a membership-based program. Memberships can be 24 hours, three days, or one year.
- This program is not for long-term bike rentals, but for unlimited 30-minute increment trips in the duration of the membership. Bikes must be returned to bike stations within the 30-minute increment or else the rider will be charged additional fees.
- Bike stations are semi-portable and modular. No construction is needed to place a bike station in a location.
- Bike stations will be at the following Caltrain stations: 4<sup>th</sup> and King, Redwood City, Palo Alto, Mountain View, San Antonio, and Diridon.
- Pre-launch activities include:
  - Procure, assemble and install equipment
  - System development
  - Design/permitting
  - Customer service
  - Operations

- Next steps include:
  - Program implementation actions
    - Outreach/marketing
    - Testing
  - Program launch scheduled for mid-August
  - Program analysis
    - Data monitoring and evaluation
    - Recommendations for expansion
    - Provide best practices and lessons learned

Wes Brinsfield asked if the bike stations near the Caltrain hubs are within a 30-minute bike ride for an average rider. Mr. Kim said the vast majority of rides can be covered in 30 minutes or less with some exceptions in San Francisco.

Garrett Turner asked if staff will be conducting real-time data monitoring, if it will be possible for a rider to see where other stations are and if there are openings before going to a particular station. Mr. Kim said GPS equipment is too expensive to track where the bikes are going, and only San Francisco was able to find the funding for GPS functionality. The stations will be able to detect if a bike station has an opening.

John Brazil said he heard all bikes will have real-time information to identify when and where they were checked out and returned, but only San Francisco will be able to identify the route the rider took because the bikes in San Francisco have GPS monitoring equipment. He said if a rider gets to a station and it is full, the rider can enter a code into the bike station kiosk and get some extra minutes to get to another station to return the bike without incurring additional costs.

Mr. Turner asked if there will be a map to show where stations are and if there will be openings. Mr. Kim said there will not be that type of display at the stations.

Mr. Brazil said customers would have to have a smart phone to get that information, but the kiosks will have non-dynamic information showing where the other stations are.

Chair Forsell asked how many stations other cities will have. Mr. Kim said each Caltrain bike station hub will have a network of at least five bike stations in the area.

Chair Forsell asked if the prices will go up in subsequent years since it is being sponsored the first year. Mr. Kim said the idea is to get sponsors to fund the program.

Mr. Brinsfield asked if the stations can be dynamically located to take advantage of special events. Mr. Kim said that has been discussed and it is a possibility if a sponsor would be willing to pay for it.

### **BICYCLE ACCESS AND PARKING PLAN (PLAN) UPDATE – S. Petty**

Sebastian Petty, Senior Planner, presented:

- The Comprehensive Access Policy discusses how Caltrain prioritizes access to the stations by different modes, how Caltrain would prioritize investments in access, and how that would differ at different stations.

- The 2008 Bicycle Access and Parking Plan recommendations include:
  - Improvement areas, station-specific recommendations, system-wide design guidelines, and innovative ideas for further consideration
  - Scales and types of recommendations
  - No implementation-ready projects
  - Access to stations, safety, and bike parking, but not bikes onboard
- The implementation strategy should:
  - Be transparent and responsive to the cycling community and public
  - Be accommodating of multiple project scales and implementation timeframes
  - Be sensitive to agency resource constraints and assist in leveraging external funding
  - Define an ongoing process for proposing, screening and implementing improvements beyond the plan
- Staff will try to have something formally adopted by the Joint Powers Board early next year. Staff will come back to the BAC in September with a list of projects. At later meetings, staff will present prioritization criteria and a draft list of prioritized projects. Staff will create a bike-focused Capital Improvement Plan that matches the prioritized list of bike projects.
- Staff has to package the projects and partner with external jurisdictions in a way that makes them competitive.

Mr. Brinsfield said an unintended consequence of having better bike access to stations is increasing bikes onboard trains. He said the issue of onboard monitoring might gain importance because of this issue. He said there might be a possibility to combine technologies from the Bike Share Program for monitoring bike capacity onboard.

Mr. Brinsfield asked if Caltrain will reach out to the Santa Clara Valley Transportation Authority or others that have prioritization algorithms in place to see if they would be useful. Mr. Petty said staff wants to reach out to other agencies to understand how they prioritize these types of projects.

Mr. Brinsfield asked if Caltrain is a participating body in the One Bay Area Grant Program or other circulation plans. Mr. Petty said the system is represented as a regional transportation plan component, and that would be a potential source of funding for this program.

Mr. Brazil said Caltrain should consider updating the Plan since it is almost six years old before looking at prioritization, developing criteria, developing a Capital Improvement Plan, and implementation. Many changes have been made over the last few years.

Mr. Petty said looking at prioritization criteria may bring an opportunity to include in newer data that has been collected.

Dan Provence said not every location can be prioritized but perhaps places that are near a busy bike-boarding area like stations near Palo Alto should be first.

Chair Forsell said there are a few things in the Plan that are not relevant anymore and some items can just be red-lined instead of completing an entire update to the Plan.

Mr. Brazil said identifying the time horizon for the Plan should be more than just near-term but mid-term and long-term as well. The committee was successful in helping with creating more bikes onboard capacity. He said Caltrain will continue to be successful and his goal is to look long-term and not 10 or 20 percent regional increase in bike use but orders of 100 to 200 percent increase. Bikes onboard is not enough to address the whole need and it will take bikes onboard, bike share, folding bikes, parking at stations, and other options to create a solution.

Mr. Provence said San Mateo owns the lockers at the San Mateo Station and asked if anything is being done with the Plan to get San Mateo onboard. Mr. Petty said there are some jurisdictional issues and staff will have to reach out to San Mateo to find out what their plans are.

Mr. Turner asked if staff is going to go to the Citizens' Advisory Committee to ask for input. Mr. Petty said staff will present to the CAC in August in order to advise them and seek input.

#### **CHAIRPERSON'S REPORT – D. Forsell**

Chair Forsell said some BAC Charter changes could include moving the start time to 5:45 p.m., removing the rotation of the chairmanship between the counties, and reducing the public speaking time.

Mr. Turner said maybe the reason for having the chair rotate was to prevent one county from continually being elected. There should be some way to limit a specific county from running the committee for too long, giving other counties an opportunity.

Mr. Brazil said language could be added that states no county may occupy the chair for more than two consecutive terms.

Mr. Brinsfield said if someone is good at doing the job he doesn't think they should be termed out. The committee votes on the officers so there is nothing keeping the committee from voting for someone else or reelecting the person they want.

Mr. Brazil said there has been a county that has controlled much of the action of the committee to the detriment of the other counties in the past.

Mr. Brinsfield said if the chairmanship has to rotate to another county, it takes three candidates out of the running, and if there are good committee members it shouldn't be an issue. He suggested changing the charter to say no person may occupy the chair or vice chair position for more than two consecutive terms.

Mr. Turner said he wouldn't include vice chair in that language.

Chair Forsell said another issue with the charter is it is odd to have nominations and elections at the last regular meeting because of the cycle of appointments of new members to the committee.

Mr. Turner said if the officers are elected at the end of the year then they will be in place and a structure will be set up so when new members come in January it will already be settled.

Chair Forsell said if the elections are moved to mid-year then the people who are not sure if they will be reapplying to the BAC will be eliminated from running for office. She said it would be better just to leave it the way it is.

Mr. Brinsfield said Article V Section 3, first paragraph, only the first two sentences are needed and the rest can be deleted.

Chair Forsell asked the committee if they wanted to change the start time to 5:45 p.m.

Mr. Turner said this could give the group a little extra time so they don't have to run out to catch the train.

Chair Forsell said it could also give the group more daylight to bike and provide other advantages.

Chair Forsell asked if the BAC wanted to decrease the time for public comment.

Mr. Brinsfield said he is not in favor of changing time because the committee does not receive very many public speakers.

Mr. Brazil said the chair has the discretion to change the duration of public comment depending on the situation so he doesn't feel the need to change it.

Chair Forsell said she will update the Work Plan for the next meeting. She said for the September meeting Mr. Petty will talk about the Bicycle Access and Parking Plan project list review. She said someone had requested more information from the transit police regarding strategies to prevent bike thefts.

Tasha Bartholomew, Community Relations Officer, said she could invite transit police back for an update and follow up on their presentation about bike thefts from last month.

Chair Forsell said in November the BAC will hold the election of officers for the following year, and receive an update on the Bicycle Access and Parking Plan Capital Improvement Projects.

Ms. Bartholomew said an update on Caltrain Modernization could be added for November or September.

Mr. Petty said the draft Environmental Impact Report for electrification will come out around November and can be added to the agenda.

### **STAFF REPORT – T. Bartholomew**

Ms. Bartholomew reported:

- Tips will be in the next Caltrain Connection to help prevent bike thefts. Ms. Bartholomew will ask Public Affairs and Marketing departments to let people know about thefts by using:
  - Twitter and Facebook
  - The Peninsula Moves blog
  - Conductor announcements to riders
  - Visual Message Signs

April Maguigad, Manager, Rail Operations, said last meeting there was a comment about Trains 272 and 276 sharing the same platform due to service disruptions. She said there may be situations where there are no other platforms but Caltrain works to prevent this.

Mr. Turner said he was under the impression that it happened every day, it was not a one-time event, and it causes congestion in the station.

Ms. Maguigad said she would double-check.

### **COMMITTEE REQUESTS**

Mr. Brinsfield said the correspondence packet has issues with seating in the bike car and he thinks Caltrain could do a better job of responding to those e-mails. He said Caltrain could make the responses more personal and say they know it is an issue and let the people know what is being done about it. He said more communication could be given to non-bicyclists about not sitting in the bike cars.

Mr. Turner said at one time there was a request to have standing agenda items of a bump report, theft report, and ridership. He said it would be nice to have some idea about the number of bumps and thefts. Chair Forsell said staff does not have enough resources to do a full count of the bumps. She said the committee sometimes gets theft reports. She asked if staff could provide ridership information. Ms. Maguigad said staff can provide ridership estimates in the future.

Mr. Brazil said it would be nice if Caltrain could capture in the annual survey a portion of users getting to the station by bike whether they bring the bike onboard or not. He asked who takes care of recycling bins. Michael O'Donnell, Manager, Stations and Access, said Caltrain is responsible for the bins on the platforms, but the bins off the platforms are the cities' responsibility.

Mr. Brazil said San Jose completed its first green bike lane and there will be celebration, and they will begin implementing their second green lane in San Fernando soon.

Mr. Turner said he would like to add to the next agenda discussion about whether it is possible to make the third bombardier car a bike car to get bike capacity up to 72.

Chair Forsell asked if the BAC could get something in writing about the factors regarding that issue. Ms. Bartholomew said Ms. Maguigad would discuss it at the next meeting.

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

September 19, 2013 at 6:45 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 8:41 p.m.