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EXECUTIVE DIRECTOR

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

September 18, 2013 – Wednesday

5:40 p.m.

STAFF LIAISON: Michelle Bouchard, Director of Rail Transportation

1. Pledge of Allegiance
2. Roll Call
3. Approval of Meeting Minutes of August 21, 2013 MOTION
4. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
5. Update on the Communications-Based Signal System Positive Train Control (CBOSS PTC) Project (Casey Fromson) INFORMATIONAL
6. Chairperson's Report (Kevin Gardiner)
7. Staff Report (Michelle Bouchard)
8. Committee Comments
Committee members may make brief statements regarding CAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the CAC
9. Date, Time and Place of Next Meeting
October 16, 2013 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA
10. Adjournment

All items on this agenda are subject to action

CAC MEMBERS: **San Mateo County:** Paul Bendix, Adina Levin (Vice Chair), Dee Marie Lindsey
San Francisco City & County: Jonathan Berk, Kevin Gardiner (Chair), Alexandra Sweet
Santa Clara County: Bruce Jenkins, Yvonne Mills, Cat Tucker

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 or cacsecretary@caltrain.com. Agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

JPB and Citizens Advisory Committee (CAC) meeting schedules are available on the Caltrain Web site.

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: 295, 260, ECR and KX.

The JPB Citizens Advisory Committee meets regularly on the third Wednesday of the month at 5:40 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.

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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.

**CITIZENS ADVISORY COMMITTEE (CAC)
PENINSULA CORRIDOR JOINT POWERS BOARD (JPB)
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING
Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF AUGUST 21, 2013

MEMBERS PRESENT: P. Bendix, J. Berk, K. Gardiner, A. Levin, D. Lindsey, A. Sweet, Y. Mills

MEMBERS ABSENT: B. Jenkins, C. Tucker

STAFF PRESENT: J. Averill, A. Maguigad, M. Lee, S. Petty

Chair Kevin Gardner called the meeting to order at 5:43 p.m. and led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion (Mills/Levin) to approve the minutes of July 17, 2013 was approved (Sweet and Berk abstained).

PUBLIC COMMENT

Jeff Carter, Millbrae, said there was no baseball game on Sunday but there were additional trains and would like to know why there was extra service. He said there were delays on southbound trains today and the Predictive Arrival/Departure System (PADS) kept people apprised of the changes. He said Bullet Train 366 arrived but the PADS system did not indicate it as the bullet train.

Brian Skinner, San Mateo, said he is worried about the timeline of the bridges replacement projects because there are over 100 trees that will be cut down. He said there has not been enough public discussion or looking into alternatives or mitigating loss of the trees. He is concerned the trees will be cut down unnecessarily. He asked if there was another forum to address this concern. April Maguigad, Manager, Rail Operations, said the item could be added to the next agenda at the pleasure of the chair. Chair Gardiner said he would like to add that item to the agenda for discussion at the next meeting.

UPDATE ON THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT (PCEP) – M. Lee

Marian Lee, Executive Director, Caltrain Modernization Program, presented:

- PCEP is 51 miles from San Francisco to Tamien, will convert the diesel system to electric multiple units, will have six trains per hour per direction with mixed fleet service using the existing infrastructure and tracks.
- The vehicles procured will replace 75 percent of the fleet.
- The goal is to deliver an electrified system by 2019.
- Stakeholder outreach will continue throughout the life of the project.
- Currently staff is establishing the owner's team and hope to complete this year.

- The goal for the environmental clearance is fall 2014. The clearance needs to be in place to procure and select the contractor team in 2014 and 2015. This gives staff 2016 to 2019 for the design, manufacturing and building of the electrified system.
- Peer workshops were held in September 2012 and March 2013 with Caltrain senior management and agency participation from San Francisco Municipal Transportation Agency, Santa Clara Valley Transportation Authority (VTA), Regional Transportation District (RTD)-Denver, Dallas Area Rapid Transit and Utah Transit Authority.
- PCEP objectives:
 - Ensure system safety
 - Complete program within \$1.5 billion budget
 - Electrified service by 2019
 - Build a quality system
 - Minimize impacts to rail service and customers
 - Minimize impacts to environment
 - Support future high-speed rail trains
 - Sustain effective partnership with stakeholders

Ms. Lee said the recommended delivery method is design-build.

- Procurement method is best value
- Best match with program objectives
- Appropriate level of owner control
- Operations and/or maintenance options
- Key benefits with the design-build approach:
 - Good for large complicated projects
 - Good for systems projects
 - Transfer design risk to contractor
 - Improve project with innovative solutions
 - Get best value and maximize price competition
 - Select best qualified team
 - Negotiate scope and price
 - Upfront understanding of cost to complete
- Focus areas for success:
 - Board support
 - Agency management and staff
 - Stakeholder relationship
 - Build the right team for delivery with people and expertise
 - Owner's responsibility for system integration

There will be two procurement packages, one for electrification and one for vehicles. The key benefits of doing two procurements are direct owner control, enhanced competition, and best team selected by expertise area.

Next steps:

- Board consideration of the project delivery approach at the September 5 meeting
- Set up owners team

- o Prepare contractor procurement documents
- o Complete Environmental Impact Report
- o Issue contractor Request for Proposals in fall 2014

Dee Lindsey arrived at 6:14 p.m.

Yvonne Mills asked who the stakeholders are. Ms. Lee said the members of the public in the 17 cities and three counties directly affected by the project.

Adina Levin said in a design-build contract there would be opportunity for contractor to present innovations. Ms. Lee said that is what staff would solicit from them.

Ms. Levin asked if the contractors' qualifications will include expertise with a blended system with local and regional as well as long-distance service. Ms. Lee said the team would have technical expertise and context expertise who understand the system has tenants and connects to other systems.

Ms. Levin asked how community feedback regarding issues like trees would work. She asked where in the timeline staff would expect decisions about scheduling to be made and how communities would be involved in those decisions. Ms. Lee said the environmental document tries to lay out the worst reasonable case and worst case impacts. Then agreements with local jurisdictions are made. If this is done before the design-build contract is issued it could influence anything that might go into procurement but some of it could trickle into what the design-build contractor will do. Ms. Lee said scheduling goes through multiple iterations, is a one- to two-year process and includes modeling exercises. She said the specificity of the schedule does not need to be timed with the procurement, it just needs to be done before running the electrified service in 2019. It will be vetted publically.

Ms. Levin said there is a hearing process to take down heritage trees and Caltrain will need lead time with local the city processes. Ms. Lee said staff is aware of those trees.

Jonathan Berk asked if a blended service will be run south of Tamien. Ms. Lee said there will be a mixed fleet for a period of time. She said once the line is fully electrified, some passengers will have to transfer.

Chair Gardiner asked if the environmental review will state the number of trees that would be considered heritage and the impacts regarding those trees. Ms. Lee said yes.

Public Comment

Jeff Carter, Millbrae, asked if Caltrain could use worldwide contractors instead of American contractors because American contractors don't have the expertise to do these projects since the United States is behind Europe in rail service. He said it is frustrating that electrification is not projected to be in revenue service before 2019. He said the projection is for the service to have six trains per hour and staff needs to look at more trains per hour to address demand.

Chair Gardiner asked how Caltrain issues the Request for Proposals and if it is worldwide. Ms. Lee said it is open to everyone worldwide but there are limitations under Buy America regarding the materials used on the project.

Ms. Levin said automobile manufacturers set up factories in the US so cars are American made although the design may be global. She asked if this is done with trains. Ms. Lee said it is happening now especially with the speculation of high-speed rail and the expansion of the Amtrak system.

Ms. Levin asked if Caltrain has the right to cut down heritage trees in the Caltrain right of way. She asked if the local tree ordinances apply if trees are in the Caltrain right of way. Ms. Lee said the environmental team looks at what the project will impact regardless of whether or not the heritage trees are in the right of way.

UPDATE ON BICYCLE ACCESS PLAN – 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 go to the Bicycle Advisory Committee (BAC) and possibly the CAC 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.

Alex Sweet asked if outside consultants will be used. Mr. Petty said this will be done internally. He said there are limited resources, and staff has a plan with a lot of recommendations. Ms. Sweet asked if any of the projects are prioritized. Mr. Petty said no, next steps include prioritizing the projects and translating recommendations to capital projects.

Mr. Berk asked if onboard bike capacity is going to be addressed in the bike plan. Mr. Petty said the plan includes wayside improvements not onboard capacity. He said it is important to make sure there is a safe, secure facility to park bikes in at the station.

Ms. Levin asked what else is being done to further access to stations. Mr. Petty said an access policy was adopted in 2010 with an access hierarchy. He said there have been discussions regarding creating an access plan to promote access or discuss how access may be managed, but that is not happening this year, maybe in future years.

Ms. Levin asked if staff has thought through how to work with city stakeholders and planning processes and large potential stakeholders like Google to address change opportunity. Mr. Petty said the approach at this point is to set up an ongoing process to ensure program improvements are scalable and adaptable to change.

Ms. Levin asked what changes have been made since the plan was written. Mr. Petty said as a mode bike use has gone up, so there has been activity to increase capacity at the 4th and King bike facility. Reverse peak continues to grow with bike demand. Bike parking technology has improved.

Ms. Levin asked if bike share will play into this or if it is too early to tell. Mr. Petty said it was recommended in old plan as example of innovative strategy and works in concert with the improvements.

Chair Gardiner said he recommends the CAC members attend the BAC meeting in November to learn more information about the prioritization.

Public Comment

Doug DeLong, Mountain View, said it is appropriate the BAC vet the project list but it would be worthwhile for the CAC to weigh in on the prioritization criteria. He said Google has leased the old Mayfield Mall property near the San Antonio Caltrain station and they wouldn't have to bring their bikes on the train but it would bring a tremendous increase of riders. He said he encourages staff to learn about that issue and be prepared for a traffic shift at that station.

CHAIRPERSON'S REPORT – K. Gardiner

Chair Gardiner said:

- Last month a subcommittee was appointed but did not have an opportunity to meet so will present findings next month.
- Ms. Lee gave a presentation at the August Board meeting on the environmental assessment for Caltrain Modernization. The draft will come out by January 2014. Staff is looking to have certified environmental review by fall 2014 and will then go into the design contract review process.

STAFF REPORT – A. Maguigad

Ms. Maguigad reported:

- Ridership is growing. Caltrain hit an all-time high for three months in a row. Ridership hit a 13.1 percent increase over last July.

- On time performance (OTP) is low. July was at 90.4 percent. This was mainly due to mechanical delays and staff is working with the contract operator to correct.
- Extra trains last weekend were in support for America's Cup.
- Bay Area Rapid Transit did not go on strike, but they may in October.
- Sunday service will operate on Labor Day.
- No plans for extra service during the Bay Bridge closure.
- Staff has been meeting with transit stakeholders to discuss how to help when the new 49ers stadium opens.
- There have been a number of mechanical situations resulting in the use of a spare train set with only one bike car and many bike bumps have occurred related to those situations.

Ms. Sweet asked if there is an annual OTP record. Ms. Maguigad said no, they are monthly. She said she can ask for one for the next CAC meeting.

Ms. Mills said two individuals complained about doors being closed on them and asked if that is being addressed. Ms. Maguigad said yes.

Mr. Berk asked if trains that run early are counted as on time in the OTP record. Ms. Maguigad said yes, but if a train runs early staff wants to know about it so they can research the incident and address it. She said a very small percentage of trains leave early.

Mr. Berk said conductors shouldn't be closing doors on people and they should let bikes on the train if there is space. Ms. Maguigad said some conductors do their jobs better than others and it comes down to providing extra coaching.

Ms. Levin asked for update on purchasing extra train cars. Ms. Maguigad said there is no update at this time, it is something staff is working on.

Ms. Sweet said the suggestion about bike priority boarding was declined and asked what the process was with that discussion to make that decision. Ms. Maguigad said she is not sure why the decision was made but it probably has to do with the fact that only part of the car is for bikes, and there are issues with safety. She said this is a normal policy with other rail operators.

Paul Bendix left at 7:10 p.m.

Chair Gardiner said bike operations might be something to add to a future agenda.

Ms. Sweet left at 7:14 p.m.

Public Comment

Doug DeLong, Mountain View, said an announcement at the last Board meeting was Caltrain was outbid in the attempt to purchase extra rail cars.

COMMITTEE COMMENTS

Mr. Berk said it is difficult to tell which train is coming into the station and he suggested putting a placard on the train to state if the train is bullet, express, or local would be extremely helpful.

Ms. Levin said on September 12 in Sunnyvale there will be a Friends of Caltrain and Silicon Valley Leadership Group event on Caltrain electrification and the effect on local decisions in Sunnyvale.

DATE, TIME AND LOCATION OF NEXT MEETING:

September 18, 2013 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2nd Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 7:18 p.m.