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EXECUTIVE DIRECTOR

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

**July 16, 2014 – Wednesday**

**5:40 p.m.**

*Times noted are estimated*

1. Pledge of Allegiance
2. Roll Call
3. Approval of Meeting Minutes of May 21, 2014 MOTION
4. Approval of Meeting Minutes of June 18, 2014 MOTION
5. Public Comment (5:50 p.m.)  
Public testimony by each individual speaker shall be limited to three minutes
6. Chairperson's Report (6:00 p.m.)
7. San Mateo County Transportation Authority Measure A Strategic Plan (April Chan) (6:10 p.m.)
8. Staff Report (April Maguigad) (6:30 p.m.)
  - a. Caltrain Service for Levi's Stadium Events
  - b. Caltrain Schedule Change
9. Committee Comments (7:05 p.m.)  
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
10. Date, Time and Place of Next Meeting  
August 20, 2014 at 5:40 p.m., San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA
11. Adjournment

*All items on this agenda are subject to action*

**CAC MEMBERS:** **San Mateo County:** Christopher Cobey, Adina Levin (Vice Chair), Vacant  
**San Francisco City & County:** Jonathan Berk, Alexandra Sweet, Vacant  
**Santa Clara County:** Yvonne Mills, Greg Scharff, Cat Tucker (Chair)

## **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](mailto: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 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 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.

### Accessibility for Individuals with Disabilities

Upon request, the JPB 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 [cacsecretary@caltrain.com](mailto:cacsecretary@caltrain.com); or by phone at 650.508.6279, or TTY 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.

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

**MINUTES OF MAY 21, 2014**

**MEMBERS PRESENT:** P. Bendix, C. Cobey, A. Levin, Y. Mills, G. Scharff

**MEMBERS ABSENT:** J. Berk, K. Gardiner, A. Sweet, C. Tucker (Chair)

**STAFF PRESENT:** J. Averill, T. Bartholomew, C. Harvey, A. Maguigad, S. Petty

Vice Chair Adina Levin called the meeting to order at 5:42 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

No discussion.

A motion (Scharff/Cobey) to approve the minutes of April 16, 2014 was approved unanimously.

**PUBLIC COMMENT**

Jeff Carter, Millbrae, said the Predictive Arrival/Departure System (PADS) hasn't been working. He asked for a staff report on the PADS system because without it the customers are not up to date on what's going on with the trains.

Roland Lebrun, San Jose, said if Caltrain waits until electrification to get new trains, Caltrain will be in serious trouble. He said like a hybrid car, trains are the same. He said if the wires are not in place, the train could run off a power pack, and acceleration and deceleration are the same as with electrified trains. He said the electrification budget is half a billion more than what it would cost in Europe, and it would only take one year to do it in Europe. He said staff put a team of consultants together at a cost of \$122 million, 10 percent of the budget. He said a large contract was awarded to LTK Engineering, which takes away enough money to replace two trains and will leave Caltrain with a mixed fleet. He said in Europe, agencies pay for trains similar to a mortgage. He said the farebox provides more than enough money to pay for the trains, and customers shouldn't have to wait for electrification.

**CHAIRPERSON'S REPORT – Adina Levin**

Chair Levin said Santa Clara County is considering a Caltrain ballot measure and it will be discussed at the next CAC meeting.

**INCIDENT RESPONSE AND COMMUNICATIONS – April Maguigad**

April Maguigad, Manager, Rail Operations, said each incident is unique. Fatalities take about two hours to recover, vehicle strikes typically take about an hour. Mechanical

issues are always unique and it can't always be predicted how long recovery will take. Other incidents include fires along the right of way, low bridges that get hit by tall vehicles, and police activity. She said the time of day (peak versus non-peak) affect the response and recovery, as does where on the railroad (middle of the line, end of the line, near a crucial set of crossovers) the incident takes place.

Ms. Maguigad said after an incident takes place, staff goes into incident management mode. She said if one or more of the tracks are going to be blocked for more than 10 minutes, staff goes on an emergency conference call with the contract operator, TransitAmerica Services Incorporated (TASI), the operations manager and employees, mechanics, right of way staff, and others. The call helps to cut down on relay delays by providing real-time information. She said the information collected includes the number of passengers on the train, and the number of passengers needing assistance, bicycles, school kids, etc. She said there are standard operating procedures for each role (conductors, engineers, dispatchers, etc.) that outline the processes for a variety of scenarios including fatalities, bridge strikes, and others.

Ms. Maguigad said when something happens and staff knows the customers will not be able to be served efficiently, staff speaks with local agencies such as SamTrans, Santa Clara Valley Transportation Authority (VTA), Bay Area Rapid Transit (BART), and paratransit service providers, to establish mutual aid and get bus bridges or other options into place. She said staff has improved with pulling the trigger earlier in this process. She said it takes 30 minutes or more to get other assistance mobilized, so this option is only used during incidents that require a longer recovery time.

Ms. Maguigad said an important consideration is safety for customers, employees, first responders, and law enforcement. She said if there is activity within 100 feet of the platform and the train cannot pull into the platform or back up, Caltrain will not allow people to depart the train into the ballast to walk to the platform. She said Caltrain follows an incident command system with the transit police and local police. This provides a structure that expands or contracts depending on the nature of the incident, and identifies one person in charge. She said someone asked if there is a timeline for how long the local authorities can take hold of a track and not allow Caltrain to operate trains. She said there is not a timeline. If it is a crime scene, the tracks belong to law enforcement and they will not release the tracks until they are done doing what they need to do. She said another consideration is hours of service and train crew turns. The crews work a certain number of shifts and one-way trips, which affect the rest of their day or the next day because there are Federal mandates on how long crews can work.

Ms. Maguigad said staff debriefs after every incident. Staff gets together with TASI management to discuss what worked well and what did not, and what can be standardized. They keep a list of action items to improve on if needed.

Ms. Maguigad said staff understands when customers have all the information it is easier for them to plan the rest of their commute. There are two types of communications to customers during an incident: field communications and office communications. She said field communications include station announcements using

the variable message signs. TASI is responsible for field communications. Each train gets information about incidents from the dispatcher, but the dispatcher is usually busy trying to juggle a lot of different issues, talking to all the different trains on the network, which could be up to 20. Some information is transmitted over a Nextel phone to multiple parties at once. The communications clerk provides station platforms with information. She said office communications include social media, the website, and the press. Public Affairs and Customer Service and Marketing handle social media. Staff sends updates to the media every 15 minutes. PADS is designed to update the website and send subscription-based e-mails to customers to inform them of incidents. PADS is currently not functional but is being worked on.

Ms. Maguigad said mitigation strategies to reduce the possibility of incidents include working with TASI and the mechanical department to isolate mechanical issues, working with suicide prevention groups, improving vehicle crossings, and conducting debriefs and critiques to understand what happened after an incident is over and to look for areas of improvement.

Chris Cobey asked if the agency has a plan for a catastrophic event such as an earthquake. Ms. Maguigad said yes. The procedures are based on the epicenter of the earthquake in relation to the tracks, and the magnitude of the earthquake. She said staff has an earthquake monitoring system in the dispatch center, and if the earthquake is a certain distance and at a certain level, it will flash and make noises to alert staff an incident is occurring.

Mr. Cobey asked which social media works best to communicate with customers. Ms. Maguigad said Twitter seems to work best. She said staff uses @Caltrain\_News regularly between 7 a.m. to 7 p.m., and if there is a systematic, large-scale delay, staff will use it after hours.

Paul Bendix asked what needs the most improvement. Ms. Maguigad said between incident response and communication, communication needs to improve the most because customers can never get enough information. Messaging is the area staff hears about most and can be frustrating for customers.

Mr. Cobey asked if the new Metrolink railcars have the capacity to give lighted messages within the cars. Chuck Harvey, Deputy CEO, said no, they are an older series of bombardier cars and will not have internal messaging ability.

Chair Levin asked what the conductor's job is during an incident regarding operational issues versus communication. Ms. Maguigad said conductors have double duty: operational safety of the train and passenger communication. She said staff expects conductors to make routine announcements even if there is nothing new to say so customers know they have not been forgotten about. Conductors are to make announcements every five to 10 minutes or whenever new information is learned. She said it can be difficult for trains to get information because the dispatcher spends most of the time talking to the incident train or working on turning the trains that are in the middle of the line.

Chair Levin said it would be helpful to have a text message-like communication device. Ms. Maguigad said direct-connect is used because it is a device similar to a radio and can be used without violating Federal regulations, but the crew cannot receive text messages.

Chair Levin asked if there is a disaster recovery plan for fires or floods and if it includes headquarters equipment. Mr. Harvey said there are business continuity plans for headquarters and the information technology (IT) infrastructure. He said much of the infrastructure is now hosted offsite. He said there is an emergency operations center that can be activated on a moment's notice during an earthquake. He said there are communications devices between the Metropolitan Transportation Agency (MTC) and all other transit operators in the Bay Area. There are event exercises at least once per year. He said there is also an emergency operations center at the Caltrain Control Center, and staff conducts disaster exercises there. He said the SamTrans operating bases have food, water, and sanitation facilities for staff for several days. He said staff has not thought about what to do with the equipment during a flood because this area has not had to deal with that type of issue, but he said most equipment would have to be moved away from the 4<sup>th</sup> and King location because that area would be subject to flood areas.

Chair Levin asked if there is still IT gear in the basement of the headquarters building. Mr. Harvey said there is a substantial amount of IT equipment here. He said some major applications are hosted off site, and the control system for the Caltrain dispatch is in San Jose. Ms. Maguigad said a backup control center is being built in case something happens so there will be another location to dispatch trains.

#### Public Comment

Andy Chow, Redwood City, said there are user-generated Twitter posts that provide information as well. He said he got a railroad radio online so he could hear what was going on and sometimes posts information on Twitter.

Doug DeLong, Mountain View, said this process is very complicated because of the uniqueness of individual incidents, and it is amazing that some incidents can get cleared as fast as they do.

Jeff Carter, Millbrae, said Caltrain has gotten better regarding incidents. He said it used to be everything would stop and trains weren't turning, but now at least some people can get moving when trains are turned as close to the incident as possible. He said conductors don't know what SamTrans routes run near each of the stations, and they don't know alternative modes. He asked what Caltrain does when there are too many people trying to get onto the system, like during the Giants parade after the World Series. He said Caltrain threw out the schedule and ran trains as needed. He said people appreciate when Caltrain gets people moving no matter what.

Chair Levin asked if there is any plan to use transit screen technology at other locations like what is being used in the lobby so customers will have an understanding of alternative transit choices. Ms. Maguigad said there is MTC-hub signage at stations like Palo Alto, Mountain View, San Jose, and San Francisco where there are a lot of different

connections. She said Marketing developed a cheat sheet for all conductors at all stations, and staff will remind them to use it.

Yvonne Mills suggested the cheat sheet be part of the conductors' emergency training because they need to know it helps people. She said instead of reminding them to use it, it could be part of the emergency response training.

Mr. Cobey said he used 511.org in Santa Clara County to find the location and time of the next bus, and it is quite good and clear. He said if a customer has a two-zone pass from Caltrain, the customer can use VTA for free, but that does not work with San Francisco Municipal Transportation Agency. Mr. Harvey said when there is a major incident on the railroad where Caltrain shuts down or is turning trains, staff contacts VTA, SamTrans and BART control centers, and 95 percent of the time those agencies waive their fares and honor Caltrain tickets.

Ms. Mills asked how that works with Clipper or BART. Mr. Harvey said BART just lets customers through the gate so they are not tagged and cause BART to lose money, so the control center has to know about the incident. Ms. Maguigad said it is announced on trains and is announced over Twitter and through press releases.

#### **STRATEGIC PLAN UPDATE – Sebastian Petty**

Sebastian Petty, Senior Planner, presented:

- Strategic Plan Update
  - Plan has a ten-year outlook (2014-2023)
  - Broad policy framework to 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?
- Schedule
  - Kickoff (October 2013)
  - Proposed guiding principles and goals (November 2013-April 2014)
  - Proposed objectives (May 2014-June 2014)
  - Draft plan to Board (August 2014)
  - Final plan to Board (September 2014)
- Caltrain challenges and opportunities
  - Increasing demand
  - Capacity constraint
  - Aging system
  - Growing safety regulations
  - Funding constraints
- Commitments in place
  - Safety
  - On-time, quality service
  - State of good repair/maintenance

- Modernization including the advanced signal system, corridor electrification, electric multiple units, and long-range capacity improvements
  - High-speed rail (HSR)/Caltrain Blended System
- Plan structure
  - Vision: overarching direction
  - Guiding principles: broad value statements supporting the vision
  - Goals: open-ended, aspirational statements supporting guiding principles
  - Objectives: specific, measureable statements that support goals by describing desired outcomes
- Stakeholder outreach includes public workshops, CAC meetings, Board meetings, and meetings of the Local Policy Maker Group
- Draft objectives and goals:
  - Safety and security
    - Compliance and best practice, safety culture, system investment, safeguard security
  - Expanded and enhanced service
    - Mobility needs, balance different markets, dependable service, comfort and convenience
  - Infrastructure and rolling stock
    - State of good repair, system reliability, expand capacity, HSR/Caltrain blended service
  - Financial sustainability
    - Efficiency, maximize revenues, stabilize and expand funding
  - Regional transportation and land use
    - Connectivity, alternative access modes, transit supportive development, Statewide rail integration
  - Partnerships
    - Openness and fairness, effective participation, strengthen partnerships
  - Social responsibility
    - Civil rights, environmental footprint, inclusivity and equity
- Information is available on the website at [www.caltrain.com/sp](http://www.caltrain.com/sp)
- Comments or questions can be directed to [caltrainSP@caltrain.com](mailto:caltrainSP@caltrain.com)

#### Public Comment

Jeff Carter, Millbrae, said it takes a long time to get things done because of regulations and environmental impact reports and it is unfortunate that it goes at a snail's pace to get anything done. He said it might take a year to get the new railcars into service but added capacity is needed now. He said Caltrain shouldn't be limited to two tracks and more than the six trains per hour per direction via the blended plan because Caltrain may need more capacity. He said ridership has outpaced what was projected in the 2004 Strategic Plan. He said off-peak service proposed through electrification and the Strategic Plan is the same or a little more than the midday, but the proposed evening service is atrocious; once per hour is not going to work.

Roland Lebrun, San Jose, said capacity is needed now, not post electrification. He said the baby bullet trains need to be longer. He said Caltrain should be in the "carrying



passengers" business, not the "maintenance" business, because in Europe, the maintenance stays with the manufacturer and trains are picked up and dropped off with the manufacturer each day. He said in Europe the core improvements go in first, then electrification. He asked how Caltrain will maintain service during construction if the trains are not capable of running on diesel through a construction zone. He said the objective of supporting the blended system planning is just a way to keep consultants on the payroll and is not needed. He said in Europe the way to stabilize and expand funding is to increase ridership, not fares. He said Caltrain doesn't need dedicated operational and maintenance funding because the manufacturer should take care of it. He said the best partnership is joint procurements for trains with Capitol Corridor Joint Powers Authority and Altamont Corridor Express.

#### **STAFF REPORT – April Maguigad**

Ms. Maguigad reported:

- Emergency repairs have been completed on the Quint Street Bridge and trains are now operating at 30 miles per hour over the bridge.
- April average weekday ridership was 55,269, a 9 percent increase over last April.
- April on-time performance was 88.2 percent. This is partially due to the issues with the Quint Street Bridge.
- There has already been a 2 percent increase in Giants ridership
- Staff is continuing planning with VTA on the service to Levi's Stadium.
- The Bicycle Advisory Committee met on May 15 and received a presentation on the Bicycle Access and Parking Plan and the Annual Passenger Counts.

Ms. Levin asked for an update on the purchase of the Metrolink railcars. Mr. Harvey said staff started talking about this with the public too soon. He said this is a complex deal that requires Metrolink to break a leveraged lease transaction with a bank. He said progress has been made, a term sheet has been exchanged, staff has a way to break the lease, a price has been identified, the cars have been re-inspected and a cost estimate has been identified for the refurbishment. He said Caltrain doesn't have money but staff is looking for some, and some of the cars may have to be financed. He said he hopes to be able to give the Board more information at the July meeting.

#### Public Comment

Roland Lebrun said the minutes state the Quint Street Bridge repair has to do with politics in San Francisco, but it has nothing to do with politics. He said the Quint Street Bridge is the underpass for the Oakdale Caltrain Station. He said if the street is closed, the underpass will be closed and there will be no way for people to cross the tracks. He said Caltrain has \$58.5 million dollars in cash in the bank that can be used on the rolling stock.

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

June 18, 2014 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 7:10 p.m.

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

**MINUTES OF JUNE 18, 2014**

**MEMBERS PRESENT:** P. Bendix, C. Cobey, A. Levin, G. Scharff, A. Sweet,  
C. Tucker (Chair)

**MEMBERS ABSENT:** J. Berk, K. Gardiner, Y. Mills

**STAFF PRESENT:** J. Averill, A. Maguigad, S. Petty

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

**APPROVAL OF MINUTES OF MAY 21, 2014**

No discussion.

Motion/Second: Cobey/Bendix  
Ayes: Bendix, Cobey, Levin, Tucker  
Absent: Berk, Gardiner, Mills, Scharff  
Abstain: Sweet

The minutes were not approved. They will be put on the next agenda for approval.

**PUBLIC COMMENT**

Jeff Carter, Millbrae, said the Predictive Arrival/Departure System (PADS) is back up and running and he appreciates Caltrain for getting the system back in service.

**CHAIRPERSON'S REPORT – Cat Tucker**

**Certificates of Appreciation to Paul Bendix and Kevin Gardiner**

Chair Tucker thanked Paul Bendix and Kevin Gardiner for their service to the CAC.

Mr. Bendix wished Caltrain and the committee well, and said he hopes people continue to talk about Caltrain because he is amazed that so many local people don't know much about it. He said it has been a wonderful experience seeing the train line move into the Baby Bullet stage and now incredible success being so full. He said it is with mixed feelings that he leaves.

**Discussion and Possible Cancellation of Summer Meeting**

Josh Averill, Assistant District Secretary, said the Board is not planning to cancel a summer meeting, which is when the CAC typically takes a bye month. Chair Tucker said she would not advise cancelling a CAC meeting if the Board is not cancelling theirs.

Adina Levin said she would like to hear information regarding the Caltrain Modernization Project and train procurement and design and the timing of decisions and input from CAC.

Chair Tucker said that can be discussed later. The CAC will not be cancelling a meeting.

**UPDATE ON PROPOSED SANTA CLARA COUNTY TRANSPORTATION BALLOT MEASURE – April Maguigad**

April Maguigad, Manager, Rail Operations, said the Silicon Valley Leadership Group (SVLG) decided not to proceed with a Santa Clara County sales tax measure in 2014. The SVLG Board of Directors recommended focusing on 2016, when turnout will be higher with a presidential general election. She said JPB staff engaged in productive conversations about prioritizing future funding needs and welcomed local level input into the discussion with SVLG. The JPB will continue to build on these conversations as discussions ramp up for the 2016 ballot.

Ms. Levin said Friends of Caltrain was involved in educating Caltrain users about the ballot measure and communicating to decision makers. She said there is a need for education about Caltrain regarding capacity needs and electrification. She said a list of potential projects may make sense to be publically reviewed and discussed. In 2016, San Francisco will be looking to add a sales tax measure and a vehicle licensing fee for transit funding, and San Mateo County could do something at the same time.

**CALTRAIN STRATEGIC PLAN COMMENTS AND DISCUSSION – Sebastian Petty**

Sebastian Petty, Senior Planner, said this is the discussion and comments from last month's presentation. He said several meetings were held about this issue to receive comments from the public and elected officials.

Greg Scharff arrived at 5:56 p.m.

Alex Sweet asked if there were any basic themes from public comments. Mr. Petty said the comments were generally focused on subject areas that could use more strengthening such as station issues and amenities and how they could be more active public spaces, service south of Tamien, and Gilroy service. He said there were also comments about getting Wi-Fi on the trains, and questions about special event service. He said a summary describing the outreach and themes that came from public comments will be included in the plan.

Public Comment

Jeff Carter, Millbrae, said Caltrain's general plan calls for six trains per hour per direction in the peak, but it shouldn't be limited because right now Caltrain is at capacity with five trains per hour. He said Caltrain could see a significant increase in ridership and needs more capacity as soon as possible. He said Caltrain should be looking at eight to 10 trains per hour and trains that are longer than five cars. He said the system should not be limited to two tracks and the right of way should be expanded as much as possible.

Doug DeLong, Mountain View, said he found out that a Mello-Roos district was formed around the Transbay Terminal as part of the financing plan so they could get a significant fraction of the property tax increment for new development around the terminal. He said maybe Caltrain could explore a Mello-Roos district around the right of way that would include portions of certain cities so the district would have sole control over the tax increment money raised in the district.

Mr. Bendix asked what Mello-Roos is. Mr. DeLong said it is a type of assessment district permitted under State law that is established for a particular purpose such as for water districts. He said it is similar to the idea of a redevelopment agency in that it recognizes the difference between the prior assessed value and how the value changes over time within the district boundaries, and the increment of tax revenue gets handled differently.

Ms. Levin said that could be a good fit for the San Jose Diridon area because there are significant development goals in the area.

Ms. Levin said it would be good to have capacity in capital planning specified in order to do quantitative planning, which would communicate what need is going to be at what period of time.

Ms. Levin said the Local Freight Users Group would be willing and eager to bring in a short-haul operator instead of Union Pacific, which would allow the use of freight equipment that could take steeper grades, and they could potentially run electric equipment.

Ms. Levin said the plan mentions alternative transportation for station access and egress. She said a minority of people drive to the station making the alternative driving, so to say "non-motorized" would be more accurate.

#### **BICYCLE ACCESS AND PARKING PLAN (BAPP) UPDATE – Sebastian Petty**

Mr. Petty presented:

- The plan was developed and adopted by the JPB in 2008. Since then the other major piece of relevant policy adopted was a comprehensive access policy in 2010.
- The 2008 BAPP includes recommendations, as opposed to projects, focused on parking, access, information, and safety at the top 10 stations.
- The 2008 BAPP covers multiple improvement areas and scales and types of recommendations. The focus is on wayside issues, not bikes onboard, in order to picture overall how to accommodate cyclists.
- The goal is to define and execute an implementation strategy for the 2008 BAPP. The 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 wayside bicycle improvements beyond the recommendations in the 2008 BAPP.
- Implementation strategy:
  - Took items from 2008 BAPP and ran them through a screening process.
  - Items were put into planning projects category and capital projects category.
  - Externally-led bike projects are out of JPB's hands. System-wide plans and programs are items that will be accomplished.
- Project review focuses on Caltrain-led bicycle projects.
- Project prioritization criteria:
  - One set of criteria for all projects.
  - Twelve possible points grouped into four broad categories:
    - Project support (two possible points)
    - Project funding (two possible points)
    - Project readiness (two possible points)
    - Project need and effectiveness (six possible points)
  - Projects subject to individual grant eligibility.
  - Prioritized list becomes committee recommendation informing agency Capital Improvement Program.
- Feasibility studies and considerations:
  - Discounted locker rentals – examine the issue
  - Bike share study – postpone action until current program contract is taken over by Metropolitan Transportation Commission (MTC)
  - Folding bike promotion – do not pursue
  - Bike car capacity information – refine and expand scope
- Funding need to complete the BAPP
  - Funding need estimate for 10 stations included in the 2008 BAPP
  - Includes only costs for projects specifically recommended in the 2008 BAPP.
  - Does not include operating and maintenance costs.
  - Excluded the 22<sup>nd</sup> Street Station because after a number of improvements it would require a major overhaul and would not be specifically a bike project.
  - About \$3.5 million needed overall.
- Funding challenge and strategy
  - Funding limited
  - Staff/administrative capacity limited
  - Implementation driven by grant availability
  - Utilize local funds to leverage grants
  - Grant constraints
  - Match grant sources and eligible projects to maximize overall project delivery
- Funding scenarios
  - Conservative approach: Only pursue grants with high probability of success, focus on only highest scoring projects, assume modest level of help and participation from partners. Estimated \$800,000.

- Aggressive approach: Pursue grants broadly and work to make projects competitive, try to complete a larger spectrum of projects, assume significant level of help and participation from partners and cities. Estimated \$2,700,000.
- Next Steps
  - Take strategy to Board as informational item.
  - Develop implementation process.
  - Return to Bicycle Advisory Committee with draft plan.
  - Ongoing discussion with funding partners and county congestion management agencies.

Ms. Sweet asked if any of the projects will require outside help and if Requests for Proposals will be released for any of them. Mr. Petty said anything requiring getting a physical piece of equipment like electronic lockers would require a procurement process. Larger scale projects such as construction would go through a bid process.

Ms. Sweet asked if staff is working with outside consultants. Mr. Petty said not right now, the 2008 BAPP was worked on by consultants.

Mr. Scharff asked what the top 10 stations are. Mr. Petty said 4<sup>th</sup> and King, 22<sup>nd</sup> Street, Millbrae, Hillsdale, Menlo Park, Redwood City, Palo Alto, Mountain View, Sunnyvale, San Jose.

Mr. Scharff asked why staff wouldn't use a more aggressive approach in the funding scenario. Mr. Petty said there is an administrative capacity issue because he is the only employee working on this. He said staff is not able to get dedicated funding for many of the improvements and there is an administrative issue with going after some of the grants, so staff is reaching out to funding partners to ask to be added onto their grant applications to be more efficient.

Mr. Scharff said it is worth hiring an additional person to work full time on this. Mr. Petty said the analysis is built on a spectrum of grant sources available and the years and cycles they come in on, and for each one, the sets of projects that might be eligible were identified, as was the probability of getting the grant and the matching requirement. He said part of what makes up the estimated funding figures are funding sources that are almost certain to come through. Most of the estimated funding figures are not spread evenly geographically.

Mr. Scharff asked what staff will be asking of the Board. Mr. Petty said input, guidance, to find out whether they want to pursue this, how important it is, and if they want staff to be more aggressive. He said that will inform staff's decision and what staff will be able to get from partner agencies.

Mr. Scharff said he thinks staff should take the aggressive approach if it makes financial sense. He said the JPB will have to hire someone. He said it is hard to give input without knowing what benefits and tradeoffs are. He said he would like staff to do as many of these projects as possible, and if staff just went for the conservative \$800,000 it would be a mistake.

Ms. Levin said if staff gave a list of projects and opportunities out the top 10 cities, most would feel it makes them competitive and would do a great job of working on the projects.

#### Public Comment

Doug DeLong, Mountain View, said at Mountain View there is a significant shortage of bike racks, so people are locking their bikes to railings and the posts that mark the handicapped parking spaces creating tripping hazards and possibly American's with Disabilities Act (ADA) violations. He said in the context of Caltrain's five-year funding program, this amount is peanuts. He said Caltrain is self-insured for the first \$2 million, so one bad accident caused by a bicycle in someone's way could almost pay for this whole program. He said this is a no-brainer; just do it all and move on.

Jeff Carter, Millbrae, said bike access helps connect the first and last mile. Bikes on trains free up parking spaces at stations and space on other public transit systems the bicyclist would otherwise use to get to and from the station. He said it is expensive for Caltrain to add parking spaces.

Ms. Sweet said this deserves enthusiasm when presented the Board. To convince someone this is important, just show the correspondence packet. She said part of the reason people are getting bumped is because they feel they can't leave their bikes at the stations or they need them on the other end. She said if the opportunity exists for people to feel comfortable leaving their bikes at the station and then using bike share if needed, it would help reduce the frustration by the bicycling community.

Ms. Levin said it would be helpful to create a summary of what the benefits are. She said the economics are not just about bikes, they are about station access, first and last mile, and where bikes fit into that.

Ms. Levin said bike lockers are important for first mile if the bicyclist's destination is walkable from the station. She said most jobs are within two or three miles away from the station, so bikes are effective for the last mile. Bike Share is potentially the solution for the last mile, but is not being widely used on the Peninsula. She said she is not comfortable leaving it to the MTC to handle the Bike Share Program because the system does not match the land-use pattern for this area.

Ms. Levin asked how many more bikes use a BikeLink locker than a keyed locker. Mr. Petty said there are four BikeLink lockers in Sunnyvale that are very well used and turn over more than once per day. He said the city of San Mateo recently put some in at the Caltrain station. He said he is hoping to get access to that data and to find out how well the keyed lockers are being used.

Chair Tucker asked if the Bike Car Capacity Feasibility Study will be part of the plan. Mr. Petty said it is included on the project list that could be funded if funding were to become available.

#### **STAFF REPORT – April Maguigad**

Ms. Maguigad reported:

- Thanked Mr. Bendix and Mr. Gardiner for their service to the CAC.
- CAC recruitment is underway, but no one will be selected by the next meeting.
- The train speed over the Quint Street Bridge is up to 45 miles per hour, and as a result the on-time performance has jumped up to 92 percent.
- Bay to Breakers total ridership decreased 7 percent but southbound ridership increased 44 percent. Alcohol was discontinued on these trains and the trains did not stop at Santa Clara Station this year.
- The Interstate 280 closure resulted in increased ridership over Memorial Day weekend baseball service.
- Staff is continuing work with the Santa Clara Valley Transportation Authority planning for Levi's® Stadium events. Information will be provided to the Board and CAC in July.
- There will be a schedule change in October to coincide with construction for the San Mateo Bridge Replacement Project.
- There was a fatality on the tracks this morning and feedback regarding service recovery is welcome.
- Staff has been working with the Department of Risk Management to find a way to remove bikes that are chained to mini-highs and ADA parking signs at the Mountain View Station.
- April ridership was up 9 percent, May ridership was up 8 percent, and ridership hit a high of over 57,000 riders in May.

Ms. Sweet asked if more bike parking will be added at the Mountain View Station.

Ms. Maguigad said she would check and get back to the CAC. Staff is looking at other possibilities for bike parking but does not want to create a safety hazard.

Ms. Levin said emergency funding should be used to solve the problem. Ms. Maguigad said it is not an emergency but it is important and will be addressed.

Ms. Levin asked for an update on the capital budget. Ms. Maguigad said staff is still working through the process and it will not be taken to the Board in July.

Mr. Bendix said the 22<sup>nd</sup> Street Caltrain Station is not wheelchair accessible. He would make it a priority and asked the CAC to keep in mind 22<sup>nd</sup> Street improvements.

Mr. Bendix left at 7:09 p.m.

Chris Cobey asked how long it took to resume operations after the fatality this morning and if it was close to the target recovery time. Ms. Maguigad said single tracking started within the first 45 minutes. She said recovery went well in that area partly due to the fact that the incident occurred near the end of the peak period.

Mr. Scharff asked why cheaper bike racks can't be put up instead of bike lockers. Mr. Petty said the cost of core drilling into the platform is expensive, there are safety and tripping hazard considerations, who owns what at the stations is complicated, and egress standards and available functional areas are all things to consider.



Mr. Scharff said he recommends reaching out to city transportation people in charge of grants because everyone is big on bikes. He said Palo Alto might even pay for some of these things. He said JPB staff could put the work on the cities to write the grants and help in other ways.

**COMMITTEE COMMENTS**

Chair Tucker asked for an update on the Metrolink Railcar purchase. Ms. Maguigad said staff is working through the details and once there is news it will be shared.

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

July 16, 2014 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 7:17 p.m.